


POLICY: RESPONSE TO FIRE ALARMS			NUMBER: WP 23.1
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POLICY

Western University's Facilities Management division (FM) must respond in a responsible, timely, and effective manner when a fire alarm is activated on University property or within a building under the control of Western. All fire alarm activations are to be treated in a uniform manner. This is an agreement between the FM and the Division of Housing & Ancillary Services and no changes can be made to this document without agreement by both parties.

PROCEDURE

After the receipt of a fire alarm, the Campus Community Police Services (CCPS) Communications Operator will notify:

1. During normal work hours:
 - a) For campus buildings: London Fire Department, Fire Safety, and Emergency Management, FM Client Services and CCPS Officers.
 - b) For traditional residences: London Fire Department, Fire Safety and Emergency Management, FM Client Services and CCPS Officers.

2. Outside of normal work hours:
 - a) For campus buildings: London Fire Department, CCPS Officers and On-call Electrician
 - b) For traditional residences: London Fire Department and CCPS Officers.

If the fire alarm is determined by Western's Incident Commander to be a working fire within a building, or otherwise deemed necessary, the Western Incident Commander is to have the CCPS Communication Officer notify the Fire Safety and Emergency Management Manager (or designate) and/or Western's Emergency Response Team (ERT) of the incident. If a residential building is involved, the Director of Residences and the Assistant Director of Housing Services are to be contacted.

Fire Alarm Duties:

- 2) FM Client Centre Staff:
 - a) If a report of a fire is received by a FM Client Services staff member, he/she is to record the person's name, the type of emergency and the location of the incident. The FM Client Services staff member will then instruct the individual to evacuate the building or area and await emergency personnel to arrive and advise the emergency personnel where and what the emergency consists of. The FM Client Services staff member is then obligated to call CCPS via 9-1-1 to report the emergency.
 - b) If the incident involves a Western campus building fire alarm activation, an electrician is to be dispatched immediately by FM Client Services.
 - c) If the incident involves Western residential building fire alarm activation, an electrician is to be dispatched by the FM Client Services staff only upon the request of Housing, CCPS or Fire Safety and Emergency Management staff.
 - d) The FM Client Services staff are to dispatch the appropriate Physical Plant Personnel at the

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<p>request of Western’s Incident Command for the mitigation, recovery, restoration, and investigation of the incident.</p> <p>e) The FM Client Services staff are to record the FM staff personnel calling in to report their evacuation location due to the fire alarm activation.</p> <p>3) Fire Safety and Emergency Management staff:</p> <p>a) Upon notification of a fire alarm activation or report of fire, the designated Fire Safety and Emergency Management staff are to respond to the incident and report to the Western Incident Commander.</p> <p>b) Liaise with London Fire Department personnel and together with CCPS Officers, act on behalf of Western as Supervisory Staff and carry out procedures outlined in the buildings approved fire safety plan.</p> <p>c) Investigate cause of the fire or assist London Fire Department investigators and ensure safety of building occupants before and after re-occupation of the building.</p> <p>4) CCPS Officers:</p> <p>a) Upon notification of a fire alarm activation or report of fire the designated CCPS Officers are to respond to the incident and report to the Western Incident Commander or assume Western Incident Command.</p> <p>b) Liaise with London Fire Department personnel and act on behalf of Western as Supervisory Staff and carry out procedures outlined in the building’s approved fire safety plan in absence of Fire Safety and Emergency Management staff.</p> <p>c) Liaise with the London Police Service personnel and ensure documentation of University personnel activities during the response, mitigation and investigation stages of the incident.</p> <p>5) FM personnel occupying the building where fire alarm has been activated or where a fire has occurred:</p> <p>a) Upon discovery of a fire, ensure the building’s fire alarm is activated by pulling the nearest fire alarm pull station.</p> <p>b) Assist with building occupant evacuation. Do not use elevators.</p> <p>c) Exit the building and report to emergency personnel all known information on location, conditions, and building occupancy.</p> <p>d) Ensure FM Client Services is notified of your evacuation location.</p> <p>e) Do not re-enter the building until Western’s Incident Command has authorized you to do so.</p> <p>f) Assist the Building Emergency Team with information relay, crowd control and directing people to assembly area. During inclement weather caretaking staff are to assemble at the pre-determined building/room.</p> <p>g) Do not leave the assembly area unless directed by Western’s Incident Command or your immediate Supervisor as staff may be required for mitigation, recovery, fire picket, or investigation purposes.</p> <p>h) ***All campus caretakers have been issued pre-determined assembly locations.</p> <p>6) FM personnel activating the building’s fire alarm system unintentionally:</p> <p>a) Confirm that you caused the fire alarm activation. If confirmed, notify the CCPS Communications Operator by phone or radio (emergency channel/memory 5) of the cause of the fire alarm system activation.</p>	

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- b) Evacuate the building.
 - c) Report to Western’s Incident Commander, identify yourself, and provide information relating to the incident.
 - d) **If a building’s fire alarm system is activated it is to be left in alarm/evacuation mode for a minimum of five (5) minutes unless directed otherwise by UWO Incident Commander.**
- 7) FM personnel requested to respond to a fire or fire alarm system activation:
- a) Respond to the incident with an FM-issued portable two-way radio tuned to emergency channel (memory 5). Radios are available at FM Client Services or CCPS.
 - b) Report to your supervisor or to the Western Incident Commander to receive directions.
 - c) Do not enter a building in alarm without the expressed permission of Western Incident Command.
- 8) Residence Staff:
- a) Upon discovery of a fire ensure the building’s fire alarm system is activated by pulling the nearest fire alarm pull station.
 - b) Evacuate the building occupants, do not use the elevators.
 - c) Exit the building and report to the Residence Hall Clerk and report all known information on incident location, conditions, building occupancy.
 - d) Call CCPS (9-1-1, 519-661-3300 or 83300) to confirm receipt of the fire alarm.
 - e) When or if authorized by Western’s Incident Commander, the Residence Manager or designate may attempt a fire alarm system reset. If the fire alarm system fails to reset establish a fire picket (as set out in the buildings approved fire safety plan) and silence the fire alarm system to allow re-entry to the building. Contact Western’s Incident Commander of the incident or the CCPS Communication Operator to have an electrician dispatched to the building to restore the fire alarm system. The Residence Manager or designate shall be available to meet the electrician and other personnel needed to ensure the building’s fire alarm system is restored to normal condition and is fully functioning.
 - f) Once the electrician verifies that the building’s fire alarm system is restored to normal operation condition and is fully functioning, the Residence Manager or designate can then cancel the fire picket unless directed otherwise by the Incident Commander.
 - g) A fire alarm system activation incident report shall be completed by the Residence Manager or designate and filed with CCPS, immediately following the incident of any fire alarm activation.
 - h) **If a building fire alarm system is activated unintentionally, it is to be left in alarm/evacuation mode for a minimum of five (5) minutes unless directed by Western’s Incident Commander.**

DEFINITIONS

Incident Commander: May be any Special Constable of Campus Community Police Service or any member of Western Emergency Response Team (or designates). The Incident Commander has been authorized by the President to coordinate Western’s resources in response to any emergency incident.

Reference: Administrative Policy 1.5 Policy on Emergency Response & Preparedness