

SOUTH PORTLAND FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES

SOG #:	6.233	Effective Date:	12/8/2021
Title:	Response to Automatic Fire Alarms	# of pages:	2
Category:	Fire Ground Operations	Classification:	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:**
 - Alarms will be answered as an emergency. If additional information is provided, then response levels can be adjusted. The primary unit will continue with a Code 3 response.
 - The first arriving unit will follow department size up procedures and provide that information over the radio.
 - The first arriving unit will check the annunciator panel to ascertain the location of the alarm.
 - 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 dispatch or 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.
 - After assessment, if no apparent problem is discovered, Command should to have additional units reduce to continue with a Code 1 response.
 - Unneeded apparatus should be cleared as soon as possible to be available for future calls. Fulltime apparatus should be cleared first and Call Company personnel used at the scene.
 - No alarm **shall be silenced or reset** prior to the Fire Department arriving on scene and it has been determined, by the officer, that the system may be safely silenced or reset.
 - Any alarm system that does not reset to normal status shall have an System Shutdown Report (SSR) filled out on the department's electronic system.
 - All systems must have both an annual inspection sticker and a department warning label (normally attached to the main panel or annunciator). This should be verified at any alarm sounding event.
3. **REFERENCES:**
 - None

By Order Of:

A handwritten signature in blue ink, appearing to read "Jim Wilson". The signature is fluid and cursive, with the first name "Jim" written in a larger, more prominent script than the last name "Wilson".

James P. Wilson
Fire Chief