



Fire Alarm Testing Procedure

Table with 2 columns: Office of Administrative Responsibility, Approver, Scope. Content includes Agri-Food Discovery Place, Executive Director, and scope details regarding compliance with the procedure.

Overview

Health and Safety is an integral part of all our business and research activities at Agri-Food Discovery Place (AFDP), and we are continually working towards making measureable improvements in the health and safety aspects of our workplace on an ongoing basis.

Regular Fire Alarm testing is an integral component of the Emergency Response Plan at AFDP. It is equally important to ensure all employees and students are aware of the testing schedule to prevent unnecessary shut down of laboratory experiments and interrupt research activities.

Purpose

To outline the procedure for monthly and annual testing of the fire alarm system at Agri-Food Discovery Place to ensure all parties understand and comply with the procedure.

Responsibilities:

Facilities and Operations (Life Safety)

- Conduct monthly and annual tests of the fire alarm system at AFDP
Facilities Service Manager for Area 3 will provide notice one week in advance of the Fire Alarm Test to the following AFDP contacts
Receptionist - Laurie Heidebrecht
Crop Wing Manager - Gabriel Chemello
Meat Wing Manager - Ken Fahner
Engineering Technologist - Nathan Buzik
Executive Director - Bob Rimes
Ensure all deficiencies are repaired in a timely manner (within 72 hours)
Prepare a report identifying all deficiencies which will be maintained with Facilities and Operations, Life Safety

AFDP

Executive Director

Provide resources and support for the implementation of this procedure.

Receptionist

Alert all staff and students of the date of the fire alarm testing via email and posting notices.

Supervisors:



Ensure all staff and students are trained in this procedure.

**Staff and Students:**

Comply with this procedure and be aware of the date of the fire alarm testing to prevent an accidental shut down of equipment or experiments.

**Emergency Response Team**

The annual Fire System testing is more complex than the monthly test and may take 2 or more days to complete. If during that time there is a period where the sprinkler system is inoperable a fire watch may need to be organized ensure fire safety is maintained at all times.

**Procedure:**


- One week's notice of the fire alarm testing will be provided to AFDP by Life Safety
- Reception will email and post the testing information to all staff and students
- Upon completion of testing all deficiencies will be repaired or replaced within 72 hours
- If necessary the Emergency Response Team will organize a fire watch to ensure fire safety at all times.

**DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use

Monthly Fire System Test	<ul style="list-style-type: none"> <li>• Ring all signals</li> <li>• Check all batteries</li> </ul>
Annual Fire Alarm Test	<p>Each device is inspected and tested</p> <ul style="list-style-type: none"> <li>• Ring signals</li> <li>• Panels</li> <li>• Batteries</li> <li>• Pull stations</li> </ul>

**Approval:**

  
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 Executive Director

July 29, 2010  
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 Date

  
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 Chair WHSC

July 29, 2010  
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 Date