



WESTERN CONNECTICUT STATE UNIVERSITY

FIRE SAFETY REPORTING AND RESPONSE

PROCEDURE [S-102](#)

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Please direct any questions or comments about the applicability of this document to
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1.0 INTRODUCTION

1.1 PURPOSE

This procedure establishes the reporting process to be undertaken by University personnel when any fire or smoke detection system or any component of said system is **activated**, damaged, discharged or tampered with. This procedure has been established to ensure the safety of the University community and to ensure the timely repair or replacement of any damaged life safety equipment.

1.2 APPLICATION

The reporting functions of this procedure apply to all University personnel. **Refer to section 2.1 of this procedure.** Response function will be coordinated through Environmental Health & Safety and the University Police Department.

1.3 REFERENCES

NFPA 101

WCSU Police Department General Order 84-15

1.4 DEFINITIONS

Director - Director of Environmental Health & Safety

NFPA - National Fire Protection Association

2.0 PROCEDURE

2.1 REPORTING

All authorized and unauthorized use of any fire **protection** or smoke **detection** equipment must immediately be reported to the WCSU Police Department. Reports can be filed in person or by dialing 911 or 79300 on any University phone. Reportable incidences may include, but are not limited to:

- a. Discharged fire extinguishers
- b. Damaged or missing fire extinguishers
- c. Damaged emergency lights and exit signs**
- d. Tampering with smoke detectors
- e. Tampering with sprinklers and sprinkler systems**

2.2 RESPONSE

Response to all life safety equipment reports will be coordinated through the Facilities Division. All response during normal business hours will be handled by a representative of the Facilities Division. All off-hours reports and notifications will be coordinated through the WCSU Police Department and referred to the Facilities Division.

2.3 SPECIFIC RESPONSIBILITIES

2.3.1 PERSON MAKING REPORT

The person making the report is to provide information regarding the nature of the report. Specific information may include nature of report, location and name.

2.3.2 POLICE DISPATCHER

The Police Dispatcher is responsible for the record keeping and the notification of the appropriate response personnel.

2.3.3 POLICE DEPARTMENT

Members of the WCSU Police Department are responsible for off-hours response to reported incidences. Specific responsibilities include:

- a. Investigate and report
- b. Provide/coordinate any corrective action

2.3.4 SPECIFIC RESPONSE ACTIONS

a. Fire Extinguishers

All reports of faulty, discharged or missing extinguishers must be handled immediately. Police Officers will be responsible for notifying Environmental Health & Safety so repairs or replacements may be made in a timely manner.

All fire extinguishers have been inventoried with a unique bar code number. All fire extinguisher locations have also been identified via a unique bar code number. Changes to equipment must be recorded via bar code numbers and reported to the Director or his/her designee.

b. Fire Alarm System Troubles

All system troubles are automatically reported to the WCSU Police Dispatcher through the True Site Workstation (TSW) monitoring computer. All troubles must be investigated. The Police Officer-In-Charge (OIC) will be responsible for coordinating repairs through Johnson Controls/Simplex-Grinnell during non-business hours. The Director or his/her designee will be responsible at all other times.

2.4 DIRECTOR OF ENVIRONMENTAL HEALTH & SAFETY

The Director or his/her representative is responsible for all regular business hours' response to reported incidences. Specific functions include:

- a. Investigate and report; if criminal action, work in conjunction with WCSU Police Department.
- b. Provide and/or coordinate all corrective action.
- c. Provide and/or coordinate all inspections and regular maintenance.

2.4.1 INSPECTION AND REQUIRED MAINTENANCE

The Director or his/her designee is responsible for all regularly scheduled maintenance and inspections. All work is to be coordinated through Environmental Health & Safety. All records will be maintained by Environmental Health & Safety.

Specific systems include:

- a. Fire alarm systems
- b. Fire sprinkler systems
- c. Emergency lighting and exit signs
- d. Fire extinguishers
- e. Fixed extinguisher systems
- f. Emergency generators
- g. Blood borne pathogen clean up kits
- h. Emergency response equipment and supplies