Administrative Procedure 4220

TESTING OF FIRE ALARMS

Responsibility: Superintendent, Business Services & Treasurer of the Board

Legal References:
- Ontario Fire Protection and Prevention Act, 1997,
- Ontario Regulation 213/07 S. 6.3

Related References:
- CAN/ULC – S536 Inspection and Testing of Fire Alarm Systems

Revisions:

Reviewed: March 2016

1. Preamble

1.1 The procedures that follow provide guidelines and expectations regarding the testing of fire alarms.

1.2 The provincial fire code requires monthly fire alarm and sprinkler tests. It is also necessary periodically to test fire alarm systems for reasons of maintenance and repair. Fire alarms in Waterloo Region District School Board (WRDSB) schools are in direct communication with Direct Detect (Fire Monitoring Company). It is necessary to follow this procedure.

2. Procedures

2.1 Prior to alarm system shutdown and upon restoring fire alarm system individuals supervising the shutdown must contact 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 624. Therefore the School System Account Number for the Education Centre would be 209624.

2.2 When speaking with the Dispatcher, give your name, the school name and your School System Account Number.

2.3 Inform the Dispatcher that you are going to test the fire alarm signal and to put the system on test for one hour. Tell the Dispatcher you will call back when finished. The reason that a time frame is given is so that if for some reason Direct Detect does not get a call back, the system is automatically put back in service at the expiration of the hour.

2.4 Perform your fire alarm test.

3. Upon Completion of Fire Alarm Test

3.1 Please allow a few minutes after completing your fire alarm test for the fire alarm signal and the alarm reset to transmit to Direct Detect and clear their computer.
3.2 Call Direct Detect, giving the Dispatcher your School System Account Number again. Confirm with the Dispatcher that a fire alarm signal or signals and an alarm reset have been received.

3.3 After verifying that the signals have been received, inform the Dispatcher that the test is complete and request to return your system to full service.

3.4 Record the date and the results of your test(s) in the fire alarm log book.

3.5 If any problems develop requiring service, call your Facility Supervisor, provide details and request tradesperson assistance.