



# Standard Operating Procedures

Fire Prevention Services

Office of Campus Safety

*The University of Texas at Austin*

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**SCOPING & APPLICATION**

## **THIRD PARTY FIRE ALARM MONITORING**

The following provides requirements for third party monitoring of fire alarm systems at the University of Texas at Austin Campus.

### **SCOPE AND PURPOSE**

#### 1. Scope

- a. This procedure applies to temporary third party monitoring of fire alarm control unit signals when contract personnel are responsible for emergency response. It defines the actions and responsibilities that shall be adhered to by UT personnel and contract personnel when responding to fire alarm panel signals.

#### 2. Purpose

- a. The purpose of this document is to specify the responsibilities and steps required for contractors to respond to Trouble, Supervisory or Alarm signals from the fire alarm panels. It applies when building fire systems, or portions of systems, are not the responsibility of the Fire Safety Systems Shop (FSSS), but require monitoring, response to signals, and resolution of problems by contractors.
- b. For every new construction or renovation project, either the FSSS or the contractor shall be responsible for providing a responding technician to Fire Alarm Signals throughout the duration of the project. The decision as to who maintains responsibility shall be made as early in the project timeline as possible, typically at 60% design review but always before construction begins. The scope of the project and extent of impact on fire systems influence this decision. The decision shall be made on a case-by-case basis for each project as an agreement between the UT Police Department (UTPD) and the FSSS and shall be clearly communicated to the Project Manager. This procedure applies when the contractor is the responsible party, or when a contractor takes responsibility for a fire alarm system for any reason.

- c. The contractor shall be responsible for third party monitoring under the following conditions:
  - i. New buildings or fire alarm system replacement.
  - ii. Projects lasting greater than two (2) months.
  - iii. Project construction work requiring FSSS response to monitored signals five (5) times in a week.
  - iv. When there is no temporary FPS approved means to monitor water flow, heat or manual alarm activation within the construction area.

## **DEFINITIONS**

1. Fire Alarm – This is the highest priority in a fire alarm system indicating that a smoke detector, heat detector, manual pull station or water flow switch has been activated. The alarm system will be in full activation including audible, visual and emergency notifications. The monitoring company will receive the alarm and immediately notify the Austin Fire Department (AFD). The panel shall not be reset until an all clear is given by AFD.
2. Supervisory Signal – This is the second highest priority in a fire alarm system indicating that one or more critical fire protection devices is indicating a problem with the input circuit. This could result from a number of causes such as a sprinkler valve supervisory (tamper) switch or a duct smoke detector activation. A local panel alarm will sound and the monitoring company will receive a Supervisory signal. The fire department will not be notified, but a qualified on-call contractor representative will be contacted and shall respond. The panel will have to be reset once the cause of the supervisory activation is identified and cleared.
3. Trouble Signal – This is the lowest priority in a fire alarm system and indicates an electrical or device malfunction such as a wiring fault, phone line problem or device problem. A local panel alarm will sound and the monitoring company will receive a Trouble Signal. The fire department will not be notified, but a qualified on-call contractor representative will be contacted and must respond. The panel will automatically clear and return to a system normal condition once the cause of the trouble activation is identified and corrected.

## **REQUIREMENTS**

1. When the fire alarm system is turned over to the Contractor by the Fire Safety Systems Shop:
  - a. The Contractor shall provide two separate means of signal transmission as required by NFPA 72 (latest edition) and verify that a dedicated 120 VAC circuit is available at the Digital Alarm Communicator Transmitter (DACT).
  - b. The Contractor shall ensure that a fully operational Digital Alarm Communicator Transmitter (DACT) is provided, that it is connected with their monitoring service and that the monitoring service has been provided with contact names and phone numbers for all responsible responding personnel.
  - c. The Contractor shall provide twenty four (24) hours advance notice to the FSSS to witness the transmission and receipt of Trouble, Supervisory and Alarm signals by the monitoring service.

- d. After successful witness of signal transmission and receipt by the monitoring service, the FSSS shall remove the campus-wide monitoring connection to the FACU.
  - e. The Project Manager shall send out notification to all appropriate University and Contractor personnel including FPS, UTPD and Facilities Monitoring stating that the Contractor is fully responsible for operation of the system and reporting and notification of signals per this standard.
2. When any **Fire Alarm or Water flow alarm** activation occurs the following sequence of events shall take place:
- a. First, the monitoring company shall call AFD.
    - i. The monitoring company shall provide the name and address of the building and state that a fire alarm activation has occurred.
  - b. Second, the monitoring company shall call UTPD.
    - i. The monitoring company shall provide the name and address of the building and state that a fire alarm activation has occurred.
  - c. Third, the monitoring company shall call the responding technician.
    - i. The monitoring company shall provide the name and address of the building and state that a fire alarm activation has occurred.
    - ii. The responding technician shall be required to arrive at the fire alarm panel location within two (2) hours after receipt of the call.
    - iii. After receiving a call from the monitoring company, the responding technician shall call Facilities Monitoring to inform them of their estimated time of arrival.
  - d. Fourth, Facilities Monitoring Operators shall log the responding technician's estimated time of arrival.
    - i. Upon arrival, the responding technician shall report to Facilities Monitoring and sign in.
    - ii. Upon completion of the work, the responding technician shall report to Facilities Monitoring, brief them on the status of the fire alarm system, and sign out.
  - e. Fifth, the monitoring company shall call Facilities Monitoring:
    - i. The monitoring company shall provide the name and address of the building and verify that AFD, UTPD and the responding technician have been contacted successfully.
    - ii. Facilities Monitoring shall log the information received.
3. When any **Supervisory Signal Activation** occurs the following sequence of events shall take place:
- a. First, the monitoring company shall call the responding technician.
    - i. The monitoring company shall provide the name and address of the building and state that a supervisory activation has occurred.

- ii. The responding technician shall be required to arrive at the fire alarm panel location within two (2) hours after receipt of a call.
    - iii. After receiving a call from the monitoring company, the responding technician shall call Facilities Monitoring to inform them of their estimated time of arrival.
  - b. Second, Facilities Monitoring shall log the estimated time of arrival of the responding technician.
    - i. Upon arrival, the responding technician shall report to Facilities Monitoring and sign in.
    - ii. Upon completion of work, the responding technician shall report to Facilities Monitoring, brief them on the status of the fire alarm system, and sign out.
  - c. Third, the monitoring company shall call Facilities Monitoring.
    - i. The monitoring company shall provide the name, address of the building, and verify that the responding technician was contacted successfully.
  - d. Fourth, Facilities Monitoring Operators shall log the information received.
- 4. When any **Trouble Signal Activation** occurs the following sequence of events shall take place:
  - a. First, the monitoring company shall call the responding technician.
    - i. The monitoring company shall provide the name and address of the building and state that a trouble activation has occurred.
    - ii. The responding technician shall be required to arrive at the fire alarm panel location within four (4) hours after receipt of a call.
    - iii. After receiving a call from the monitoring company, the responding technician shall call Facilities Monitoring to inform them of their estimated time of arrival.
    - iv. Facilities Monitoring Operators shall log the estimated time of arrival of the responding technician.
    - v. Upon arrival, the responding technician shall report to Facilities Monitoring and sign in.
    - vi. Upon completion of work, the responding technician shall report to Facilities Monitoring, brief them on the status of the fire alarm system and sign out.
  - b. Second, the monitoring company shall call Facilities Monitoring and state that a trouble signal activation has occurred.
    - i. The monitoring company shall provide the name and address of the building and verify that the responding technician was contacted successfully.
  - c. Third, Facilities Monitoring Operators shall log the information received