



Applies To: <b>UNMH</b> Responsible Department: Life Safety Department Revised: NEW
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Title: <b>Fire Panel Watch</b>		<b>Procedure</b>			
<b>Patient Age Group:</b>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> All Ages	<input type="checkbox"/> Newborns	<input type="checkbox"/> Pediatric	<input type="checkbox"/> Adult

**DESCRIPTION/OVERVIEW**

To outline and describe emergency fire alarm instructions to Fire Alarm Contractors conducting fire alarm panel watch while a fire alarm system is going through an annual or quarterly inspection/test, in-service or in-test mode. This procedure is to ensure that other fire alarm trouble signals, supervisory signals or any other type of signal coming into the fire alarm panel not within the scope of work being performed by the contractor are addressed and immediate notification and necessary activation of the alarm is performed.

**REFERENCES**

National Fire Protection Association, NFPA 72: National Fire Alarm Code, 2010 Edition  
 National Fire Protection Association, NFPA 101: Life Safety Code, 2012 Edition

**AREAS OF RESPONSIBILITY**

Director, Life Safety: Responsible for overall implementation and training.  
 Life Safety Department: Responsible for educating, training and implementation of the procedure.  
 UNMH Contracted Fire Alarm companies: Responsible for understanding and implementing the procedures.

**PROCEDURE**

While a fire alarm company places a fire alarm system in a “walk test” or “in-service” mode, the normal operation and functionality of the fire alarm will not alert and notify building occupants of a true fire emergency. During this time, individuals conducting the fire alarm panel watch, shall perform the following actions to notify occupants should a signal on the fire alarm panel be triggered that is NOT within the scope of their intended work:

**UNMH Main Hospital, Bill and Barbara Richardson Pavilion (BBRP), University Psychiatric Center (UPC), Children’s Psychiatric Center (CPC), Outpatient Surgery and Imaging Services (OSIS), SE Heights Clinic, North Valley Clinic, SW Mesa Clinic, Carrie Tingley Outpatient Clinic:**

1. The individual(s) conducting the fire alarm panel watch must be posted and monitor the fire alarm panel AT ALL TIMES. There must be a trained company employee monitoring the panel without exception.

2. The individual(s) conducting the fire alarm panel watch shall have the necessary equipment to quickly and readily communicate with their employees doing the work within the building.
3. Fire Alarm Contractors intending to work on a fire alarm system shall notify the Life Safety Department at least 24 hours in advance that a fire alarm system will be impacted in order for the Life Safety Department to place the information on the Facilities HOT List for documentation and to notify to the appropriate departments.
4. Contractors placing the fire alarm system in a walk test mode shall notify the following entities prior to placing the system in-service or test mode:
  - a. UNMH Safety Department: UNMHSafety@salud.unm.edu
  - b. Security Dispatch: To notify Security that the fire alarm company is placing the system in a test or in-service mode. The duration of the intended work should also be given at 505.272.2160.
  - c. Life Safety Department at 505.272.0713
  - d. Fire Alarm Monitoring Company
5. All existing “not-normal” conditions on the fire alarm panel shall be documented. If the intended work is not to correct these “not-normal” conditions, please contact the Life Safety Department to determine next steps for corrections.
6. When the work has been completed, or at the end of the day, all attempts shall be made to return the system to normal. If there are trouble signals or other signals on the system at the conclusion of the work, please contact the Life Safety Department and document the troubles on the system.
7. When the work has been completed, the fire alarm company shall notify all of the entities as cited in item #4 above that the work is complete and the system has returned to normal conditions.

#### **Emergency Procedures:**

1. Should a signal signifying a smoke or fire situation within the building occur that IS NOT within the scope of the intended work, the fire panel watch individual(s) should immediately contact Security Dispatch at 505.272.2160. The following information will be given to Security Dispatch:
  - a. Type of fire alarm signal that came in
  - b. Location of the fire alarm signal
  - c. Security dispatch will then initiate the Emergency Response Team and Security may also call 911 if so warranted.
2. The individual(s) conducting the fire alarm panel watch shall then reactivate the fire alarm system to alert occupants of the fire alarm signal that came in.
3. Should fire alarm panel watch be conducted during occasions when Security is not present (i.e. during weekend or non-business hour work) and a fire alarm signal signifying a smoke or fire situation occur, please re-activate the fire alarm system and call 911 immediately.

