POLICY FOR DEACTIVATING MEDICAL CENTER FIRE ALARM SYSTEMS

Purpose: To establish a uniform practice for deactivating Medical Center fire alarm systems.

Policy: The Medical Center S.E.R. Shop and qualified Facilities Management staff are the only persons authorized to disable any part of a Medical Center building fire alarm system. Under no circumstance shall the Fire Alarm System be deactivated for routine planned activities (testing, new connections, etc.) when any other Life Safety System (fire pumps, sprinkler system, engineered smoke control systems, etc.) are out of service for an unplanned system failure.

Procedure:

A. Fire Alarm Monitoring System Deactivation

Prior to disabling any Medical Center fire alarm system, the following procedure must be followed:

1. Notification - the notification process identified in Policy #41 must be complete.
2. The Simplex Central Station monitoring system must be placed in the test mode for the building monitored before any work or testing is to occur. The individual who places the building in the test mode is then responsible for:
   a. Notifying V.U.P.D. dispatcher
   b. Notifying the Delta Operations Center of the scope and duration of work/test.
   c. Taking the necessary building specific precautions to ensure that the impact on building systems not being tested is minimized (i.e., elevator capture, smoke purge, audible alarms, etc.).
   d. Post system test status Information on the S.E.R. Shop "Building Fire Alarm Status" board

NOTE: It is recognized that the technician performing repair or test activities is the only person in a position to discriminate false vs. actual alarm information. Therefore, when the repair, test or installation activities involve an outside contractor (typically Honeywell, Simplex or Johnson
Controls), the service company involved must share the monitoring responsibility, i.e., it shall be the responsibility of the contractor's technician to ensure that alarms not caused by their work, but are independently initiated during their work, are immediately communicated to Delta Operations Center. This is particularly important when that work involves service, repair or software reload to the "front end" equipment.

B. Building Fire Alarm System Deactivation

At times it will be necessary to disable part of a building fire alarm system due to testing, other fire alarm related work or renovation activities. Disabling of any zone and/or device must be approved by the S.E.R. Manager, S.E.R. Supervisor or their designee. In addition to the process described for routine deactivation, the following procedure must be followed:

1. Any device or zone disabled must be tagged with the (RFDP) tag. Portion "C" of the tag is to be posted in the S.E.R. Shop and evaluated daily by the S.E.R. Shop Manager or designee. The device/zone is to be returned to service as soon as possible.
2. Appropriate Interim Life Safety Measures must be assessed and implemented, where required.
3. Upon completion of testing, confirm the system is ready for activation, notify V.U.P.D. dispatcher and the Delta Operations Center the systems are being returned to normal and return Simplex Central Station monitoring to active.

References: None