



Environmental Health & Safety Policy & Procedure #2

TITLE: **BOCA RATON CAMPUS FIRE ALARM POLICY – ACCESS AND RESPONSE**

OBJECTIVE AND PURPOSE: To provide uniform response guidelines ensuring compliance, system credibility and the safe evacuation of occupants with as minimal a response time as possible to reduce the disruption of University operations. Objectives include:

- ◆ A well-designed service program with optimum productivity for the efficient operation of facility fire alarm systems.
- ◆ Continuous curtailment of nuisance false alarms and system downtime to increase productivity and reduce building occupant apathy, fines, and poor public image.
- ◆ Compliance with regulatory maintenance requirements and guidelines to minimize violations and component malfunctions and maximize the system life expectancy.
- ◆ Ensure that only authorized personnel perform work and have access to fire alarm panels.
- ◆ Expedite responses to fire alarms.

RESPONSIBILITY:

ACTION

**ENVIRONMENTAL
HEALTH AND
SAFETY**

- ◆ Monitor the performance and reliability of fire alarm systems and enforce regulatory requirements related to maintenance, inspection and testing of systems.
- ◆ Monitor the performance of responses to fire alarm activations.
- ◆ Work with the State Fire Marshal and local Fire Departments on issues related to compliance.
- ◆ Audit and maintain records related to alarm systems.
- ◆ Ensure only authorized personnel have access to the systems.
- ◆ Provide training and guidelines about the operation of fire alarm systems.
- ◆ Escort regulatory agencies and contractors who require access to Fire Alarm Control Panels (FACPs) as needed.
- ◆ Respond to alarms to assist emergency responders and/or to reset panels, whenever available.
- ◆ Maintain and update list and contact information of current alarm contractors and technicians and provide a copy to FAU PD.
- ◆ Monitor the proprietary monitoring client computer that receives trouble signals and take appropriate action to correct deficiencies.
- ◆ Participate in the selection of qualified, licensed and certified contractors to provide inspection, testing and maintenance services to fire alarm systems.
- ◆ Act as custodian of Fire Alarm Control Panels (FACPs).
- ◆ Maintain all keys to FACPs and ensure that all FACPs are secured at all times.

Issued By:	Date Issued:	Date Revised:	Effective Date:
Geleta	7/1/2014		7/1/2014
APPROVED:	Sr. Associate Vice President	Associate Vice President	Director

**ENVIRONMENTAL
HEALTH AND
SAFETY (cont'd)**

- ◆ Oversee the maintenance of the fire alarm systems in accordance with established guidelines and contractual agreements, including during warranty periods.
- ◆ Assign, employ, or hire certified and/or licensed individuals to inspect, test and maintain FACPs as required by codes.
- ◆ Review contractual agreements, issue work orders and authorize payments for work performed on fire alarm systems.
- ◆ Have a system in place to respond to all alarm activations, including fire alarms, trouble alarms, and supervisory alarms 24 hours a day and 365 days a year and ensure that a certified alarm tech responds regardless of the date and time to facilitate immediate repair and/or reset systems.
- ◆ Maintain and update contact information of current alarm contractors and technicians and provide to University Police.
- ◆ Keep records and files of work performed on all FACPs and maintain log books.
- ◆ Escort and monitor contractors or regulatory agencies that need access to FACPs as needed.
- ◆ Conduct monthly meetings with fire alarm system service contractors to review upcoming work, open work orders, and other recommended actions, including coordinating with building occupants to minimize disruptions due to inspections, testing, maintenance and repairs.

**UNIVERSITY
POLICE**

- ◆ Operate and maintain the Proprietary Monitoring Station.
- ◆ Assign trained personnel and utilize UL listed technology and work stations.
- ◆ Call the Fire Department when a fire alarm signal is received and respond to the scene to assist.
- ◆ Respond to all supervisory signals received or reported.
- ◆ Respond to fire alarm control panels when 24 hour test signals have not been received (i.e. missed check in),
- ◆ Notify EH&S at [561-297-3829](tel:561-297-3829) as soon as possible in the event of a fire alarm, supervisory signal, or failure to receive a 24 hour test signal.
- ◆ If EH&S cannot be contacted and a fire alarm system is down, contact the fire alarm service contractor at [1-877-856-7233](tel:1-877-856-7233) or [561-277-4140](tel:561-277-4140), [Option 1](#), and continue with efforts to contact EH&S.