#### **All other UNMH Offsite Buildings Fire Alarm activation instructions:**

1. The individual(s) conducting the fire alarm panel watch must be posted and monitor the fire alarm panel AT ALL TIMES. There must be a trained company employee monitoring the panel without exception.

2. The individual(s) conducting the fire alarm panel watch shall have the necessary equipment to quickly and readily communicate with their employees doing the work within the building.
3. Fire Alarm Contractors intending to work on a fire alarm system shall notify the Life Safety Department at least 24 hours in advance that a fire alarm system will be impacted in order for the Life Safety Department to place the information on the Facilities HOT List for documentation and to notify to the appropriate departments.
4. Contractors putting the fire alarm system in a walk test mode shall notify the following prior to placing the system in-service or test mode:
  - a. UNMH Safety Department: UNMHSafety@salud.unm.edu
  - b. Security Dispatch: To notify Security that the fire alarm company is placing the fire alarm system in a test or in-service mode. The duration of the intended work should also be given at 505.272.2160.
  - c. Life Safety Department at 505.272.0713
  - d. Fire Alarm Monitoring Company
5. All existing “not-normal” conditions on the fire alarm panel shall be documented. If the intended work is not to correct these “not-normal” conditions, please contact the Life Safety Department to determine next steps for corrections.
6. When the work has been completed or at the end of the day, all attempts shall be made to return the system to normal operations without any trouble signals or other signals on the system. If there are still signals on the system, please contact the Life Safety Department and document the troubles on the system.
7. When the work has been completed, the fire alarm company shall notify all of the entities as cited in item #4 above that the work is complete and the system has returned to normal condition.
8. Should a signal signifying a smoke or fire situation within the building that IS NOT within the scope of the intended work, the fire panel watch individual(s) should immediately call 911 with the following information:
  - a. Location to include address and name of the building
  - b. Type of fire alarm signal that came in
  - c. Location of the fire alarm signal
9. The individual(s) conducting the fire alarm panel watch shall then reactivate the fire alarm system to alert occupants of the fire alarm signal that came in.
10. This should occur at any time fire alarm panel watch is being conducted.

## **DEFINITIONS**

Normal Business Hours: Monday – Friday, 8:00am – 5:00pm

Non-Normal Business Hours: Monday – Friday, 5:00pm – 8:00am, All day and night, Saturdays and Sundays

HOT List – Ongoing document reflecting all ongoing construction work within all UNMH Facilities.

## **SUMMARY OF CHANGES**

*NONE*

## RESOURCES/TRAINING

Resource/Dept	Contact Information
Life Safety Department	505.272.0713

## DOCUMENT APPROVAL & TRACKING

Item	Contact	Date	Approval
Owner	Director, Life Safety		
Committee(s)	Safety Committee PP&G Committee		[Y or N/A]
Official Approver	Administrator, Professional and Support Services		[Y or N/A]
Official Signature		Date:	
Effective Date		[Day/Mo/Year]	
Origination Date		[Month/Year]	
Issue Date	Clinical Operations Policy Coordinator		

## ATTACHMENTS

Example of Emergency Information stickers

## Example of Emergency Stickers

This is an example of the Emergency Stickers that will go on each fire alarm panel being monitored.

**UNMH Main Hospital, BBRP, UPC, CPC, OSIS, SE Height Clinic, North Valley Clinic, SW Mesa Clinic, Carrie Tingley Outpatient Clinic:**

**Should a signal come up that is not in your area, please do the following:**

1. Contact Security Dispatch at 505.272.2160
2. Reactivate the Fire Alarm System

**If Security is not available, please do the following:**

1. Call 911 Immediately with building address, building name and type of emergency.
2. Reactivate the Fire Alarm System.

**All other UNMH Offsite Buildings:**

**Should a signal come up that is not in your area, please do the following:**

1. Call 911 Immediately with building address, building name and type of emergency.
2. Reactivate the Fire Alarm System.