



Fire Alarm Procedures

To ensure the safety of students and staff, and to abide by local fire codes and insurance requirements, the following guidelines have been implemented.

Fire Alarm Test Procedures

- The fire alarm system may not be placed in test mode while students and staff are in the building with the exception of routine fire drills.
- Prior to a routine fire drill, building Administrators and Buildings & Grounds must be contacted for approval 24-hours prior to the drill. Buildings & Grounds will contact Alarm Central and have the system placed in test during the timeframe provided by the facility.
- At no time shall the fire alarm system be shut down.

Construction Procedures

- At no time should building staff place the system in test mode for a contractor working in the building. Contractors are required to make arrangements with Buildings & Grounds for authorization. Buildings & Grounds will place the system in test if deemed necessary.
- Upon completion of construction activities, a fire alarm diagnostic report shall be ran to ensure the system is operating properly.
- District options for detector deactivation in a construction zone are limited to:
 1. If approved by fire marshal, heat detectors may be installed in smoke detector locations.
 2. Smoke detectors may be wrapped/covered. Detectors must be uncovered when building is occupied with students and when construction activity has stopped.
- Only District approved certified fire alarm contractors are approved to work on fire alarm panels. Contractors/CRCSD staff are not permitted to disassemble wiring without written approval by the District.
- All system software modifications (Disabling devices, removing or adding devices) shall be performed by a District approved fire alarm technician.
- All software system modifications need to be documented and submitted to Buildings & Grounds within 24 hours of the change.
- If fire alarm system software modifications have been made during the construction project, (2) copies of the fire alarm system database will be provided to Buildings & Grounds at project completion with a summary of listed changes.