

Fire Alarm Procedures

15.2500 Scope:

This procedure is intended to provide a guideline when responding and determining a course of action when dealing with activated fire alarm situations.

15.2501 Response:

Response to all fire alarms shall conform to SOG 15.0307 and 15.0308, First Alarm Assignments. Unless there is information given by the communication center, TMPD or TMFD personnel that indicates that an actual emergency exists, the first due engine (E40, station #40 area or E41, station #41 area) should be the ONLY apparatus to respond in the emergency mode while all other units respond non-emergency. When additional information is received indicating that an actual emergency exists, all additional response units can upgrade to emergency mode.

When the communication center advises that the fire alarm is a “confirmed false alarm”, one unit shall continue to respond non-emergency to verify that it was indeed a false alarm and get information for the incident report.

15.2502 Procedures:

- a. The first arriving unit shall do a size up to determine if an actual emergency exist (smoke or flames visible, report from TMPD)
- b. Establish command and when or if appropriate pass command to the next arriving unit
- c. If an emergency situation exists, take appropriate actions for the type of occupancy involved
- d. If no emergency exists, have the Town of Menasha Police Department Communication Technician attempt to notify the emergency contact for the occupancy.
- e. Proceed to the Fire Alarm Control Panel to determine the status of the alarm system and indicate (alarm, trouble, or zone) possible reasons for the fire alarm activation. Also to assist with identifying the location(s) of the alarm system device(s) that may be causing the problem.
- f. While a systematic inspection of the premises is taking place to determine the device(s) that activated the system, the Fire Alarm Control Panel can be silenced if a switch exists to do so, but under no circumstance should the panel reset button be pushed at this time.
- g. If after a system inspection has been completed and a determination of what caused the system to activate cannot be found, allow the alarm system to remain in silence mode until the emergency contact person responsible for the occupancy resets the system or

can make arrangements with a qualified contractor to have the system inspected and maintained. Most alarm systems will reinitiate an alarm condition even in the silence mode.

- h. If it has been determined that a pull station was inadvertently activated and there are no other devices activated, fire department personnel may reset the pull station if they have the proper tools available to do so. Silence the system and have the emergency contact person reset the alarm and/or contact a qualified contractor to repair the system.

15.2503 Alarm Device Activation Indicators:

Smoke detector activation is typically indicated by an I.e.d. located on the smoke detector that remains constantly illuminated. In some cases the I.e.d. flashes rapidly when the smoke detector is activated. Compare all smoke detector devices to assist in determining if the detector is activated or not.

Heat (thermal) detectors have no visible means of determining if they are activated.

Pull stations will typically have the activation member pulled down or out to indicate activation. Those pull station devices that have glass rods, will have the broken rod lying on the floor beneath the pull station. Attempt to recover the glass rod if needed for investigation. If not needed, properly dispose of the glass rod to prevent injuries.

15.2504 False Alarm Definition:

False alarm is define by us as any activation of an alarm system because of human, mechanical, lack of maintenance, negligent or electrical error.

15.2505 False Alarm Notification Form:

A false alarm notification form shall be completed for a false alarm if a determination of alarm activation cannot be found, if it was determined that the system malfunctioned due to lack of maintenance, device failure, or the system sustained damage (broken sprinkler head or pipe). If the system activated due to smoke (burnt food) then no false alarm notification form needs to be completed.

15.2506 Information Transfer:

The first arriving unit should remain on scene and advise the emergency contact person for the occupancy (if they will arrive on scene within a reasonable time period) the alarm system condition

and fire department actions. If no emergency contact person is available, then the Incident Commander shall relay the alarm conditions to the building occupants present.

Attempt to solicit an individual building occupant to act as a fire watch until such time the alarm system can be put back into service.

The incident Commander should contact A100 or A200 and advise them of the alarm system conditions and situation so they can do a follow-up as soon as possible.

