

I. Fire Alarm and Fire Protection System Testing Procedures

1.0 Testing of the Fire Alarm and Fire Protection Systems

- 1.1 The Building Engineer, Electrician, Plumber (or equivalent) shall perform a test of the fire alarm and/or fire protection systems in accordance with City Codes, NFPA and FM Global (University's Property Insurance Carrier) Standards.
- 1.2 The Building Engineer, Electrician (or equivalent) shall call Pitt Police (412-624-2121) and Guardian (1-800-922-4827) to inform them of the testing. Guardian should be provided the following information: caller's name, University of Pittsburgh, building name, time and the associated REACT number for the building. The hold should be requested only for the time needed to test the alarms.
- 1.3 At least 30 minutes prior to the testing, all building entrance doors should be posted by the Building Engineer with a sign stating the following:

"Fire alarm test today. If smoke or fire is noted, call Pitt Police at 412-624-2121 immediately." (See Attachment No. 1)
- 1.4 After the signs are posted, an announcement should be made (in buildings equipped to do so) stating ... "Testing of the fire alarm system is being performed. If smoke or fire is noted, call Pitt Police at 412-624-2121 immediately."
- 1.5 Immediately after testing is completed, notify Pitt Police and Guardian that the system should be taken off hold. **NOTE:** Although the alarms will be placed back in service by Guardian at midnight, Guardian should be promptly notified when the testing is complete. Confirmation that the alarm signals were received by Guardian and that the system has been restored should be obtained.
- 1.6 An announcement should be made in buildings so equipped [testing of the fire alarm system is now complete (repeat)] and the posted signs removed.
- 1.7 The testing should be performed on the frequencies outlined by the standards listed in Section 1.1 above with records maintained on file for review.
- 1.8 If a problem is detected during the testing, the Building Engineer, Electrician (or equivalent) should attempt to reset the device/panel. If the problem is not cleared or if it involves any system or component of the buildings fire protection systems, an "Emergency Outage/Impairment" will exist.

Procedures for notifying appropriate department (Facilities Management, Housing or Property Management) personnel should be followed along with informing EH&S in accordance with the guidelines specified in Sections 3.0 and/or 6.0 below.

II. Fire Alarm System Impairment Procedures

2.0 Scheduled Outage/Impairment

- 2.1 The University's procedures for Scheduled Outage/Impairment email notification should be followed.
- 2.2 Upon receipt of the outage/impairment notification email, EH&S will notify FM Global with applicable details regarding the alarm impairment and precautions that are being taken. As needed, additional follow-up calls to the respective trades will be made by EH&S.

- 2.3 For all scheduled outages/impairments, the Building Engineer, Electrician (or equivalent) must be notified by the coordinator, Project Manager or Contractor.
- 2.4 At least 30 minutes prior to the outage, the Building Engineer will post a sign at all building entrance doors (and elevator lobbies for buildings without a PA system) stating the following:
- “WARNING: The fire alarm system is temporarily out of service. If smoke or fire is noted, call Pitt Police at 412-624-2121 immediately.” (See Attachment No. 2)
- 2.5 The Building Engineer, Electrician (or equivalent) shall call Pitt Police (412-624-2121) and Guardian (1-800-922-4827) to inform them of the alarm system outage/impairment. Guardian should be provided the following information: caller’s name, University of Pittsburgh, building name, time and the associated REACT number for the building.
- 2.6 An announcement should be made (in buildings equipped to do so) after the signs are posted (and every 2 hours thereafter when the building is occupied) to inform the occupants that the system is impaired.
- 2.7 Per City of Pittsburgh Fire Code requirements, a fire watch consisting of one roving guard per every three floors is needed throughout the duration of the outage. Provisions for the fire watch will be coordinated by the responsible department (Facilities Management, Housing or Property Management).
- 2.8 During the scheduled outage, all hot work operations are prohibited in the areas where the alarms are out of service, unless the work is critical to repair of the alarm system.
- In this case, the University’s Hot Work Permit System (see Attachment No. 4) or the FM Global Hot Work Permit System should be utilized.
- 2.9 When the alarm system is returned to service, the Building Engineer, Electrician (or equivalent) shall call Guardian, Pitt Police and EH&S (412-648-9460 or 412-624-9505). Notification to EH&S should include the date and time the system was restored so that appropriate follow-up information can be sent to FM Global.
- 2.10 The warning signs should be removed and appropriate announcements made (in buildings so equipped).

