Vanderbilt University Medical Center
Facilities Management
Policy and Procedure Manual

Policy Number: 41, Page 1 of 3
Effective Date: 7/1/2016
Reviewed: 11/2016
Approved By:

NOTIFICATION POLICY FOR DEACTIVATING ANY MEDICAL CENTER
FIRE ALARM SYSTEM

Purpose: To establish a uniform practice of notification when disabling Medical Center Fire Alarm Systems. NOTE: This notification process must be followed by all persons whose work requires deactivating any fire alarm system function. 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: Anyone (Vanderbilt staff or outside contractor) 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 deactivated. Proper notification of the Medical Center S.E.R. Shop must occur to accomplish system deactivation as necessary.

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

1. The Medical Center S.E.R. Shop is to be provided with a Fire Alarm Deactivation notice with the following information 48** hours before the day of the work:
   a. Location of work
   b. Nature and scope of work
   c. Duration of work
   d. Individual and company responsible for work
   e. Contact phone number of individual performing work
   f. Interim Life Safety Measures planned

2. Per Facilities Management Policy #42, the S.E.R. Shop is to be contacted 2 hours prior to initiation of the work outlined above to provide final clearance to proceed.

The following conditions will impact clearance:
a. Planned work involving the deactivation of any portion of a VUMC fire alarm system will be postponed/terminated as appropriate, if there is an Orange Alert condition in effect at the time of the planned work or upon notification by the VUMC AOC or Incident Commander that an Orange Alert condition is imminent. Planned work will not be allowed to proceed until the Orange alert condition has been canceled. Emergency building repairs (i.e. broken sprinkler head, fire panel component failure, etc.) shall be allowed to be performed under an Orange Alert condition only where Facilities Management deems it necessary for occupant safety, provided that the nature of these emergency repairs is communicated to the VUMC AOC or Incident Commander.

b. All Emergency Message System activations for a Yellow Alert condition will require a temporary cease of any work that impacts the fire alarm system in any building that is part of the Emergency Message System network. Fire system panel overrides in those buildings will be temporarily returned to normal as needed in order for the VUMC AOC or Incident Commander to initiate messages to building occupants. Once the messages have been sent, the fire system overrides can be placed back into test mode, where needed, to resume work activities. All workers will be prepared to cease work activities as needed if the VUMC AOC or Incident Commander needs to send additional messages using the Emergency Message System network.

c. 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 WARNING of any type for the Davidson County area. This planned work will not be allowed to proceed/resume until the WARNING condition has been canceled by the National Weather Service.

3. The S.E.R. Shop will place Central Station monitoring on test and notify the Delta Operations Center. The Delta Operations Center will then monitor all alarm activity until all systems are returned to normal.
4. The S.E.R. Shop technician will post system test status information on the shop building fire alarm status board.

5. A two-way radio set to communicate on the Medical Center Facilities Management frequency must be checked out and maintained at the site of any testing/work until work has been completed. The radio can be picked up and returned at the Delta Operations Center (D-2110 M.C.N.).

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

Responsibility: 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 senior leadership are the only persons authorized to disable/enable any Medical Center fire alarm system.

*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 B-0312 M.C.N.

*Notification for any work managed through V.U. Telecommunications will be initiated by that office. Copies of all coordination documents sent to the S.E.R. Shop are also to be sent to B-0312 M.C.N.

**Exception to this requirement is to be made for emergency repair activities initiated by the Department of Medical Center Facilities Management.

References: None