



Environmental Health and Safety

SOP #EHS-002

FAU Satellite Campus Fire Alarms

Version 1.0

Effective: 03/15/2021

Revised: New Document

ENABLING DRIVER – POLICIES, REGULATIONS OR STANDARDS

1. FAU Fire Safety Manual, <http://www.fau.edu/ehs/info/fire-safety-manual.pdf>
2. National Fire Protection Association Codes, <https://www.nfpa.org/Codes-and-Standards>
3. University Policy 4.1.2, Environmental Health and Safety, <https://www.fau.edu/policies/files/4.1.2%20Environmental%20Health%20and%20Safety.pdf>

1. PURPOSE:

To provide uniform response guidelines for Jupiter, Davie, and SeaTech campuses, ensuring compliance, system credibility, and the safe evacuation of occupants with minimal response time.

2. APPLICABILITY AND SCOPE:

This procedure applies to all fire alarm control panel signals (trouble and supervisory) and fire alarms within FAU-Operated facilities at the Florida Atlantic University Campuses in Jupiter, Davie, and Dania Beach, Florida.

3. CONCEPTS AND DEFINITIONS:

- 3.1. FACP – Fire alarm control panel.
- 3.2. JCI – Johnson Controls, Incorporated
- 3.3. PD – Police Department.

4. RESPONSIBILITIES:

4.1. Environmental Health and Safety Office

- 4.1.1. Oversight of the performance and reliability of fire alarm systems and enforce regulatory requirements related to maintenance, inspection and testing of systems.
- 4.1.2. Monitor the performance of responses to fire alarm activations.
- 4.1.3. Work with the State Fire Marshal and local Fire Departments on issues related to compliance.
- 4.1.4. Audit and maintain records related to alarm systems.
- 4.1.5. Ensure only authorized personnel have access to the systems.

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- 4.1.6. Escort regulatory agencies and contractors who require access to Fire Alarm Control Panels (FACPs) for planned activities, as needed.
- 4.1.7. Maintain and update list and contact information of current alarm contractors and technicians and provide a copy to FAU PD.
- 4.1.8. Participate in the selection of qualified, licensed and certified contractors to provide monitoring, inspection, testing and maintenance services to fire alarm systems.
- 4.1.9. Maintain all keys to FACPs and ensure that all FACPs are secured at all times.
 - 4.1.9.1. Ensure a fire watch is in place anytime a system is in a state of impairment.
- 4.1.11. Oversee the maintenance of the fire alarm systems in accordance with established guidelines and contractual agreements, including during warranty periods.
- 4.1.12. Assign, employ, or hire certified and/or licensed individuals to inspect, test and maintain FACPs as required by codes.
 - 4.1.12.1. Review contractual agreements, issue work orders and authorize payments for work performed on fire alarm systems and monitoring.

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arrange for fire watch until the system can be placed back in service.

6. RELATED DOCUMENTS:

- SOP-EHS-S01 – FAU Boca Raton Campus Fire Alarm Policy

7. DOCUMENT MANAGEMENT AND CONTROL:

SOP Owner/Contact	Wendy Ash Graves
SOP Preparer	Wendy Ash Graves
Approved by	