Division of Housing and Food Service
Procedures for Fire Sprinkler and Fire Alarm Activation and Management

1) Sprinkler activation by fire or unknown causes
   a) The fire alarm panel will notify UTPD, who in turn will notify:
      i) The Austin Fire Department
      ii) Fire Safety Systems Shop (FSSS)
      iii) UT Fire Prevention Services
   b) Residence Life or Food Service will assist in evacuating the building
   c) After evacuating the facility, Residence Life Hall Coordinator/Area Manager or Food Service Supervisor/Manager will notify:
      i) Rick Early
      ii) Randy Porter
      iii) Hemlata Jhaveri (Residence Life) or Scott Meyer (Food Service)
   d) Rick Early will notify:
      i) Building Services Manager/Facilities Maintenance Manager
   e) UTPD will take charge at the scene until the Austin Fire Department arrives and the Incident Commander takes charge
   f) Residents will not be allowed to reenter the facility until deemed safe by the Incident Commander
   g) Once cleared by the Incident Commander, the floor control valve will be closed which turns off the water to the affected area.
   h) FSS will perform needed repairs
      i) If required, a fire watch will be performed on residential areas until the sprinkler system and fire alarm panel are back on line.
   j) FSS will reopen the floor control valve and reset the fire alarm control panel
   k) The Building Services Manager or the Food Service Manager will assemble a clean up crew and perform necessary clean up of the affected area

2) Sprinkler is activated by accident (the staff must know beyond any doubt that the activation was not the result of a fire or water flow)
   a) The fire alarm panel will notify UTPD, who in turn will notify;
      i) The Austin Fire Department
      ii) Fire Safety Systems Shop (FSSS)
      iii) UT Fire Prevention Services
   b) Residence Life Hall Coordinator or Food Service Supervisor will notify UTPD that the alarm was an accident and gain permission to close the floor control valve.
   c) Residence Life Hall Coordinator/Area Manager or Food Service Supervisor/Manager will notify:
      i) Rick Early
      ii) Randy Porter
      iii) Hemlata Jhaveri (Residence Life) or Scott Meyer (Food Service)
   d) Rick Early will notify:
      i) Building Services Manager/Facilities Maintenance Manager
e) The FSS will perform needed repairs
f) If required, a fire watch will be performed on residential areas until the sprinkler system and fire alarm panel are back on line.
g) FSS will reopen the floor control valve and reset the fire alarm control panel
h) The Building Services Manager or the Food Service Manager will assemble a clean up crew and perform necessary clean up of the affected area

3) Fire Alarm system is activated by accident (the staff must know beyond any doubt that the activation was not the result of a fire or water flow)
   a) The fire alarm panel will notify UTPD, who in turn will notify;
      i) The Austin Fire Department
      ii) Fire Safety Systems Shop (FSSS)
      iii) UT Fire Prevention Services
   b) Residence Life Hall Coordinator/Area Manager or Food Service Supervisor/Manager will notify UTPD that the alarm was an accident.
   c) FSS will reset the fire alarm control panel

4) A minor leak of the sprinkler system which does not activate the fire alarm panel.
   Note: If after normal working hours, Residence Life or Food Service will determine if the leak is minor enough to wait until the next morning or working day.
   a) Residence Life Hall Coordinator/Area Manager or Food Service Supervisor/Manager will call:
      i) The appropriate DHFS Zone Shop
   b) The DHFS Zone Shop will put in a work order to the FSS
   c) The FSS will disable and drain the system after notifying UTPD of the outage
   d) The FSS will repair the leak.
   e) If required, a fire watch will be performed on residential areas until the sprinkler system and fire alarm panel are back on line.
   f) FSS will reopen the floor control valve and reset the fire alarm control panel