



**Campus Administrative Policy**

**Policy Title: Fire Department Cancellation / Non-notification Policy and Procedures (OPP: 103-082)**

Policy Number: 3085A                      Functional Area:                      Facilities

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Effective:                                      February 22, 2018  
Date Last Amended/Reviewed:            November 1, 2017  
Date Scheduled for Review:                July 1, 2025  
Supersedes:                                  Fire Department Cancellation / Non-notification (2005)

Approved by:                                 David C. Turnquist  
   Associate Vice Chancellor, Facilities Management  
   Duxton Milam  
   Campus Fire Marshal, Facilities Management  
   Authority Having Jurisdiction for Fire and Life Safety  
   (February 22, 2018)

Prepared by:                                 Campus Fire Marshal  
Reviewing Office:                            Executive Vice Chancellor for Administration and Finance |  
   CFO, University of Colorado Anschutz Medical Campus  
   Senior Vice Chancellor for Administration and Finance |  
   CFO, University of Colorado Denver

Responsible Officer:                        Executive Vice Chancellor for Administration and Finance |  
   CFO, University of Colorado Anschutz Medical Campus  
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Applies to:                                    CU Anschutz Medical Campus

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**A. POLICY STATEMENT**

Under certain circumstances, the university accepts that there may be a need to either cancel or not notify the fire department when the fire detection system goes into alarm. The need for cancellation should be somewhat rare, since the Fire Department (FD) usually responds within four minutes (...however, delayed responses have occasionally occurred). Non-fire events are disruptive to the campus and result in taking a fire vehicle out of service unnecessarily.

This policy has been reviewed and accepted (via email confirmation) by the Aurora Fire Department.

## **B. PURPOSE**

To establish a policy for cancellation or non-notification of the local fire department responders, after determining that the fire alarm was a result of a non-fire, non-hazardous event.

## **C. PROCEDURES**

This procedure will only be applicable to the University of Colorado Anschutz Medical Campus. CU Denver buildings have a private company that receives the fire alarm, and they, in turn, notify the Denver Fire Department.

Other than the specific exceptions noted below, University Police will immediately contact the local fire agency for any alarms on the campuses. Fire detectors are designed to give early notification of fire conditions. While we will try to keep the number of “false alarms” to a minimum, fire departments realize that there will be a high percentage of alarms that are not actual fire events.

### *CANCELLATION AFTER FIRE DEPT. NOTIFICATION*

When an alarm sounds, University Police (UP) and designated Facilities Management personnel will respond to the building’s command center or annunciator panel.

1. After determining the alarm location, an officer and/or facilities staff will proceed to the potentially affected area. If any sign of fire is noted (smell, flames, smoke, or other indications) the university personnel will immediately evacuate, and the fire department response will continue.
2. A designated Anschutz Medical Campus fire alarm technician will remain at the fire command center (or panel). This person must have the knowledge to immediately use the Public Address System should the need arise.
3. At least two persons will check the area of alarm and attempt to find the exact detector “head” that is in alarm. (This is usually determined by the detector’s blinking LED light going to a constant “lit” status.) Should the area be determined to be safe, the on-scene officer or facilities responder will notify the UP dispatcher that this is a non-hazardous event. The UP dispatcher will re-contact the fire department and inform them that it has been determined that the alarm has been investigated and determined to be a non-fire or non-hazardous detection. If FD chooses to continue to respond to the scene, Anschutz Medical Campus personnel will meet them and offer to escort them to the area of alarm. (Note that either UP or Facilities Management personnel must be on-scene; other university personnel may not cancel FD.)
4. If there is any indication that an actual fire event is in progress, or should they note a fire that is already out, we will not attempt to cancel the fire response. (Note that fire investigations are the legal responsibility of the responding agency, even if the fire is completely suppressed prior to FD arrival.)
5. After determining that the event is non-hazardous, Facilities Management Fire Alarm Technicians (or designee) will silence/reset the alarm and reset elevators. They will also use the public address system to notify floors that personnel may return to normal duties.

## *NO FIRE DEPT. NOTIFICATION*

There may be occasions when a detector head goes into alarm during construction or maintenance operations, and these should generally be treated the same as a normal alarm (in that UP should contact FD and request an emergency response). There are, however, a few exceptions.

If a Facilities Management Fire Alarm Technician is working on the system, and realizes that an alarm has accidentally been triggered, they may quickly contact UP dispatch to inform them that no fire response is necessary.

1. When the Campus Fire Marshal happens to be at the area of alarm (a very rare event indeed) and can confirm that it is a non-fire event, UP will be notified to not call or cancel FD.
2. Should two facilities personnel be in the area of an alarm, and both persons are able to determine that the alarm is a non-fire event, it is acceptable for them to contact UP immediately to stop notification.
3. A few programs (most notably the R1 and R2 vivarium staff) have been authorized to contact UP when they determine an alarm in their area is not a hazardous event. The vivarium has a fire panel in place specifically so that staff can quickly determine the location of an alarm, so as to minimize the impact on the high-value research. These personnel (list given to UP) may also notify UP that an alarm does not require FD response.
4. Other person(s), including contractors and/or other university employees, may notify UP that they have set off an alarm, however the fire department will still be called for response. Cancellation will only be made if procedures noted in the "CANCELLATION" provisions are followed. This is necessary to prevent accidental or intentional fire department delayed response.
5. As always, no one shall be prevented from evacuating the building during an alarm, and persons who evacuate during an alarm condition shall not be disciplined nor subjected to any harassment.
6. For advice or assistance with fire prevention efforts, contact the Campus Fire Marshal at (303) 724-0293.

### **Notes**

1. Dates of official enactment and amendments:  
February 2005: Adopted/Approved by Associate Vice Chancellor for Facilities  
February 22, 2018: Revised  
December 18, 2019: Reformatted
2. History:

December 18, 2019: Reformatted to reflect a Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university. Links, university branding, and formatting updated by the Provost's office.

3. Initial Policy Effective Date: February 2005
4. Cross References/Appendix:
  - [2015 ed. International Fire Code](#)
  - Campus Policy 3003, Authority Having Jurisdiction for Fire Prevention and Life Safety