UNIVERSITY OF WEST FLORIDA   **Pensacola, FL 32514-5750**
Facilities Management   **Effective August 15, 2005, Revised June 30, 2020**
Reviewed July 1, 2024

STANDARD OPERATING PROCEDURE # FAC 5.010

Subject: Fire Alarm Systems and Fiber Optics Communication Lines

Purpose and Scope: To formalize Facilities Maintenance, Information Technology Services (ITS) and University Police on the level of responsibility

Procedure:

A. Facilities Maintenance Fire and Security department is responsible for all E&G Buildings' fire alarm systems (excluding fiber optic data lines). Fire and Security is responsible for programming the alarm systems, testing, and making any repairs to the building system, which includes sensing devices, smoke detectors, pull stations, strobe lights and horns, repeater boxes, and back-up power supply, etc.

   a. When a fire alarm is received at Building 94, Police dispatch acknowledges the alarm at Bldg. 94 and contacts an officer, with location, and the officer investigates the problem and determines what action is to be taken. If NO smoke or fire is detected, the officer requests that dispatch depress alarm silence. The officer will then request a reset.

   b. However, if the fire alarm system will not reset, the officer has dispatch contact the Fire Alarm technician on call. Fire Alarm Technician will resolve the problem via remote access to the system. If this is not successful, he is to resolve in accordance to NFPA 72. If no problem is identified, a watch order is placed on the building until the system is reactivated.

B. Fire Alarm Technician will communicate with Information Technology Services to report the problem. ITS will troubleshoot the fiber optic lines, jumpers, and/or connectors, and make repairs to the network.

   a. After fiber optic repairs, the fire alarm system fiber optic data lines are tested to ensure alarm system communicates to the Police Department. If successful, the watch order is cancelled.

C. After Fire Alarm Technician investigates and determines the trouble is in a Residence Hall or Dormitory, Fire Alarm Technician will contact Police dispatch to contact appropriate vendor resolve fire alarm problem. Hiller Systems is responsible for responding as required by NFPA 72. The designated contractor will contact Housing Maintenance Superintendent. If the designated contractor is not able to repair the system then they must place the building or area on watch order until system is reactivated.

D. The University Police Department is responsible for monitoring, responding to, and investigating all fire alarms received, as well as maintaining reports (computer printouts) that Fire Alarm Technician will pick up and file monthly.

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