PROCEDURE

PRO-5000.04A RESPONDING TO FIRE ALARM DURING BUSINESS HOURS

Action by: UPD Dispatch

1. Receives report of smoke or fire and determines location (skip to step 8).

   -OR-

2. Notices activation of fire monitoring system (skip to step 7).

   -OR-

3. Receives report of alarm sounding.

4. Confirms the alarm is NOT local (in room only) and is sounding in the hallways and through the building (skip to step 7).

   4a. If the alarm is local ONLY, uses PRO-5000.04D, “Responding to Local Smoke Detector Alarm”

   -OR-

FM Employee, EHS Employee

-OR-

UPD Officer

5. Hears a fire alarm sounding throughout a building or receives information about alarm sounding.

6. Contacts UPD Dispatch and provides details and location of alarm.

   Note: Emergency phones on campus may be used when no other phone is available.

UPD Dispatch

7. Checks information for prior notification of fire drill, system testing or maintenance activity in area of alarm.
**PROCEDURE**

**Action by:** UPD Dispatch (continued)

**Action:**

7a. If notification of fire drill or fire system testing activity in area, **notifies** reporting party (if any) and **takes** no further action.

7b. If notification of maintenance activity in area, continue to step 8.

8. **Dispatches** UPD Officer to site of alarm.

9. **Calls** Bellingham Fire Department (911) and **directs** to site of alarm or cancels response as appropriate.

**UPD Officer**

10. **Responds** as in TSK-5000.04A, “Responding to Fire Alarm-UPD Officer”.

**UPD Dispatch**

11. If requested by UPD Officer, provides a business hours call out to FM Work Control per PRO-5750.01A, “Calling out FM Personnel”.

**Notifies** EHS if fire or smoke is found, or in a room where hazardous materials are present, per TSK-5000.04B, “Responding to a Fire Alarm-EHS Staff”.