

FIRE ALARM REPORT

Building:

Day:

Date:

Time of Alarm:

_____ A.M _____ P.M.

Police Officer(s):

DOD:

Zone(s) in Alarm:

Room Number(s) involved:

Is this a repeat alarm in this zone? YES NO

HAS FIRE ALARM SYSTEM BEEN RESET? YES NO

Fire Alarm was caused by:

Circle one and explain:

- | | |
|----------------------------|--|
| 1. Fire or smoke event | |
| 2. AHU Smoke | <i>Source of Smoke?</i> |
| 3. Pull Station Activation | <i>Location:</i> |
| 4. False Alarm | <i>Specific cause:</i> |
| 5. Smoke Alarm Malfunction | <i>(indicated by inability to re-set system)</i> |
| 6. Other: | |

Problems, Concerns, Comments:

*Please refer to the information below.
Email the completed form to Mark Sanchez and Ann Karam at
msanchez@stmarytx.edu and akaram@stmarytx.edu*

The StMUPD and the Residence Life Director on Duty (DOD) will not reset the fire alarm panel until the building has been cleared and determined to be safe by on scene StMUPD officials. StMUPD officials will complete a Fire Alarm Report form that is provided by the Physical Plant department. A pad will be available in each fire alarm panel. A copy of the Report will be left in the fire alarm panel and an electronic copy will be emailed to Mark Sanchez and Rodolfo Morales within 24 hours. The Fire Alarm Report form will contain the following information:

- Building name;
- The day, date and time of the alarm;
- The zone name and number;
- The suspected cause of the alarm;
- Any other information deemed necessary by the reporting officer.

This report is needed for Physical Plant maintenance staff to know what caused the alarm. Once the alarm is cleared, most systems are not able to recall the device or cause of the alarm. Using the information contained in the incident report will help prevent future false alarms.