

3.2.3.2 Automatic Alarms



YOUR ORGANIZATION
STANDARD OPERATING PROCEDURES/GUIDELINES

TITLE: Automatic Alarms

SECTION/TOPIC: Tactical-Strategic Guidelines

NUMBER: 3.2.3.2

ISSUE DATE:

REVISED DATE:

PREPARED BY:

APPROVED BY:

X

Preparer

X

Approver

These SOPs/SOGs are based on FEMA guidelines FA-197

1.0 POLICY REFERENCE

CFR

NFPA

NIMS

2.0 PURPOSE

This standard operating procedure/guideline addresses responding to and dealing with automatic alarms.

To develop a standard operating procedure for Decatur Township Fire Department, when responding to an automatic fire alarm in occupied and unoccupied structures.

3.0 SCOPE

This SOP/SOG pertains to all personnel in this organization.

4.0 DEFINITIONS

These definitions are pertinent to this SOP/SOG.

5.0 PROCEDURES/GUIDELINES & INFORMATION

5.1 Responding to and dealing with automatic alarms:

PROCEDURES:

Upon arriving at the scene of the automatic alarm, the alarm can be silenced but not reset until the problem has been identified by the incident commander. The incident commander shall not take the advice or statement from anyone else that the problem has been identified and fixed. The incident commander shall rely on their companies or a specialized individual that has the appropriate training to make that determination. Once the problem is identified the incident commander may have the alarm reset and if the building was vacated then they may have the building reoccupied and returned to its normal status.

If the building is unoccupied then the building's "Knox Box" should be utilized as the primary means of access to gain entry into a building. If the building does not possess such a box then forced entry may be needed to gain access into the building.

Every effort should be made to attempt to get a company or building representative on the scene prior to forcing entry into a building but only a reasonable amount of time should be allowed to pass before forced entry is made.

If circumstances warrant forcible entry, the incident commander shall request the police department to respond to the scene and a minimum of one company shall remain on the scene until their arrival. Upon their arrival the responding police officer will generate an incident report of how forced entry was gained and description and amount of the damage. Also, photographs are recommended and all the information including the police case number shall be listed in RMS.

If forced entry is used, it is the responsibility of the incident commander that every effort is made to gain access into the building with the least amount of damage.

If an alarm cannot be reset in a high life safety building including but not limited to: schools, nursing homes, and group homes then at minimum, one company will remain on the scene and Fire Prevention will be contacted. The company left on the scene will remain on the scene until Fire Prevention has released them, or the incident commander is completely satisfied with the arrangements that have been provided in order to get the alarm to a ready status.

Fire Prevention shall be called if the following occurs:

1. Intentional False reporting such as but not limited to: pulling of a pull station or making a false 911 call.
2. If multiple responses are made to an alarm within a short period of time.
3. If incident commander would have issues with the owner or occupant and feel uncomfortable with the situation.
4. Any time that the incident commander might warrant a situation that a Fire Prevention Car is needed.