



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

TITLE: Procedures for Fire Protection Systems

NUMBER: REF-1909.2

ISSUER: John Sterritt, Director
 Office of Environmental Health and Safety

Enrique G. Boull't, Chief Operating Officer
 Office of the Chief Operating Officer

Roger Finstad, Director
 Maintenance and Operations Branch

DATE: February 25, 2013

ROUTING
 All Schools and Offices
 Administrators of Operations
 Operations Coordinators
 Regional Facilities Directors

PURPOSE: This Reference Guide provides procedures for fire protection systems, including requirements for testing and servicing. The Site Administrator is responsible for ensuring that all fire protection systems are operating properly and reporting any deficiencies immediately to the Facilities Services Division (FSD). The FSD is responsible for providing technical assistance with the maintenance and operations of these systems to ensure compliance with State and local fire regulations.

MAJOR CHANGES: This Reference Guide replaces REF-1909.1 (dated November 17, 2008) *Procedures for Fire Protection Systems*.

INSTRUCTIONS: I. OPERATING PROCEDURES

Fire protection systems include fire alarm signaling systems, fire suppression systems, Central Station Monitoring systems, fire-rated corridors, stairwells and doors. In order to meet State and local fire regulations, the Site Administrator shall follow the operating and testing procedures described below.

A. General Requirements

1. No fire alarm or fire suppression system shall be deliberately rendered inoperative at any time, except during maintenance of the system by qualified persons. Maintenance and repairs shall not commence until the Site Administrator has been notified by Maintenance and Operations (M&O) personnel and a "fire watch" is established if required (see Section IV, Fire Watch Procedure).
2. The integrity of fire-rated corridors shall be maintained to limit the potential spread of smoke and fire. Self-closing devices on doors leading



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

to fire-rated corridors and stairwells shall not be tampered with or otherwise compromised. The practice of using doorstops, chairs or any other device that prevents complete closure of the door is prohibited.

3. Site employees shall be trained in the operation of fire alarm systems. For new systems, training is typically provided by the contractor under the direction of the Owner's Authorized Representative (OAR). For existing systems, training is provided upon request by the FSD. Your Complex Project Manager is your point of contact for this and other FSD-related requests and information.

B. Procedure for Responding to Fire Alarm

1. Immediately evacuate all buildings using the exit routes indicated on the posted evacuation plan.
2. Upon discovery of a fire-related emergency, staff shall immediately notify the local Fire Department by dialing 911.
3. Students and staff may return to buildings only after the Site Administrator or the local fire authority has determined that it is safe to do so.
4. If a manual fire alarm pull station was used to activate the fire alarm, it shall be reset, along with the fire alarm system, once the Site Administrator has determined there is no emergency, or when directed to do so by the responding fire authority.

C. Procedure for Responding to Fire Alarm Intercept System (Pre-Alarm System)

1. If a fire alarm intercept system (positive alarm sequence) is provided for a school fire alarm system, it shall only be used according to the posted instructions.

D. Procedure for Responding to Fire Sprinkler System Activation

1. Follow the procedure in Section IB, Procedure for Responding to Fire Alarm.
2. Only the Fire Department or qualified maintenance personnel are authorized to restore a fire sprinkler system to operating condition after a sprinkler head has activated and been replaced.
3. Systems shall be repaired if necessary and restored to full working order as soon as possible.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

II. MONTHLY TESTING PROCEDURES FOR FIRE ALARMS

- A. The fire alarm system shall be tested by designated staff (normally the Plant Manager or assigned staff member) in compliance with the California State Fire Code. A different manual fire alarm pull station shall be used each month to ensure that all pull stations are in working order. Staff shall number the pull stations and record the test by pull station number. The fire alarm system device map provided by FSD indicating the location of manual fire alarm pull stations may be used for this purpose. An actual fire drill, an annual test or a five-year test performed during any month may be documented as the test for that month.
- B. The Plant Manager or assigned staff member shall notify the Site Administrator prior to testing fire alarm systems and shall also call the central station (if the system is monitored) to place the fire alarm system “on test” for the time period needed. If a fire drill is not intended, then the test should take place during a time when school buildings do not have student occupants. The Plant Manager shall verify that the central station received the fire alarm signal.
- C. The Plant Manager or assigned staff member shall complete a “Record of Fire Alarm Pull Stations Tested” form (Attachment A) after each test. Records of tests shall be maintained in the Main Office inside the Fire Log Book, and must be available upon demand by the local fire authority.

