



MUKWONAGO FIRE DEPARTMENT  
OPERATING PROCEDURES

Automatic Fire Alarms		Approved by: Chief Jeffrey R. Stien	
SOG #11	Draft Date: 04/29/14	Revision Date:	Effective Date: 06/26/14

**PURPOSE:** To establish proper procedure to responding, investigating and mitigation of automatic fire alarms

**SCOPE:** This procedure is to be followed by all officers and members of this department. Authority to deviate from this procedure rests with the Chief of the department or designee who will be responsible for the results of any deviation.

A. Response

1. Respond to alarms within 10 minutes of dispatch
2. Establish on scene incident command
3. Address the emergency condition or start investigating the cause of the alarm
4. 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
5. Fire Alarms will only be reset by authorized personnel including the property owner or designee. **The FD will not reset the fire alarm**