



Response during normal working hours (Monday through Friday 8:00 a.m. to 4:00 p.m.) shall be as follows:

- The University of Chicago Police Department shall immediately respond to the fire alarm activation and meet representatives from the Chicago Fire Department at the main entrance;
- The University of Chicago Police Department shall follow the call list for notifying proper University personnel (facility engineer, electrician);
- The appropriate building engineer and electrician shall immediately respond to the fire alarm activation after receiving the call from the University Police Department Dispatch Center and meet representatives from the Chicago Fire Department at the main entrance;
- If the building is deemed safe (no evidence of smoke, fire, or odor) and the Chicago Fire Department Officer requests assistance, the building engineer and electrician may enter the building to accompany the Chicago Fire Department;
- Once the Chicago Fire Department Officer in charge gives the "all clear", the electrician shall silence, acknowledge, reset, or deactivate the fire alarm, coordinate resetting the city tie, and the building occupants may re-enter the building;
- During this time, the building engineer should accompany the electrician for the purpose of receiving informal training on the basics of silencing, acknowledging, and resetting the fire alarm system;
- Upon completion of the work, the electrician shall notify the electric shop supervisor that the fire alarm system has been repaired and reset; and
- The electric shop supervisor shall notify the University Police Department Dispatch Center, the appropriate engineering group supervisor that the fire alarm system has been reset.

Response after normal working hours (Monday through Friday 4:00 p.m. to 12:00 a.m.) shall be as follows:

- The University of Chicago Police Department shall immediately respond to the fire alarm activation and meet representatives from the Chicago Fire Department at the main entrance;
- The University of Chicago Police Department shall follow the call list for notifying proper University personnel (facility engineer);
- The appropriate building engineer shall immediately respond to the fire alarm activation after receiving the page from the University Police Department Dispatch Center and meet representatives from the Chicago Fire Department at the main entrance;
- Immediately upon discovery of the outcome, the responding Police Officer shall notify the University Police Department Dispatch Center of the status of the alarm activation (e.g., false fire alarm activation, confirmed fire situation);
- The University Police Department Dispatch Center shall page the "On-Call" Safety Officer for Environmental Health and Safety for all confirmed fires;
- While in transit to the fire alarm activation, the building engineer shall notify the electric shop supervisor and the appropriate engineering group supervisor of the fire alarm activation;
- If the building is deemed safe (no evidence of smoke, fire or odor) and the Chicago Fire Department Officer requests assistance, the building engineer may enter the building to accompany the Chicago Fire Department;
- Upon approaching the building, the building engineer shall update the electric and engineering group supervisors of the status of the alarm activation (e.g., false fire alarm activation, confirmed fire situation);
- Once the Chicago Fire Department Officer in charge gives the "all clear", the building engineer shall silence, acknowledge, reset or deactivate the fire alarm with the directions provided by the electric shop supervisor and the building occupants may re-enter the building;
- The building engineer shall not touch the fire alarm system without directions provided by the electric shop supervisor, including pulling fuses;
- The building engineer shall document all lights displayed on the annunciator panel in addition to all actions taken per the electric shop supervisor directive and provide this documentation to the electric shop supervisor the next business day;
- Upon completion of the work, the building engineer shall notify the electric shop supervisor and appropriate engineering group supervisor that the fire alarm has been reset;
- The electric shop supervisor shall notify the University of Chicago Police Department at 773.702.8181 and Environmental Health and Safety at 773.702.9999 that the fire alarm has been reset;
- If the fire alarm is unable to be reset due to an internal problem, the building engineer shall notify the electric shop supervisor who shall notify the University of Chicago Police Department to implement a fire watch; and
- The University of Chicago Police Department shall coordinate the fire watch until the fire alarm has been reset.

Response to a fire alarm activation during late night hours (Monday through Friday 12:00 a.m. to 6:00 a.m.), weekends or holidays shall be as follows:

- The University of Chicago Police Department shall immediately respond to the fire alarm activation and meet representatives from the Chicago Fire Department at the main entrance;
- The University of Chicago Police Department shall follow the call list for notifying proper University personnel (facility engineer supervisor and electric shop supervisor);
- The electric shop supervisor shall immediately dispatch an electrician to the scene;
- Immediately upon discovery of the outcome, the responding Police Officer shall notify the University Police Department Dispatch Center of the status of the alarm activation (e.g., false fire alarm activation, confirmed fire situation);
- The University Police Department Dispatch Center shall page the "On-Call" Safety Officer for Environmental Health and Safety for all confirmed fires;
- Once the Chicago Fire Department Officer in charge gives the "all clear", the Chicago Fire Department Officer shall silence the alarm with the assistance of the responding University Police Officer and building occupants may re-enter the building;
- The responding University Police Officer shall implement a fire watch for the building until the responding electrician resets the fire alarm;
- The University of Chicago Police Department shall conduct the fire watch until the fire alarm has been reset; and
- The responding electrician shall re-set the alarm system when they arrive.