

# Fire Alarm Response

Fire Alarm Response – After Hours

Call from Penn Comm Dispatch:

Obtain the following information:

1. Full Building Name or Address. Ask for clarification if the situation is unclear.
2. Ask if the Philadelphia Fire Department contacted?

## **Philadelphia Fire Department Contacted**

Ask if Fire & Emergency Services is on site. If yes call the FES staff member (See other Penn Contacts in the on-call book). See Fire Triage Below. Note that FES staff should be in your phone contacts.

If Fire & Emergency services is not on site, ask to speak to a Police supervisor. Provide your name and phone number and request that a Public Safety Officer who is at the fire scene to call you back. See Fire Triage Below.

## **Philadelphia Fire Department Not Contacted**

Ask if Public Safety or Fire & Emergency Services is on site. If yes call the FES staff member. If Fire & Emergency services is not on site, ask to speak to a Police supervisor. Provide your name and phone number and request that a Public Safety Officer who is at the fire scene to call you back. Determine what happened. See Fire Triage Below.

## **Fire Triage**

Determine what, when, where and who.

Large extinguished or active large fires involve damage beyond the location of the fire and chemical involvement, sprinkler activation, flooding (from sprinklers) or serious injury.

1. After-hours response is required. Phone Kyle Rosato or Jim Crumley.
2. Send out EHRS Alerts notice.

Small fire that was extinguished. Damage is localized to fire location. No injury or Chemical. Philadelphia Fire Department is no longer on site.

1. Call FES (if onsite) or PennComm. Establish a fire watch if there is a concern of reignition.
2. Send out EHRS Alerts notice.
3. Call Jim C or Kyle R. by 8 AM for follow up.