NDHU student dormitory fire alarm activation guideline

Item	Content	Dorm manager		Self-governed member		Campus security guard	Appendix
		Behavior	Location	Behavior	Location	Behavior	
I.	When the Fire Alarm Control Panel is activated	First check the illuminated indicators on the FACP.	Dorm management room	1. dorm representative, vice dorm representative shall go to the dorm management room immediately. 2. Self-governed members on each floor immediately inspect the condition of each floor.	Dorm management room, Each floor		
II.	Patrol to the location of the illuminated indicator	Check if the smoke detector is a false alarm or if there is a fire occurrence. (keep a cell phone handy)	FACP (Fire Alarm Control Panel)	The self-governed members of the responsible area will report the situation to the dorm management room immediately.	Each floor		
III.	False fire alarm	Call the self-governed members to turn off the FACP alarm.	FACP (Fire Alarm Control Panel)	The dorm representative or other self-governed members follows the dorm manager's instructions to turn off the audio system of the FACP.	Dorm management room		
IV.	Fire outbreak	1. Call self-governed member in the dorm management room, turn on the public addressor, and initiate a fire alarm broadcast, instructing students to evacuate according to the evacuation route map. 2. Notify the fire department. 3. Notify campus security guard and on-duty police. 4. Assist personnels in evacuating and gathering at the gate (遠管理員室).	Entrance/ exit gate （遠管理員室）	1. When the dorm manager notifies the dorm representative, he/she immediately turns on the public addressor and broadcasts a fire alarm, asking students to evacuate the dorm according to the escape route map. After that, he/she will go to the entrance/ exit gate (近管理員室) to assist in the evacuation, take the roll call, and check the number of people. 2. In addition to guiding the evacuation of every floor, one self-governed member of each floor will stay on that floor to confirm that the students have left the dormitory, and another self-governed member will guide the evacuation of the dormitory and follow the students to the assembly point to be in charge of the assembly and roll-call.	Each assembly point	After receiving the notification from the dorm manager, immediately enter the school security notification procedure, and immediately go to the scene to assist after notifying the chief.	
V.	False alarm broadcast	Self-governed member or dorm manager broadcast to clarify the false alarm message before 10 pm. If it is after 10 pm, it is not recommended to broadcast. Instead, use electronic notice to explain the false alarm message.	Dorm management room	All self-governed members will go back to each floor to inspect the dormitory for once, and then go back to their room for rest.	Assigned room round section		
VI.	Submit online repair form	1. If it is a false alarm, the dorm manager should submit an online repair form. Additionally, the audio system in the false alarm area should be turned off and kept closed until repairs are completed by Office of General Affairs. 2. For safety considerations, regular inspections should be conducted until it is repaired.	Dorm management room				