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

With the exception of a trouble alarm or scheduled drill, when a fire alarm is received in a building, the University Police Officer:

1. Responds immediately to building and checks building at entry for fire, smoke, or room where hazardous materials are present.

If fire or smoke is detected or in a room where hazardous materials are present, REMAINS OUTSIDE, and notifies UPD Dispatch of fire/smoke/hazardous material status.

2. Requests UPD Dispatch to contact EHS fire safety staff for organizational assistance, per TSK-5000.04B “Responding to a Fire Alarm-EHS Staff”.

3. Contacts Building Coordinator for information on persons remaining in building.

4. Meets the Bellingham Fire Department and assists them as needed.

5. Requests UPD Dispatch to contact FM Work Control, as required.

6. When fire emergency is over, checks with the Bellingham Fire Department to determine release of the building.

7. If FM personnel are making repairs, coordinates with them and/or EHS staff member for release of the building.

8. Makes sure alarm is reset.

9. Contacts Building Coordinator or EHS staff to give “All-Clear” and allow entry into the building.

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

   o Property damage
   o Injury (number and severity)
11. If crime scene, **secures** area as appropriate and follows standard protocol.

   If **no** fire or smoke is detected,

1. **Proceeds** to the area of concern.

2. **Continues** to update UPD Dispatch of location and findings. Requests UPD Dispatch to stop response of Bellingham Fire Department, as appropriate.

3. **Contacts Building Coordinator** for information on persons remaining in building.

4. **Silences** and/or resets the alarm.

5. **If unable to reset alarm,** requests UPD Dispatch to contact FM Work Control per PRO-5750.01A, “Calling out FM Personnel”.

6. When the building is clear for re-entry, **notifies** the **Building Coordinator** to inform all persons around entire building.

7. As appropriate, **provide** FM Technical Maintenance a report of issue.