

PPS- PROCEDURE	Title: ALARM SYSTEM COORDINATION REQUIREMENTS, KSC			Number: PPS-P-0020	
Unit Issuing: PSSME	Approved by: M. LOPEZ	Initial Issue Date: 4/23/2002	Page: 1 of 7	Revision: 8 Eff Date: 08/15/2019	

SUBJECT ALARM SYSTEM COORDINATION REQUIREMENTS, KSC

PURPOSE.....	2
SCOPE AND APPLICABILITY	2
PROCESS.....	2
1. FIELD PROCEDURES.....	2
1.1. CENTRAL STATION PROCEDURES:.....	4
1.1.1. UNVERIFIED SIGNAL PROCEDURES	4
1.1.2 UNAUTHORIZED PERSONS SENDING SIGNALS TO PSCC.....	5
RECORDS	5
AFFECTED DIVISIONS	5
MANAGEMENT ROLES AND RESPONSIBILITIES	5
FUNCTIONAL ROLES AND RESPONSIBILITIES	5
REFERENCE DOCUMENTS	6
ACRONYMS	6
DEFINITIONS	6
REVISION RECORD.....	7

PURPOSE

To establish policy and procedures for controlling the Alarm, Trouble and Supervisory Signals of all Protected Premises (Local) Fire Alarm Systems connected to and reporting to the NASA Proprietary Supervising Station Fire Alarm System at the Protective Services Control Center (PSCC).

To establish policy and procedures for controlling Security Alarm, Supervisory and Tamper Signals connected to and reporting to Security Central Reporting Station at the PSCC.

By controlling the signals and establishing procedures associated with these signals an actual alarm condition will not be confused with maintenance and approved testing which could cause a lack of proper response.

To establish policy and procedures for operational notification requirements and restrictions for fire alarm paging announcements.

SCOPE AND APPLICABILITY

This procedure applies to all personnel and all organizations regardless of company affiliation associated with the installation, modification, testing and/or maintaining any Alarm System reporting to the NASA PSCC process.

PROCESS

1. FIELD PROCEDURES

1. Follow PPS-P-0008 Customer Procedure for Requesting Protective Systems Support when BOSS support is required.
2. Vendor Alarm Tech may use KSC approved 400 MHz trunked radio. All Technicians are required to use a call sign ID # (as published in document PPS-I-0020). Radio Channels designations; PS ALARM 2– PSCC Communications, PS ALARM 1- Formal Testing(Contractor, Engineer, Preventative Maintenance), PS TALK- Formal Working (Field Technician chatter, JBFX testing, Operations), DIRECT ALARM – Direct Communication (Non- trunked Radio, used in areas with trunked radio issue or for straight RF communications).
3. At arrival on job site, an Alarm Tech shall, using radio or phone per below, advise the Protective Services Control Center's (PSCC) Fire Console [Radio ID = "Fire Control"] or Security Console [Radio ID = "ESS Console"] of work authorizing document number (Work Order, Contract Number etc.) work scope and facility number. Always use a facility number and never just the facility name. Use radio ID's published in PPS-I-0020.
4. Operational constraints may preclude radio communications in some areas, when necessary phone contact with PSCC may be used (recorded line, fire **321-867-7627**, security **321-867-3651**). The same information as #3 is required. In addition, as PSCC may need to terminate sending signals during emergency conditions, PSCC shall be provided a means of contacting the Alarm Tech in the

field (phone number or pager number). Operations Desk may be used if cell phones and radio are not permitted in area.

5. Facility notifications shall be performed when there is a possibility of notification appliance activation (Bells/ Speakers, Strobes, etc.). Alarm Tech shall call JSTC 321-861-5464 (Joint Support Test Conductor) in order to make pages in the specified area. Identify your name, employer, work scope and facility number to the Test Conductor. Always use a facility number and never just the facility name. If paging is unavailable in facility, area personnel shall be notified in person. Facility manager can advise on how to notify area occupants when required. Note: Additional paging should be made with the Fire Alarm Control Panel (FACP) paging system when available. Also an additional page should be made before and after an actual notification appliance test.
6. Alarm Tech shall precede each signal sent to PSCC (central station) with notification to PSCC. Always verify PSCC's receipt of each signal. Note: If signals are not required to be verified, such as during initial system power-up, troubleshooting, or local testing, the Alarm Tech shall temporarily disconnect all of the local unit's communication to the PSCC. Most Fire Systems can be disabled by system By-passes or having the PSCC Operator place the system into Test Mode. Keep test communications to PSCC to essential signals only. When leaving an area notify PSCC that you are requesting and/or restoring the system to normal and then send and verify at least one signal (alarm) is received at PSCC. Verify that the system is normal prior to leaving the area.
7. Alarm Tech shall be aware of emergency response activity by KSC Fire/Rescue as "toned" out on the radio by PSCC. During those emergency periods do not transmit to PSCC at all.
8. Alarm Tech shall, advise PSCC "Fire Control" or "ESS Console" of system and work scope status daily per the following:
 - a. At the beginning of work
 - b. At end of work
 - c. At each PSCC shift change time if Alarm Tech work carries through a shift. Times to call are 07:00, 15:00 & 23:00.
 - Example: If Alarm Tech started at 06:30 and was to end at 19:00, call to PSCC would be required at 06:30, 07:00, 15:00 and 19:00 and for each signal sent per 5.
 - d. At any time the Alarm Tech is leaving the work site.
9. Alarm Tech shall be aware of the reporting requirements for fire system impairments. Protective Systems personnel and sub-contractors will use Procedure #PPS-P-0001 for fire systems. Other organizations will use their own approved procedures as required by NFPA or contractual obligations. For security systems which become impaired contact the security system engineer or the sub-contract construction management or sub-contract administrator.