3.0 Emergency Outage/Impairment

- 3.1 The Building Engineer, Electrician (or equivalent) shall call Pitt Police (412-624-2121) and Guardian (1-800-922-4827) to inform them of the alarm system outage/impairment. Guardian should be provided the following information: caller’s name, University of Pittsburgh, building name, time and the associated REACT number for the building.
- 3.2 For all emergency outages/impairments, the Building Engineer, Electrician (or equivalent) will post a sign at all building entrance doors (and elevator lobbies for buildings without a PA system) stating the following:
- “WARNING: The fire alarm system is temporarily out of service. If an actual fire is noted, call Pitt Police at 412-624-2121 immediately.” (See Attachment No. 2)

- 3.3 An announcement should be made (in buildings equipped to do so) after the signs are posted (and every 2 hours thereafter when the building is occupied) to inform the occupants that the system is impaired.
- 3.4 If the emergency outage/impairment occurs during 7:30 AM to 4:30 PM, call EH&S (412-648-9460 or 412-624-9505). If the outage/impairment occurs during non-business hours, the Building Engineer, Electrician (or equivalent) should call Guardian, Pitt Police and a message left with EH&S.
- 3.5 When the message is received or no later than the next business day, EH&S will notify FM Global that the alarms are impaired and the precautions taken.
- 3.6 Per City of Pittsburgh Fire Code requirements, a fire watch consisting of one roving guard per every three floors is needed throughout the duration of the outage. Provisions for the fire watch will be coordinated by the responsible department (Facilities Management, Housing or Property Management).
- 3.7 During the emergency outage, all hot work operations are prohibited in the areas where the alarms are out of service, unless the work is critical to repair of the alarm system.

In this case, the University's Hot Work Permit System (see Attachment No. 4) or the FM Global Hot Work Permit System should be utilized.

- 3.8 When the alarm system is returned to service, the Building Engineer, Electrician (or equivalent) shall call Guardian, Pitt Police and EH&S. Notification to EH&S should include the date and time so that appropriate follow-up information can be sent to FM Global.
- 3.9 The warning signs should be removed and appropriate announcements made (in buildings so equipped).

4.0 Construction, Renovations or Demolition Work

- 4.1 Contractors on site must notify the Project Manager (or equivalent) of any situations that may impact the fire alarm system. Whenever possible and applicable, the University's Outage/Impairment email notification procedures should be followed.
- 4.2 The Project Manager will in turn notify the Building Engineer/Electrician (or equivalent) to take appropriate action as outlined above for a Scheduled Outage/Impairment (Section 2.0).
- 4.3 In the majority of cases, smoke detectors are the primary concern for false signaling due to dust and debris during this type of work. In lieu of disabling the detector and/or system, the detector should be "bagged and taped off" at the start of work and removed at the end of each work day and when the space is unattended for more than 1 hour.

NOTE: It is a violation of the City of Pittsburgh's Fire Code to disable a fire detection device or the fire alarm system due to work involving construction, renovation, demolition, etc. Failure to remove the bag is also a violation of the Code.

- 4.4 If there is no other course of action and alarms must be put on hold and/or specific detection devices temporarily disabled (i.e. beam type detectors, duct detectors, etc.), then the above procedures regarding scheduled outages/impairments must be followed. Every effort must be made to minimize the time that the alarms are inactive.

III. Fire Protection System Impairment Procedures

5.0 Scheduled Outage/Impairment

- 5.1 The University's procedures for Scheduled Outage/Impairment email notification should be followed.
- 5.2 Upon receipt of the outage/impairment notification email, EH&S will notify FM Global with applicable details regarding the fire protection and/or alarm system impairment and precautions that are being taken. As needed, additional follow-up calls to the respective trades will be made by EH&S.
- 5.3 For all scheduled outages/impairments, the Building Engineer, Electrician (or equivalent) and Plumbers must be notified by the coordinator, Project Manager or Contractor.
- 5.4 The Building Engineer, Electrician (or equivalent) shall call Pitt Police (412-624-2121) and Guardian (1-800-922-4827) to inform them of the fire protection system outage/impairment. Guardian should be provided the following information: caller's name, University of Pittsburgh, building name, time and the associated REACT number for the building.
- 5.5 At least 30 minutes prior to the outage/impairment, the Building Engineer will post a sign at all building entrance doors and elevator lobbies stating the following:

"WARNING: The fire protection sprinkler system is temporarily out of service. If smoke or fire is noted, activate the nearest fire alarm pull station or call Pitt Police at 412-624-2121 immediately." (See Attachment No. 3)
- 5.6 The Plumbers (or equivalent) will isolate the valves associated with the sprinkler system, fire pump or public water supplies supplying the fire protection system that will be impaired. The Electricians (or equivalent) will isolate the associated fire pump control panel and/or any associated alarm devices.
- 5.7 As required by the City of Pittsburgh Fire Code and FM Global, a "tag" shall be used to indicate that a fire protection system or portion thereof has been removed from service.

