

Policy Name:	Fire Alarm Response	Department:	Facilities
Effective Date:	November 19, 2019	Division:	Administration
Managed By:	Maintenance & Operations	Approved By:	Assistant Vice Chancellor for Facilities - Paul Goodman, PE

PURPOSE

The purpose of this procedure is to disclose what action the Building Systems Control (BSC) Supervisor is to take and whose responsibility it is to perform these actions when there is a fire alarm in one of Vanderbilt University’s buildings. This procedure also outlines the communication process between BSC and VUPD Communications.

APPLICABILITY

This procedure is applicable to all Vanderbilt Maintenance & Operations (VUMO) personnel and Vanderbilt University Public Safety (VUPS) that are involved with monitoring and responding to a fire alarm in a Vanderbilt University building.

OBJECTIVE

The objective is to set forth procedures that will, in the event of a fire, facilitate communication and response in order to save lives and minimize property damage.

DEFINITIONS

1. Fire and Fire Detection Devices
 - a. Combustion or burning, in which substances combine chemically with oxygen from the air and typically give out bright light, heat, and smoke.
 - b. Fire detection devices will alarm when the burning substance is burning in an area that isn’t designed for burning or the burning is out of control.
2. Types of fire alarms:
 - a. Single smoke detector
 - b. General alarm
 - i. A detector is activated in a common area; one that is located in the hallway, study area, and/or the dining area.
 - ii. A detector activated in an elevator shaft.
 - iii. If two or more detectors are activated.
 - iv. If a sprinkler head produces water flow.
 - c. Trouble alarm



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- d. Supervisory alarm (Branscomb & Gillette Hall Room Smokes)
 - i. Note: Branscomb & Gillette ONLY:
 - ii. Smoke Detector (Common Area's) = Full Building in Alarm
 - iii. Smoke Detector inside Suites/Student Rooms (The Key work is "in") = Supervisor = Smoke detectors ONLY going off "inside" room/suite
 - iv. 2 or more Smoke detectors "inside" student room/suite = General Alarm = Full building alarm
 - e. Sprinkler water flow
3. Types of fire detection equipment:
- a. Smoke detector: A fire-protection device that automatically detects and gives a warning of the presence of smoke.
 - b. Duct detector: The device detects the presence of smoke in the airstream of ductwork in HVAC systems without a minimum operating velocity.
 - c. Pull station: A fire-alarm apparatus operated by pulling a handle or hook
 - d. Heat detector: An alarm-initiating device in a fire-detection system that detects abnormally high temperatures or rates of rise in temperature.
 - e. Sprinkler head: A fire sprinkler is the component of a fire sprinkler system that discharges water when the effects of a fire have been detected, such as when a predetermined temperature has been exceeded.

RESPONSE

1. When to notify the Metro Fire Department:
 - a. Confirmed smoke or fire in any building
 - b. General alarm in any building
 - c. BSC will notify VUPD Communications requesting the MFD if an alarm activates in the following buildings and **request the Fire Department Hazmat Unit:**
 - i. Olin Hall
 - ii. Stevenson Center Building
 - iii. MRBIII
 - iv. Wilson Hall
 - v. Engineering (Featheringill / Jacob Hall)
 - vi. Engineering & Science Building (ESB)
 1. Meet at the ESB Fire Command Center (Highland/South side)
 - vii. BSC to follow lab notification process

NOTE: Metro Fire Department shall clear the building for any and all alarms in the high hazard buildings listed above. Any responding Vanderbilt employee (VUPD, Controls, Facilities, etc.) should NOT enter these buildings before the Fire Department has cleared the building for re-occupancy.

EXCEPTION: Facilities personnel may enter the building if they have a solid understanding of likely cause based on construction, known outages, and information from BSC.

RESPONSIBILITIES

1. BSC will:
 - a. Monitor the fire detection systems
 - i. Fire Life and Safety (during normal working hours: 07:00~16:00 Monday through Friday)
 - ii. Campus Engineer (after hours, weekends, and holidays)
 - b. Facilitate communications with VUPD.
 - c. Call VUMO personnel as listed herein.
 - d. Coordinate between the onsite personnel, VUMO personnel, and management.
 - e. Maintain detail log entries for the event.
2. VU Public Safety
 - a. VUPD Communications
 - i. Will notify the Metro Fire Department for all fire response.
 - b. VUPD Campus Precinct Patrol
 - i. Will respond in accordance with Section V.
 - c. Office of Emergency Preparedness, Fire & Workplace Safety
 - i. A member of Fire Safety will respond to the scene if:
 1. A fire has been confirmed in any University residence hall
 - a. A Fire Incident Report will be filed, and the Fire Log updated by the responding Fire Safety member.
3. Facilities Control
 - a. Coordinate with the responding officer to relay as much information as they have from BSC and to alert VUPD before entering.

