



Administrative Procedure 4220 TESTING OF FIRE ALARMS

Responsibility:	<i>Superintendent, Facility Services</i>
Legal References:	<u>Ontario Fire Protection and Prevention Act, 1997,</u> <u>Ontario Regulation 213/07 S. 6.3</u>
Related References:	<u>CAN/ULC – S536 Inspection and Testing of Fire Alarm Systems</u>
Revisions:	August 2021
Reviewed:	March 2016, August 2021, March 2023, October, 2024

1. Preamble

- 1.1 This procedure is to provide guidelines and expectations for the testing of fire alarm systems.
- 1.2 The Ontario fire code requires monthly fire alarm system and fire sprinkler system tests. It is also necessary to test fire alarm systems for reasons of maintenance and repair. Fire alarm systems in Waterloo Region District School Board (WRDSB) schools are monitored by Direct Detect (Fire Monitoring Company). It is necessary to follow this procedure.

2. Procedures

- 2.1 Prior to fire alarm system testing or 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 the 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 20-9624.

- 2.2 When speaking with the Dispatcher, provide your name, the school's name, School System Account Number and phone number that you can be reached at.
- 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 system test.

3. Upon Completion of Fire Alarm System Test

- 3.1 Please allow a few minutes after completing your fire alarm test for the fire alarm signal and the fire alarm reset to transmit to Direct Detect.

- 3.2 Call Direct Detect, giving the Dispatcher the School System Account Number again. Confirm with the Dispatcher that the fire alarm signal or signals and fire alarm reset have been received.
- 3.3 After verifying that the fire alarm 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) of the fire alarm system in eBASE.
- 3.5 If any problems develop requiring service, contact the Facility Supervisor, provide details and request tradesperson assistance.