1. **FIRE ALARM RESET PROCEDURE:**

Activation of the fire alarm system creates a situation where the remote station and the appropriate control panel must be reset before the system is restored to a “ready” condition. The following is a generalized description of the procedures for resetting fire alarms (See OSH Manual for additional details):

A. Open remote station, replace glass rod and close remote station.
B. Proceed to appropriate control panel.
C. Open control panel. Press reset button or turn the reset key on the control panel, whichever is applicable.

2. **CONTROL PANELS ARE LOCATED IN THE FOLLOWING LOCATIONS:**

- **BARUCH AUDITORIUM**
  - **BUILDING F**: INSIDE ROOM 42, CLOSET ON RIGHT
  - **BUILDING D**: RESEARCH
  - **CLINICAL SCIENCE**: ROOM 1-CW

- **COLLEGE OF NURSING**: INSIDE ROOM 215-A

- **ALUMNI HOUSE**: EQUIPMENT ROOM IN STAIRWELL

- **BASIC SCIENCE**: INSIDE MAINTENANCE SHOP

- **ADMINISTRATION/LIBRARY**: INSIDE 1M1 EQUIPMENT ROOM

- **PARKING GARAGE I**: 2ND FLOOR HALLWAY

- **FAMILY PRACTICE**: INSIDE CLASSROOM OPPOSITE MAINTENANCE SHOP

- **CLINICAL SCIENCE**: ROOM E101 OPPOSITE STAIRWELL #2

- **MUSEUM**: INSIDE DENTAL MUSEUM

- **HEALTH SERVICES**: ADJACENT TO PULL BOX MAIN OFFICE

- **ALLIED HEALTH**: INSIDE ROOM 108

- **BUSINESS SERVICES**: INSIDE ROOM 102

- **BCD**: INSIDE LOBBY

- **WICKLIFFE HOUSE**: IN MAIN HALL
3. **CODE RED REPORTING:**

A. Code Red Reports will be completed by the EMS Operator and assisted by the Alarm Shop or the maintenance personnel on duty after each Code Red.

B. On all other hospital shifts the maintenance individual on duty will assist in completing the form.

C. As indicated on the form, all information is to be recorded as accurately and completely as possible in order that repairs or changes may be initiated to reduce false alarms. Completed forms will be filed by building name and number in the EMS Shop.

D. The Electric Shop Supervisor will check Code Red reporting logs in the EMS area daily.