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 Plant Services 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 and two-way communications systems of Medical Center Plant Services, Vanderbilt University Police Department or the University telephone system) are out of service.

Procedure: A. Routine 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 A.D.S. 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 to discontinue V.U.P.D. beeper monitoring
   b. Monitoring the beeper system and reporting any alarms outside the work/test area to V.U.P.D. via two-way radio for appropriate immediate response. V.U.P.D. will be responsible for the immediate notification of Fire Command after the initial report of these fire alarms. (Note: Confirm V.U.P.D. radio contact prior to disabling the system.)

   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 insure that alarms not caused by their work, but are independently initiated during their work, are immediately communicated to V.U.P.D. dispatch, Plant Services and Delta Operations Control. This is particularly important when that work involves service, repair or software reload to the "front end" equipment.

c. Notifying the Delta Operations Center of the scope and duration of work/test.

d. Taking the necessary building specific precautions to insure that the impact on building systems not being tested is minimized (i.e., elevator capture, smoke purge, audible alarms, etc.).

e. Post system test status information on the S.E.R. Shop "A.D.S. Status" board.

3. Upon completion of testing, confirm the system is ready for activation, notify V.U.P.D. dispatcher to resume beeper monitoring, advise the Delta Operations Center the systems are being returned to normal and return A.D.S. Central Station monitoring to active.

b. System Disengagement
At times it will be necessary to unhook part of a building fire alarm system due to testing, other fire alarm related work or renovation activities. Disengagement of any zone and/or device must be approved by the Shop Foreman, Assistant Director and/or Director of Medical Center Plant Services. 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. The receipt portion of the tag is to be posted in the S.E.R. Shop and evaluated daily by the Shop Foreman. The device/zone is to be returned to service as soon as possible.

2. Appropriate Interim Life Safety Measures must be implemented to compensate for reduced Life Safety System coverage. The Life Safety Interruption Notice form must be completed and posted in the building area affected.

3. The Office of Institutional Safety must be issued a copy of the RFPD tag receipt.

*Zones and/or devices must be properly jumpered to avoid erroneous trouble indications on the system. All jumpers anywhere must be tagged with the RFDP system. All spare point jumpers are to be a standard color (used only for spare point jumpers) and do not require tagging via the RFDP system.

References: None