**TASK OUTLINE**

**Effective Date:** 06/27/02. Rev 1 08-31-06. Rev 2 11-07-16

**Authority:** POL U5950.01 Health, Safety & Environmental Protection

**POL BFA5000.04 Fire Alarm Response**

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**TSK-5000.04B**

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

**Action by:**

- UPD Officer
- EHS Responding Personnel

**Action:**

1. **When fire or smoke is found, or in a room where hazardous materials are present, requests** UPD Dispatch to call EHS staff member to assist.

2. **Brings** emergency vest, cell phone, keys, and radio.

3. **Contacts** UPD Officer to receive a situation assessment.

4. **Contacts** Office of University Communications and Marketing to provide information or updates.

5. **Provides** assistance and coordination as required, including requesting tech maintenance, custodial, other FM shops through FM Base or UPD Dispatch, as appropriate.

6. **Point of contact** for all responders, police, fire, repair workers, and clean-up.

7. **If an area has extensive damage, ensures** that contact is made with appropriate department, academic affairs, or University Residences to make arrangement for occupants.

8. **Acts** as the information point for RD’s, Building Coordinators, public information, and others who may have questions.

9. **When fire emergency is over, checks** with UPD Officer, fire department, and/or FM personnel on release of the building.

10. **When the building is clear for re-entry and alarm reset, notifies** the Building Coordinator to inform all persons.
11. **Assists** UPD Officer with investigation and report, as requested.