

## UMB Fire Alarm System Impairment Procedures

### I. Purpose:

To establish procedures in cases where the University's fire alarm system will be temporarily out of service because of an impairment.

### II. Definitions:

Impairment – An abnormal condition, during either a planned or emergency event, where a system, component, or function is inoperable (NFPA 72 Section 3.3.128 (2016)).

### III. Procedure

This procedure is in effect whenever there is a fire alarm system impairment, with respect to all portions of the University affected by the impairment.

#### 1. Planned Impairments:

- a) Complete a [Request for Outage Form](#) and submit to the UMB Office of Facilities Operations.
- b) If the outage is approved, the UMB Office of Facilities Management will notify the appropriate parties, including, but not limited to: UMB Fire Marshal, UMB Environmental Health & Safety, UMB Police & Public Safety ("UMB Police"), the Building Manager, UMB Facilities Maintenance, UMB Facilities Operations, and UMB Design & Construction.
  - i. If alarm initiating devices will not be completely functional and/or will not activate the building notification appliances, all occupants in the impacted area shall be notified of the impairment. Notice shall include an email the morning of with instructions to dial 911 in the event of a fire emergency.
- c) Planned impairments may not exceed 8 hours in a 24 hour period.
- d) Prior to any work occurring, the building must be signed-out at the Pine St Annex Police Communications Office.
- e) The UMB Electronics Shop will assist with the outage by silencing or disabling all necessary functions. The UMB Electronics Shop shall remain at the fire alarm control panel ("FACP") at all times when functions are disabled.
- f) If the work is being performed by a contractor, the contractor must be on-site with all tools and equipment necessary before the UMB Electronics Shop will begin disabling portions of the system. Contractors are not permitted to touch any aspects of the University's fire alarm systems without the UMB Electronics Shop present.
- g) The individual performing the work must remain on-site for the duration of the impairment. If the individual performing the work desires to leave the site, as many aspects of the fire alarm system shall be restored to a normal condition as possible. The UMB Police shall be notified of any disabled portions.

- h) At the conclusion of the impairment, the UMB Electronics Shop will restore the FACP to a normal condition and sign the building back-in at the Pine St Annex Police Communications Office. This procedure remains in effect until the FACP is in a normal condition.

2. Emergency Impairments:

- a) Examples of emergency impairments include, but are not limited to: loss of circuit integrity, malfunctioning hardware or software, and equipment failures.
- b) UMB Facilities Maintenance shall be immediately notified.
- c) UMB Facilities Maintenance will assess the emergency and report to the UMB Fire Marshal and Building Manager the extent of the damage and an estimated timeline for restoration.
- d) The UMB Fire Marshal is responsible for notifying additional personnel on an as-needed basis.
- e) The UMB Electronics Shop will assist with the outage by silencing or disabling all necessary functions. The UMB Electronics Shop shall remain at the FACP at all times when functions are disabled.
- f) If the work is being performed by a contractor, the contractor must be on-site with all tools and equipment necessary before the UMB Electronics Shop will begin disabling portions of the system. Contractors are not permitted to touch any aspects of the University's fire alarm systems without the UMB Electronics Shop present.
- g) The individual performing the work must remain on-site for the duration of the impairment. If the individual performing the work desires to leave the site, as many aspects of the fire alarm system shall be restored to a normal condition as possible. The UMB Police shall be notified of any disabled portions.
- h) At the conclusion of the impairment, the UMB Electronics Shop will restore the FACP to a normal condition and sign the building back-in at the Pine St Annex Police Communications Office. This procedure remains in effect until the FACP is in a normal condition.

3. Impairments greater than 8 hours in a 24 hour period:

- a) A planned impairment greater than 8 hours in a 24 hour period may be requested for approval from the UMB Fire Marshal.
- b) All impairments exceeding 8 hours in a 24 hour period will be subject to all procedures stated above.
- c) Additional safety measures may be in put in place at the discretion of the UMB Fire Marshal.
- d) The UMB Fire Marshal will notify the impacted Building Coordinators and Emergency Wardens, UMB Police, Baltimore City Fire Department ("BCFD"), and others as needed with the details of the impairment.

4. Fire Alarm Events During Impairments:

- a) If an initiating device activates that is not related to the impairment work, the following procedures shall be followed:
  - a. If notification appliances are functional, the UMB Electronics Shop shall:

- i. Immediately notify occupants of the building by enabling all notification appliances.
      - ii. Notify BCFD at 911 with the building address and source of the alarm.
      - iii. Notify UMB Police at 410-706-3333 that the alarm is true and that BCFD has already been notified. Request evacuation assistance from the UMB Police and for them to issue an All-Call.
      - iv. Notify the UMB Fire Marshal at 410-706-3494.
    - b. If notification appliances are not functional, the UMB Electronics Shop shall:
      - i. Notify BCFD at 911 with the building address and source of the alarm.
      - ii. Notify UMB Police at 410-706-3333 that the alarm is true and that BCFD has already been notified. Request evacuation assistance from the UMB Police Force and the need to issue an All-Call.
      - iii. Spread word throughout the building that there is a fire emergency and evacuation is needed.
  - b) If notification appliances activate as a direct result of the impaired maintenance being performed and not another emergency, the following procedures shall be followed:
    - a. If the notification appliances are active for less than 30 seconds, the UMB Electronics Shop shall:
      - i. Confirm and be 100% certain the notification appliances are caused by a direct result of the impairment. This includes verification at the FACP, graphic annunciator, and with the UMB Plumbing Shop or contractor performing the work.
      - ii. Immediately silence the notification appliances and play a test message from the FACP or relay a message through the microphone stating “May I have your attention please, may I have your attention please. We are performing maintenance on the fire alarm system. Please disregard all notification announcements. If an actual emergency occurs, you will be notified.” Repeat this message at least four times.
      - iii. Notify the UMB Fire Marshal at 410-706-3494.
    - b. If the notification appliances are active for greater than 30 seconds, the UMB Electronics Shop shall:
      - i. Leave the notification appliances active.
      - ii. Notify UMB Police at 410-706-333 that the fire alarm is active and to request evacuation assistance.
      - iii. Notify the UMB Fire Marshal at 410-706-3494.

**A signed copy of this procedure must remain at the FACP for the duration of the impairment.**

***Building Name:*** \_\_\_\_\_

***Building Address:*** \_\_\_\_\_

***Electronics Shop Signature:*** \_\_\_\_\_

***Signature of Person Performing Work:*** \_\_\_\_\_