



Fire Alarm Response and Maintenance Program

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Purpose

Provide guidelines, and procedures for the installation and operation of the New College fire alarm systems, and to insure uniformity and maintenance compatibility throughout the College Campus.

Definitions

Fire Alarm- The highest priority on the system indicating that smoke or fire has been detected. The alarm system will be in full activation including, horns, strobes, and emergency force notification. The monitoring company will receive the alarm and immediately notify the Fire Department. The panel will have to be reset after an all clear is given.

Supervisory Alarm – The second highest priority on the system indicating that one or more critical fire protection devices is indicating a problem with the input circuit. This could result form a number of causes such as sprinkler tamper switch or a dorm room smoke detector. A local “Panel Alarm” will sound and the monitoring company will receive a “supervisory signal”. The fire department will NOT be called, but on-call NCF personnel will be contacted. The alarm system will continue to operate. The panel will have to be reset once the problem is identified.

Trouble Alarm – This is the lowest priority on the system. This condition indicates an electrical or device malfunction such as a wiring fault, phone line problem, or device problem. A local “Panel Alarm” will sound and the monitoring company will receive a “trouble signal”. The fire department will NOT be called, but on-call NCF personnel will be contacted. The system will continue to operate. The panel will have to be reset one the problem is identified.

Local Alarms – Some buildings may contain old alarm systems that do not report to the monitoring company or to the Campus Police. The Local Alarm will only sound an alarm within the building indicating the building should be evacuated. In the event of fire or other emergency, Campus Police should be called at 487-4210.

Responsibility

1. The Director of Facilities Planning, in consultation with the Director of Physical Plant and the Director of Environmental Health and Safety, has the authority for establishing a fire alarm system that meets the needs of the New College Campus, is expandable

and compatible with other systems as necessary, and above all must meet recognized listings (such as UL or FM), and is applicable with NFPA and State Fire Codes for the applications intended.

2. The Director of Environmental Health and Safety, as the designated Fire Safety Officer of the College, will develop policy and procedure for the maintenance of fire alarm systems and response to fire alarms, and serve as liaison with the Office of the State Fire Marshal and the Sarasota County Fire Department.
3. The Director of Physical Plant is responsible for and has the authority to maintain the College Fire alarm systems in all E&G buildings.
4. The Director of Housing and Residence Life, or designee, is responsible for and has the authority to maintain the College fire alarm systems in all Residence Hall facilities.
5. The Director of Physical Plant is responsible for approving the installation of all new fire alarm systems and the modification of existing systems in existing E&G buildings.
6. The Director of Facilities Planning shall be responsible for the design and installation of all fire alarm systems in new construction and renovated buildings, including E&G, Auxiliary, and Residence Life.
7. All alarm systems shall be installed by a Florida licensed alarm contractor or Unlimited Electrical Contractor, per Florida Statutes.
8. All plans for new or replacement alarm systems shall be designed by a Florida Licensed Electrical Engineer and submitted for review to the Office of Review, Office of the State Fire Marshal.
9. All plans shall be submitted, reviewed, and approved by the Building Code Official for New College.
10. The Director of Physical Plant shall be responsible for maintaining a current contract with a contractor licensed in Florida to perform maintenance on all NCF Fire Alarm Systems.
11. The Director of Physical Plant shall report to and request authority for its actions from the Vice President for Finance and Administration.
12. The Director of Housing and Residence Life shall report to and request authority for its actions from the Dean of Students.

Procedures

Building Fire Alarms

1. All requests for expansion and additional system capabilities in all buildings shall be reviewed and approved by the Director of Facilities Planning.
2. All projects for new or upgraded fire alarm systems shall be designed by an engineer registered in the State of Florida reviewed by the Director of Facilities Planning, and submitted to the State Fire Marshal for approval.
3. Approved Plans shall be submitted to the NCF Building Code Official for review and approval.

