



FIRE DETECTION SYSTEMS

Introduction

Baton Rouge Community College is committed to preventing workplace injuries and damage to property by implementing Fire Prevention and control measures in place for all academic appointees, staff, students, and visitors to limit or minimize loss in the event of fire.

Purpose

To provide control measures that limits or minimizes losses in the event of fire at BRCC locations. This policy is applicable to all BRCC locations.

POLICY IMPLEMENTATION PROCEDURES

All fire detection systems shall be repaired, inspected, maintained and tested in accordance with this policy and procedure. The following safety guidelines are provided to maximize health and safety.

I. Authority and Responsibility

Departments responsible for coordinating the fire detection program are:

A. Environmental Health and Safety

1. Documenting and reporting any questionable conditions (situations which may impeded and/or damage a fire detection system if not resolved) discovered during the quarterly fire/general safety inspection/review to the responsible department;
2. Training appropriate personnel in fire watch procedures; and
3. Reviewing the policy and procedure to ensure regulatory compliance;
4. Scheduling and coordinating the required inspection, maintenance, and testing of fire detection systems in Facilities Services managed buildings;
5. Notifying Administration and Facility Services of any fire detection system shutdowns greater than eight hours;
6. Notifying Administration and Facility Services when impairments are corrected;
7. Organizing and providing support when a fire detection system is impaired, and a fire watch is needed;
8. Notifying the College Police to inform them of fire detection system impairment;
9. Notifying the appropriate monitoring company to inform them of fire detection system impairment;
10. Retaining all documentation related to fire detection system testing, maintenance, and inspections.

B. Facility Services

1. Providing personnel for fire watch training and duties as necessary;

2. Assisting the Environmental Safety Department with electrical, plumbing, and any other physical plant needs.

C. Licensed Contractors

1. Taking the fire detection system out of service;
2. Restoring the fire detection system to its normal operating condition after repair, maintenance, testing, or alarm activation;
3. Performing appropriate repair, inspection, testing, and maintenance of the fire detection systems
4. Providing documentation for appropriate departments when appropriate repair, inspections, testing, and maintenance are complete.

**Contractors and sub-contractors are responsible for complying with these procedures.*

II. Fire Detection System Components

This policy shall cover all components of fire detection systems including, but not limited to fire alarm panel, fire alarm annunciator panel, detection devices, such as heat and smoke detectors, dampers, etc., and manual pull stations and strobes.

A. Fire Detection Requirements/Location

Fire alarm systems are installed as needed on a per building basis. Buildings classified as institutional, schools, hotels, dormitories, and high-rises (greater than 80 feet) are required to have fire alarm systems installed.

B. Monthly Inspection and Testing

All fire detection systems shall be inspected and tested as required by the National Fire Protection Association

C. Annual Inspection and Testing

All fire detection systems shall be tested at least annually by a licensed contractor knowledgeable in the operations and function of the system. Criteria for the annual testing shall be in accordance with NFPA Chapter 72 “National Fire Alarm Code”.

D. Fire Detection Impairment

All fire detection systems and their components requiring shut down due to repair, maintenance, inspection and/or testing shall follow the appropriate notification and fire watch procedures according to this policy and the Fire Alarm Maintenance Shutdown/Reactivation Procedures.

E. Before Shutdown

Before the shutdown of fire detection equipment, the Environmental Safety Director, Facility Services Director, and/or Appointing Authority/Designee shall put in a work request with Facility Services at least 24-hours in advance to request fire detection systems are taken out of service. Shutting down fire detection equipment shall be planned and limited to an eight-hour time period. All requests in excess of eight hours shall be reviewed and approved by Environmental Safety.

F. Notification Process

For fire detection system shutdowns greater than one hour, a representative from Environmental Safety shall:

1. Notify Facility Services, Public Safety, and the Appointing Authority of the fire detection system impairment;
2. Notify the appropriate monitoring company to inform them of a fire detection system impairment;
3. For fire detection system shutdowns greater than eight hours, the Environmental Safety Director, Facility Services Director, and/or Appointing Authority shall also notify Public Safety.

III. During the Shutdown – FIRE WATCH

For all fire detection system shutdowns in excess of four hours, a fire watch shall be implemented by the Environmental Safety Department. All BRCC employees performing fire watch duties shall be trained by Environmental Safety in Fire Safety and Evacuation procedures and Designated Fire Watch Duties and Responsibilities. When outside contractors are performing the fire watch, they shall be knowledgeable in the following portable fire extinguisher procedures, procedures for reporting an emergency, evacuation procedures, and hazard recognition.

1. A fire watch shall consist of the following during the impairment:
 - Periodically (at least once per hour) inspecting the areas and rooms within the affected building(s) to ensure hazards do not exist;
 - Ensuring adequate fire protection equipment (i.e. fire extinguishers, suppression systems, etc.) is available and in working condition; and
 - Limiting hazardous work practices such as welding, cutting, brazing, or the use of open flame.
2. Upon completion of the work, the Licensed Contractor shall:
 - Restore all fire detection back into automatic service;
 - Reset the fire alarm system in normal operating condition;
 - Contact the Environmental Safety Department to inform them of the reactivation of the fire detection system;
 - Notify the applicable monitoring company of the reactivation of the fire detection system; and
 - Notify Environmental Safety of system restoration.

IV. Fire Alarm Deactivation/Reactivation Procedures

All fire detection systems shall be turned off and reset in accordance with procedures found in Fire Alarm Deactivation/Reactivation Procedures, manufacturers' guidelines, and applicable NFPA codes.

V. Documentation

All documentation related to inspections, testing, repair, and/or maintenance of fire detection systems shall be maintained by the Environmental Safety Department.