TSK-5000.04B **Responding to a (Building-wide) Fire Alarm – Environmental Health and Safety Staff**

When notice of a fire alarm in a building that is not a trouble alarm or drill is received, the **EHS staff member:**

1. **Contact** a second EHS staff member via cell phone or Facilities Management radio, as possible, to respond.

2. **Brings** emergency vest, cell phone, keys, and UHF and VHF radios.

3. **Waits** at the building fire annunciator panel to connect with the UPD officer, FM Technical Maintenance Control Tech, and FM Maintenance Mechanic.

4. **Proceeds** to the command post (the University Police vehicle, then the fire department truck) to be the contact.

5. **Dons** emergency vest for identification.

6. **Maintains** contact with FM and UPD on-site responders from the command post.

7. **Acts** as the information point for building wardens, public information, and others who may have questions.

8. Upon arrival of Bellingham Fire Department, **meets** the truck (which becomes the new command post site).

9. **Contacts** the UPD Officer via UPD Dispatch and **asks** them to meet fire department responders.

   Note: A second EHS responder may direct the fire department to the UPD Officer.

10. Additional EHS staff **walks** the perimeter of the building to ensure people stay outside.
11. **Assists** the UPD Officer and coordinates with the FM staff in appropriate tasks, such as ventilation, access, damage, and safety.

12. If the fire involves significant damage, **performs** the following
   - **Calls** the confined space rescue team if their assistance would be useful, and/or
   - **Contacts** the director, Environmental Health and Safety, regarding activation of the University’s Emergency Management Plan.

13. At the request of the UPD Officer, **may assist** in giving the all-clear signal when the fire department releases to UPD and UPD releases the building for occupancy.