

**TITLE:** BOCA RATON CAMPUS FIRE ALARM POLICY – ACCESS AND RESPONSE

**OBJECTIVE AND PURPOSE:** To provide uniform response guidelines ensuring compliance, system credibility Ensure that only authorized personnel have access to fire alarm panels.  
Expedite responses to fire alarms.

**ENVIRONMENTAL  
HEALTH AND  
SAFETY (cont'd)**

- ◆ Oversee the maintenance of the fire alarm systems in accordance with established guidelines and contractual agreements, including during warranty periods.
- ◆ Assign, employ, or hire certified and/or licensed individuals to inspect, test and maintain FACPs as required by codes.
- ◆ Review contractual agreements, issue work orders and authorize payments for work performed on fire alarm systems.
- ◆ Have a system in place to respond to all alarm activations, including fire alarms, trouble alarms, and supervisory alarms 24 hours a day and 365 days a year and ensure that a certified alarm tech responds regardless of the date and time to facilitate immediate repair and/or reset systems.
- ◆ Maintain and update contact information of current alarm contractors and technicians and provide to University Police.
- ◆ Keep records and files of work performed on all FACPs and maintain log books.
- ◆ Escort and monitor contractors or regulatory agencies that need access to FACPs as needed.
- ◆ Conduct monthly meetings with fire alarm system service contractors to review upcoming work, open work orders, and other recommended actions, including

## ATTACHMENT “A”

### BOCA CAMPUS FIRE ALARM SYSTEM EMERGENCY SERVICE PROCEDURES

When Emergency Service (i.e., not a scheduled repair or inspection) is needed at FAU facilities other than facilities operated by Housing and Residential Life, [Florida Atlantic University](#) calls the Simplex 24 hour Service Request Center, uses the web portal, to set up a service call, and a Simplex technician is dispatched.

**SRC (Service Request Center) 1-877-856-7233 or 561-277-4140, Option 1.**  
**Web Portal: <https://customer.simplexgrinnell.com/Pages/SGLanding.aspx>**

#### **During Normal Working Hours (8 a.m. – 5 p.m. M-F):**

- [Environmental Health & Safety \(EH&S\)](#) discovers or is notified of problems involving fire alarm systems, and notifies Simplex to dispatch a technician.
- The Simplex technician arrives to the property and checks in with [\(EH&S\)](#) at [Campus Operations](#).