ATTACHMENTS

- ◆ ***Boca Campus Fire Alarm System Emergency Service Procedures – Attachment “A”***

ATTACHMENT “A”

BOCA CAMPUS FIRE ALARM SYSTEM EMERGENCY SERVICE PROCEDURES

When Emergency Service (i.e., not a scheduled repair or inspection) is needed at FAU facilities other than facilities operated by Housing and Residential Life, [Florida Atlantic University](#) calls the Simplex 24 hour Service Request Center, uses the web portal, to set up a service call, and a Simplex technician is dispatched.

SRC (Service Request Center) 1-877-856-7233 or 561-277-4140, Option 1.
Web Portal: <https://customer.simplexgrinnell.com/Pages/SGLanding.aspx>

During Normal Working Hours (8 a.m. – 5 p.m. M-F):

- [Environmental Health & Safety \(EH&S\)](#) discovers or is notified of problems involving fire alarm systems, and notifies Simplex to dispatch a technician.
- The Simplex technician arrives to the property and checks in with [\(EH&S\)](#) at [Campus Operations, Building CO-69 \(Bldg. 69\)](#) to discuss the issue.
 - If Simplex CAN get access to the building needing service:
 - Simplex meets with [EH&S](#) and arranges access/keys to get into the building.
 - If Simplex CANNOT get access to the bldg needing service (such as the Ritter Art Gallery): they meet with [EH&S](#) and arrange to be escorted into the building. [EH&S](#) stays with Simplex if needed.
- Prior to servicing a building in need of service, the Simplex technician shall call [University Police \(561-297-3500\)](#) and the [E&U Control Room \(561-297-0343\)](#) to place the fire alarm system “on-test” and begins the repair.
- Once the system is stabilized and the technician is ready to leave, the technician calls back the [University Police \(561-297-3500\)](#) and the [E&U Control Room \(561-297-0343\)](#) and takes the fire alarm system “off-test,” so the system goes back into automatic mode.
- 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.

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

- [University Police](#), calls [EH&S](#) at [561-297-3829](#) to report emergency situations involving fire alarm systems (i.e. panel down, supervisory alarm, disruptive nuisance alarm).
- [EH&S](#) calls Simplex to dispatch a technician, and the Simplex technician calls back [EH&S](#) to discuss the issue.
- Depending on the circumstances, [EH&S](#) may respond to the University and meet the Simplex technician and the E&U Control Room Operator.
- The Simplex technician calls the [E&U Control Room](#), and discusses where they will meet on campus.
- Upon arrival to the campus, the Simplex technician meets with the [E&U Control Room Operator](#) at the agreed upon location (typically the building needing repair) and discusses coordination of repair work.
- The Simplex technician calls [University Police \(561-297-3500\)](#) to place the fire alarm system “on-test.”
- [E&U Control Room Operator](#) lets the Simplex technician into the building, the Simplex technician begins the repair, and the [E&U Control Room Operator](#) stays with the technician as needed.
- Once the system is stabilized and the technician is ready to leave, the technician calls back the [University Police \(561-297-3500\)](#) and takes the fire alarm system “off-test,” so the system goes back into automatic mode.
- The Simplex technician and [EH&S](#) discuss the repair, on-site or by phone, and the Simplex technician closes out the ticket with a signature from [EH&S or the E&U Control Room Operator](#) indicating the work is complete.
- [EH&S or the E&U Control Room Operator](#) keeps a copy of the ticket and [EH&S or the E&U Control Room Operator](#) locks the building and both parties depart.
- If necessary, the E&U Control Room Operatory forwards original copy of the work ticket to EH&S.

Additional services:

Note that for buildings such as the Student Union, because the Student Union does not always have someone available to assist. [EH&S](#) will assist the Student Union and will arrange for Simplex to be escorted into the buildings.