



# SHUTDOWN OF FIRE ALARM SYSTEM IN SCHOOLS

Responsibility:	<i>Coordinating Superintendent, Business Services &amp; Treasurer of the Board</i>
Legal References:	<i>Ontario Fire Protection and Prevention Act, 1997, O. Reg. 213/07 S. 2.8</i>
Related References:	<i>Nil</i>
Revisions:	<i>September 2019</i>
Reviewed:	<i>March 2016</i>

### 1. Preamble

- 1.1 The procedures that follow provide guidelines and expectations regarding shutting down the fire alarm system in a school.

### 2. General

- 2.1 The fire alarm system is essential for safe building occupancy. The system must **never** be shut down for convenience purposes or concern that school activities may cause false alarms. However, periodically the fire alarm system will be shut down during system repairs or building construction. The system should not be shut down unless it is absolutely necessary.
- 2.2 These guidelines must be followed at all times in order to provide occupant safety.
- 2.3 Direct Detect provides alarm monitoring services for all WRDSB sites.

### 3. Procedures

- 3.1 Prior to alarm system shutdown and upon restoring fire alarm system individuals supervising the shut down must contact Bestel at **519-651-2754** and Direct Detect at **519-741-2494** and have on hand the **School System Account Number (this information should be made readily available)**.  
**School System Account Number:** \_\_\_\_\_

The School System Account Number is your school's Location Code (also known as Finance Code) with the prefix 209. For example, the Education Centre Location Code is 186. Therefore the School System Account Number for the Education Centre would be 209186.

- 3.2 The necessary work required prior to shutdown is to be reviewed with the Principal, Head Custodian, or Custodial Department Head, Facility Supervisor as applicable, in order to reduce system down time. Assess the best time to complete the work required and plan an alternative source of alarm (i.e., siren, P.A. system, etc.)
- 3.3 Assigned staff will conduct a fire watch and will complete the following on a continual basis throughout the shutdown:
  - 3.3.1 Patrol all affected areas and high risk areas;
  - 3.3.2 Call 911 if they see a fire or smell smoke;
  - 3.3.3 Announce to occupants through alternate source of alarm.

- 3.4 All staff are to be advised of the system shutdown, when the system is expected to be back in operation and the alternative source of alarm.
- 3.5 Bestel at **519-651-2754** and Direct Detect at **519-741-2494** should be informed once the system is back on line.
- 3.6 Staff should be advised that the system is back on line.