Fire Prevention

Fire prevention standard operating procedure					
Fire alarm verification					
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Contents

Purpose

All fire alarm system modifications and new installations shall be verified in accordance with the requirements of the OFC and CAN/ULC-S537.

The fire alarm verification is the process of confirming that a fire alarm system is functioning correctly after installation, or after modifications or additions, to ensure the safety of building occupants and property in case of a fire.

Scope

The verification shall be conducted by the fire alarm installer performing the work and the proprietary company carried out by Chubb (Edwards panel), Troy (Edwards panel), Johnson Controls (Simplex panel) or Siemens (Siemens panel).

Roles and responsibilities

Contracted fire alarm installer:
A contracted fire alarm installer is an individual or company hired under a contract or construction tender to install, maintain, and repair fire alarm systems, ensuring compliance with relevant codes and standards.

Persons performing work on fire alarm systems that falls under the jurisdiction of the Ontario Electrical Safety Authority (ESA) and the Ontario Electrical Safety Code must be licensed by ESA and be a Registered Fire Alarm Technician with the CFAA.

Proprietary fire alarm company:
'Proprietary' means a system where the manufacturer, authorized service provider and distributor are generally the same company, meaning only that company can service the system.

Key words and definitions

Key word	Definition

Procedure

1. Property/project manager is to request a '217' fire alarm panel key be placed on the project key ring created by the lock shop. (A key can also be acquired from U of T Fire Prevention for small projects).

2. Verification dates and times shall be arranged between the fire alarm installer completing the fire alarm modifications/installations and the proprietary company.

3. The verification dates planned are to be provided by the property/project manager to U of T Fire Prevention by completing the request for fire alarm and sprinkler system activity web form.

4. U of T Fire Prevention will send out a service alert notification to the building occupants.

5. During the verification, Campus Safety shall be notified when the verification is beginning and when testing has concluded.

6. During the verification, the fire alarm installer along with the proprietary company are **both responsible** to operate and test the fire alarm system ensuring the following are 'reset' and 'fully operational' prior to leaving the building:
   o all elevators;
   o associated buildings connected to the fire alarm system;
   o bypasses;
   o central monitoring connected with Campus Safety, and;
   o no troubles left on the system.

7. During the verification, a fire watch is to occur and the technician at the fire alarm panel shall continuously monitor the building for any signs of fire or other emergencies. **The fire alarm panel at no time shall be left unattended.**

8. As part of the fire watch, the technician at the fire alarm panel shall follow the fire alarm testing instructions posted in each fire alarm panel or for smaller panels in the fire safety plan box.
   (See Appendix A: Annual testing procedure - Fire watch)

   If an alarm not associated with the verification testing occurs, a full building evacuation is to be initiated with audibles sounding and Campus Safety is to be contacted by the technician to instigate Toronto Fire Services and U of T Fire Prevention response.

9. Final verification report shall be provided to U of T Fire Prevention for the file and future reference.

10. Updated fire alarm points sheet shall be provided by the proprietary company to U of T Fire Prevention.

Note: As per CAN/ULC-S537 the fire alarm installer is not permitted to verify their own work.

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Appendix A:
Annual testing procedure – Fire watch

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1. Contact Campus Safety as to the building the test crews with be conducting testing in.
2. Disengage the cable to central monitoring and/or disengage audible signals.
3. One person is to always remain at the panel. The fire panel is never to be abandoned during any type of testing especially for audible testing and while audibles are disabled.
4. If during any testing, an additional alarm appears outside of the original testing area, the following procedure is to take place:
   - Confirm location of the alarm and immediately contact Campus Safety 416-978-2323. (In other words, the testing crew did not cause the alarm).
   - **DO NOT** reset the panel.
   - Restore the bypassed audible zone.
   - Reconnect monitoring cable. (This will sound the alarms in the building to initiate emergency evacuation procedures).
   - Upon arrival of either Fire Prevention, Campus Safety and Toronto Fire Services, advise of the alarm area and in turn evacuate the building.
   - If this scenario happens after hours and the alarm does not clear, advise Campus Safety to contact Fire Prevention for further instructions. **At no time does the testing contractor have the authority to initiate a fire watch.**
   - Any troubles that may be on the panel at the end of day testing, contact the fire prevention officer for the building for further instruction. The panel is **not** to be left in trouble unless the fire prevention officer has approved.