TSK-5000.04A  **Responding to a (Building-wide) Fire Alarm – UPD Officer**

When notice of a fire alarm in a building that is not a trouble alarm or drill is received, the **University Police Officer**:

1. **Responds** immediately to building with an alarm and **goes** to the fire annunciator panel to determine the area of concern.

2. **Checks** building at entry for fire and smoke.

3. If fire or smoke is detected, **REMAINS** OUTSIDE, and **notifies** UPD Dispatch of fire/smoke status.

4. Constantly **checks** for fire and smoke presence, and **leaves** if significant smoke or fire is present or escalates.

   Note: **Reports** to the command post (vehicle or fire truck).

5. If **no** fire or smoke is detected, **proceeds** to the area of concern.

6. **Continues** to update UPD Dispatch of location and findings.

7. **Sweeps** the area of concern to ensure people have evacuated and the situation is stable.

8. **Goes** to the main fire alarm control panel.

9. If a microphone is present, **announces**:

   "**There has been a report of a fire in the building. While University personnel and the fire department investigate, please EXIT the building.**"

10. Returns to the fire annunciator panel and organizes the responding team:

    - FM Technical Maintenance
    - FM Building Maintenance Mechanic (during business hours)
    - EHS Responder at command post (during business hours)
11. **Meets** the Bellingham Fire Department and **assists** them.

12. **Silences** the alarm **OR directs** FM Technical Maintenance to do so when appropriate or as instructed by the fire department.

   Note: Do Not reset the system – let FM Technical Maintenance do so.

13. When fire emergency is over, **checks** with the Bellingham Fire Department to determine when they are releasing the building.

   Note: The EHS staff at the command post may assist with building release.

14. **Assists** the UPD Dispatcher in obtaining information about the fire to provide notifications including:

   - Fire damage
   - Water damage
   - Smoke damage
   - Injury (number and severity)
   - Number of residence rooms unusable
   - Number of academic rooms unusable

15. If crime scene, **secures** area as appropriate and follow standard protocol.

16. When the building is released, **notifies** all persons outside by circling the building and informing everyone.

   Note: May use the loudspeaker on the vehicle.