



# Guidelines for Schools Conducting Self Inspections of Fire Alarm Systems



**"Louisiana's most valuable resource  
is our children!"**

V.J. Bella, Louisiana State Fire Marshal





## Guidelines for Conducting Self Inspections of Fire Alarm Systems

All fire alarm systems shall be tested in accordance with Chapter 7 – “*Inspection, Testing and Maintenance*” of *NFPA 72 – National Fire Alarm Code* by a trained owner representative and/or a licensed fire alarm contractor.

School Administration and Daycare Directors should follow the prescribed procedures listed below:



- ? Verify that your fire alarm system has a “green” tag. If your fire alarm system has a “yellow” tag, then correct the deficiency as soon as possible. **PLEASE NOTE!!! – IF YOUR SYSTEM HAS A RED TAG, THEN IMMEDIATELY CONTACT THE FIRE MARSHAL’S OFFICE TO ARRANGE AN APPROVED FIRE WATCH AND IF NEEDED, CONTACT A LICENSED FIRE ALARM CONTRACTOR TO CORRECT THE IMPAIRED SYSTEM.**
- ? Verify that the fire alarm system operates on primary power (building’s electrical service) and secondary power (battery back - up).
- ? All devices shall be tested and checked per manufacturer’s specification and *NFPA 72 – National Fire Alarm Code*.
- ? Verify that all equipment is operational (i.e. pull stations, smoke/ heat detectors, horns, speakers, strobes, door hold open devices, fire alarm control panel audible and visual annunciation, etc...).
- ? Verify that detection and notification appliances have not been impaired or tampered by posters and school decorations.
- ? Verify that all extinguishing systems (i.e. sprinkler, clean agents, halon, and kitchen exhaust hood) are connected to the fire alarm systems



- ? Conduct at least one fire drill every month the facility is in session.
- ? Verify that the Educational Occupancy has a procedure to recall students back to the building after fire exit drill alarm or when an actual fire does not exist. The recall signal can be electrical that is separate and distinct from, and cannot be mistaken for, any other signal; or such signal shall be permitted to be given by the use of distinctively colored flags or banners. Any method shall be kept under a lock.
- ? Verify that the facility has a designated individual and acceptable method of contacting the local fire department.

**DRILL!**



**The primary purpose of a fire alarm system is to provide early warning notification to the building occupants, so they are able to:**

- 1) Evacuate the facility.
- 2) Notify the local fire department.



State Law requires building owners and appointed representatives to provide a properly working fire alarm system. It is the owner's responsibility to notify the State Fire Marshal's Office of an impaired fire alarm system or when modifications are made to the existing system.



**"101:9-6.1.8\* Fire Alarm System Shutdown.** Where a required fire alarm system is out of service for more than 4 hr in a 24-hr period, the authority having jurisdiction shall be notified, and the building shall be evacuated or an approved fire watch shall be provided for all parties left unprotected by the shutdown until the fire alarm system has been returned to service."



A properly working fire alarm system can only be achieved through routine inspection and maintenance.

This maintenance and testing is the responsibility of the owner and state law mandates that only a licensed fire alarm contractor can service these systems.





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## Self - Inspections Checklist for School Fire Alarm Systems

School Name:	Tested By:		
Address:	Number of Manual Pull Stations:		
Control Panel Make and Model Number:	Number of Detection Devices- Smoke:	Heat:	
Date of Test:	Number of Notification Devices- Visual:	Audible:	

	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	Date of Test:
1. Is the power light for the control panel on?( <i>check weekly</i> )	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	Date of Test:
2. Is the supervisory light for the control panel on?( <i>check weekly</i> )	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	Date of Test:
3. Is the trouble light for the control panel on?( <i>check weekly</i> )	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	Date of Test:
4. Does the system operate satisfactorily on secondary power? ( <i>typically battery backup, check annually</i> )	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	Date of Test:
5. Do all smoke/heat detectors operate properly on main power /secondary power?( <i>check semiannually</i> )	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	Date of Test:
6. Do all horn/strobes operate properly on main power /secondary power?( <i>check semiannually</i> )	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	Date of Test:
7. Do all audible alarms operate properly on main power /secondary power?( <i>check semiannually</i> )	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	Date of Test:
8. Do all manual pull stations operate properly on main power /secondary power?( <i>check semiannually</i> )	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	Date of Test:
9. Are any of the devices hanging from their circuitry? ( <i>check monthly</i> )	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	Date of Test:
10. Is the key to the main control panel available ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	Date of Test:
11. Are the operational instructions at the main control panel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	Date of Test:

**IF ANY CHECKED ANSWER IS RED THEN NOTIFY IMMEDIATELY YOUR LOCAL FIRE ALARM COMPANY AND THIS OFFICE.** Please note that this checklist does not substitute for test documentation per NFPA 72—National Fire Alarm Code.