

16720S01 - Hospital Fire Alarm Response Procedure

INFORMATION:

All fire alarm systems in the Medical Center buildings connect to a Global Command Network that reports to an approved central monitoring system. In the event of a fire, the staff at the central monitoring will notify the Lexington Fire Department, UK Police, and Dispatch at Medical Center PPD.

Each system is comprised of many separate devices. All may not be found in every system. The devices are: smoke detectors, in duct smoke detectors, heat detectors, pull stations, flow switches, tamper switches (in Sprinkler systems), halon and other fire suppression systems which interface with the equipment to monitor CO2.

POLICY:

All fire alarms must be our first priority and must be responded to immediately. A fire alarm shall be handled in a consistent manner and considered an actual fire regardless whether a fire drill, false alarm, or actual fire. Upon completion, the monitor shall complete the report document. Radio traffic shall be kept to a minimum during the alarm.

PROCEDURE:

1. FOR ALARMS IN THE:

a. Hospital, Critical Care Center, Ambulant Wing, Dental Wing, MED Science Building, B.F. Roach, Animal Care Facility, and Gill Bldg.

1. When the alarm goes off, the location will appear on the screen. (If location is not listed, announce H-64 as the location.) The dispatcher will interrupt the automatic page by picking up the microphone on the fire alarm system. Key the microphone and page:

"YOUR ATTENTION PLEASE, CODE RED, CODE RED IN _____."
Announce three times, spaced at even intervals.

2. Radio or call the maintenance person on duty, report where to go, also page maintenance mechanic a work order for CODE RED.
 3. If Dispatch is not notified by Simplex within 90 seconds, they must call the Fire Department to ensure trucks are in route.
 4. When the fire department authorizes the system to be reset, the dispatcher will announce the following: "YOUR ATTENTION PLEASE, CODE RED, ALL CLEAR." (Two times)
2. After alarms are answered, and the fire department has authorized a reset, the Maintenance Mechanic at the scene may direct the Dispatcher to reset the system. If the system will not reset after two attempts, the supervisor on duty will determine and correct the trouble condition. If there is no visible cause for the alarm, the Systems Maintenance Mechanic on duty should replace the smoke detector or device that caused an alarm.

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3. If the point must be bypassed or the system must be taken out of service, follow PPD 04-41 - BYPASSING FIRE ALARM SYSTEM POINTS

OTHER:

The systems mechanic trained in fire alarm systems will coordinate the following as determined by the preventive maintenance and code requirements:

- a. Examine panels and transponders.
- a. Test sprinkler flow switches and tamper valves (out sourced).
- b. Check smoke detectors and clean as necessary.
- c. Check post indicator valves by opening and closing to see if alarm activates (out sourced).
- d. Check air induct detectors and clean as necessary.
- e. Perform any other tests as required by NFPA and fire codes.
- f. Insure that CO₂ or any chemical systems have been serviced by the vendor under price contract. Insure that the vendor assigned PM work on sprinklers fulfills the contract.