

Ocean City Fire Department  
Standard Operating Guidelines

Operations

Subject: Fire Alarm Systems Activations  
Revised: 09/13/2018  
Effective: 09/25/2018  
Approved: 09/24/2018 (Fire Chief)  
Section: 417.00

417.01 Purpose

To provide guidelines in the response to fire alarm system activations.

417.02 Fire Alarm System Activation

- A. All personnel will proceed to the scene safely.
- B. The first engine on the scene will position itself at the sprinkler/standpipe connection.
- C. Command will be established.
- D. All other responding apparatus will position as directed by command or stage appropriately.
- E. All personnel will wear full protective gear with SCBA until the scene is determined to be safe.
- F. Crews will check the alarm panel and investigate the area of the alarm.
- G. After the investigation is complete, the Incident Commander may silence the alarm and will notify the person responsible for the building of the activation. That person will be advised of the need to have the alarm reset.
- H. Units may be placed in service and one unit or person may stand by for a maximum of 30 minutes, to contact the responder. If the responder is not at the scene 30 minutes after being notified, the Fire Marshall's office will be notified via referral form. The name of the person to whom the building was released or an indication there was no responder will be noted in the remark section of the NFRIS report.

417.03 Fire Alarm Activation for Trouble Conditions

If, upon investigation, the alarm system is found to have been activated by a trouble condition the following actions should be taken:

- A. Place all units in service
- B. Contact the person responsible for the building and advise them of the trouble condition in the system.

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417.04 Fire Alarm Systems Not Accepting a Reset or Out of Service

If the management cannot reset the alarm system or takes the alarm out of service, the following action will be taken:

- A. The responsible party will be advised to maintain a fire watch in all areas affected by the system being out of service. They should be advised to maintain a log consisting of the date, time, location, and name of the person making the fire watch. They will be advised to contact the Fire Marshall's office and Communications when the system is back in service.
- B. Communications and the on-duty Fire Marshal will be advised the system is out of service.

417.05 Fire Alarm System Responses (automatic fire alarm activation)

There are 2 levels of response in the Dispatch Guidelines

- A. Level 1 is any automatic fire alarm activation. The response will be 1 engine and any time there is a volunteer duty crew staffed they may respond additional apparatus as per the duty crew response area and duty crew response guidelines.
- B. Level 2 is any automatic fire alarm in a high rise building (7 stories and above.) The response will be 1 engine and any time there is a volunteer duty crew staffed they may respond additional apparatus as per the duty crew response area and duty crew response guidelines. A medic unit does not respond unless there are injuries or a medic unit is called for by an officer.