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Title: RIS ALARM PANEL – WATCH ROOM BUILDING 599

1.0 PURPOSE

1.1 In the Watch room there is a panel above the Edwards building fire alarm panel. It is called the RIS panel. It provides alarms from several important systems in the firehouse. It watches the emergency generator and the UPS system. Like a fire alarm panel, it alarms when there is something needing attention. The annunciator has a red light to the left of each label. Each label describes a problem which is monitored (see Diagram on Page 3).

1.2 The following procedure shall apply to the Watch's response to the RIS alarm panel.

2.0 RESPONSIBILITIES

2.1 The Watch is to respond to the alarm as soon as possible. However, fire alarms and other emergencies take precedent. The RIS alarms indicate problems in the emergency generator and fire alarm system's power supplies. They should be dealt with promptly. The Duty Captain is responsible for initiating action once notified and ensuring it's follow through.

3.0 DEFINITIONS

None

4.0 PREREQUISITES

None

5.0 PRECAUTIONS:

None

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6.0 PROCEDURE:

- 6.1 The first action by the Watch is to "silence" the alarm. By pushing "S", the sonalert will stop ringing and the appropriate light will be flashing for the new alarm. Once the new alarm has been identified, press "A" for acknowledge. This will stop the light from flashing. If a new alarm comes in, the new alarm will flash and the old alarm will remain steady.
- 6.2 The second action is to complete the steps described below. Each alarm has a separate action. Record any alarm and action in the Watch Room Logbook.
- 6.3 When the alarm is reported cleared, press the "R". If it does not clear, notify the persons working on the system of the continued problem. Note the time restored in the logbook.
- 6.4 If a person comes on watch and an alarm exists on the panel, he is to ask the previous person on watch of the cause. The Watch is responsible for knowledge of the status of all existing alarms. If the reason cannot be obtained, notify the Duty Captain immediately. The alarm should be cleared only when the cause is known.

Actions on Receiving an Alarm:

- 6.5 Generator Running - If this is a test of the generator, note in logbook and reset alarm when the test is complete. In no case should the generator be on test past 1530 hours. If so, notify the Duty Captain to follow up.

If it is not a test, notify the Duty Captain that the generator is running. Note in logbook that generator is running. If a power failure has not occurred, the captain is to call Maintenance Management.* For a known power failure, wait for power restoration. If the generator has not stopped after twenty (20) minutes, notify Maintenance Management.*
 - 6.6 Generator Trouble - Notify the captain of generator trouble. If no one is working on the system, call Maintenance Management* for repair. The generator is out of service.
 - 6.7 AC Failure - The Uninterrupted Power Supply system has sensed problems on the AC power lines. The UPS is now supplying power to the Site Fire Alarm computer. It will last 8 - 16 hours.** If it does not clear within five (5) minutes, an emergency service call should be made to Maintenance Management.*
 - 6.8 UPS Summary - If any alarm condition comes in from the UPS, this also lights. There are a few points which do not have a point on the RIS panel, but they come in here. The specific
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conditions are annunciated on the UPS. It requires an emergency service call to Maintenance Management.*

6.9 UPS Bypass - This means the UPS has been bypassed. The Site Fire Alarm computer does not have the 8 – 16 hour** back-up power. This is normally done for maintenance. It should be restored as soon as possible (by the end of a working day). If no one is working on the system, the captain should check the basement UPS for workers. Else an emergency service call should be made to Maintenance Management.**

6.10 UPS Low Battery - The UPS batteries are running low. The 8 - 16 hour** battery supply is failing and the site fire alarm computer will fail within several minutes. The computer system should be shutdown. PE should be on site from previous alarms. They should be advised and request to restore all power or start the generator as soon as possible.

7.0 **IMPLEMENTATION AND TRAINING**

None

8.0 **REFERENCES**

None

9.0 **ATTACHMENT**

Watch Room RIS Panel

*After regular hours, notify Site Supervisor for an electrician

** Code requires that the UPS supplies 4 hours of power. Because of the design of the system, the UPS supplies 8 hours. At 50% of total load, the UPS conceivably supplies 16 hours of back up power.