

**Policy Title:** **University Police Dispatch Procedures for Fire Alarms**

**Policy Steward:** Director of Fire Safety

**Purpose:** To establish the role of the University Police Department in the response to fire alarms and fire calls on campus.

**Applicability:** This policy applies to all fire alarms and fire calls from 911, 5222 or fire alarms received on campus monitoring systems.

**Definitions:** **Definitions:**

**General Alarm:** The fire alarm system has been activated and audio visual alarm notifications are activated throughout the entire building.

**Local Alarm/ Single station smoke detector:** A room smoke detector has been activated. A fire alarm signal is reporting on the fire alarm panel but the general alarm (as described above) is not activated.

**Fire Alarm Signal:** Signal that results from manual or automatic detection of a fire alarm condition.

**Trouble Signal:** Signal that results from the detection of a trouble condition on the fire alarm system.

**Supervisory Signal:** Signal that results from the detection of a supervisory condition on the fire alarm system. These are duct smoke detector or fire sprinkler tamper valves.

**Tamper signal:** This can be a trouble signal resulting from a wireless single station smoke detector being removed from its base.

**No answer or invalid reply:** A trouble signal that indicates a device does not communicate with the fire alarm system. This can be a smoke detector removed from base or a detector that no longer functions.

**Smoke detector:** A device that detects smoke

**Heat detector:** A device that detects heat.

**Beam detector:** A smoke detector used to cover large area where a beam of light spans the protected area. If beam is blocked, a fire alarm signal will activate.

**Water flow:** Fire sprinkler activation causing water to activate the water flow switch in the system. This will activate the general alarm.

**Policy:** The Montclair State University Police Department (UPD) shall monitor fire alarms via the campus proprietary central station system and other central stations called in via phone. They will dispatch an officer or local fire department according to jurisdiction and investigate causes of alarms on campus according to established procedures.

**Roles/**

**Responsibilities:** It shall be the role of UPD to monitor campus fire alarm systems and dispatch the local fire department depending on campus location.

**Procedure:** Fire alarms received on the University's Center Station reporting systems or called in by outside Central Station will warrant a response from UPD and **notification of the local fire department**, EXCEPT for single-station fire alarms (Residence Hall room detectors). These fire alarm signals will be investigated by University Police and will not dispatch local fire departments.

When a Residence Hall Room Smoke Detector is activated at the fire panel, a message is displayed on the system inside police HQ:

***ROOM SMOKE ALARM ACTIVATED  
DO NOT DISPATCH FIRE DEPARTMENT  
PROCEDURE:***

- 1. DISPATCH OFFICER TO SCENE TO INVESTIGATE***
- 2. DISPATCH FIRE DEPARTMENT ONLY IF AN ACTUAL FIRE EMERGENCY IS FOUND ONSITE***
- 3. RESET FIRE ALARM PANEL IF NO FIRE EMERGENCY IS FOUND***

- We send our Police to investigate the fire alarm, without sending the fire departments, **at any time a police officer can make the decision to request the Fire Department**
- If MSU Police officers are not available at time of alarm, notification will be made to the local the fire department, UPD will respond when available and notify the local of the situation.
- Fire department should be notified if there a delayed response by UPD or UPD units are not available at the time of the initial alarm.
- Notify fire department if mutable alarm activations are present in same building

**Any report of smoke or fire UPD will notify the local fire department.**

**If there is any question of the alarm type, UPD can notify Fire Department**

Any fire in any campus building, active fire or extinguished, the Director of Fire Safety or designee shall be notified, at times. All fire on campus shall be investigated by the NJ Division of Fire Safety, UPD or Fire Safety shall notify state arson unit at 1-877-653-4737. And call for on duty investigator.

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