



Environmental Health & Safety Policy & Procedure #11

TITLE: **FIRE ALARM RESPONSE POLICY - Boca Raton Campus**

OBJECTIVE AND PURPOSE:

To provide uniform response guidelines ensuring compliance, system credibility and the safe evacuation of occupants with as minimal a response time as possible to reduce the disruption of University operations. Objectives include:

- a) A well-designed service program with optimum productivity for the efficient operation of the facility.
- b) Continuous curtailment of nuisance false alarms and system downtime to increase productivity and reduce building occupant apathy, fines, and poor public image.
- c) Compliance with regulatory maintenance requirements and guidelines to minimize violations and component malfunctions and maximize the system life expectancy.
- d) Minimize litigation exposure by providing emergency response training and compliant systems.

ACTION

FACILITIES PLANNING

Ensure fire alarm systems are carefully designed, installed and commissioned compliant with applicable regulations to provide early warning, protect the lives of building occupants, and guard against catastrophic losses.

ENVIRONMENTAL HEALTH & SAFETY

- ◆ Monitor the performance and reliability of the fire alarm systems.
- ◆ Audit records to ensure all alarm aspects are maintained as required.
- ◆ Ensure only authorized personnel have access to the systems.
- ◆ Provide fire safety evacuation education to the University Community.

PHYSICAL PLANT/HOUSING

- ◆ *Maintain or oversee the maintenance* of the fire alarm system in accordance with the guidelines set forth by local, state, and national agency requirements as well as the manufacturers manual.
- ◆ Respond to the alarm scene to help with the emergency control process.
- ◆ *Either perform or oversee the performance* to determine the extent of the problem, repair according to manufacturers manual and/or regulations, and then reset the alarm.

UNIVERSITY POLICE

- ◆ Operate and control the alarm signal receiving equipment.
- ◆ Call the Fire Department within 90 seconds of an alarm and respond to the scene to help in emergency control.
- ◆ Furnish a detailed incident report to EH&S listing the specific devices and rooms involved.

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APPROVED:	Vice President	Associate V.P.	Director

FIRE DEPARTMENT

- ◆ Respond to alarms within 10 minutes of dispatch.
- ◆ On scene incident command.
- ◆ Immediately address the emergency condition or start investigating the cause of the alarm.
- ◆ Silence the alarm when appropriate, notify FAU Police the condition is over, the building may be re occupied, and a qualified person may reset the alarm systems.

BUILDING OCCUPANT

To report a fire: pull the nearest fire alarm from a safe location, call 911 from outside the building and give the specific location and extent of the fire.

- ◆ When the fire alarm sounds, immediately evacuate the building by the nearest safe exit route. Do not use elevators.
- ◆ If possible, turn off hazardous reactions; take personnel items, and close doors during your exit
- ◆ Remain at a predetermined location at least 100 feet from the building. Do not reenter until directed by emergency personnel.
- ◆ People requiring special assistance should go to the designated rescue zones until evacuees, fire fighters or police can assist them.

It is mandatory for all occupants to evacuate the building when an alarm sounds, even if the alarm is suspected to be false. The occupant shall evacuate the buildings and remain clear of the area after evacuating to give emergency apparatus and personnel room to maneuver.