

<b>EMERGENCY SERVICES DIVISION</b>  <b>BROOKHAVEN NATIONAL LABORATORY</b>	Procedure No: FR-ADM-1.1.5  Revision No: 4  Page 1 of 4
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**Title: SITE FIRE ALARM SYSTEM RESPONSES**

1.0 **PURPOSE:**

1.1 The Site Fire Alarm System (SFAS) receives many types of alarms: supervisory, informational and communication signals. This procedure outlines the required responses that are expected to be taken to the various alarms or changes in state.

2.0 **RESPONSIBILITIES:**

2.1 It is the responsibility of the Watch to be knowledgeable of all alarms and changes in state to the SFAS and to take appropriate actions when an alarm is received.

2.2 It is the responsibility of the Officer in Charge to take the necessary actions, which includes physically inspecting the SFAS, making required notifications, and recording pertinent data relating to the event reported.

3.0 **DEFINITIONS:**

3.1 ALARM: A signal indicating a change in state of a device or system.

3.2 FIRE ALARM: A signal indicating the need for immediate response of Emergency Forces.

3.3 SUPERVISORY ALARM: A signal indicating the operational status of a system (valve tamper, low air, etc.), the status effects its readiness.

3.4 TROUBLE ALARM: A signal indicating a fault in a system (loss of power, broken wire, ground fault, etc.).

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4.0 **PREREQUISITES:**

None

5.0 **PRECAUTIONS:**

None

6.0 **PROCEDURE:**

6.1 Upon receiving any of the following alarms which appear in RED,

	<u>Label</u>	<u>Meaning</u>
6.1.1	<b>ALARM</b>	Circuits combining two or more of the following: heat, smoke, manual device
6.1.2	<b>CO<sub>2</sub></b>	CO <sub>2</sub> system activation
6.1.3	<b>CMB GAS</b>	Combustible gas alarm
6.1.4	<b>DRY CHEM</b>	Dry chemical system activation
6.1.5	<b>EVAC</b>	Evacuation box pull
6.1.6	<b>HALON</b>	Halon system activation
6.1.7	<b>LO O<sub>2</sub></b>	Oxygen deficiency alarm activation
6.1.8	<b>MANUAL</b>	Manual fire alarm box pulled
6.1.9	<b>SMOKE</b>	Smoke detector activation
6.1.10	<b>SPRK</b>	Sprinkler system activation
6.1.11	<b>MEDICAL</b>	Medical Alert

6.2 The following actions are then to be initiated by the Watch:

- 6.2.1 Determine which building and zone is involved.
- 6.2.2 Acknowledge the alarm.
- 6.2.3 Sound the Still Alarm (Bunkroom lights at night).
- 6.2.4 Make PA announcement.
- 6.2.5 Sound radio alert and notify Field Details.
- 6.2.6 Notify Police by radio or intercom.
- 6.2.7 Activate the traffic pre-empter when leaving the Watchroom.

6.3 Upon receiving any of the following alarms which appear in YELLOW, BLUE, or MAGENTA.

6.3.1	<b>AIR SUP</b>	Air supply supervision on sprinkler system
6.3.2	<b>BYPASS</b>	Auxiliary function of panel bypassed (HVAC shutdown, preaction activation)
6.3.3	<b>DISABLE</b>	Alarm from panel to Firehouse blocked
6.3.4	<b>LO TEMP</b>	Low temperature in sprinkler room (below 40°F)
6.3.5	<b>LO WATER</b>	Not used

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- 6.3.6 **TAMPER** Valve supervision on sprinkler system
- 6.3.7 **TROUBLE** Fault in fire alarm panel
- 6.3.8 **TIE ZONE** Activation of a sub-panel on a multi-panel fire system
- 6.3.9 **PTR FAIL** Printer fail
- 6.3.10 **CALL IN** Call in as directed on the SFAS Monitor

6.4 The following actions are then to be initiated.

- 6.4.1 The Watch is to determine which building and equipment is involved. Verify if the alarm is from a known activity.
- 6.4.2 If it is unknown:
  - 6.4.2.1 Notify the Duty Captain.
  - 6.4.2.2 The Duty Captain is to investigate unknown alarms, which includes a response to the area by Fire/Rescue personnel if the cause is unknown (minimum of two people).
  - 6.4.2.3 If unresolved the Duty Captain is to take necessary actions, make required notifications, and record pertinent information.
  - 6.4.2.4 If an alarm point is toggling it should be masked only after starting the process of notifying repair personnel.

6.5 Upon receiving a " **COMFAIL**" (single channel, communication failure) which appears in **YELLOW**, the Watch is to notify the Duty Captain if:

- 6.5.1 A single alarm point appears for more than five minutes or
- 6.5.2 If several alarms occur simultaneously for any duration or
- 6.5.3 Repeated signal alarms (5 or more on one shift).
- 6.5.4 The Captain is to notify the SFAS Manager and Maintenance Management or Site Supervisor for repair.

6.6 Upon receiving an "**OFFLINE**", which appears in **YELLOW** the Watch is to notify the Duty Captain immediately.

- 6.6.1 The Duty Captain is to take all necessary actions necessary such as notifying repair personnel and establishing fire watches or patrols.

6.7 If there is a computer switchover the Watch is to immediately notify the Duty Captain.

- 6.7.1 The Duty Captain is to investigate the cause, verify correct computer transfer, take necessary actions to stabilize the condition, or make necessary notifications for repair or resolution.

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To properly verify a successful transfer the Captain shall:

- 1) Verify that the keypad can issue commands.
- 2) Verify there are no offline conditions related to area 100, "other computer".
- 3) Confirm no new alarm conditions appear on the system. For a successful transfer, an impairment shall be open for "switchover". The Captain shall log his check in the impairment comment section, and closed with the SFAS Manager's verification. Subsequent switchovers prior to the SFAS Manager's verification can be logged in the same open impairment. Unsuccessful switchover's shall have the SFAS Manager notified immediately

**7.0 IMPLEMENTATION AND TRAINING:**

None

**8.0 REFERENCES:**

8.1 Wormald Fire Alarm System Manual

**9.0 ATTACHMENTS**

9.1 Pic 9000," Actions To Take Upon Alarm Sounding."