	Environmental Health and Safety **SOP #EHS-002** **FAU Satellite Campus Fire Alarms** **Version 1.0**
FAU FLORIDA ATLANTIC UNIVERSITY	**Effective: 03/15/2021** | **Revised: New Document**

ENABLING DRIVER – POLICIES, REGULATIONS OR STANDARDS	1. FAU Fire Safety Manual, http://www.fau.edu/ehs/info/fire-safety-manaul.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 Jupiter, Davie, and SeaTech campuses, ensuring compliance, system credibility, and the safe evacuation of occupants with minimal response time.

2.   APPLICABILITY AND SCOPE:

This procedure applies to all fire alarm control panel signals (trouble and supervisory) and fire alarms within FAU-Operated facilities at the Florida Atlantic University Campuses in Jupiter, Davie, and Dania Beach, Florida.

3.   CONCEPTS AND DEFINITIONS:

3.1. FACP – Fire alarm control panel.

3.2. JCI – Johnson Controls, Incorporated

3.3. PD – Police Department.

4.   **RESPONSIBILITIES:**

4.1. Environmental Health and Safety Office

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.

4.1.5. Ensure only authorized personnel have access to the systems.

4.1.6. Escort regulatory agencies and contractors who require access to Fire Alarm Control Panels (FACPs) for planned activities, as needed.

4.1.7. Maintain and update list and contact information of current alarm contractors and technicians and provide a copy to FAU PD.

4.1.8. Participate in the selection of qualified, licensed and certified contractors to provide monitoring, inspection, testing and maintenance services to fire alarm systems.

4.1.9. Maintain all keys to FACPs and ensure that all FACPs are secured at all times.

4.1.10. Ensure a fire watch is in place anytime a system is in a state of impairment.

4.1.11. Oversee the maintenance of the fire alarm systems in accordance with established guidelines and contractual agreements, including during warranty periods.

4.1.12. Assign, employ, or hire certified and/or licensed individuals to inspect, test and maintain FACPs as required by codes.

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. University Police

4.2.1. Respond to all supervisory and trouble signals and fire alarms discovered or reported.

4.2.2. Receive calls from 3rd party monitoring service for all system alarms.

4.2.3. Contact Fire Alarm Service Provider for a fire alarm system that is down or emitting trouble or supervisory signals.

4.2.4. Coordinate access to fire alarm systems for emergency maintenance.

4.2.5. 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. University Police call vendor for all trouble and supervisory alarms.

5.2. The Fire Alarm Service Provider reports to the property and obtains access to panel through University Police.

5.3. The fire alarm service vendor technician calls Central Monitoring to place the fire alarm system "on-test." This does not impair the fire alarm system, it only notifies the monitoring station that any alarm signals from that building are not considered an emergency.

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

5.5. If the fire alarm system is offline, the Fire Alarm Service Provider will notify PD and EH&S immediately to

arrange for fire watch until the system can be placed back in service.

6.   RELATED DOCUMENTS:

- SOP-EHS-S01 – FAU Boca Raton Campus Fire Alarm Policy

7.   DOCUMENT MANAGEMENT AND CONTROL:

SOP Owner/Contact	Wendy Ash Graves
SOP Preparer	Wendy Ash Graves
Approved by	Stacy Volnick
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8.   RECORD OF CHANGES:

Version	Date	Summary of Change	Reviewed By
1.0	03/15/2021	• New Document	• W. Ash Graves