


PROCEDURE

Subject	Fire Alarm System Response and Control Page 1 of 6	Number: 6.15.01
Source	Facilities Management	Reference (Rule #) 6HX14-6.15
President's Approval/Date: 12/15/10		

A. PURPOSE

Establishes responsibilities for:

1. The installation and maintenance of fire alarm systems
2. Action to be taken in response to a fire alarm signal, fire alarm system trouble signal, or a fire alarm supervisory signal.

B. DEFINITIONS

1. Fire Alarm Control Panel (FACP): A system component that receives inputs from automatic and manual fire alarm devices and might supply power to detection devices and a transponder(s) or an off-premises transmitter(s). The FACP might also provide transfer of power to the notification appliances and transfer condition to relays or devices connected to the FACP. The FACP can be a local fire alarm control panel or master control panel.
2. Fire Alarm System: That body of equipment, wiring, monitors and signal actuators that make up the fire sensing and signal communication system to protect the College's assets, personnel and real personal property.
3. Fire Alarm Signal: A signal initiated by a fire alarm-initiating device such as a manual fire alarm box, automatic fire detector, water flow switch, or other device whose activation is indicative of the presence of a fire or fire signature.
4. Heat Detector: A fire detection device that senses heat produced by burning substances. Heat is the energy produced by combustion that causes substances to rise in temperature.
5. Maintenance: Repair service, including periodic inspections and tests, required to keep the fire alarm system and its component parts in an operative condition at all times, together with replacement of the system or its components when they become

undependable or inoperative for any reason. All maintenance should be performed by a licensed certified Florida alarm contractor.

6. Manual Fire Alarm Box (Pull Station): A manually operated device used to initiate an alarm signal.
7. Monitoring Service: Service required for monitoring the performance of the fire alarm system for the protection of life and property. The College has contracted with Simplex Grinnell to perform continual monitoring of the Fire Alarm System of all campuses for abnormal conditions – Fire Alarms, Trouble Signals and Supervisory Signals.
8. Fire Department Official: This is the highest ranking–designated local fire department official responding to the College at the time of a fire alarm. This individual or his/her designee shall have full authority to direct personnel, equipment and services.
9. Smoke Detector: A device that detects visible or invisible particles of combustion.
10. Supervisory Signal: A signal indicating the need of action in connection with the supervision of guard tours, the fire suppression systems or equipment, or the maintenance features of related systems. At the College, tamper switches are the only devices programmed for this signal. Tamper switches are located on fire sprinkler systems in buildings 1, 5, 10, 11 and 18 at Bradenton, buildings 1 & 2 at Lakewood Ranch Campus and building 800 on the Venice campus.
11. Trouble Signal: A signal initiated by a fire alarm system or device indicative of a fault in a monitored circuit or component.

C. FUNDAMENTALS

1. The SCF Office of Public Safety in conjunction with the Fire Department Official shall have operational control of activities associated with and in response to a fire signal.
2. The SCF Facilities Management shall have full responsibility for the installation and maintenance of the fire alarm systems.
3. **NO EMPLOYEE OR GUEST SHALL ATTEMPT TO SILENCE OR RESET A FIRE ALARM SIGNAL.** The Fire Department Official shall silence and reset the fire alarm control panel when conditions warrant.
4. **NO EMPLOYEE OR GUEST SHALL TEST OR PERFORM MAINTENANCE ON THE FIRE ALARM SYSTEM.** The Facilities Management staff or designee shall perform tests and maintenance as required.
5. Upon activation of a Fire Alarm Signal the following sequence is to take place:

- a. Upon receipt of the signal the Monitoring Service shall first a) dispatch the Fire Department and immediately thereafter b) contact the SCF Office of Public Safety.
 - b. The Office of Public Safety shall announce on the College's emergency notification system that "There has been a Fire Alarm activation in Building # XX" and shall proceed immediately to the activation location.
 - c. All designated SCF radio carrying employees shall also immediately respond to the announced location to assist the Office of Public Safety.
 - d. If at any time, any SCF employee is positively able to identify a signature of a fire, that person shall, without delay dial off-campus 911 to dispatch the Fire Department.
 - e. Upon arrival of the Fire Department, the Fire Department-Official shall assume command of the "Fire Scene" as proscribed by NIMS .The Office of Public Safety shall provide security assistance under the direction of the Fire Official.
 - f. Should the Fire Department Official determine that the fire is a false alarm or an activation, which is not property or life, threatening, the Fire Department Official or his/her designee shall silence the Fire Alarm Signal and conditions warrant, reset the FACP.
 - g. The Office of Public Safety shall record the specifics of the incident (including the FACP read-out) of the Fire Alarm Activity Log Form (attached) at their earliest opportunity. A copy of the Log Form shall be forwarded to Facilities Management within one business day. See Exhibit 1 for a sample Log Form.
6. Upon activation of a Fire Alarm System Trouble Signal, the following sequence is to take place:
- a. Upon receipt of a Fire Alarm System Trouble Signal, the Monitoring Service shall contact the SCF Office of Public Safety.
 - b. The Office of Public Safety Officer shall acknowledge the Fire Alarm System Trouble Signal and record the FACP read-out.

WARNING – When the Fire Alarm System is indicating a Trouble Signal, Building #XX's Fire Alarm System is in a degraded state. Due vigilance must be provided to protect property and life!

