



## INFORMATION BULLETIN FIRE ALARM RESPONSE PROCEDURES



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### **Treat Every Alarm as an Emergency**

In every instance, if an alarm sounds, all building staff and occupants should react as through it is a real emergency. Fire alarm systems provide the important function of warning occupants of a possible fire in the building. While false alarms may occur, it is essential that the alarm be heeded and the absence of an emergency be verified. The Kirkland Fire Department recommends that silencing or resetting alarms be accomplished after the fire department has arrived and evaluated the situation.

### **Silencing Alarms**

An alarm silencing provision is present in most alarm systems. Activating this will disable the audible devices and they will NOT automatically reinitiate in a genuine fire situation. They may only be reinitiated manually in most newer alarm systems.

Premature silencing of alarm systems has resulted in fire deaths. Because of this you are reminded that a civil liability could exist in any emergency where premature silencing results in injury.

### **Resetting Alarm Systems**

Resetting an alarm system will return it to a normal status. In the event of a continued fire situation, it will again detect and sound the alarm. In the event of a false alarm problem, resetting the alarm will both silence the audible signal and return the panel to normal status. *Valuable alarm panel information may be lost if it is not recorded prior to resetting*, this can include the location of the problem. A faulty device responsible for a false alarm cannot be located if the system has been reset.

The Kirkland Fire Department asks that you not reset the alarm system until after fire personnel have arrived. This will enable them to work with you and determine the location of the problem. When a system is reset, it can also mean that firefighters will have to check the entire building, rather than a single zone, to ensure the absence of fire. This results in their being out of service, unable to respond to other emergencies.