

# Cape Elizabeth Fire Department Policy & Procedure Manual

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| <b>Policy:</b>  | <b>Fire Alarm Activations</b> |                        |            |
| <b>Section:</b> | 7.800: Communications         |                        |            |
| <b>Policy #</b> | 7.817                         | <b>Date Effective:</b> | 07-01-2009 |

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When an alarm company or citizen reports fire alarm activation or the alarm rings in on the alarm panel the dispatcher will dispatch the following units to the location:

## **SEE DISPATCH ASSIGNMENTS FOR RESPONDING UNITS**

The alarm company may report many types of alarms when they notify you of an alarm. The following types of alarms should all be considered fire alarms: *Smoke detectors, heat detectors, pull stations, sprinkler & water flow alarms, gas alarms (not CO), propane alarms, and general fire alarms.* In the event that an unknown type of alarm is sounding dispatch both the Fire Department response and the Police Department.

When dispatching a fire alarm utilize the following formats:

### **Cape Elizabeth Fire Department**

1. **Transmitting Master Box (#)** - Utilize for fire alarms that ring into dispatch.
2. **Transmitting Supervised Box (#)** - Utilize for fire alarms that are called in by an alarm company.
3. **Transmitting Box (#)** - Utilize for fire alarms called in by persons at the location

**Location** (include name of location & address)

**Nature or type of alarm**

**Units responding**

**KNCY 896 & Time in Military Hours**

In the event that the alarm company notifies you that a fire is present at the location (i.e. they have spoken with a resident of the location) the dispatcher should immediately dispatch a Structure Fire assignment for the location (**See SOG 7.811**)