



# Environmental Health and Safety SOP #EHS-001 FAU Boca Raton Campus Fire Alarms Version 2.0

Effective: 03/15/2021

Revised: 02/24/2020

## ENABLING DRIVER – POLICIES, REGULATIONS OR STANDARDS

1. FAU Fire Safety Manual, <http://www.fau.edu/ehs/info/fire-safety-manual.pdf>
2. National Fire Protection Association Codes, <https://www.nfpa.org/Codes-and-Standards>
3. University Policy 4.1.2, Environmental Health and Safety, <https://www.fau.edu/policies/files/4.1.2%20Environmental%20Health%20and%20Safety.pdf>

### 1. PURPOSE:

To provide uniform response guidelines for the Boca Raton Campus fire alarm systems, ensuring compliance, system credibility, and the safe evacuation of occupants with minimal response time.

### 2. APPLICABILITY AND SCOPE:

The procedure applies to all fire alarm control panel signals (trouble and supervisory) and fire alarms within FAU-operated facilities at the Florida Atlantic University Campus in Boca Raton, Florida.

### 3. CONCEPTS AND DEFINITIONS:

- 3.1. FACP – Fire alarm control panel.
- 3.2. Fire Alarm Systems – All equipment, devices, and components associated with the fire alarm systems within an FAU facility.
- 3.3. JCI – Johnson Controls, Incorporated
- 3.4. PD – Police Department.

### 4. RESPONSIBILITIES:

- 4.1. Environmental, Health, and Safety
  - 4.1.1. Oversight of the performance and reliability of fire alarm systems and enforce regulatory requirements related to maintenance, inspection and testing of systems.
  - 4.1.2. Monitor the performance of responses to fire alarm activations.
  - 4.1.3. Work with the State Fire Marshal and local Fire Departments on issues related to compliance.
  - 4.1.4. Audit and maintain records related to alarm systems.

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- 4.1.5. Ensure only authorized personnel have access to the systems.
- 4.1.6. Coordinate input of new systems and modification of existing systems to the fire alarm panel monitoring system.
- 4.1.7. Coordinate maintenance of the fire alarm control panel monitoring system.
- 4.1.8. Escort regulatory agencies and contractors who require access to Fire Alarm Control Panels (FACPs), as needed.
- 4.1.9. Participate in the selection of qualified, licensed and certified contractors to provide monitoring, inspection, testing and maintenance services to fire alarm systems.
- 4.1.10. Maintain all keys to FACPs and ensure that all FACPs are secured at all times.
- 4.1.11. Ensure fire watch is in place anytime a system is in a state of impairment.
- 4.1.12. Oversee the maintenance of the fire alarm systems in accordance with established guidelines and contractual agreements, including during warranty periods.
- 4.1.13. Review contractual agreements, issue work orders and authorize payments for work performed on fire alarm systems and monitoring.
- 4.1.14. Ensure those performing work that could actuate a fire alarm take precautions to 1) place the alarm in “test” prior to performing work, and 2) notify building occupants of potential fire alarms prior to performing work.

## 4.2. FAU Police Department

- 4.2.1. Assign trained personnel for 24/7 monitoring of fire control panel monitoring system.
- 4.2.2. Respond to all supervisory and trouble signals and fire alarms discovered or reported.
- 4.2.3. Contact the Boca Raton Fire Department to respond to all fire alarms verified by FAU PD.
- 4.2.4. Contact Fire Alarm Vendor for a fire alarm system that is down or emitting trouble or supervisory signals.
- 4.2.5. Coordinate access to fire alarm systems for emergency maintenance after hours and on weekends.
- 4.2.6. Notify EH&S as soon as possible in the event of fire alarm or impairment of the system.

## 5. SPECIFIC PROCEDURES/PROCEDURAL STEPS:

- 5.1. When Emergency Service (i.e., not a scheduled repair or inspection) is needed at FAU facilities other than facilities operated by Housing, PD calls the JCI 24-hour Service Request Center and a JCI technician is dispatched.
- 5.2. JCI CONTACT: Service - 1-877-856-7233 or 561-277-4140, Option 1.
- 5.3. During Normal Working Hours (8 a.m. – 5 p.m. M-F):
  - 5.3.1. EH&S discovers or is notified of problems involving fire alarm systems and notifies JCI to dispatch

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a technician.

5.3.2. The JCI technician arrives to the property and obtains keys from PD Key box; if needed, contacts EH&S to discuss the issue.

5.3.3. Prior to servicing a system, the JCI technician shall call University Police to place the fire alarm system “on-test” and begins the repair. This does not impair the fire alarm system; it only notifies Dispatch that any alarm signals from that building are not considered an emergency.

5.3.4. Once the system is stabilized and the technician is ready to leave, the technician calls the University Police and place the fire alarm back into an active monitoring state (off-test).

5.3.5. If the fire alarm system is offline, JCI will notify EH&S immediately to arrange for fire watch until the system can be placed back in service.

5.3.6. The technician goes back to EH&S and discusses the repair, the technician closes out the ticket with a signature from EH&S indicating the work is complete, EH&S keeps a copy of the ticket and the technician departs.

## 5.4. **During After-Hours (Before 8 a.m., After 5 p.m., Weekends, and Holidays):**

5.4.1. University Police call JCI for all trouble and supervisory alarms.

5.4.2. University Police call EH&S for all fire alarms after hours.

5.4.3. JCI reports to the property and obtains keys from the PD Key box.

5.4.4. Depending on the circumstances, EH&S may respond to the University and meet the JCI technician.

5.4.5. The JCI technician calls University Police to place the fire alarm system “on-test.” This does not impair the fire alarm system, it only notifies Dispatch that any alarm signals from that building are not considered an emergency.

5.4.6. Once the system is stabilized and the technician is ready to leave, the technician calls the University Police and place the fire alarm back into an active monitoring state (off-test).

5.4.7. If the fire alarm system is offline, JCI will notify PD and EH&S immediately to arrange for fire watch until the system can be placed back into service.

## 6. **RELATED DOCUMENTS:**

- SOP-EHS-S02 – FAU Satellite Campus Fire Alarm Policy

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## 7. DOCUMENT MANAGEMENT AND CONTROL:

<b>SOP Owner/Contact</b>	Wendy Ash Graves
<b>SOP Preparer</b>	Wendy Ash Graves
<b>Approved by</b>	Stacy Volnick
<b>Date Approved</b>	03/15/2021
<b>Last Revision Date</b>	03/15/2021
<b>Last Revision By</b>	Wendy Ash Graves
<b>Next Review Due</b>	03/01/2023
<b>Review Frequency</b>	2 years
<b>Version</b>	02
<b>Time Sensitive Items</b>	

## 8. RECORD OF CHANGES:

<b>Version</b>	<b>Date</b>	<b>Summary of Change</b>	<b>Reviewed By</b>
	03/15/2020	<ul style="list-style-type: none"><li>• Change responsibilities for managing monitoring system from PD to EHS.</li><li>• Update outdated information.</li><li>• Update to new format.</li></ul>	<ul style="list-style-type: none"><li>• W. Ash Graves</li></ul>