

## College Operating Procedures (COP)



**Procedure Title:** Monitoring of Fire Alarm Panels  
**Procedure Number:** 08-0818  
**Originating Department:** Public Safety

### **Specific Authority:**

Board Policy 6Hx6:1.01; 6Hx6:1.02; 6Hx6:7.03  
Florida Statute 1001.64; 1001.65; 1013.12  
Florida Administrative Code NFPA) Standard 72; Florida Department of Education State Requirements for Educational Facilities (SREF), Chapter 5, Section 5.1(a) (1)

**Procedure Actions:** Adopted: 01/01/04; 07/01/09

**Purpose Statement:** To establish a procedure for checking all fire alarms on Florida SouthWestern State College properties and to ensure that all of the fire alarms and panels are in good working condition and functioning properly.

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### **Guidelines:**

To establish a procedure for checking all fire alarms on Florida SouthWestern State College properties and to ensure that all of the fire alarms and panels are in good working condition and functioning properly.

### **Procedures:**

It shall be the duty and responsibility of the Department of Public Safety to check each fire alarm on a routine basis and formally once a month. Each fire alarm panel shall be checked in the following manner:

- I. Utilizing the list of alarm locations, an Officer will visually inspect each alarm panel. Depending upon the particular fire alarm panel, a green or red light will be on showing that the power is on and that the alarm is set, indicating that the alarm status is O.K.
- II. In the event there is trouble with the system, the officer will observe a yellow blinking light which will identify the zone where the problem is located. There may also be an audible alarm and the officer can deactivate this by manipulating the trouble silence button or switch. **DO NOT RESET THE ALARM.** After silencing the alarm and identifying the zone where the trouble originated, the officer will then check the zone and the building for possible problem.

- III. If there is evidence of smoke, excessive heat or fire, the officer will notify dispatch immediately and a 911 fire call will be made. If there is no problem in the building, the officer will notify dispatch and attempt to reset the fire panel.
- IV. Once the building's fire panel is reset, dispatch will be notified to reset the central panel in the Public Safety Office.
- V. In the event that the system cannot be reset, the problem should be noted on the dispatch log and a "Problem Report" form. Immediate follow up will be made by contacting the appropriate authorized alarm system company and Facilities Planning & Management.
- VI. Copies of the log will be kept on file in the Department of Public Safety Office.
- VII. Repairs and times shall be documented on appropriate logs and the Problem Report.