- c. The Office of Public Safety shall immediately notify the SCF Maintenance Supervisor and convey the FACP read-out information to him. After hours, the Facilities standby pager shall be used.
- d. Facilities Management's Maintenance Supervisor or the Office of Public Safety shall silence the Fire System Trouble Signal at the FACP.
- e. If the facility is in active use and lacking a personal response from the Maintenance Supervisor, the Office of Public Safety Officer shall contact the Fire Department and inform the Shift Commander that:
 - i. "The Fire Alarm System in Building # XX is in a Trouble Status."
 - ii. "There is NO Fire Alarm."
 - iii. "Building # XX is occupied with approximately XXX persons."

The Office of Public Safety Officer must be prepared to convey all FACP read-out information to the Fire Department Shift Commander.

- f. The Fire Department Official has the option to:
 - i. Note the condition with his organization in relaxed ready stand-by status.
 - ii. Dispatch a Fire Truck in active stand-by status.
 - g. The Office of Public Safety Officer shall record the specifics of the incident (including the FACP read-out) on the Fire Alarm Activity Log Form at the earliest opportunity.
A copy of the Fire Alarm Activity Log Form shall be forwarded to Facilities Management within one business day so that the troubled condition can be rectified. See Exhibit 1 for a sample Log Form.
 - h. Upon completion of the resetting of the FACP, the SCF Security office shall notify Facilities Management to inspect the building HVAC system for proper operation.
7. Upon activation of a Fire Alarm System Supervisory Signal the following sequence is to take place:
- a. Upon receipt of an Internal Troubleshooting Monitoring Signal the Monitoring Service shall contact the SCF Office of Public Safety.
 - b. The Office of Public Safety Officer shall acknowledge the Fire Alarm System Supervisory Signal and record the FACP read-out.
 - c. The Office of Public Safety shall immediately notify the SCF Maintenance Supervisor and convey the FACP read-out information to him.
 - d. The Maintenance Supervisor or the Office of Public Safety Officer or the designated Florida licensed certified contracted party shall silence the Fire System Supervisory Signal at the FACP.

WARNING – When the Fire Alarm System indicates a System Supervisory Signal, Building # XX’s Fire Protection System is in degraded state. Due vigilance must be provided to protect property and life!

- a. If the facility is in active use and lacking a personal response from the Maintenance Supervisor, the Office of Public Safety Officer shall contact the Fire Department and inform the Fire Department Official that:
 - i. “The Fire Alarm System in Building # XX is indicating a System Supervisory Signal status.”
 - ii. “Building # XX is occupied with approximately XXX persons.”
- b. The Fire Department Official has the option to:
 - i. Note the condition with his organization in relaxed ready stand-by status.
 - ii. Dispatch a fire truck in active stand-by status.
- c. The Office of Public Safety Officer shall record the specifics of the incident (including the FACP read-out) on the Fire Alarm Activity Log Form at the earliest opportunity.

- d. A copy of the Fire Alarm Activity Log form shall be forwarded to Facilities Management within one business day so that the troubled condition can be rectified.

D. MAINTENANCE

1. The Maintenance Supervisor will ensure the Fire Alarm system is placed in “Test Status” prior to any SCF or Contracted personnel performing maintenance or test on the Fire Alarm System. If applicable, the Maintenance Supervisor shall notify the Monitoring Service that testing and/or maintenance is about to take place. Normal procedure for the Monitoring Service is to place the Fire Alarm System in Test Status for no more than (72) hours. This assures that the Fire Alarm System is not inadvertently left in “Test Status” when the work is completed. If maintenance and/or repairs to the Fire Alarm System will exceed (72) hours, the Maintenance Supervisor must so inform the Monitoring Service.
2. The Maintenance Supervisor will inform the department of Campus Safety of the “Test Status” and affected buildings.

WARNING – When the Fire Alarm System is in “Test Status” the Monitoring Service will NOT respond to a Fire Alarm Signal. Due vigilance must be provided to protect property and life!

3. The Maintenance Supervisor will notify the Monitoring Service that the Fire Alarm System is to be returned to “Normal” and inform the Office of Public Safety that the Fire Alarm System has been restored to “Normal Status” when the maintenance and/or testing are complete.

E. TRAINING

In-service training on the Fire alarm Control Panels will be provided upon request by either the Maintenance Supervisor or arranged for personnel from the

- D. Designated Florida licensed certified fire alarm system contractor.

Fire Alarm Activity Log

Complete one Form per Incident

1. Date of incident: _____ Time of incident: _____ ☐ a.m. ☐ p.m.
mo. / day / yr.

2. Type of incident: ☐ alarm condition ☐ trouble condition

☐ other _____

3. For alarm conditions: zone # in alarm _____ zone description _____

4. For trouble conditions: (check boxes as required)

☐ common trouble lamp ☐ zone trouble lamp

☐ earth ground lamp ☐ notification appliance circuit trouble lamp

☐ other trouble lamps; describe _____

5. Describe cause of the alarm or trouble condition and location and type of device found in alarm or trouble.

6. Describe what action was taken to clear alarm or trouble condition: _____

Name of person who cleared condition _____ Title _____

7. Indicate the date and time when fire alarm system was returned to normal.

Date: _____ Time: _____ ☐ a.m. ☐ p.m.
Mo. / day / yr.

Signed _____ Title _____