


**Facilities Management  
Fire Alarm Response Standard Operating Procedures**

SOP #:	EHS-001	Revision: 1
Dept:	Environmental Health and Safety	Date: 03/11/19
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## 1. PURPOSE

Colorado State University-Pueblo is actively concerned with the safety of all faculty, staff, students and guests on the CSU-Pueblo campus. Safety can only be effectively achieved with the cooperation of the entire campus community. The following standard operating procedures is designed to improve fire safety awareness at CSU-Pueblo and provide general fire alarm response procedures for all CSU-Pueblo buildings.

## 2. RESPONSIBILITIES

2.A. The Pueblo Fire Department will be responsible for:

2.A.1. Responding to the dispatch from Siemens Monitoring.

2.A.2. Check the Fire Alarm Panel (FAP) to find out what device(s) set off the alarm. Use NOX Box as needed to access building and FAP.

2.A.3. Evacuate any special needs personnel as needed.

2.A.4. Walk through the entire building to make sure all personnel have been evacuated and any fire dangers are addressed.

2.A.5. Contacting the Facilities Department or Sheriff's Office for any additional assistance, such as for electrical or plumbing issues.

2.A.6. After all potential issues have been addressed, the Pueblo Fire Department and only the PFD, will reset any elevators and the FAP as needed.

2.A.7. Once the Fire Alarm Panel has been reset, the Pueblo Fire Department will allow building users back into the building.

2.B. The Sheriff's Office will be responsible for:

2.B.1. Establishing perimeter around building to ensure Fire Department accessibility.

2.B.2. Notifying Fire Department of any special circumstances, such as evacuation needs.

2.C. If the alarm occurs in a Residence Hall, the Residence Life and Housing Office will be responsible for:

2.C.1. Accountability of all Residence Hall personnel after evacuation.

2.C.2. Notify Sheriff's Office of any personnel who may need help evacuating.

2.D. All faculty, staff, and students that were in the building during the alarm will be responsible for:

2.D.1. Safely evacuating the building and standing back so emergency vehicles have egress.

2.D.2. Notify Sheriff's Office of any personnel who may need help evacuating.

2.D.3. Faculty should gain accountability of students, especially in the case of classes being evacuated to make sure all staff, faculty, students, and visitors are safely evacuated.

### 3. DEFINITIONS

3.A. ALL CLEAR – The All Clear signal indicates the incident has been resolved and departments may return to normal operations.

3.B. FIRE ALARM – Any fire alarm system activation that requires all personnel to respond. This may include fire drills, system malfunction, or accidental activation

3.C. FIRE DRILL – Any scheduled fire alarm activation to practice appropriate response to a fire alarm.

#### 4. PROCEDURES

- 4.A. When a fire alarm occurs, the Fire Alarm Panel in the specific building will notify Siemens Monitoring Company that a fire alarm has occurred.
- 4.B. Siemens Monitoring will in turn dispatch the Pueblo Fire Department and notify the Colorado State University-Pueblo Facilities Department.
- 4.C. The strobes and sirens inside the building will go off to begin evacuation of the building.
- 4.D. The Sheriff's Office will also be dispatched to the building to ensure Fire Department access.
- 4.E. Upon arrival, the Fire Department will use the NOX BOX as needed to gain entry into the building and access to the Fire Alarm Panel. The Sheriff's Office will also notify the Fire Department of any individuals requiring evacuation assistance.
- 4.F. The Fire Alarm Panel will indicate any areas of concern that the Fire Department will follow-up on before declaring an ALL CLEAR.
- 4.G. The Fire Department will notify the Facilities Department of any electrical or plumbing concerns that need to be remedied prior to the ALL CLEAR.
- 4.H. Once all incidents inside the building have been resolved, the Fire Department will reset any elevators and Fire Alarm Panels to resume safe building occupancy.
- 4.I. The Fire Department will declare the ALL CLEAR signal and will follow up with the Sheriff's Office and the Facilities Department as needed.