

<p>POLICIES AND PROCEDURES</p> <p>Effective Date: Sept 2, 2003</p>	<p>Title: Appendix 3.5. M: Fire Alarm Failure</p> <p>Originating Department: Facility Management & Operations</p> <p>Affected Department: Maintenance</p>	<p>Page: 1 of 2</p> <p>Approved:</p> <p>Revised Date:</p>
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OBJECTIVE:

To define the steps to be taken in the event of a fire alarm system failure.

POLICY:

The Facility Management & Operations (FMO) Department will maintain the fire alarm system at the Facility in good repair at all times. The fire alarm system will be tested monthly to ensure its reliability. Also the entire fire alarm system will be inspected and service by a qualified service technician or company at least quarterly. Records will be kept to document tests and maintenance of the fire alarm system throughout the Facility.

DEFINITION:

- The Facility's Fire Alarm System is a fully automatic electronic detection system. The system will detect heat and/or smoke. It's a self-checking system and signals in the event of component failure.
- The main system consists of:
 - Smoke and Heat Detectors
 - Pull Station Alarm Stations
 - Alarm Chimes and Strobe Lights
 - Automatic Fire and Smoke Dampers
 - Exit Signs and Lights
 - Printer
 - Maintenance Control Station

PROCEDURE:

1. In the event of equipment failure, the FMO personnel will take the following action:
2. Notify the Project Manager or Supervisor of the Fire Alarm failure.
3. The Supervisor or Project Manager shall notify the Client of the failure and the anticipated time the system will be out of commission.
4. A fire watchman will be assigned to make continuous rounds through the facility until the fire alarm system is repaired.
5. The fire department will be notified to inform them of the loss of the fire alarm system.
6. The Facility's Insurance Company shall be notified to inform them of the loss of the fire alarm system and request any special procedures or notification instructions.
7. The designated Facility Fire Alarm service company or certified Fire Alarm Service Technician will be contacted for repairs to the fire alarm system.

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8. After repairs are made and equipment is operating, notify the affected departments, fire department and the insurance provider and resume normal operations.
9. The FMO Department will record the equipment failure in the Daily Journal complete with cause and repair details.
10. Written reports describing major system interruptions will be provided to the Project Manager
11. Blueprints of the Fire Alarm System are to be kept up to date by the FMO Department and a current copy of the System is to be kept on file with the FMO Department.

ATTACHMENTS: