

## ***Whom do I contact for further information?***



If you notice a problem or have questions regarding the fire alarm system, contact:

**Fire Alarm & Security System Manager  
502-8299**

If you have questions on the Campus Emergency Operations Plan or require assistance in department emergency planning efforts, contact:

**Emergency Preparedness Program Coordinator  
476-5507, Box 0238**

If you have questions regarding the Campus Fire Safety Program, contact:

**Campus Fire Marshal  
476-0570**

11/97

# **BUILDING FIRE ALARM SYSTEM**

for UCSF Parnassus Campus



University of California, San Francisco

## ***What should I do when I hear the fire alarm? How do I know if it's the real thing, a false alarm, or just a test?***

Never assume it's "just a test or false alarm." Every alarm should be considered real, "unless you have been notified by Facilities Management of a scheduled test. The UCSF campus makes every effort to minimize the occurrence of false alarms. Always call 9-911 and activate a building fire alarm manual pull station whenever smoke or flames are detected.

### **Do not ignore the alarm warning.**

Think about what you should do, and how you will exit the building. Stay calm. Encourage others to proceed with you to the nearest exit. Always know of at least "two" exits from the building.

Evacuate according to emergency procedures and the evacuation floor plan diagram posted in exit cor-



ridors and near the elevators. **Never** use the elevators during a fire alarm.

To prepare yourself for a real event, you should become familiar with your work area's emergency exits and evacuation routes before an actual alarm.

Review the green **UCSF Emergency Procedures** chart posted in all offices and labs. It contains information on a variety of emergency situations, e.g.,

bomb threats, fire, hazardous material spills.

Read your **Department's Emergency Action Plan**. It contains emergency procedures written specifically for your department. Discuss it with your Department's Emergency Coordinator.

## ***What should I do if I smell smoke or see flames?***

If a fire occurs anywhere on the floor, you should follow the R.A.C.E. procedure.



**Rescue** - yourself, employees and visitors from danger

**Announce** - pull the fire alarm and (call 9-911)

**Confine** - the fire by closing all doors and windows  
(This isolates the source of the smoke)

**Evacuate or Extinguish** - the fire, **only** if safe to do so

## ***Should I try to use a fire extinguisher?***

- Only if notifications have been made
- Only if it's a very small fire
- Only if you have knowledge of how to use an extinguisher
- Only if you can safely carry the extinguisher
- Only if you are not alone
- Only if you can safely evacuate
- Only if the extinguisher is properly charged.

(Note if the tamper-proof plastic device is present and the extinguisher is charged).

The wet stand pipes (corridor fire hoses) should only be used by persons with specialized training. There are fire safety and equipment use classes available from the campus Fire Marshal office.

## ***Will everyone in the building hear the alarm?***

If your building **is** considered a high-rise building, the new fire alarm system (evacuation tone, strobes) will be activated **only** on the **incident floor, two floors above**, and **one floor below** the incident. Initially, only those floors will be expected to evacuate. If you do not hear the alarm on your floor, you don't need to evacuate. Announcements will be made if further evacuation is necessary.

If your building **is not** considered a high-rise building, the new fire alarm system (evacuation tone, strobes) will be activated on **all floors**. Occupants on all floors will be expected to evacuate.

The Medical Center buildings (Moffitt-Long and Ambulatory Care Clinics) and the Langley Porter buildings will operate as non high-rise buildings with the exception of speaker/sounder activation. There is not a prerecorded message to evacuate and a chime tone will sound instead of the slow whoop. Voice notification will be made via the public address system by the Hospital PBX operators. You will hear a "Dr. Red" announcement and the location of the incident. Medical Center and Langley Porter staff are trained to follow specific procedures in patient care areas following a Dr. Red announcement.

## ***Where should I go?***

Each Parnassus Campus building has been assigned an Emergency Assembly Area (EAA). Study your Department's Emergency Action Plan and become familiar with the EAA assigned to your building. You are expected to evacuate to one of these safe locations.

## ***What if I choose not to evacuate every time I hear an alarm?***

State law requires occupants to evacuate a building when the fire alarm sounds.

Remember, by not following established safety procedures, you are not only putting yourself at risk, but also those individuals who are responsible for your safety and rescue.

The SFFD, UCPD, Facilities Management personnel, UCSF Fire Marshal and Building Floor Wardens (assigned department staff) are authorized to order you to evacuate.

*"According to the California Code of Regulations, Title 19 Section 3.10, upon notification of fire, conduct of*



*any fire drill, upon activation of the fire alarm, or upon orders of the fire authority having jurisdiction, buildings or structures within the scope of these regulations shall be immediately evacuated or occupants shall be relocated in accordance with established plans."*

Mandatory evacuation drills will be conducted in all UCSF campus buildings annually. Building occupants will be observed and emergency response procedures recorded.

REMEMBER: Fire drills are extremely important. They are intended to strengthen your understanding of life saving emergency procedures, and provide you with personal safety education and training.

## ***Once I have evacuated, how will I know when it is safe to return to my work area?***

The SFFD will determine when an incident is under control. **Never try to reenter an evacuated building until the "all clear" signal is given.** A Police representative will notify you when it is safe to reenter.

## Did you know?

The Campus is installing a new Fire Alarm System in all UCSF buildings on the Parnassus Campus. If an evacuation is necessary, you will hear a pulsating fire tone, see flashing strobe lights and hear prerecorded emergency instructions over the fire alarm address system.

The fire alarm system consists of fire alarm manual pull stations, sprinkler system flow switches, smoke and heat detector devices. When any of these devices are activated, an alarm will sound to alert building occupants. Simultaneously an alarm is activated at the Central

Utilities Plant, the UCSF Police Communications Center, and on the building fire alarm control station panel. The UCPD Communications Center notifies the San Francisco Fire Department (SFFD).

The UCPD Communications Center is the designated receiving and transmitting point for all UCSF campus police and fire emergency activities.

The SFFD is responsible for extinguishing fires on the UCSF campus.

## What buildings will have the new system?

Installation of the new Fire Alarm System should be completed in all Parnassus Campus buildings by the end of 1997.

UCSF satellite sites have alarm systems individualized to each building. The method of alert may vary. Check with the Building Manager.

## What happens when a fire alarm is activated?

Fire alarm manual pull stations are located in exit corridors as indicated on the evacuation floor plan diagrams.

If you are the first person to discover a fire, call 9-911 (this replaces 6-6911) from any campus phone, or 911 from a non-campus phone, and activate the nearest fire alarm manual pull station immediately.

When any Fire Alarm device is activated, this is what you will hear and see.

- Strobe lights will flash. Strobes assist hearing impaired individuals.
- You will hear an evacuation fire tone that makes either a slow whooping or a "dinging chime" tone.
- In non-medical center buildings, you will hear the following prerecorded voice instructions over the building fire alarm address system:



*"Attention please, attention please. An emergency has been reported in the building. Please cease operations and leave the building, utilizing the nearest exit or fire exit."*

- Corridor doors equipped with approved automatic closing devices and connected to the fire alarm system will automatically close, preventing smoke and fire from spreading to other areas. Never, at any time, use objects to prop open these doors. This could prevent them from closing during an emergency. All other corridor doors should be kept **closed** at all times.