The FM Global "Red Tag Permit" system will be used and will be applied to any closed fire protection control valves or impaired system. EH&S will complete Part 1 of the tag when notification is sent (Section 5.2). The respective Plumber (or equivalent) will follow the instructions on the remaining parts.
- 5.8 If the outage extends past normal business hours and if the building is not provided with a complete and unaffected fire detection system, a fire watch consisting of one roving guard per every three floors is needed throughout the duration of the outage per City of Pittsburgh Fire Code requirements. Provisions for the fire watch will be coordinated by the responsible department (Facilities Management, Housing or Property Management).
- 5.9 During the scheduled outage, all hot work operations are prohibited in the areas where the protection or alarms are out of service, unless the work is critical or associated with getting the protection system back in service.

In this case, the University's Hot Work Permit System (see Attachment No. 4) or the FM Global Hot Work Permit System should be utilized.

- 5.10 When the impaired fire protection and alarm system is returned to service, the Electrician, Building Engineer (or equivalent) shall notify Guardian, Pitt Police and EH&S. Notification to EH&S should include the date and time so that appropriate follow-up information can be sent to FM Global.
- 5.11 The warning signs should be removed and appropriate announcements made (in buildings so equipped).

6.0 Emergency Outage/Impairment

- 6.1 In the event of an emergency outage/impairment, the Building Engineer, Electrician (or equivalent) and Plumbers must be notified by the coordinator, Project Manager or Contractor.
- 6.2 The Building Engineer, Electrician (or equivalent) shall call Pitt Police (412-624-2121) and Guardian (1-800-922-4827) to inform them of the fire protection system outage/impairment. Guardian should be provided the following information: caller's name, University of Pittsburgh, building name, time and the associated REACT number for the building.
- 6.3 The Building Engineer will post a sign at all building entrance doors and elevator lobbies stating the following:

“WARNING: The fire protection sprinkler system is temporarily out of service. If smoke or fire is noted, activate the nearest fire alarm pull station or call Pitt Police at 412-624-2121 immediately.” (See Attachment No. 3)
- 6.4 The Plumbers (or equivalent) will isolate the valves associated with the sprinkler system, fire pump or public water supplies supplying the fire protection system that will be impaired. The Electricians (or equivalent) will isolate the associated fire pump control panel and/or any associated alarm devices.
- 6.5 If the emergency outage/impairment occurs during 7:30 AM to 4:30 PM, call EH&S (412-648-9460 or 412-624-9505). If the outage/impairment occurs during non-business hours, the Building Engineer, Electrician (or equivalent) should call Guardian, Pitt Police and a message left with EH&S.

Information provided to EH&S should include the type of system impaired (sprinklers, fire pump, water supply, alarms, etc.), a listing of shut fire protection control valves and/or other associated components, the area affected and estimated duration of the impairment.

- 6.6 When the message is received or no later than the next business day, EH&S will notify FM Global that the fire protection systems are impaired and the precautions taken. If the situation represents an “Emergency Condition” as defined by University Policies, a call to the EH&S Duty Pager may be warranted.
- 6.7 As required by the City of Pittsburgh Fire Code and FM Global, a “tag” shall be used to indicate that a fire protection system or portion thereof has been removed from service.

The FM Global “Red Tag Permit” system will be used and will be applied to any closed fire protection control valves or impaired system. EH&S will complete Part 1 of the tag when notification is sent (Section 6.6). The respective Plumber (or equivalent) will follow the instructions on the remaining parts.

- 6.8 For the emergency outages occurring during non-business hours and if the building is not provided with a complete and unaffected fire detection system, a fire watch consisting of one roving guard per every three floors is needed throughout the duration of the outage per City of Pittsburgh Fire Code requirements. Provisions for the fire watch will be coordinated by the responsible department (Facilities Management, Housing or Property Management).
- 6.9 During the emergency outage, all hot work operations are prohibited in the areas where the protection is out of service, unless the work is critical or associated with getting the protection system back in service.

In this case, the University's Hot Work Permit System (see Attachment No. 4) or the FM Global Hot Work Permit System should be utilized.

- 6.10 When the impaired systems are returned to service, the Building Engineer, Electrician (or equivalent) shall notify Guardian, Pitt Police and EH&S. Notification to EH&S should include the date and time so that appropriate follow-up information can be sent to FM Global.
- 6.11 The warning signs should be removed and appropriate announcements made (in buildings so equipped).

7.0 Construction, Renovations or Demolition Work

- 7.1 Contractors on site must notify the Project Manager (or equivalent) of any situations that may impact the fire protection systems (sprinklers, fire pump and/or water supply). Whenever possible and applicable, the University's Outage/Impairment email notification procedures should be followed.
- 7.2 The Project Manager will in turn notify the Plumber, Building Engineer, Electrician (or equivalent) to take appropriate action as outlined above for a Scheduled Outage/Impairment (Section 5.0).