


Title:	Fire Alarm			
Section:	400 Fire Operations			
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Effective Date:	January 1, 2024	Revised Date:	03/22/24	
Authorized By:	Fox River Fire District Chiefs			

## A. PURPOSE

The purpose of this guideline is to provide direction when responding to and determining a course of action when dispatched for activated fire alarms.

## B. SCOPE

This guideline shall apply to responses for fire alarm activations.

## C. TERMS AND DEFINITIONS

1) Fire Alarm – A number of devices working together to detect and warn people through visual and audio appliances when smoke, fire, carbon monoxide or other emergencies are present.

## D. GUIDELINE

### 1) Response

- a) Response shall be nonemergency mode unless there is information given by dispatch that indicates an actual emergency exists.
- b) If dispatch receives proper code to cancel no follow up is required. The responding unit may return to service.

### 2) Procedure

- a) Upon arrival the responding unit shall conduct a size up to determine if an actual emergency exist.
- b) If an emergency situation exists upgrade the response to the appropriate response level.
- c) If no emergency exists and no emergency contacts are on scene notify dispatch and request emergency contact/key holder respond to the scene.
- d) If the dispatch has no contact information consult other records management software.

e) Proceed to the fire alarm panel to determine the status of the alarm system and indication of possible reasons for the fire alarm activation.

f) Perform a systematic inspection of the premises to determine if there are any hazards present or to identify the device(s) that activated the system. The fire alarm panel may be silenced if a switch exists to do so. Do not reset the alarm panel at this time.

g) After the inspection is completed and it has been confirmed a false alarm;

i) If a pull station was activated and there are no other devices activated, fire department personnel may reset the pull station.

ii) Allow the alarm system to remain in the silence mode until the building owner or representative successfully resets the system.

iii) The building owner or representative will be responsible for the function or dysfunction of the alarm system and must be made aware of such. It is their responsibility to make arrangements to have the system serviced by a qualified technician.

iv) If no building owner or representative is responding, fire department personnel can attempt an alarm reset, once.

(a) If the alarm reset is successful, the building owner or representative must be notified as soon as possible to have the system evaluated.

(b) If the fire alarm involves a multifamily residential structure and the alarm cannot be reset. Occupants must be informed that the fire alarm system is down and the premise shall be posted as such.

(c) If the system, after reset, indicates "Trouble" no posters need to be placed. The system is still operable.

(d) The building owner or representative must be notified as soon as possible to have the system repaired.

(e) If no contact information is available for the building owner or representative details of the incident need to be referred to fire administration.

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