

# Imperial College London

**FIRE SERVICES  
ROOM 174, SHERFIELD BUILDING**

## Code of Practice

Revision No: 1

Date: 3<sup>rd</sup> March 2010

### Fire Alarm System Failure Protocol

There are occasions when all or parts of a building fire alarm system are not fully operational due to equipment failures, routine maintenance, system modifications or testing. In order to minimise the impact these events could have on the operations of the building and its' users the following protocols are to be adhered to.

1. In all cases where it is known that sounders are defective or parts of the system will be turned off, the Chief Fire Officer, Building Manager and Security staff at the campus concerned must be informed.
2. Where sounders or system components e.g. call points are to be turned off for maintenance or repair, no more than one floor of the building should be disabled at any one time.
3. In the scenarios as in 1. & 2. above where the sounders or system will not be fully operational for a period of 30 minutes or more the following procedures must be carried out;

South Kensington:

Hammersmith Campus:

Charing Cross Campus:

Silwood Park Campus:

Security staff to patrol every 30 minutes with a portable fire alarm sounder. If whilst patrolling the Security Officer is advised of a fire status in the area or discovers a fire (s)he will use the portable sounder to alert staff.

Brompton Campus:

Any works to the fire alarm system which may result in the sounders or system being inoperative for a period of 30 minutes or longer, must be organised in advance so that appropriate arrangements can be made.

4. The Chief Fire Officer, Building Manager and Security must be informed when the system is returned to full operation.

**Chief Fire Officer**