NOTIFICATION POLICY FOR DEACTIVATING THE MEDICAL CENTER FIRE ALARM SYSTEM

Purpose: To establish a uniform practice of notification to disable Medical Center Fire Alarm Systems.

*NOTE: This notification process must be followed by all persons whose work requires deactivating fire alarm systems. That work may include fire alarm system repair, testing or additions, but also includes any activity that may trigger false alarms such as generation of dust, smoke or accidental damage to fire alarm initiating devices.*

Policy: All workforce members (Vanderbilt staff or Contractors) performing work in any Medical Center building must take the necessary precautions to ensure their work does not trigger false fire alarms. This may require that portions of the fire alarm system be placed in a mode to reduce the chance of false alarms or to reduce the impact of an alarm on the patient care activity. Proper notification of the Medical Center S.E.R. Shop must occur to accomplish system modifications as necessary.

Procedure: Prior to initiating any work, repair or testing that may trigger false fire alarm signals, the following notifications* must occur:

A. The Medical Center S.E.R. Shop is to be provided the following information in writing 48-hours before the day of the work: (See attached Fire Alarm System Deactivation form)**

   1. Location of work
   2. Nature and scope of work
   3. Duration of work
   4. Individual and company responsible for work and their contact information
   5. Interim Life Safety Measures (ILSM) planned

B. The S.E.R. Shop is to be contacted 2-hours prior to initiation of work outlined above to provide final clearance to proceed.

   1. Planned work involving the deactivation of a portion of any VUMC fire alarm system will be postponed/terminated as appropriate, if there is
any Yellow or Orange Alert condition in effect at the time of the planned work or upon notification by the VUMC AOC or Incident Commander that a Yellow or Orange Alert condition is imminent. This work will not be allowed to proceed until the Yellow or Orange alert condition has been canceled.

2. Planned work involving the deactivation of a portion of any VUMC fire alarm system will be postponed/terminated as appropriate, if the National Weather Service issues a weather related WATCH/WARNING of any type for the Davidson Country area. This planned work will not be allowed to proceed/resume until the WATCH/WARNING condition has been canceled by the National Weather Service.

C. The S.E.R. Shop will place Central Station monitoring on test, and notify the DELTA Operation Center. The S.E.R. Shop/DELTA Operation Center will then monitor all alarm activity until all systems are returned to normal.

D. The S.E.R. Shop technician will post system test status information on the shop status board.

E. A two-way radio set to communicate on the Medical Center Facilities Management and V.U.P.D. frequencies must be checked out and maintained at the site of any testing/work throughout the operation. The radio can be picked up and returned at the DELTA Operations Center (M.C.N. D-2110).

F. Upon completion of work/testing, the S.E.R. Shop is to be notified immediately. They will confirm the system is ready for activation, return the Central Station monitoring to active and advise the DELTA Operations Center the systems have been returned to normal.

Responsibilities: It is the responsibility of all staff (Vanderbilt and/or Contractor) to ensure these practices are strictly adhered to. The Vanderbilt University Medical Center S.E.R. Shop and qualified Facilities Management leadership are the only persons authorized to disable/enable any Medical Center fire alarm systems.
* Notification for any work managed through Space and Facilities Planning will be initiated by that office. Copies of all coordination documents sent to the S.E.R. Shop are also to be sent to M.C.N. B-0312.

* Notification for any work managed through Vanderbilt University Medical Center Information Technology (VUMC-IT) will be initiated by those offices. Copies of all coordination documents sent to the S.E.R. Shop are also to be sent to M.C.N. B-0312.

**Exceptions to this requirement is to be made for emergency repair activities initiated by Facilities Management.

References: SA 40-10-.05 Interim Life Safety Implementation Policy