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Last Revised: 09/15/2019

**CSU FULLERTON POLICE DEPARTMENT
GENERAL ORDER NUMBER 5-5**

FIRE ALARM RESPONSE

SUBJECT: Fire Alarm Network System (Simplex Fire Alarm Network)

PURPOSE: Provide procedures for proper response to a Fire Alarm activation, evacuation and restoration (reset) of the Fire Alarm system.

POLICY: To ensure the safety of all people in the campus community in the event of a fire. Working together with the Fullerton Fire Department to save lives and protect campus property.

PROCEDURE:

- I. System Operation:
 - A. All Simplex Fire Alarm Control Panels (FACP) are networked together on a fiber optic data network with a headline unit (TrueSite Workstation Computer TSW) located in Police Dispatch. A backup unit called the Network Display Unit is also located in the UPD Room 139A. In the event that the TSW is lost, the NDU can continue to monitor and respond to network activities. These both provide the capability to activate the alarms of an individual building or campus-wide activation by a remote switch.
 - B. The network also has a Network Voice Command Center (NVCC) which is also located on the NDU panel in UPD Room 139A. The NVCC also provides for Public Address Announcements to both individual buildings or to all the buildings and designated outside areas. The TSW also has the capability of broadcasting/announcing over the NVCC.
- II. Response Procedures to a Fire Alarm
 - A. Per the State Fire Marshal and Fullerton Fire Department the following procedures will be utilized when a fire alarm is received in University Police Dispatch.
 - B. The Police Dispatcher will immediate acknowledge the incoming alarm by clicking the appropriate warning box on the TrueSite Workstation Computer which will be: Fire, Supervisory or Trouble.
 - C. The duty dispatcher shall:
 1. Contact Metro Net to dispatch Fullerton Fire;
 2. Evacuate the building that is in fire alarm from the simplex panel;

3. Dispatch Police units to the building with information on the specific location of the unit in alarm. For the TSU, always send units to the north loading dock.
 4. Dispatch a Community Service Officer if available or Parking Service Officer to escort the Fire Department to the proper building. If it is the TSU direct them to the north loading dock.
 5. During business hours, contact Facilities Operations and they will contact Simplex to respond. After hours, Dispatch will contact Simplex directly to respond, if deemed necessary and for housing alarms the Residential Community Coordinator will contact Simplex directly to respond, if deemed necessary.
 6. After business hours, for all non-housing activations dispatch will contact Simplex directly to respond if necessary and with approval from the on-duty Watch Commander.
 7. After business hours, for student housing activations the on-duty Resident Community Coordinator will contact Simplex directly to respond if necessary.
 8. If the fire alarm is activated, the public address system does not work.
 9. Enter all information into RIMs and issue a case number.
- D. Building Marshals/Resident Advisors shall immediately:
1. Direct all building occupants/residents to the emergency exits and begin evacuation of the affected building/residence hall.
 2. Advise evacuees to assemble at a location at least 50 feet from the building or for the residence halls in the adjacent parking lot. Evacuees may increase the distance from the building as the situation dictates.
- E. Responding Police Officers shall:
1. Assist in the evacuation and maintain crowd control and public safety;
 2. Assist Fullerton Fire to find the location of the unit in alarm;
 3. Assign response personnel to walk the public areas on each floor of the building/resident hall in alarm, i.e.: balconies, hallways, rest rooms, lobbies, stairwells, etc. to locate any injured or disabled victims.
 4. The officer shall not enter any apartment except for emergency rescue operations, to enforce evacuation compliance, or assist fire-fighting personnel.
 5. If there is evidence of a fire, immediately setup a Command Post and request that the lead Building Marshal or Resident Advisor respond to the Command Post.
 - a. Wait for Fullerton Fire Department to access the incident and take over the scene as the Incident Commander.

- b. Provide assistance as requested by the Incident Commander until the situation is under control.
- c. After the Incident Commander at the scene determines the situation is safe for the building occupants or housing residents to return, follow the procedures under Section III.

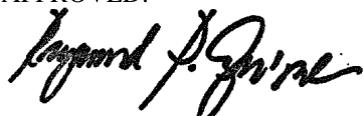
III. Alarm Reset and Report Requirements

- A. If no fire is found and the activation is deemed a false alarm by a Police Officer or Fullerton Fire Department (FFD):
 - 1. If the activation is deemed a false alarm by a responding Police Officer on scene, then a response to the scene from FFD may be cancelled.
 - 2. Either a Police Officer, FFD, a campus Electrician, or a housing Electrician (campus housing property) will reset or direct Simplex to reset the building alarm panel when given the all clear by a Police Officer or FFD.
 - 3. Police Officers will allow re-entry when FFD gives the all clear is given and the alarm is reset and no longer sounding. Police personnel will walk around the building to ensure everyone has been notified it is safe to enter the building.
 - 4. The dispatcher should make an announcement on the Public Address system to alert building occupants/housing residents that is safe to reenter the building/resident hall.
 - 5. Dispatchers will immediately contact the State Fire Marshal (SFM Hotline: 916-653-8360) in all cases of actual fire. It will be the responsibility of the Watch Commander to confirm this has been done.
- B. If and when needed, Police Officers will file a case report on the incident and make the appropriate building report notification to Facilities Operations of any repairs.
- C. The Resident Advisor shall prepare a housing report and notify Housing Maintenance of any repairs or service to devices, as needed.
- D. Simplex will report the incident to Work Control and any repairs or service to devices, as needed.

REVIEWED BY:

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APPROVED:



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