

Policies, Procedures, Standard Operating Practices

No. **EMER10B-2**

Title: Loss of Fire System & Overhead Paging - Subplan	☐ Policy ☒ Procedure ☐ SOP
Category: Emergency Planning Sub-category: Code Grey - Infrastructure Dept/Prog/Service: Physical Plant / Maintenance	Distribution: All Departments
Approved: ED - Capital Planning & Operations Signature:	Approval Date: December 2019 Reviewed/Revised Date: May 2022 Next Review Date: May 2025

CROSS REFERENCES: *Code Grey – Infrastructure – EMER-10-B; PP-701 Fire System Impairment; Security Fire Watch SOP; Switchboard Overhead Paging System – Downtime Procedure*

1. PURPOSE

To outline the response to Code Grey – Infrastructure – Loss of Fire System and Overhead Paging through failure or planned outages.

2. POLICY STATEMENT

NA

3. SCOPE

This procedure covers the response for the complete loss of the Fire System – and related Overhead Paging functionality – for the Hospital.

4. DEFINITIONS

Impairment – means that a system may not operate holistically, and part or all of the system functionality may be impeded.

5. PROCEDURE

Loss of the Fire System and Overhead Paging System results in impairment of the monitoring and alarming of the fire system internally and externally. Upon system loss, monitoring for fire and reporting of fire is of highest concern. Further, as the overhead paging system is enabled through the fire system, Switchboard will be unable to complete overhead announcements– which includes Code announcements.

For Fire System Outages (and levels of impairment), see PP-701 for detailed Maintenance instructions. As well, see Overhead Paging downtime Procedure for Switchboard instructions.

Incident Response

On confirmation of loss the Fire System and Overhead Paging, the Building System Operator (BSO), or Maintenance Department Staff, will immediately:

- a) Assess the scope and impact of the outage, anticipated downtime, and planned repair scope as required
- b) Contact and advise of the issue and timelines to:
 - i. Switchboard
 - ii. Coordinator, or Maintenance Supervisor On-call (after hours)
 - iii. Fire System Monitoring Company
- c) Coordinate and oversee repair if/as required
- d) Remain alert, and respond to directions as required
- e) See PP-701 for full duties as required during Fire System Impairment

The Coordinator, or Maintenance Supervisor On-call (after hours), will immediately:

- a) Confirm the scope and impact of the outage, anticipated downtime, and planned repair scope as required
- b) Contact:

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- i. Security – to arrange for Fire Watch (see Security SOP “Fire Watch”)
- ii. Fire Department (for Level 1 impairment; and further notice required if outage will be more than 24 hours – see PP-701)
- c) Evaluate the reduction or elimination of high risk maintenance or capital work during the period of the impairment
- d) Liaise with the BSO or staff to coordinate and oversee repair if/as required
- e) See PP-701 for full duties as required during Fire System Impairment
- f) Advise Incident Manager or others of issues as required or requested

Switchboard will immediately:

- a) Implement Switchboard downtime proceeds – see “Overhead Paging System – Downtime Procedure”
- b) Inform the Senior Leader-On-call or Admin Coordinator and provide them details as provided by the BSO
- c) Issue a Hospital-wide email as outlined in the Downtime Procedure

Security will immediately:

- a) Establish Fire Watch as requested (see Security SOP “Fire Watch”)
- b) Report any signs of concern during the impairment to BSO or Coordinator

Further, all Managers to action items as follows:

- a) Be vigilant for reviewing department activities during the period of fire system impairment
- b) Discontinue high risk work that could result in the generation of heat or smoke unless a suitable Fire Watch is in place
- c) Report any incidents of smoke or fire in your department by calling Switchboard at 55 and informing them of “Code Red” situation. Remember to follow the REACT acronym.
- d) Continue to activate all Codes using extension “55” and Switchboard will active a response as outlined in their Downtime Procedure.
- e) Respond to Codes through alternate communication measures – i.e. paging, radios, or emails as appropriate – and activate response as required and directed.

Incident Recovery

Once the incident has been brought under control and restoration of service is confirmed, Physical Plant will inform Switchboard and Security of the return to service. Physical Plant will also inform the Monitoring Company and the Fire Department (when applicable). Switchboard will announce overhead the return to service of the system. Departments will return to normal activities.

6. RELATED PRACTICES AND/OR LEGISLATIONS

7. REFERENCES