



Campus Administrative Policy

Policy Title: Fire Alarm Response Policy and Procedures (OPP: 103-081)

Policy Number: 3074 Functional Area: **General Administration**

Effective: February 22, 2018
Date Last Amended/Reviewed: November 1, 2017
Date Scheduled for Review: July 1, 2025
Supersedes: Fire Alarm Response (January 2001)

Approved by: David C. Turnquist
Associate Vice Chancellor, Facilities Management
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Campus Fire Marshal, Facilities Management
Authority Having Jurisdiction for Fire and Life Safety
(February 22, 2018)

Prepared by: Campus Fire Marshal
Reviewing Office: Executive Vice Chancellor for Administration and Finance |
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Responsible Officer: Executive Vice Chancellor for Administration and Finance |
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Applies to: University of Colorado Anschutz Medical Campus
University of Colorado Denver
University of Colorado South Denver Location

A. POLICY STATEMENT

It is the policy of the University of Colorado Denver | Anschutz Medical Campus that all persons shall be allowed to evacuate the building when a fire alarm sounds.

While actual fires on the campus are rare, all fire alarms on the campus should be considered real. (All fire drills will be scheduled in advance.) Fires have the inherent hazards of heat, smoke, and toxic gases. In addition, fires can quickly spread, limiting visibility and making escape difficult. Alarm systems are designed to provide early warning, which may be critical in an emergency.

B. PURPOSE

To establish a policy for safe fire alarm response procedures on campus property.

C. PROCEDURES

Generally, we encourage all persons to evacuate, via the nearest safe exit. Do not attempt to use elevators during fire alarms. Note that most elevators recall automatically during a fire alarm in the building, and they will only be available after the system is reset. Classes should be interrupted and students are to evacuate during the alarm. Persons should not attempt to reenter the building until the alarm condition is cleared. No one shall be prevented from evacuating the building during a fire alarm, and persons who evacuate during an alarm condition shall not be disciplined nor subjected to any harassment.

Exceptions to complete evacuations are buildings that have been pre-designated as “limited defend-in-place.” High-rise buildings will alarm on the floor where the alarm was triggered, the floor above, the floor below, and the ground floor. Occupants in areas where the alarm is sounding may choose to evacuate or, if there are no indications of fire or other hazards, they may wait until they are given further information (i.e. directed to evacuate or notified that the conditions have been found safe).

Note that buildings with fire/smoke detection and automatic fire sprinkler suppression are considered to be much safer for delayed evacuation than buildings without such fire systems. In all instances, if there is any indication of fire, smoke, or other potentially hazardous conditions, evacuation is the preferred option.

Fire alarms and light-strobes shall not be disabled or altered in any manner. In special cases, such as critical testing sessions, arrangements may be made in advance to delay evacuation until instructed to do so. (See campus policy 3075, Fire Alarm Delayed Evacuation.) The Fire & Life Safety Officer must approve any alternative procedures prior to implementation.

If you notice any indication that a fire or other emergency is actually in progress, take appropriate action. If you witness a fire, follow the **A-RACE** actions:

- Alert others in the area
- Rescue anyone in need, if it is possible to do so without endangering yourself
- Activate the fire alarm system, using a fire pull station
- Close doors as you exit the fire area
- Evacuate to a safe area. (Use the stairs. Do not use the elevators!)

USE OF FIRE EXTINGUISHERS:

Fighting fires is always a difficult decision. Extinguishers are intended to be used immediately, before the fire becomes larger. **EVEN SMALL FIRES ARE DANGEROUS! Fight small fires with the proper extinguisher ONLY IF YOU ARE TRAINED TO DO SO, AND YOU HAVE AN ESCAPE PATH.**

For advice or assistance with fire prevention efforts, contact the Campus Fire Marshal at (303) 724-0293.

Notes

1. Dates of official enactment and amendments:
January 2001: Adopted/Approved by Associate Vice Chancellor for Facilities
February 22, 2018: Revised
December 18, 2019: Reformatted
2. History:

December 18, 2019: Reformatted to reflect a Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chaptered policy statement organized around the several operational divisions of the university. Links, university branding, and formatting updated by the Provost's office.
3. Initial Policy Effective Date: January 2001
4. Cross References/Appendix:
 - [2015 ed. International Fire Code](#)
 - [National Fire Protection Association \(NFPA\) Life Safety Code](#)
 - [Campus Policy 3003, Authority Having Jurisdiction for Fire Prevention and Life Safety](#)
 - [Campus Policy 3075, Fire Alarm Delayed Evacuation](#)