

Louisiana State University

Office of Facility Services

Operating Instruction 4108

Revision: 3
Effective Date: December 1, 2010
Page 1 of 3

SUBJECT: FIRE ALARM RESPONSE ACTION

I. General Information

- A. Fire alarm systems have been installed within all campus buildings to provide for the safety of students, faculty, staff and others from the hazards associated with fires. These systems provide early detection and audible warnings.
- B. Some of the campus fire alarm systems provide an alarm that sounds only in the building and is not transmitted to a central monitoring station. Those alarms that are activated and sound only within the building must be called in to LSU Police (578-3231) by the building occupants after they have safely exited the building.
- C. Many campus buildings have fire alarm systems that when activated will automatically signal a central station monitored by LSU Police. Police are immediately dispatched to investigate the cause of the alarm. No matter what type of system is installed in a building, a building occupant should always call LSU Police when a fire alarm is activated. This call is required in case of malfunction of the monitoring system.

II. Procedures

Alarm: Normal Business Hours (7:30 a.m.-4:00 p.m.)

- A. When a fire alarm activation signal is received at the LSU Police Building Automation System (BAS) workstation from any monitored fire system or by a telephone call from building occupants in non-monitored buildings, LSU Police will immediately notify Facility Services.

LSU Police and Facility Services will immediately dispatch staff members to investigate the alarm.

- B. If Facility Services receives phone notification of a fire alarm from occupants of a building, Facility Services will immediately notify LSU Police, regardless of whether the building is or is not monitored by LSU Police.
- C. Upon receiving notification, LSU Police and Facility Services DIN (Do It Now) Control personnel will immediately proceed to the building that is in alarm. Upon arrival at the building, LSU Police and Control staff members will locate the device (smoke detectors, pull stations, heat detectors, etc.) and access the alarm condition. The investigating team (LSU Police, Baton Rouge Fire Department and Facility Services) must determine if there was an accidental activation, vandalism or an actual emergency condition (fire, smoke, chemical spill, etc.).
- D. When a building fire alarm has been activated, it will not be silenced until an investigation has been conducted in the zone that is in alarm by designated authorities and it has been determined that the cause of the fire alarm is a situation that is not an actual emergency.
- E. If it has been determined that no emergency exists, the alarm system may be silenced and reset by either LSU Police or Facility Services Control personnel who have investigated the alarm.
- F. If an actual emergency exists, the procedures regarding sounding/silencing the alarm listed under "Alarm: Actual Emergency," will be followed.

Alarm: Actual Emergencies

- A. If an investigation determines that an actual emergency exists in any campus building, the following action will be taken, regardless of the type of fire alarm:
- B. During the initial determination that an emergency exists, the investigating personnel will ensure that the alarm continues to sound and oversee the evacuations of personnel from the building. LSU Police will notify the fire department and Facility Services will contact the Office of Environmental Health and Safety.

Alarm: Evenings, Weekends and Holidays

- A. The evening shift is 3:30 p.m. to 12:00 a.m. Monday through Friday. The weekend and holiday shift is 6:00 a.m. to 12:00 a.m.
- B. When an alarm is reported to Facility Services during evening, weekend or holiday shifts, the personnel normally assigned to those shifts will respond to the alarm with LSU Police according to the procedures outlined above in “Alarms: Actual Emergencies.” The request to respond may originate from LSU Police, Residential Life or Facility Services management. If an actual emergency exists, the Campus Safety Officer is to be immediately contacted by Facility Services.
- C. Facility Services shift personnel may, after investigating the alarm, call the Control department’s on-call technician for assistance with an alarm condition that cannot be properly repaired by shift personnel.

Alarm: Midnight Shift

- A. During the midnight shift when only Facility Services Powerhouse personnel are on duty (12:30 a.m. to 7:30 a.m. on Monday through Friday and 12:00 a.m. to 6:00 a.m. on Saturday, Sunday and holidays), campus building fire alarm activations will be investigated and managed by LSU Police. Residential Housing alarm activations will be investigated and managed by LSU Police in conjunction with the on-duty Res Life personnel for the building in alarm. They will follow the procedures outlined above, “Alarms: Normal Duty Hours,” and “Alarms: Actual Emergency.” If an actual emergency exists, the Campus Safety Officer must be immediately contacted.
- B. LSU Police and/or Residential Housing staff may contact the Facility Services Powerhouse at 8-3186 during the midnight shift to obtain assistance in locating an alarm device or to correct a device that has malfunctioned.
- C. The Powerhouse operator when asked for fire alarm assistance will attempt to contact the on-call Control technician. If contact cannot be made, the operator will notify the assigned duty manager who will resolve the issue.