

## Fire Alarm Disconnection

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### **PURPOSE**

The purpose of the Fire Alarm Disconnection procedure is to protect students, employees and visitors while performing work where there is potential for the fire protection system to be put into alarm condition. To prevent disruptions such as building evacuations and unnecessary emergency response from the Chicago Fire Department and Campus Safety, procedures have been developed to maintain fire protection in all buildings at all times while minimizing the possibility of false alarms.

### **POLICY**

It is the policy of Loyola University Chicago to provide students, employees and visitors with a safe and healthful environment. Fire alarm initiating and indicating devices as well as the control panel and central processing unit will remain in service at all times. If maintenance or other work requires the disconnection of a specific device or a disconnection of a specific zone the following procedures will be initiated.

### **PROCEDURES**

#### **1.1 Initiating a Request**

Facilities Management Engineers and Alarm Service contractors working under the direction of Facilities' Engineers are the only persons authorized to initiate a fire alarm disconnection. Construction and service personnel requesting a temporary disconnection of a specific alarm device, zone or city tie connection must complete a Fire Alarm Disconnect Request form and submit the request at least 72 hours prior to the disconnection taking place. Temporary disconnection of alarm initiating and indicating devices will be kept to an absolute minimum.

#### **1.2 Approval of Request**

The request will be submitted to Facilities Management Safety/Fire Safety and forwarded to Engineering and Campus Safety. Copies of the completed request will be maintained by Engineering, Campus Safety, Construction Contractor and Project Manager in the case of construction projects. A copy of the approved Disconnection Notice will be posted in the alarm panel room during the time frame of the disconnection.

#### **1.3 City Tie Disconnection**

In those situations where a city tie must be temporarily disconnected, the alarm system will continue to be monitored by Campus Safety and Engineering and all audible alarm devices will remain operational. The Chicago Fire Department's Alarm Office will be notified when the City tie is disconnected and notified again when the city tie is restored. If hot work is taking place the Hot Work policy will be followed and fire watch persons will be equipped with radios and or mobile phones to summon emergency assistance.

#### **1.4 Return to Service**

The Engineer on duty will return the system to normal operation at the earliest possible time after the work has been completed in accordance with the request.

#### **1.5 Fire**

All fires including those already extinguished, regardless of size will be immediately reported to the Chicago Fire Department, either by activating an alarm initiating device or by contacting the Campus Safety Dispatcher.