PROCEDURE

PRO-5000.04B   RESPONDING TO FIRE ALARM AFTER BUSINESS HOURS

Action by:   Action:

UPD Dispatcher

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.

UPD Dispatcher

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

   7a. If notification of fire drill or fire system testing activity in area, notifies reporting party (if any) and takes no further action.
Action by: UPD Dispatcher (continued)  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 as appropriate.

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

11. **If requested** by UPD Officer, **provides** an after business hours call out per PRO-5750.01B, “Calling out FM Personnel after Business Hours”.

12. **If requested**, by UPD Officer, **calls** EHS Responding Personnel to respond per TSK-5000.04 B, “Responding to a Fire Alarm-EHS Staff”
PROCEDURE

**Action by:**

FM Responding Personnel

**Action:**

13. Responds as per PRO-5750.01C, “Responding to After Hours Emergency”.

14. Meets UPD Officer and assists as directed.

14a. Meanwhile, assesses need for additional FM Personnel and if necessary requests UPD dispatcher to call-out (step 10).

15. When the building is released (from TSK-5000.04A, “Responding to a (Building-wide) Fire Alarm-UPD Officer”), gives clearance to FM Responding Personnel.

16. Resets fire control system (see TSK-5000.04C, “Resetting Fire Control System”).

16a. If the system cannot be reset, requests call out to FM Tech Maintenance (if not present already).

17. When the emergency is over, provides an all clear signal is given to all persons around building.