

Northern Kentucky University	Policy Link: Fire and Life Safety Policy
Issue Date: 11/02/2018	Title: FIRE ALARM RESPONSE PROCEDURE
Revised Date:	

OBJECTIVE AND PURPOSE

The purpose of this procedure is to define responsibilities and a notification process that shall be observed by all University employees whose position mandates interaction with local fire department officials upon the activation of an unscheduled fire alarm. This procedure is administered under the authority of the University Fire and Life Safety Policy.

DEFINITIONS

Unscheduled Fire Alarm – the unannounced activation of a fire alarm that is not associated with scheduled testing, maintenance or drills.

RULES AND PROCEDURES

When an unscheduled fire alarm has been activated, proper response and actions are deemed essential to minimize confusion and duress. Coordination of university personnel in conjunction with local fire department officials to execute a well-organized procedure must be initiated.

Role of the Fire Department

The local fire department is viewed as the authority having jurisdiction upon activation of an unscheduled fire alarm. The fire department is responsible to respond immediately to an alarm and carry out an investigation of cause for the alarm. When cause has been determined/resolved, the fire department will request that Facilities Management assist with resetting the fire alarm panel. When all points of operation have been reset, the Fire Chief (or his authority) notifies the University Police Officer at the scene, that the fire alarm panel in the building is functional and the building can be re-opened. The fire department will NOT leave a building which cannot be reset for reasons of malfunction until they notify University Police and/or Safety and Emergency Management personnel of a problem.

Role of the University Police

Upon an activation of an unscheduled fire alarm, University Police dispatch shall immediately notify the local fire department and dispatch an available University Police officer. The officer shall immediately respond to the building and assess the situation. The officer's shall not enter into buildings or building areas in which there is an immediate threat to her/his safety. Other primary functions of the Campus Police during an alarm of fire are:

- Meet with the Fire Chief or person of authority associated with the fire department.
- Provide any information sought for by the fire department relative to the situation.
- Assist the fire department by directing them to the fire alarm panel, master panel or sprinkler system shut off.
- Unlock "safe" general areas requested by the fire department. Transfer the key(s) to the fire department for areas that may have potential for a working fire.
- Request additional police officers as needed.
- Maintain security of area by not allowing any person to enter the building until the fire department has approved for occupancy.
- File a report on the incident, noting circumstances involved, location of trouble and response of problem.

Role of the Facilities Management

Upon notification of a fire alarm, the Power Plant operator shall immediately contact the Electric Shop supervisor (or designee). The Electric Shop supervisor (or designee) shall dispatch the nearest available electrician to the scene. During evenings, weekends or holidays the Power Plant operator shall notify an available technician to respond. Upon arrival at the scene the responding electrician (technician) shall report to the Fire chief or person of authority associated with the fire department. Primary functions of the responding electrician (technician) are:

- Provide any information sought for by the fire department relative to the situation.
- Assist the fire department by directing them to the fire alarm panel, master panel or sprinkler system shut off.
- Summon other Facilities personnel as requested by the fire department.
- Assist with shutting down utilities, equipment and systems as requested by the fire department.
- Assist with resetting the fire alarm panel at the request of the fire department.

Facilities Management personnel are not to enter a building during and unscheduled fire alarm until authorized to do so by the fire department.

NOTE: If a fire or situation is determined to be positive (an actual fire or emergency), the following persons are to be notified immediately:

Director, Safety and Emergency Management
AVP, Facilities Management

RESPONSIBILITIES

Safety and Emergency Management Responsibilities

Safety and Emergency Management is responsible for procedure development, review, and compliance with all applicable federal and state regulations. Safety and Emergency Management will coordinate training as needed. Safety and Emergency Management staff are authorized to halt any unsafe work practice that is not in accordance with this or any other NKU safety policy or procedure.

Chair/Director Responsibilities

It is the responsibility of the chair/director to comply with applicable environmental, health and safety laws and regulations, University policies and procedures, and accepted safe work practices. Chairs/directors shall ensure that their employees receive required training prior to beginning work and annual/refresher training as needed. The chair/director is also responsible for maintaining their employee training records.

Chairs and Directors may delegate the details of program implementation to appropriate personnel within their authority. The ultimate responsibility, however, for ensuring implementation of these programs at the academic department/administrative unit level remains with the chairs/directors.

Facilities Management

- Train employees on this procedure and proper response to fire alarms.
- Respond to the alarm scene to help with the emergency control process.

University Police

- Train employees on this procedure and proper response to fire alarms
- Operate and control the alarm signal receiving equipment
- Call the Fire Department within 90 seconds of an alarm
- Respond to the scene to help in emergency control process
- Furnish a detailed incident report. Report to state agencies as required by regulations.

TRAINING

Departments shall ensure that employees are trained on these procedures, location and operations of fire alarm and fire protection systems, and general fire safety associated with response to fire alarms.

For additional information, forms, training, and other resources visit nku.edu/safety.