

## **BLACKWOOD FIRE COMPANY OPERATING GUIDELINE**

### **1.19 INCIDENT RESPONSE - ALARM SYSTEMS**

- 1.19.1 Operations shall proceed IAW OG# 1.8.
- 1.19.2 If there is any indication of a fire or other dangerous situation in the building, entry shall be made and an investigation of the building conducted immediately.
- 1.19.3 When feasible, members shall be accompanied by a police officer when entering an unoccupied building.
- 1.19.4 For buildings equipped with a Knox Box, members shall use the provided keys when entering a building, where possible.
- 1.19.5 When no fire or obvious reason for alarm system activation is apparent, the IC shall make every effort to ascertain the cause for system activation.
- 1.19.6 Building representatives should be instructed to refrain from resetting activated alarm systems prior to FD arrival, so the faulty detector can be identified.
- 1.19.7 In the case of a locked, unoccupied building, members should utilize available windows and other openings to view the interior of the building for evidence of smoke or fire. When necessary, ladders will be utilized to view upper floors.
- 1.19.8 Reasonable attempts should be made to contact a building representative to respond so an investigation of the interior can be conducted.
- 1.19.9 If the building can be entered without using force or causing damage, entry should be made and the interior investigated. A police officer should accompany FD members, IAW OG# 1.19.3.
- 1.19.10 If all indications from the outside of the structure are negative, and the building representative cannot be contacted or provides a lengthy ETA, the IC may elect to return the apparatus to quarters without investigating the interior of the building.

- 1.19.11 The building representative on location should reset the alarm system, not FD members. FD members may assist building representatives in resetting the system. The FD will only reset the alarm if no property representatives are on location.
  
- 1.19.12 If an alarm must be placed out of service in an occupied building where a detection system is required by the prevailing Uniform Fire Code (i.e. apartments, schools, restaurants), the building representative shall be instructed to post a fire watch. If no building representative is present, or a fire watch is unable to be posted, the FD shall post a fire watch and the responsible party will be billed for reimbursement.
  
- 1.19.13 The District Fire Official shall be notified whenever an alarm is placed out of service and a fire watch is posted.

Revised January 2009