

**EASTERN MICHIGAN
UNIVERSITY™**

**PHYSICAL PLANT
OPERATIONAL & MAINTENANCE
ADMINISTRATIVE PROCEDURE**

Section	Subject	Effective date	Procedure Number
Administration	Fire Alarm Shutdown	May 30, 2013	A-03

Purpose

To provide a system for shutting down fire alarm systems and/or monitored fire protection equipment, when work that would affect the system is required.

Procedure

1. When inspecting, testing and/or maintenance of any alarm system is scheduled, prior to work beginning; notification of the inspection, testing and/or maintenance should be made to:
 - 1.1. Department of Public Safety
 - 1.2. The Manager, Structural Life/Safety Systems (734-487-3426).
 - 1.3. The Building Administrator
2. Notification should include the following information:
 - 2.1. When work is to be performed (i.e., date)
 - 2.2. Anticipated length of down time
 - 2.3. Type of work (i.e., noise, shut downs, etc.)
3. Shutting down of the Fire Alarm Systems is required when doing ANY kind of work on Fire Protection Equipment and/or Systems on the Eastern Michigan University campus:
 - 3.1. It is the Contractor's responsibility to contact the following:

- 3.1.1 For Maintenance and Operation use the EMU Fire Shop in order to utilize EMU technician(s) for the de-energizing and re-energizing of the fire alarm notification system before any work is to be performed that could affect the activation of the buildings fire alarm detection and/or notification system.
 - 3.1.2 For projects use the current T&M contractor in order to de-energizing and re-energizing of the fire alarm notification system before any work is to be performed that could affect the activation of the buildings fire alarm detection and/or notification system.
- 3.2. Eastern Michigan University does not assume financial responsibility for work performed by the Contractor.
- 3.3. In addition, if the work entails the shut down of any water based fire protection then additional notification needs to be performed prior to the work occurring:
 - 3.3.1. Contact EMU Plumbing Shop (Plumbing Foreperson) and work with him to accomplish this work (734-487-3424).
4. When the contracted company comes to campus, they should notify Department of Public Safety (DPS) dispatch (734-487-1222) and the EMU Fire Shop that they are here and going to be working on the system.
5. If the alarm is activated during the work, then the Contractor needs to contact the Department of Public Safety Dispatch (734-487-1222) and the Structural Life Safety Manager (734-487-3426).
 - 5.1. Dispatch, upon receiving the call from the Contractor, contacts the Building Administrator to let him/her know it is a false alarm.
 - 5.2. The Contractor will not be allowed to work on the system if they do not have the capability to silence an alarm or have an immediate plan for silencing an alarm.
6. When the Contractor has completed his/her work, the Contractor must let dispatch and EMU Fire Shop know that the alarm is again active and they are leaving the building

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