



**Campus Administrative Policy**

**Policy Title: Fire Alarm Delayed Evacuation Policy and Procedures (OPP: 103-082)**

Policy Number: 3075                      Functional Area: **General Administration**

Effective: February 22, 2018  
 Date Last Amended/Reviewed: November 1, 2017  
 Date Scheduled for Review: July 1, 2025  
 Supersedes: Fire Alarm Delayed Evacuation (July 2000)

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 |  
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Applies to: University of Colorado Anschutz Medical Campus  
 University of Colorado Denver  
 University of Colorado South Denver Location

**A. POLICY STATEMENT**

Although it is the policy of the University of Colorado Denver | Anschutz Medical Campus (the university) that all persons shall be allowed to evacuate the building when a fire alarm sounds, there are certain circumstances which may necessitate remaining in-place for delayed evacuation. Such conditions that may preclude immediate evacuation are surgical procedures that are beyond a point of cessation, time-critical research operations, and medical boards testing that would be jeopardized by loss of continuity.

**Delayed evacuation would only be considered acceptable if there were NO indications of a fire or other emergency.**

While actual fires on the campus are rare, fires have the inherent hazards of heat, smoke, and toxic gases. In addition, fires can quickly spread, limiting visibility and making escape difficult. Alarm systems are designed to provide early warning, which may be critical in an emergency.

**B. PURPOSE**

To establish a policy for safe pre-planned delayed evacuation during fire alarms on campus property.

**C. PROCEDURES**

It is the policy of the university that all persons shall be allowed to evacuate the building during fire alarms, unless a specific program has applied for a “limited defend-in-place status.”

In order to provide for a reasonable level of safety, and at the same time prevent unnecessary loss of valuable resources, guidelines have been established that will be considered mandatory on the campus. Procedures that allow for remaining in-place should be considered “delayed evacuations” as opposed to “non-evacuations,” and strict oversight and accountability must be pre-arranged. Each department that anticipates the potential for a delayed evacuation must have a written procedure addressing the following concerns:

A designated person (usually referred to as a “fire-warden”) must be at the location of concern during the time-period when delayed evacuation is anticipated (referred to as the watch-period).

- The fire-warden must be trained to look for the indicators of fire or other hazardous conditions, and must immediately, upon an alarm, check the local areas adjacent to where the delayed evacuation is designated.
- Should the fire command center or the local fire responders announce that evacuation is required, the fire warden will immediately direct persons to evacuate the area (Notification from the fire command center or fire department may be given over the public address system or in-person)
- The fire-warden must have direct knowledge of main and alternate routes of egress from the area.
- The fire-warden must have the absolute authority to immediately call for the evacuation of all persons within the area, should indicators of fire be noted.
- Prior to the watch-period, personnel affected by the possibility of delayed evacuation must be informed of these procedures, to include probable egress routes.
- If an “all-clear” is announced over the public address system, the fire-warden must inform the persons within the delayed evacuation area.
- Although most alarms on the campus are determined to be non-fire events, the possibility of an actual fire is real, and adequate preparation must be made to safely

evacuate personnel should an actual fire occur. Smoke and particulates from microwave ovens and other sources are referred to as “nuisance alarms,” not false alarms, because the detection system is functioning properly when these other sources initiate an alarm. Fire alarms and light-strobes shall not be disabled or altered in any manner.

We ask administrators requesting delayed evacuation under these guidelines to seriously consider the implications involved in allowing personnel to delay evacuation. A request for permission to delay evacuation will only be considered if the circumstances truly warrant it. For questions pertaining to this document, or for consultation and assistance, please contact the Campus Fire Marshal at (303) 724-0293.

## Notes

1. Dates of official enactment and amendments:  
July 2000: 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 statement 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: July 2000
4. Cross References/Appendix:
  - [2015 ed. International Fire Code](#)
  - [National Fire Protection Association \(NFPA\) Life Safety Code](#)
  - [Campus Policy 3003, Authority Having Jurisdiction for Fire Prevention and Life Safety](#)
  - [Campus Policy 3074, Fire Alarm Response Policy and Procedures](#)