Lamar University
Policy on Fire Alarms
Approved March 3, 2008

1. When an alarm goes off, all personnel (employees, students and visitors) must evacuate the building immediately, and not re-enter the building until notified that it is safe to do so by the Beaumont Fire Department or the Lamar University Police Department. Any employee failing to evacuate or re-entering without permission may be subject to Lamar University disciplinary action.

2. When an alarm goes off, the Building Coordinator, Department Secretary or most senior person present should telephone the Police Department as soon as practical at ext 8311 to confirm that the alarm has been received by the police dispatcher. The call should ordinarily be made from a nearby building or by cell phone to 409-880-8311.

3. If a fire is evident, after evacuation from the building, the Building Coordinator or most senior person present will make a reasonable attempt to determine that all personnel from the area of the fire are accounted for.

4. If the building is one that contains hazardous chemicals, employees knowledgeable about the chemicals present will identify themselves to the Lamar University Police or Beaumont Fire Department and remain available to provide any requested assistance.

Policy on Fire Alarm Silencing/Resetting

1. Fire Alarms will not be silenced until a visual check has been completed of the location from which the alarm originated, as indicated on the control panel, or, in the absence of usable information, the entire building including all mechanical rooms and custodial closets, has been visually checked.

2. Fire alarms will be silenced only by the Beaumont Fire Department, Lamar University Facilities Management, or the Lamar University Police.

3. Fire Alarms will not be reset until both the Beaumont Fire Department and Facilities Management (if available) are satisfied that the cause of the alarm has been determined and confirmed.

The above policies are applicable to all University Buildings except the Montagne Center. Evacuation and alarm silencing policies for the Montagne Center during an event are included in the Montagne Center Emergency Procedures Manual.