

BUSINESS POLICY LETTER

TO: All Members of the University Community

2003:18

DATE: December 2003

FIRE ALARM POLICY (Supersedes 97:21)

- I. Any University employee or student who discovers a fire or a suspected fire on campus shall proceed, as follows:
- A. Activate the nearest fire alarm to alert all occupants to evacuate the building. The fire alarm does not notify the fire department, so this must be done as directed in Section B.

Note: Any person who shall knowingly and willfully commit any one or more of the following actions shall be guilty of a misdemeanor and punished by imprisonment for not more than one year and may be fined not more than \$500: a) raise a false alarm of fire at any gathering or in any public place; b) ring any bell or operate any mechanical apparatus, electrical apparatus or combination thereof, for the purpose of creating a false alarm of fire; or c) raise a false alarm of fire orally, by telephone or in person.
 - B. Report the fire or a false alarm by telephone, by calling the Public Safety emergency number 911. The Public Safety dispatcher shall notify the Big Rapids Fire Department by direct line to Central Dispatch unless Public Safety has been notified that the report is a false alarm or a fire drill. Ferris emergency personnel will be on the scene immediately.
- II. In case of a fire, the Department of Public Safety shall notify certain University personnel as follows:
- A. All fires:
 - 1. Vice President for Administration and Finance
 - 2. Assistant Vice President for Plant Management
 - 3. Vice President for Student Affairs
 - 4. Vice President for University Advancement and Marketing
 - 5. Other University personnel as deemed necessary by the Director of Public Safety
 - B. Fire in academic buildings occurring after regular working hours:
 - 1. Those listed in Section II A.
 - 2. Dean of school where fire is occurring

C. Fires in residence halls:

1. Vice President for Administration and Finance
2. Director of Residential Life

III. An estimate of property loss caused by a fire shall be made by the Assistant Vice President of Plant Management with the assistance of other University personnel. This estimate shall be the only estimate for public information purposes. This estimate, along with other information concerning the fire, shall be given to the Associate Vice President for Advancement and Marketing for dissemination to the news media. Information regarding any fire on campus shall not be released by any other department without being first cleared by the Associate Vice President for Advancement and Marketing. The property loss estimate shall also be given to the Associate Vice President for Administration and Finance.



Richard Duffett
Vice President for Administration and Finance

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