III. ADDITIONAL TESTING PROCEDURES & REPORTS

In addition to the monthly test conducted by the Plant Manager, Administrators are required to allow FSD staff access to fire/life safety systems to perform required tests and services according to the following schedules:

- Fire alarm signaling systems: annually
- Hood suppression systems: semiannually
- Fire Extinguishers: monthly inspection is performed and documented by Plant Managers and/or custodial staff, and the annual service is performed by M&O
- Automatic sprinkler systems: every five years
- Standpipe systems: every five years
- Automatic fire closing assemblies: annually
- Auto Release Magnetic doors and holders: annually
- Auto Closing Fire Doors (boiler rooms and stages): annually.
- Fire pumps: annually

These procedures may be performed more frequently if required by the local fire authority. FSD staff should communicate with Site Administrators in order to



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

minimize disruption of school operations during required testing.

FSD will track the status of LAUSD fire protection systems to ensure systems are operable and certified.

FSD will provide OEHS with a monthly report to provide an accounting of fire alarm systems that are not current in certification and/or are inoperable. Sites that have inoperable systems shall follow the guidance in Section IV.

IV. FIRE WATCH PROCEDURE

Fire alarm systems could become inoperative as a result of maintenance and repair activities, a power disruption, vandalism, accidents or construction activity. Site Administrators should regularly check the system status display at the office annunciator for any indication of trouble with the system. Any trouble indication or supervisory alarm must be reported immediately to M&O as an urgent trouble call.

A “fire watch” is defined as the assignment of a qualified person or persons who shall have the responsibility for the continuous patrol of the entire premises for the purpose of detecting fires and transmitting an immediate alarm to the Fire Department (911) and the building occupants. Performing a fire watch is a full time responsibility that must be done in compliance with the directions from the Fire Department and as outlined in Section B below.

A. Reporting Procedure for Fire Watch

If a fire alarm system, or any other fire protection system or equipment becomes inoperative, the Site Administrator (or OAR or Inspector of Record [IOR] if disruption is result of construction) shall take the following action:

1. Notify the Fire Department that an automatic fire protection system is inoperative and that the facility is requesting authorization and instructions to establish a fire watch. In the event that the Fire Department cannot be contacted, a fire watch will be established and authorization requested at the earliest possible time. Notification to the Fire Department can be made at the following number(s):

LAFD (Valley)	(818) 374-1110
LAFD (LA)	(213) 978-3660
LAFD (For after hours non-emergency calls)	(213) 847-5360
LA County Fire Department	(323) 881-2455

2. Notify the Regional Facilities Director (RFD) for support to repair the



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

system and provide guidance and manpower for a fire watch.

3. Notify the Administrator of Operations for support with school operations.
4. Notify the Office of Environmental Health and Safety (OEHS) at (213) 241-3199.
5. Notify School Police at (213) 625-6631 only for a 24-hour fire watch.

B. Procedure for Conducting Fire Watch by Assigned Personnel

1. Perform patrol operations in accordance with instructions from the Fire Department (complete circuit at least every 30 minutes). Become thoroughly familiar with the area being patrolled.
2. Provide a means of making immediate contact with the Fire Department and the Main Office, such as cellular telephone or land line telephone.
3. Log in every patrol round and record any significant information in the "Fire Watch Log Report" (Attachment B) in the Fire Log Book as long as the fire watch is in effect.
4. Remain on duty until properly relieved.
5. Relay special orders or pertinent information to relief personnel at shift change.
6. Approval from Fire Department to discontinue fire watch procedures shall be obtained once fire protection equipment is fully restored.

C. Reporting Procedure for Fire Watch at New Schools and Building Additions

1. The OAR supervising the school construction site is responsible for implementing fire watch procedures.
2. The OAR must obtain written approval from the Fire Department prior to the establishment of a fire watch and provide appropriate documentation to OEHS and the IOR.
3. The OAR must notify OEHS and the IOR whenever a fire watch is to be established.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**RELATED
RESOURCES:**

Additional information is available at www.lausd-oehs.org.

ASSISTANCE:

For assistance or further information, please contact your Complex Project Manager or the Office of Environmental Health and Safety at (213) 241-3199.

