

# Brandon Fire and Emergency Services



## Fire Alarms (Smoke Alarms/ Carbon Monoxide Alarms) – “P13”

*The following Policy is in accordance with the City of Brandon’s Fire Prevention By-Law #7200*

### Improper Re-setting of Fire Alarms Policy

#### Owner/Employee/Caretaker’s Responsibilities

In the event of a Fire Alarm being activated in a building, the following procedure shall be followed.

- Immediately call 9-1-1.
  - If the system is monitored, the monitoring company will also notify the Fire Department, however **even if the building is monitored by a monitoring company - CALL 9-1-1.**
- If the building has a Communication System (P.A) that all portions of the building can hear, a message can be given to all guests, customers, residents and others to be prepared to evacuate.
- If no Communication System exists, the Supervisor will inform staff to assist guests, customers, residents and others to prepare to evacuate via nearest exit.
- The Supervisor will proceed to the Fire Alarm Control Panel to determine the location of the fire alarm device(s) that may have caused the fire alarm activation.
- If **safe** to do so, proceed to investigate the reason for the alarm.
- Under **no circumstance** shall the fire alarm system be silenced or reset until Fire Department Staff investigate and confirm a false alarm.
- Re-setting of a fire alarm system prior to the arrival and investigation by The Fire Department is a fire and life safety concern for all involved and is not an acceptable practice.
- Any person(s) acting as a representative/employee of a business/organization who Re-Sets a fire alarm system prior to Fire Department approval will be in violation and could possibly face a fine.

### Smoke Alarm/ Carbon Monoxide Detector Tampering Policy “P13”

**Purpose:** To provide information and guidance to establish a reasonable/acceptable level of safety when involved in the intentional tampering of a smoke alarm/ carbon monoxide detector within a Residential Rental Unit.

- An owner or occupier of a residential rental unit shall not replace an approved smoke alarm/ carbon monoxide detector that has a permanent connection to an electrical circuit with a smoke alarm/ carbon monoxide detector powered by another source without the approval of the Authority Having Jurisdiction.
- Any person who at any times removes or disconnects a smoke alarm/ carbon monoxide detector from its electrical or battery power supply for other than repairs or maintenance, or tampers with in any way is guilty of an offence.
- If an owner or tenant suspects the tampering of a smoke alarm/ carbon monoxide detector they are to contact the Fire Prevention division who will follow up on the suspected tampering complaint.

Upon completion of the investigation a letter will be issued identifying what will be required, and a Non-Compliance Ticket may be issued to an owner and / or tenant.

### **Fire Alarm System Upgrade Policy – “P13”**

The following regulations have been established by Brandon Fire and Emergency Services regarding upgrades to existing Fire Alarm Systems. This policy enhances the health and safety of a building’s occupants by upgrading existing older outdated fire alarm systems by replacing them with modern systems that improve audibility and fire detection and provide an acceptable degree of life safety.

Fire Alarm System – means a combination of devices designed to detect fire and alert the building occupants of an emergency fire situation.

- Each Fire Alarm System must, at a minimum, include the following features:
  - Every fire alarm system shall be provided with a main power and an emergency power supply,
  - Every fire alarm system shall be electrically supervised in accordance with CAN/ULC-S524 - 06 “Standard for the Installation of Fire Alarm Systems”,
  - Every fire alarm system shall include control units that conform to CAN/ULC-S527, “Standard for Control Units for Fire Alarm Systems”,
  - Smoke Detectors installed in each public corridor and exit stair shafts,
  - Manual Pull Stations located in every floor area near every principal entrance to the building and at every exit,
  - Audible signal devices shall be installed throughout the floor areas. These signal devices shall meet or exceed audibility levels as per the latest version of the National Building Code.

Any Fire Alarm Systems that does not meet the minimum requirements must be upgraded. Fire Alarm Systems not meeting the minimum requirements shall be upgraded/installed in conformance with CAN/ULC-S524-06, “Standard for the Installation of Fire Alarm Systems”.

- When a Fire Alarm System is installed, enlarged or extended, a certified copy of plans and specifications must be submitted, prior to the commencement of work to the Brandon Planning and Building Department.
- Prior to commencing any work associated with the installation of a Fire Alarm System, owners / agents shall obtain a permit from Brandon Planning and Building Department.
- Prior to commencing any work associated with the installation of a Fire Alarm System, owners / agents shall obtain a permit from Manitoba Hydro.
- Before final approval and acceptance of the installation or alteration(s), a verification procedure that meets the requirements of CAN/ULC-S537-04 “Standard for the Verification of Fire Alarm Systems” shall be conducted by an organization other than the installing contractor and designer. This verification shall be carried out by a properly trained, qualified company or person(s) acceptable to Brandon Fire and Emergency Services. Copies of the verification reports shall be retained by the owner, and must be provided to Brandon Fire and Emergency Services upon request.