INSTRUCTIONS: UND FIRE CALL REPORT

In order to view and print the form, Adobe Reader must be installed on your computer. Download the free latest version of Adobe Reader.

Note:

1. Always use the most recent version of Adobe Reader. It is free to download from the Adobe website.
2. Always click on "Save As" and save the form on your computer before entering any information and signing it.
3. If the 'Submit by Email' button does not work, save the form on your computer and then attach the form to the email.
4. Mac users can download the free version of Adobe Reader from the Adobe website. iPad/iPhone users can download the 'Adobe Reader' app from the 'App Store' for free.

Please fill out the following form. You can save data typed into this form and print the form by clicking the "Print Form" button located on the bottom. After printing yourself a copy of the Fire Call Report, select the button titled "Submit by Email." This will open a window prompting you to select which email address you wish to send the email from.

1. If you choose "Desktop Email Application" an email window addressed to "UND Safety" with your completed Fire Call Report already attached opens up. You can add recipient's by typing their email addresses in the "To" row.
2. If you choose "Internet Email" you will need to save the form and compose a new email to und.safety@email.und.edu, robert.johnson@und.edu, terrance.wynne@und.edu and any other recipient's that you want to add. You can now attach the saved form with this email.

   The following are the instructions to send the form directly within Acrobat or Adobe Reader XI using webmail tools like Gmail, Yahoo and Hotmail.

   i. Click the Submit Email button.
   ii. Choose your webmail program.
   iii. Enter your email address and information (if necessary) and click OK and Continue.
   iv. Sign in to your webmail program and grant access to Acrobat.
   v. Open your drafts folder, address, and send the email message.

Send Email

How would you like to send this email?

☐ Default email application (Microsoft Outlook)

☑ Use Webmail

Select ▾

Select

Add Gmail...   ...ted in the designated drafts folder of the selected account.

Add Yahoo!...

Add Other...

Continue   Cancel

2 Choose your **webmail** program.

Add New Gmail Account

E-mail Address [   ]

e.g. - john.smith@<my-webmail>.com

OK   Cancel

3 **Enter** your email address and information (if necessary) and click **OK** and **Continue**.

Google

Accounts

A third party service is requesting permission to access your Google Account.

In order to authorize a third party service to access your account, you must sign in.

Sign in   Google

Email

ikassuba@gmail.com

Password

[   ]

Sign in

Can't access your account?

Sign out and sign in as a different user

4 **Sign in** to your webmail program and grant access to **Acrobat**.

Google

Gmail ▾

5 **Open** your drafts folder, address, and **send** the email message.

Source: www.forums.adobe.com

Definitions

Academic/ Administrative building: Twamley Hall, Gamble Hall etc.

Description of Fire Call: Describe the event, evacuation procedure used, consistency with Building Emergency Action Plan (BEAP). To read more about Building Emergency Action Plan visit the [Emergency Management](#) website.

False Alarm: The fire alarm system was intentionally activated when no fire or danger existed, or the system malfunctioned

Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire Drill: A supervised practice of a mandatory evacuation of a building for a fire.

Fire Extinguishers: A handheld, portable canister, containing an extinguishing agent that suppresses small fires. Fire extinguisher maintenance is done annually per NFPA standards.

Fire-Related Injury: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term "person" may include students, employees, visitors, firefighters, or any other individuals.

Fire-Related Death: Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or dies within one year of injuries sustained as a result of the fire.

Heat Sensor: A fire detector that senses heat, either abnormally high temperature or rate of rise, or both.

Pull Station: An active fire protection device that sounds an alarm when activated, and are located on a wall.

Residential building: Carleton Court Apartments, Tulane Apartments, Brannon Hall, Selke Hall etc.

Reviewed by: Name of the person examining the form for example: building manager, resident hall manager.

Smoke Sensor: A listed device that senses visible or invisible particles of combustion.

Sprinklers: An automatic sprinkler system, for fire protection purposes, is an integrated system of underground and overhead piping designed in accordance with fire protection engineering standards. Sprinklers are usually activated by heat from a fire and discharge water over the fire area.

Value of property damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.