1.1. CENTRAL STATION PROCEDURES:

1. PSCC Console Operators shall verify each signal received during testing.
Note: For large system validation an engineer will assist.
2. Whenever large amounts of unverified signals are received from any facility due to testing, troubleshooting or malfunction, the operator will require the Tech in the field to stop sending signals.
3. If unverified signals cannot be stopped the operator may notify facility Manager and place system into test mode. At the request of the AHJ the SE will perform a hardware disconnect. If authorized system reporting must be impaired.
4. In the case of any “unauthorized” person sending signals to PSCC, first advise Alarm Tech in the field to STOP and request that they contact Protective Systems for copies of this procedure and proper coordination methods. If necessary, contact SME and/or Security when any “unauthorized” person continues to send signals to PSCC. See section 2.3.

1.1.1. UNVERIFIED SIGNAL PROCEDURES

1. Whenever notified by a PSSC console operator the SE will attempt to contact the personnel responsible for the fire/security alarm system that is sending signals. If they cannot or will not stop sending signals the SE will contact the AHJ requesting authorization to perform a “hardware disconnect” of the alarm system to the subject facility.
2. Upon system or sub-system hardware disconnect.
3. For fire systems, Impairment Procedure PPS-P-0001 will be implemented notifying the AHJ, Fire Department and Facility Manager that there is no FACP reporting. (The Facility Manager is responsible for implementing their plan for protecting the facility).
4. For security or other systems, the Facility Manager and the most appropriate authority, NASA or USAF, will be notified.
5. When corrective action has been taken to prevent the transmission of unverified signals from the site, the Facility Manager or Construction Manager for the open work is responsible for notifying BOSS work control of the corrective action taken and requesting a work order for hardware reconnect by Protective Systems.

1.1.2 UNAUTHORIZED PERSONS SENDING SIGNALS TO PSCC

1. Any person not listed in document, PPS-I-0020, "Authorized Person List for Communications with PSCC for Alarm System Work" is not authorized to directly communicate with nor send signals to PSCC as an "alarm technician" as defined in the beginning of this document. Such a person is "unauthorized."
2. Any person deemed to be "unauthorized" and depending upon their activity, reaction to requests by PSCC to stop work and actions taken "may" be considered a security risk to BOSS & NASA fire and security systems. This designation will result in the dispatch of security forces to immediately stop their activity and possibly remove them from the site and/or jurisdiction.

RECORDS

The following records are retained by the organizations listed below:

Record	Responsible Organization
NONE	

AFFECTED DIVISIONS

FSEU and OM&E
Knowledge & Information Systems

MANAGEMENT ROLES AND RESPONSIBILITIES

None.

FUNCTIONAL ROLES AND RESPONSIBILITIES

System Engineers: ensures compliance with this procedure when in the field working on/near systems, as necessary.

Alarm Technicians: ensures compliance with this procedure when in the field working on/near systems, as necessary.

PSCC Console Operators: maintains awareness of Alarm Technicians locations and systems affected, based upon inputs received from others.

REFERENCE DOCUMENTS

The following documents are referenced in this procedure:

Document Number	Title
PPS-P-0001	Protective Systems Impairment Notification Process
PPS-I-0020	Authorized Person List for Communications with PSCC for Alarm Systems Work
PPS-P-0008	Customer Procedure for Requesting Protective Systems Support
NFPA 72	National Fire Alarm Code
NFPA 101	Life Safety Code

ACRONYMS

CRMS: Central Radio Monitoring System

NFPA: National Fire Protective Association, a consensus standard organization.

FACP: Fire Alarm Control Panel

AHJ: Authority Having Jurisdiction, for fire protection issues as defined by NFPA 101, "Life Safety Code", 3.2.2

PSCC: Protective Services Control Center. Central station reporting site for KSC's Fire alarm and Security Alarm Systems located in K6-0900, 2P10.

JBFX: Call sign used on Radio Channel PS TALK to identify Fire Suppression Console Operator.

DEFINITIONS

Fire Alarm: Systems designed to detect fire, notify facility occupants and summon the fire department. Protected Premises (Local) Fire Alarm Systems per NFPA 72.

Central Station: Proprietary Supervising Station Fire Alarm System per NFPA72.

Electronic Security System (ESS): Any system designed to detect intrusion and/or control access to any controlled area.

Alarm Technician: any person or team member of any origination or company involved with sending signals or change of state conditions to PSCC.

System Engineer (SE): System Engineers who are directly responsible for specific systems and support shop personnel performing O&M work on those systems.

Vendor Alarm Technician: Limited to Technicians employed by Johnson Controls, Simplex, Siemens, Tyco and others as deemed necessary.

Unauthorized Person: Any person not listed in document, PPS-F-0020, "Authorized Person List for Communications with PSCC for Alarm System Work."

REVISION RECORD

Revision Number	Change Description	Date
0	Initial Release	4-23-2002
1	Updated under JBOSC	5-4-2005
2	Updated under JBOSC	11-18-2005
3	Updated under JBOSC	5-30-2007
4	Updated under JBOSC	6-07-2007
5	Updated under JBOSC	7-18-2007
6	Initial Release to ISC format	6-10-2010
7	CRMS & Paging Update	2-13-2017
8	BOSS Update	8-15-2019

