I. Policy

Any time a fire alarm is sounded, the University Police Department, Columbia Fire Department and Environmental Health and Safety (EHS) are to be notified immediately.

II. Procedure

Some of these actions can be taken simultaneously:

A. The building shall be evacuated. In those buildings that have coded alarm systems in which the alarm rings only on the floor where the pull station is activated, the general alarm shall be sounded to alert all occupants to evacuate.

B. The University police department shall be notified by calling 803-777-4215 or in an emergency 911.

C. Campus police personnel should search the area in which the alarm was activated to determine the location of the fire.

D. The determination an alarm is a “nuisance fire alarm” shall be made by Columbia Fire Department. If the fire department is not present, this determination shall be made by a representative from Environmental Health and Safety or the Division of Law Enforcement and Safety.

E. The fire alarm shall be silenced and reset only by a representative from EHS, Fire Safety, or the Division of Law Enforcement and Safety.

F. Personnel evacuated from the building must wait for clearance from EHS, Fire Safety, or the Division of Law Enforcement and Safety before entering the building.
III. Reason for the policy change

Policy updated to indicate current contact information.