Environmental Health & Safety

Fire Alarm Incident Report

This report must be submitted to Ohio University's Department of Environmental Health & Safety (EHS) by Residential Housing (RH) Staff for fire alarm exemption. This report will be accepted for the current quarter only. This report must be received within 24 hours of any fire alarm. You may fax the form (593-0808), or deliver it to University Service Center Room 175.

Building: Green: Date:

TIME of Fire Alarm: AM ☐ PM ☐

Did RH staff call 911 to give any information after the alarm sounded? (Check) Yes ☐ No ☐

Time for occupants to evacuate (approximate):

Evacuation response/behavior (all left building, stayed out of street, waited for authorities to re-enter, talked back or refused to leave, etc.):

Time Athens Fire Dept./OUPD allowed occupants to re-enter:

1) If cause of fire alarm was occupant(s) behavior - describe (ex. cooking/burned food, smoking, incense, spraying aerosol- air freshener, perfume, water, fire extinguisher, false (malicious) manual fire alarm pull, other? )

2) If cause of fire alarm was due to Equipment Malfunction or building conditions: (ex. building utilities - steam, non-fire heat, unknown FA device malfunction, dust, staff cleaning, etc.): equipment involved, if known?

Fire Alarm Equipment functioned (horns/strobes/speakers audible)?:

Number of people evacuated: _____

Comments/suggestions:

Residential Housing Staff (Print Name)_______________________________________________________
Residential Housing Staff Signature:________________________________________________________
Residential Housing Staff Telephone Number:

Ohio University Department of Environmental Health & Safety
Fire Protection, 175 University Service Center
Fax: 593-0808. EHS main office: 593-1666

5/20/2010