

SECTION 20

FIRE ALARM DISABLING PROCEDURE & PERMIT

20.1 Introduction

This procedure documents the requirements for disabling the fire alarm system or any component of the system, assign responsibility of disarming the fire alarm system or any component of the system, and to identify examples of work that may require the fire alarm system or a component of the system to be disabled.

The purpose of this procedure is to minimize business interruptions due to preventable fire alarm activations, and to ensure that fire alarm systems are maintained in an operational state and trouble conditions are quickly identified and addressed.

20.2 NFPA Life Safety 9.6.1.7

NFPA Life Safety Code states: “The fire alarm system could be intentionally disabled during the life of a building such as and not limited to periodic inspections, testing, and maintenance, construction, and renovation. Emergency shutdown of the system can be the result of power failure, fire, or other physical damage and might result in a short or lengthy shutdown to repair the fire alarm system. Advance planning for fire alarm disablement will ensure that the system, or most of the system, can be restored to service despite the scope of the renovation or the extent of an unexpected impairment. When developing a plan to address system shutdown, it is important to consider the nature of the shutdown, the location, the increased hazards that are involved, and the necessary actions to mitigate the hazards.

20.1 Requirements

Unum requires a Job Schedule Form be submitted and an approved Fire Alarm Disabling Permit be posted at the main panel before disabling a fire alarm system or any component of a fire alarm system.

20.2 Responsibilities

Requester: This is the individual that is requesting the fire alarm system or any component of the system be disabled to perform maintenance, construction, or inspection of the system. **The project manager or sponsor is responsible** for ensuring that all permits have been obtained, including the fire alarm disabling permit.

Disabler: Unum’s in-house/nested facilities contractor is the sole “disabler” of the fire alarm system or any components of the system. The disabler will not perform any work on the fire alarm system without an approved permit, and will post the approved permit on the fire alarm panel until the fire alarm system or component is placed back on-line.

Permit Approval: The following individuals can review the scope of a permit request and approve the disabling of the fire alarm system or any component of the system.

- Facilities Contracted Site Manager
- Unum Site Facilities Manager
- Unum Director of Facilities
- Unum Director of Security & Safety

Closed Permit Reviewer: The Facilities Contracted Site Manager (back-up: Unum Site Facilities Manager) has the responsibility for reviewing closed fire alarm permits and validating that the fire alarm system was returned to an operational state with no new trouble conditions, unless noted on the permit.

20.3 Types of Work Requiring Disabling of Fire Alarm Systems or Components

The following provides guidance as to when a fire alarm system or component should be disabled. These examples are not all inclusive, if you are uncertain about the impact of a task on the operations of the facility the Unum Site Facilities Manager should be contacted to review the scope of work.

- Inspections or preventive maintenance of the fire alarm system or any components of the fire alarm system or suppression equipment.
- Any work involving hot work as outlined in the hot work permit procedure (Section 19.0)
- Any work that has the potential to or will create dust, smoke, or otherwise create a condition that may activate the fire alarm system.
- Any work below the floor in a computer room environment or other area with under the floor fire detection devices.
- Any cabling work that has the potential to create a condition that may activate the fire alarm system.

20.4 Procedure

1. Completion of a Job Schedule Form is required.
2. The *requester* will complete the fire alarm disabling permit, and bring the form to one of the designated *approvers* for the site.
3. The *approver* will review and the form, and sign the permit if approved. If the work is to be performed during business hours, the *approver* will weigh the risk associated with business impacts due to a false alarm versus not performing the work until after-hours.
4. The *approver* will work with the on-site/nested facilities contractor to assign an internal resource to perform the disabling of the system or component.

5. The *disabler* will complete the following steps:
 - a. Notify the Security Department that the system will be off-line prior to disabling the system or any components.
 - b. Notify the Fire Department and monitoring company that the system will be off-line prior to disabling the system or any components.
 - c. Complete the appropriate section on the fire alarm permit, including listing the devices to be disabled on the reverse side.
 - d. Post the permit until the system is returned to an operational state
 - e. Close the permit by completing the appropriate section
 - f. Forward the permit to the Facilities Contracted Site Manager (Back-Up: Unum Site Facilities Manager).

6. The *closed permit reviewer* will review each closed permit within 48 hours to ensure the fire alarm system has been returned to an active, operational status with no new trouble conditions.

20.5 Emergency Shutdowns

In the event of a situation requiring an emergency shutdown of the fire alarm system, the permit process will be completed immediately following the shutdown to ensure that proper notifications have been made and that the Unum Site Facilities Manager is aware of the situation that created the need for an emergency shutdown.

Fire Alarm System or Component Disabling Permit

Requestor Name _____

Requestor Company _____

Work Order # or Project # _____

Brief Description of Scope of Work _____

Location of Work _____

Duration of Work _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy)

Approval Section

I have reviewed the scope of work and the associated business impact risks. I approve the fire alarm system or component being disabled for the requested timeframe.

Approver Signature _____ Date _____

Disabler Section

____ Complete Building System Shut-Down ____ Partial Building System Shut-Down

- 1. Number of Trouble Alarms **before** performing disabling: _____
- 2. Notify the Security Department, Fire Department, and Monitoring Company that the system will be disabled.
- 3. List all device addresses to be disabled on reverse side of permit.
- 4. Number of Trouble Alarms **after** performing disabling: _____

Disabled By: _____ **Date:** _____

POST PERMIT ON PANEL FOR ENTIRE DURATION OF DISABLING

- 5. Number of Trouble Alarms **once system is re-enabled:** _____ [NOTE: Compare this number to Number 1, if there are more trouble conditions please provide explanation on reverse side of permit].
- 6. List the status of all devices disabled under this permit on the reverse side of permit.
- 7. Notify the Security Department, Fire Department, and Monitoring Company that the system has been re-enabled.

Re-Enabled By: _____ **Date:** _____

COMPLETED PERMITS SHOULD BE SENT TO Facilities Contract Site Manager for review.

Permit Close Review

I have reviewed this permit, and the system is back on-line and operational.

Signature: _____ Date: _____