4. Replacement of existing fire alarm system components may be performed by a licensed alarm contractor or qualified in-house personnel as appropriate and permitted by codes.
5. All work performed on systems must be documented in the Fire Alarm Panel log book attached to each panel. Work requiring recertification of the panel can only be performed by individuals who are qualified by the State Fire Marshal.

Fire Alarm Preventive Maintenance

It shall be the responsibility of the Director of Physical Plant to arrange for necessary preventive maintenance contracts for all New College Fire Alarm Systems. Inspections and preventative maintenance shall be done, at a minimum, in accordance with the National Fire Protection Association Code (NFPA) Chapter 72 as adopted by the State of Florida, and adopted Florida Administrative Codes. Only contractors licensed in Florida to perform maintenance and service on fire alarm systems, or in-house personnel knowledgeable about the operation of the systems, as permitted by NFPA 72 and State Fire Codes, may work on these systems. To insure continuity of the system, New College Housing and Residence Life and other Auxiliary Departments shall utilize the same licensed contractor.

Testing of the System

The testing of fire alarm systems shall be conducted as required by NFPA 72, Chapter 10 and FAC 69A-48 by licensed contractors or qualified in-house personnel approved by the State Fire Marshal.

Fire Alarm Malfunctions

1. In the event of an alarm system malfunction that cannot be reset by Campus Police, Housing and Residence Life, or Physical Plant, the alarm system contractor shall be contacted by the appropriate alarm system maintenance for response within 24 hours.
2. In any event that a fire alarm system is rendered inoperable for greater than 4 hours in an occupied building, a fire watch must be established on that building and the Office of the State Fire Marshal notified.
3. Housing and Residence Life shall be responsible for responding to the affected Residence Life Buildings within four hours, contacting the on-call contracted alarm company, an establishing a fire watch in all occupied buildings if conditions are expected to exist longer than 24 hours.
4. Physical Plant shall be responsible for responding to the affected E&G Buildings within four hours, contacting the on-call contracted alarm company, an establishing a fire watch in all occupied buildings if conditions are expected to exist longer than 24 hours.
5. The Campus Police Department responding to any fire alarm-related call shall maintain records by assigning a case number to each alarm caused by system. Any malfunctions or causes of false alarms shall be noted.

Response to Fire Alarms

Response to a fire alarm in a New College facility shall take the highest priority and immediate response. Most fire alarm systems report their locations directly to a Central Off-site Monitoring Station. Campus Police have the ability to monitor the alarm locations and respond to the location.

Fire Alarms

1. When a Fire Alarm is activated all occupants are required to evacuate the building in accordance with NFPA 1, Chapter 10.5.1.
2. The NCF Monitoring Company shall immediately notify Sarasota Fire Rescue to respond to the scene.
3. The Monitoring Company will also notify Campus Police indicating an active alarm who will respond as well.
4. If first on the scene, Campus Police shall determine if the fire is real and if so assist with evacuations.
5. If smoke or fire is not evident, Campus Police shall try to determine the cause of the alarm.
6. Read the annunciator panel to determine what device activated.
7. If possible, determine the specific cause of the activation. (Smoke from cooking, dust, someone activated a pull station, sprinkler flow switch, etc.)
8. Once the Sarasota County Fire Department has arrived, they will be in charge of the scene. Assist as requested.
9. Campus Police shall contact Housing Maintenance/Physical Plant when safe to do so, to assist with Fire Alarm resets, or other utility deactivations.
10. Once the Fire Department has inspected the building, and there is no fire, Campus Police or Housing Maintenance/Physical Plant, as appropriate, may silence and reset the panel.
11. Once the Fire Department has released the scene or left the premises, the Campus Police have authority to release the scene, or silence and reset alarms, as deemed appropriate.
12. If an actual fire caused the alarm and property damage occurred, secure the scene and notify the Office of the State Fire Marshal for an investigation in accordance with F.S. 633.03. Should the Office of the State Fire Marshal choose not to investigate the cause, Campus Police having law enforcement jurisdiction, shall initiate an investigation as appropriate.

