

# SOUTH PORTLAND FIRE DEPARTMENT

## STANDARD OPERATING GUIDELINES

|                  |                                   |                        |           |
|------------------|-----------------------------------|------------------------|-----------|
| <b>SOG #:</b>    | 6.233                             | <b>Effective Date:</b> | 7/18/2005 |
| <b>Title:</b>    | Response to Automatic Fire Alarms | <b># of pages:</b>     | 1         |
| <b>Category:</b> | Fire Ground Operations            | <b>Classification:</b> | Red       |

1. **PURPOSE:** The purpose of this guideline is to inform Fire Department personnel the steps and procedures to take when responding to automatic fire alarms.
  
2. **PROCEDURES:**
  - The first arriving officer shall check the annunciator panel to ascertain the location of the alarm.
  - For fire alarms tied into the municipal Gamewell system the street box must be checked to determine inside or outside trip. This may be done by the first arriving officer or delegated to another unit based upon box location, phone reports and situation presented.
  - The initial officer, with an additional firefighter, shall proceed to the indicated area of the alarm and determine the cause.
  - After checking the area the officer shall take the necessary action.
    - Notify command of the situation found
    - If action is needed, take action
    - If no apparent problem, have the driver silence the system.
      - After silencing the system, determine the cause.
      - After determining the cause, correct the problem if possible and restore the system.
      - Notify dispatch to log alarm as a malfunction if not determined to be an emergency call and that the alarm has been reset.
  - Due to the possible liability to the City, all alarms shall be answered as an emergency. After assessment, Command may elect to have additional units continue Code 1.
  - No alarm shall be silenced before the Fire Department has arrived on scene and it has been determined, by the officer, that the system may be safely silenced or reset.
  - No equipment (apparatus) shall be returned to quarters until it is visually determined that no emergency exists.
  
3. **REFERENCES:**
  - None

By Order Of:

*Kevin W Guimond*

Kevin W. Guimond  
Fire Chief