PRO-U5000.04E  REPONDING TO A FIRE ALARM AND DETECTION SYSTEM MALFUNCTION

Scope. This procedure is applicable if the fire detection and/or alarm system is not functioning as follows:
1. In the majority of a building;
2. In an entire building; and/or
3. On the entire campus

This procedure is not applicable if the fire detection or alarm system is disabled in specific rooms or in a portion of a building under a public works construction project.

Action by: University Police Dispatcher

Action:
1. Understands that the fire alarm and detection system has malfunctioned and that the majority of a building, an entire building or the entire campus is without a fire detection and/or alarm system.

   1a. Provides a call out to Facilities Management Technical Maintenance to initiate system restoration.

2. Provides the following call-outs for fire watches until the system is restored:
   - Residence Life for all residence halls
   - Viking Union
   - Student Recreation Center
   - Library – Wilson Library and Haggard Hall
   - Facilities Management for other campus academic or administrative facilities.
**PROCEDURE**

**Action by:** University Police Dispatcher

**Action:**

1. If the entire campus is malfunctioning, assigns four Green Coats respectively to each of the following four groups of buildings:
   1. Old Main, Miller Hall, Fraser Hall, Humanities, Bond, Carver Gym,
   2. Performing Arts, Engineering Technology, SMATE, Chemistry, Biology,
   3. Campus Services, Administrative Services, Commissary, Facilities Management
   4. Arntzen, Environmental Studies, Communications, Academic Instructional Center
   
   **NOTE:** A fire watch procedure is available. Refer to University-wide Task U5950.01A.

2. Instructs University Police officer(s) on duty to patrol campus carefully looking for smoke or evidence of fire.

3. Contacts the Environmental Health and Safety (EHS) director or designee to alert the City of Bellingham Fire Marshal or 911 dispatcher of the problem.

   **NOTE:** A dispatcher must actually speak with an EHS staff person to communicate the issue. Leaving voice mail or email is insufficient.