PROCEDURE

1. Single Detector Fire Alarm
 - a. During normal working hours, BSC will dispatch someone from Fire Life and Safety.
 - i. After hours, on weekends, and holidays, BSC will dispatch the Campus Engineer.
 - b. Call VUPD at **615-322-2745**
 - i. VUPD Communications will dispatch an officer to the scene.
 - c. If the detector is activated in a high-hazard building:
 - i. BSC will notify VUPD Communications requesting the MFD.
 - d. Make a work order for the person that was dispatched so they can account for their time.
 - e. Make an entry of the following in the BSC log:
 - i. Time of the alarm
 - ii. Location of the alarm
 - iii. Time and name of the person you dispatched to the fire alarm
 - iv. Time the person arrived at the fire alarm



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- v. Time the VUPD officer arrived and their name
- vi. The work order number
- vii. The disposition of the alarm

2. Single Detector Fire Alarm (Greek House)

- a. During normal working hours (07:00~16:00 Monday through Friday) dispatch someone from Fire Life and Safety.
- b. After hours, on weekends, and holidays, dispatch the Campus Engineer.
- c. Call VUPD at **615-322-2745**
 - i. VUPD Communications will dispatch an officer to the scene.
- d. Make a work order for the dispatched Controls personnel to account for their time.
- e. If a fire is confirmed:
 - i. The on-site VUPD responding officer will relay the information to VUPD Communications requesting Metro Fire Department response.
 - ii. VUPD Communications will notify the Office of Emergency Preparedness, Fire & Workplace Safety
 - 1. A member of Fire Safety will respond to the scene to:
 - a. Fill out a Fire Incident Report and update the Fire Log.
- f. Call Area Maintenance Supervisor
- g. If the alarm is from a smoke detector and there is no fire:
 - i. Campus engineer is to reset the fire panel.
 - ii. If the panel will not reset, then call the On-Call Fire Life and Safety person.
- h. If the alarm is from a pull station or a duct detector and there is no fire:
 - i. Campus engineer is to reset the fire panel.
 - ii. If the panel will not reset, then call the On-Call Fire Life and Safety person.
- i. Make an entry of the following in the BSC log:
 - i. Time of the alarm
 - ii. Location of the alarm
 - iii. Time and name of the person you dispatched to the fire alarm
 - iv. Time the person arrived at the fire alarm
 - v. Time the VUPD officer arrived and their name
 - vi. The work order number
 - vii. Time you called Randy Clerk
 - viii. The disposition of the alarm

3. General Alarm:

- a. During normal working hours (07:00~16:00 Monday through Friday) dispatch someone from Fire Life and Safety.
 - i. After hours, on weekends, and holidays, dispatch the Campus Engineer.



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- ii. Create work order for dispatched person to account for their time.
- b. BSC will call VUPD at **615-322-2745**.
 - i. If the fire is in a high-hazard building, BSC will relay that information to VUPD Communications.
- c. VUPD will:
 - i. Request Metro Fire Department
 - ii. Dispatch a VUPD officer.
 - 1. The Responding officer will initiate Incident Command.
 - iii. Notify the Office of Emergency Preparedness, Fire & Workplace Safety.
 - 1. A member of Fire Safety will respond to the scene to:
 - a. Fill out a Fire Incident Report and update the Fire Log (if the fire is in a Residence Hall).
- d. BSC is to call the following person also: (this is a minimum list and additional people may need to be notified)
 - i. Bouchard Sprinkler Company
 - ii. Call the current water damage restoration company. (see the vender's list)
 - iii. The Zone Manager or the on-call Zone Manager
 - iv. Facilities Director of Operations
 - v. Director of Engineering & Technical Support
 - 1. Director of Engineering to call AVC Facilities
 - a. AVC Facilities will call News/Public Affairs at
 - vi. House Keeping Manager that is on duty
 - vii. Call the Area Maintenance Supervisor (see the housing tab)
 - viii. Call the Area Director(see the housing tab)
- e. Make an entry of the following in the BSC log:
 - i. Time of the alarm
 - ii. Location of the alarm
 - iii. Time and name of the person you dispatched to the fire alarm
 - iv. Time the person arrived at the fire alarm
 - v. Time of the VUPD officer and their name
 - vi. Time you called the fire department
 - vii. What time the fire department arrived
 - viii. The work order number
 - ix. Time you called you called each person on the list and what time they responded to you.
 - x. The estimated damage
 - xi. The disposition of the alarm
 - xii. Complete detail of the event



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- xiii. The lockout/tag-out number(s) used for this fire.
- f. Lockout/Tag-out all equipment until all repairs are completed.
- g. Complete and file an incident report.

APPROVED BY:

Date	Assistant Vice Chancellor of Maintenance & Operations
7/17/2024	<i>Paul Goodman</i>

POLICY RECORDED:

Date	

REVISION HISTORY:

Date	Summary of Changes