Supervisory Alarms

1. A Supervisory Alarm may be transmitted via the monitoring company or it may be heard and reported by an individual.
2. During normal business hours, Campus Police and Housing Maintenance/Physical Plant shall enter the building, locate the fire alarm control panel, and determine the cause of the supervisory alarm by reading the annunciator panel
3. After hours, Campus Police shall enter the building, locate the fire alarm control panel, and determine the cause of the supervisory alarm by reading the annunciator panel. Campus Police shall report the findings to the Physical Plant or Housing Maintenance personnel on call, or as otherwise directed.
4. Report the findings to the Physical Plant or Housing Maintenance personnel on call.

5. The Alarm monitoring company should also automatically identify the supervisory location and contact the Campus Police. Campus Police will contact Physical Plant or Housing Maintenance as appropriate.
6. In the event this supervisory is the result of an activated Room Smoke Detector, Campus Police shall locate the room and determine if a fire exists.
7. If a fire is detected, Campus Police shall activate a pull station immediately, and if safe to do so, attempt to extinguish flames using a hand held fire extinguisher. Otherwise assist with evacuations.
8. If no fire is detected, and Housing Maintenance/Physical Plant has determined the cause, the panel may be silenced and reset by Housing Maintenance/Physical Plant or Campus Police. If no cause can be identified, Housing Maintenance/Physical Plant or Campus Police, as appropriate, shall reset the panel and closely monitor the system until the alarm system contractor can respond and trouble-shoot the system.
9. If necessary, Housing Maintenance/Physical Plant shall contact the alarm contractor to make necessary repairs.

Trouble Alarms

1. A Trouble Alarm may be transmitted via the monitoring company or it may be heard and reported by an individual.
2. During normal business hours, Housing Maintenance/Physical Plant shall enter the building, locate the fire alarm control panel, and determine the cause of the trouble alarm by reading the annunciator panel
3. After hours, Campus Police shall enter the building, locate the fire alarm control panel, and determine the cause of the trouble alarm by reading the annunciator panel. Campus Police shall report the findings to the Physical Plant or Housing Maintenance personnel on call, or as otherwise directed.
4. The Alarm monitoring company should also automatically identify the trouble location and contact the Campus Police. Campus Police will contact Physical Plant or Housing Maintenance as appropriate
5. Once the trouble condition has been identified and reported, Housing Maintenance/Physical Plant or Campus Police may acknowledge or reset the panel as appropriate.
6. The alarm system contractor shall be contacted by Housing Maintenance/Physical Plant for follow up if necessary.
 - o Note – **Housing Maintenance/Physical Plant** refers to the maintenance entity responsible for the building where the alarm is located. Physical Plant shall typically be responsible for E&G buildings and Housing Maintenance for Residence Life facilities.

Deviation from Procedures/Unique Situations

On a case-by-case basis, deviations from this procedure may have to be made. Any deviations should be made in writing or e-mail by Physical Plant/Housing Maintenance to Campus Police identifying the building affected, date, change needed, reason for deviation, and length of time.

Clarifications for contacting on-call personnel after hours shall be made in writing to Campus Police.

Recordkeeping

Test records of all fire alarm system shall be in accordance with NFPA 72, Chapter 10, and FAC 69A-49.

Reports shall be maintained in a readily available location near the Fire Alarm Panel. Any work, alarms, supervisory, or trouble signals that are required to be documented shall be noted in the logs.

Logs older than one year shall be maintained in permanent record in appropriate Housing Maintenance or Physical Plant offices.

Electronic records (scanned copies of original documents, spread sheets, etc) are acceptable as long as they are readily available and stored on secure network drivers.

Fire Alarm panels shall be tagged when placed in service and re-tagged by qualified personnel when serviced, tested, repaired, inspected, or improved as specified by FAC 69A-48.006.

References

NFPA 72, 2002 ed.; NFPA 1, Chapter 13; NFPA 101, Chapter 9.6; Florida Administrative Code (FAC), Chapter 69A-48; F.S. Chapter 633.539; 541; 633.70; 701; 702; F.S. Chapter 1013.371(1) (a).