

Standard Operating Procedure – Name: Fire Alarms	Corresponding Requirements: Facilities Operations Manual:
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1.0 Purpose

- 1.1 Rose-Hulman Institute of Technology's Facilities Operations Maintenance Services Unit, in cooperation with the Office of Public Safety, has established a procedure for handling Fire Alarms. The procedure was created to ensure safety within the campus community.

2.0 Procedure

- 2.1 **If there is a fire**, the Public Safety Officer, Representative of Student Affairs, Facilities Technician, or other designated individual will call 911 and then follow emergency evacuation and reporting procedures.
- 2.2 **If fire is not immediately obvious**, the Public Safety Officer, Representative of Student Affairs, Facilities Technician, or other designated individual will push "Alarm Ack" on the Fire Alarm Control Panel. The display will indicate the device number and location.
*(Moench/Rotz)

DO NOT SILENCE THE ALARM AT THIS TIME!

The Public Safety Officer, Representative of Student Affairs, Facilities Technician, or other designated individual will physically go to the displayed location and verify if a fire exists.

- 2.3 **If no fire is identified**, the Public Safety Officer, Resident Assistant or Facilities Technician will return, with a panel key, to the Fire Alarm Control Panel and push "Alarm Silence.

*NOTE: "System Reset" will **ONLY** be pressed by a Facilities Operations Technician. By not resetting the Panel, Facilities Operations will have the information necessary to resolve the problem.*

The Public Safety Officer, Resident Assistant, Technician, or other designated individual will document all fire alarms and report them to the Director of Maintenance Services by the next business day.

***Moench Fire Alarm Panel**

No buttons should be pressed on this panel. The location of the suspected fire will be indicated by a lighted area on the location grid. Contact Facilities Operations to silence the alarm.

***Rotz Lab**

Contact Facilities Operations to silence this alarm.

Fire Alarm Control Panel Locations

Building	Location
Blumberg Hall	East Side Entrance
BSB Hall	East Side - North Entrance
Crapo Hall	West Stairwell - First Floor
Deming Hall	South Side - West Main Entrance
Facilities Operations	South Side - East Entrance (Main Office Entrance)
Hatfield Hall	West Side - Main Entrance
Hulman Memorial Union	East Side - Main Entrance
Logan Library	North Side – Center Entrance
Mees Hall	West Side Entrance
Moench Hall	East Side - South Entrance (Water Tower Entrance)
Myers Hall	East Side - Main Entrance
Olin Hall	First Floor Lobby - North East Corner
Percopo Hall	South Side - Main Entrance
Rotz	West Side - North Entrance
Scharpenburg Hall	West Side Entrance
Skinner Hall	B-Section Entrance
Speed Hall	South Side - Main Entrance
SRC	South Side - Main Entrance
Student Apartment Residence Hall	North Side - Main Commons Entrance
White Chapel	South Side - Main Entrance