VUMC Fire Alarm Response Procedure

Purpose: To establish procedure for VUMC Facilities Management Staff to respond to fire alarm devices received at the Delta Operations Center.

Policy: Upon notification of any fire alarm device activation in any VUMC facility monitored by the Facilities Management Delta Operations Center, the Delta Operator on duty will do the following:

1. Determine the exact alarm device that has been activated.
2. The Delta operator will attempt to silence all radio traffic by tuning the base radio to the “PSC” channel and announcing “Attention Facilities Management Staff, stand by for Red Alert”. The Delta operator will then dispatch the on-call mechanic from all shops to the fire alarm device location. This will be followed by a confirmation radio call to the on-call shop personnel responsible for responding to such fire alarms.
3. If the alarm location is in VUH, MCN or MCE, the Delta Operator will also contact the Hospital Operator via the Red Direct Dial phone to advise them of the location of the “Red Alert”.
4. The Delta Operator will also contact VPD at 11911 to give the location of the alarm device.
5. The Delta Operator will monitor radio traffic and request any unnecessary communications to pause until the “All Clear” is initiated.
6. After receiving the “No Smoke/No Fire” all clear from either VPD or any Facilities Management personnel that has responded to the area, the Delta Operator will attempt to run a signal silence and system reset for the area affected. After the signal silence and system reset have cleared, the Delta Operator will announce “Red Alert All Clear” 3 times on the PSC channel and contact the Hospital Operator to overhead announce the “Red Alert All Clear” in buildings where such announcements are required.
7. After the completion of the system reset, the Delta Operator will advise the responding HAR shop personnel to activate the elevators reset.

Responsibility: It is the responsibility of the Delta Operator on duty to insure the “Red Alert” is dispatched to:
1. Facilities Management personnel on the PSC channel
2. VPD at 11911 in a timely manner
3. Vanderbilt Hospital Operator via the red direct ring down phone if the alarm is in VUH, MCN or MCE.