

 <b>Office of Mental Health</b>  <hr/> Official Policy Manual	Date issued 08/25/2023	Supersedes 04/2007	Page 1 of 2	Section # A-3029
	Section: Administration			
	Directive: Fire Alarms			
	Policy Owner: Director, Administrative Support Services Group			

### A. Fire Alarms

In order to provide a safe environment to patients, staff and visitors it is the policy of the Office of Mental Health that all fire alarms will be considered to be an actual fire situation until confirmed otherwise by appropriate staff. In all cases of fire alarms an Officer will respond to the scene of the alarm and take necessary action.

### B. Safety Department Roles and Responsibilities:

Chief Safety Officer	<ul style="list-style-type: none"> <li>• Reports all alarms to the Environment of Care Committee as may be required by Facility Policy.</li> <li>• Reviews reports submitted by Safety Supervisor/Officer in Charge</li> </ul>
Safety Supervisor/Officer in Charge	<ul style="list-style-type: none"> <li>• Designates role of Officers at the scene of the alarm.</li> <li>• Receives and reviews written reports of alarms.</li> <li>• Submits reports to the Chief Safety Officer.</li> <li>• Files reports in Safety Department files.</li> </ul>
Desk Officer/Dispatcher	<ul style="list-style-type: none"> <li>• Notifies Officer on duty of receipt of fire alarm.</li> <li>• Ensures that Central receiving location has been alerted.</li> <li>• Notifies responding Fire Department per Facility fire plan.</li> <li>• Notifies responding Fire Department of status of alarm as requested.</li> <li>• Enters information into the Safety Department Blotter.</li> <li>• Notifies Johnson Controls if system problem has occurred or was reason for the alarm.</li> </ul>
Safety Department Staff	<ul style="list-style-type: none"> <li>• Responds to location of fire alarm activation.</li> <li>• Determines status of alarm condition, true alarm or false.</li> <li>• If alarm is false, determines if the cause of the alarm was equipment or malicious.</li> </ul>

	<ul style="list-style-type: none"><li>• Contacts desk Officer/Dispatcher to notify Fire Department of alarm status or contact the Fire Department themselves.</li><li>• Follows facility fire plan or cancels evacuation in progress.</li><li>• Resets or directs the fire alarm system to be reset.</li><li>• Completes appropriate reports regarding the fire alarm.</li><li>• Submits written reports to supervisor for approval and review.</li></ul>
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