

## FO&M/EHS #10B

### Fire Alarm and Emergency Communication System Inspection and Testing SOP

**Purpose:** To ensure that fire alarm and emergency communication systems on campus are inspected and tested annually and in accordance with the spirit and intent of NFPA 72 National Fire Alarm and Signaling Code and the requirements of the Authority Having Jurisdiction (AHJ). Every effort will be made to conduct inspection/testing activities with minimal disruption. Building occupants may remain in the building during inspection/testing.

**Scope:** This procedure applies to all College owned and privately owned affiliated buildings which are protected by a fire alarm/emergency communication system.

**Responsibilities:**

- A. Supervisors must ensure that inspection and testing is completed in a timely manner, the employee has the tools necessary to complete the work, there are two persons available and present to conduct each test, the work is completed following the applicable codes and standards and documentation is complete and filed.
- B. Employees must complete the work following applicable codes and standards, document the work done and initiate repairs of the system as needed.
- C. EHS will maintain records, review program and update as needed and recommend training.

**Procedure:**

1. Occupants of the building being inspected/tested will receive a one week notice. The Fire and Life Safety Manager will contact the building manager directly via email or telephone.
  - a) Signs will be posted in the building on the day of testing.
  - b) Alternate emergency action procedures will be communicated via email and sign posting for use if an actual fire/emergency situation occurs during testing. (See attached example) "Fire alarm inspection and testing today. In the event of a fire or emergency during testing call 911 or Department of Safety and Security (DOSS) at 603-646-3333 immediately."

2. Prior to beginning the inspection/test – the inspector will contact the following and make them aware inspection/testing is being done at a specific location:
  - a) Department of Safety and Security (646-4000)
  - b) AHJ [Hanover Dispatch (643-3424) or Lebanon Dispatch (448-1212)]
  - c) Heating Plant (646-2344)

If the Emergency Communication System has voice announcement capability, an audible announcement will be made indicating the inspection/test will begin. (i.e. “Testing of the fire alarm system will now begin. Horns will sound and strobes will flash. You may remain in the building. If you see smoke or flames call 911 or Department of Safety and Security at 646-3333 immediately.”)

3. The inspector will disable any system functions that do not need to be inspected/tested before beginning. (i.e. elevator recall, kitchen hood systems, sprinklers - which were tested on a separate occasion)
4. The inspector will begin the inspection/test by following the attached Fire Alarm and Emergency Communication System Inspection and Testing form.
5. An inspection/testing form will be completed for each building.
  - a) Deficiencies will be noted during the inspection/test.
  - b) Those that can be corrected immediately by the inspector, will be corrected and documented on the inspection/testing form.
  - c) Work orders will be issued for those deficiencies needing repair on the day of the inspection/test or at the conclusion of the inspection/test.
  - d) A copy of the work order/repair request will be attached to the inspection/testing form.
  - e) Deficiencies of a significant nature (that threaten the safety of those in the building or the ability of the system to notify responders) may require mitigating measures appropriate to the hazard. Dartmouth College in conjunction with the AHJ will determine appropriate measures based on the building, occupancy, nature and duration of the impairment and condition of other fire protection systems and features.
  - f) Minor repairs during the inspection/test may be completed by the inspector. Significant repairs (i.e. appliance or device replacement, software programming, etc.) need to be completed by a person other than the inspector. Then reinspected by the inspector after completion. If the repair is to be completed by the inspector, verification that the repaired component operates correctly must

be witnessed by a knowledgeable person, other than the inspector and documented on the reinspection form.

6. Any disabled system functions will be returned to service.
7. Upon completion of the inspection/test the inspector will notify:
  - a) Department of Safety and Security (646-4000)
  - b) AHJ [Hanover Dispatch (643-3424) or Lebanon Dispatch (448-1212)]
  - c) Heating Plant (646-2344)If the Emergency Communication System has voice announcement capability, an audible announcement will be made indicating the inspection/test has concluded. Inspection/testing signage will be removed.
8. The completed Fire Alarm and Emergency Communication System Inspection and Testing form and work orders issued will be filed with the Fire and Life Safety Manager.
9. Upon completion of a deficiency repair, the system component(s) will be re-tested. A completed Fire Alarm and Emergency Communication System Repair Form (See attached) will be filed with the Fire and Life Safety Manager.

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