F/A Testing
Fire Alarm Testing Procedures

PURPOSE
This procedure was designed to minimize or eliminate any errors that may occur when testing the Fire Alarm System and to standardize procedure campus-wide.

SCOPE
To outline procedures to protect the campus and the Fire Alarm System.

ROLE	RESPONSIBILITIES
Physical Plant Superintendent or Designated Representative OR Environmental Health & Safety Department	• Send campus-wide email at least 10 working days prior, include name of buildings that will be tested for the week, with the exception of emergency-related testing. • At the start of testing in each building, we notify University Police, Potsdam Fire Department, and the Heating Plant. • When we are done testing in a building, or for the day, we notify everyone again that we are done. • During testing we communicate with the building staff that we are testing and when we would sound the alarms. Sometimes we do this early in the morning or later in the evening depending on when the building is unoccupied. • When we are testing in a particular building, if for any reason an alarm comes in that is not part of the testing, we notify the Fire Department and University Police for their response. • If for any reason an alarm activates the building will be evacuated and the Fire Dept. and UP will be notified.

REQUIREMENTS FOR TESTING
Individual performing testing shall be NICET certified.