

# NFPA 601

## Guard Service in Fire Loss Prevention

### 1992 Edition



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The Board of Directors reaffirms that the National Fire Protection Association recognizes that the toxicity of the products of combustion is an important factor in the loss of life from fire. NFPA has dealt with that subject in its technical committee documents for many years.

There is a concern that the growing use of synthetic materials may produce more or additional toxic products of combustion in a fire environment. The Board has, therefore, asked all NFPA technical committees to review the documents for which they are responsible to be sure that the documents respond to this current concern. To assist the committees in meeting this request, the Board has appointed an advisory committee to provide specific guidance to the technical committees on questions relating to assessing the hazards of the products of combustion.

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**NFPA 601**  
**Standard for**  
**Guard Service in Fire Loss Prevention**  
**1992 Edition**

This edition of NFPA 601, *Standard for Guard Service in Fire Loss Prevention*, was prepared by the Technical Committee on Loss Prevention Procedures and Practices and acted on by the National Fire Protection Association, Inc. at its Fall Meeting held November 18-20, 1991 in Montréal, Canada. It was issued by the Standards Council on January 17, 1992, with an effective date of February 10, 1992, and supersedes all previous editions.

The 1992 edition of this document has been approved by the American National Standards Institute.

**Origin and Development of NFPA 601**

The text dates from 1925 when the NFPA Committee on Field Practice presented a set of advisory rules called *The Watchman*, which was adopted and published by the NFPA and reprinted in 1930, 1936, and 1949. Jurisdiction for the publication was transferred in 1948 to the Committee on Fire Brigades and Watchmen, which presented revisions under the title *The Watchman, Recommended Manual of Instruction and Duties for the Plant Watchman or Guard*, which was adopted in 1951. Further amendments were adopted in 1956. In 1968, the document was revised under the title *Recommendations for Guard Service in Fire Loss Prevention*. It was at this time that NFPA 601A, *Standard for Guard Operations in Fire Loss Prevention*, was published as a separate standard.

In 1969, the Committee was reorganized as the Technical Committee on Loss Prevention Procedures and Practices.

NFPA 601 was revised in 1969, 1975, 1981, and 1986.

NFPA 601A was revised in 1981. In 1986 the document was reconfirmed and redesignated NFPA 602.

In 1992, NFPA 601 and 602 were combined for the benefit of the user.

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**NFPA 601****Standard for****Guard Service in Fire Loss Prevention****1992 Edition**

**NOTICE:** An asterisk (\*) following the number or letter designating a paragraph indicates explanatory material on that paragraph in Appendix A.

Information on referenced publications can be found in Appendix B.

**Chapter 1 Introduction**

**1-1 Purpose.** Protection of persons and property against hazards of fire is a management responsibility. The requirements of this standard are intended to aid management in the selection, requirements, duties, and training of individuals to perform guard service necessary to protect a property against fire loss.

**1-2 Scope.** This standard shall apply to the selection, requirements, duties, and training of guards who will perform fire loss prevention duties. It shall cover the following 3 categories of guard services:

- (a) Protection of the property at times when management is not present.
- (b) Facilitation and control of the movement of persons and vehicles within the property.
- (c) Carrying out procedures for the orderly conduct of various operations at the property.

**1-3 Definitions.**

**Approved.** Acceptable to the "Authority Having Jurisdiction."

**NOTE:** The National Fire Protection Association does not approve, inspect or certify any installations procedures, equipment or materials nor does it approve or evaluate testing laboratories. In determining the acceptability of installations or procedures, equipment or materials, the authority having jurisdiction may base acceptance on compliance with NFPA or other appropriate standards. In the absence of such standards, said authority may require evidence of proper installation, procedures or use. The authority having jurisdiction may also refer to the listings or labeling practices of an organization concerned with product evaluations which is in a position to determine compliance with appropriate standards for the current production listed items.

**Authority Having Jurisdiction.** The "authority having jurisdiction" is the organization, office or individual responsible for "approving" equipment, an installation or a procedure.

**NOTE:** The phrase "authority having jurisdiction" is used in NFPA documents in a broad manner since jurisdictions and "approval" agencies vary as do their responsibilities. Where public safety is primary, the "authority having jurisdiction" may be a federal, state, local or other regional

department or individual such as a fire chief, fire marshal, chief of a fire prevention bureau, labor department, health department, building official, electrical inspector, or others having statutory authority. For insurance purposes, an insurance inspection department, rating bureau or an insurance company representative may be the "authority having jurisdiction." In many circumstances the property owner or his designated agent assumes the role of the "authority having jurisdiction"; at government installations, the commanding officer or department official may be the "authority having jurisdiction."

**Drill.** A simulated emergency exercise involving a credible emergency and requiring the fire brigade to perform planned emergency operations for the purpose of evaluating the effectiveness of the training and education program and the competence of fire brigade members in performing required duties and functions.

**Fire Brigade.** An organized group of employees who are knowledgeable, trained, and skilled in at least basic fire fighting operations, and whose full-time occupation may or may not be the provision of fire suppression and related activities for their employer.

**Labeled.** Equipment or materials to which has been attached a label, symbol or other identifying mark of an organization acceptable to the "authority having jurisdiction" and concerned with product evaluation, that maintains periodic inspection of production of labeled equipment or materials and by whose labeling the manufacturer indicates compliance with appropriate standards or performance in a specified manner.

**Performance Standards.** Minimum requirements for knowledge that must be provided to and/or demonstrated by the individual upon completion of a training program.

**Shall.** Indicates a mandatory requirement.

**Should.** Indicates a recommendation or that which is advised but not required.

**Chapter 2 Management Responsibilities**

**2-1\* Management Responsibilities.** The property manager shall supervise the guard service or designate a responsible person, such as the fire loss prevention manager, to handle it. The fire loss prevention manager shall be consulted in setting up guard service procedures affecting fire loss prevention.

**2-2\* Procedures and Instructions.** Procedures and instructions to guards shall be specific with respect to actions required.

**2-3 Succession to Supervisory Responsibility.** Management shall establish a clear line of succession in event of absences.

**2-4\* Contract Guard Service.** Supervision of guards from outside firms shall be through the designated representatives of the company providing the guard service. In

its contract or supplementary documents, that company shall be given full details regarding the services expected. The qualifications of the contracting company selected to perform guard service shall be carefully checked to be sure that it is capable of performing the guard service required.

**2-5 Maintenance of Equipment.** Management shall establish procedures for the maintenance of equipment provided for supervision of guards. Even where equipment used in supervision of guard service is obtained under contract, management shall assure itself that the necessary maintenance for each type of equipment is being satisfactorily performed and recorded.

### Chapter 3 Guard Service Functions and Duties

**3-1 General.** Guards shall be employees of management or employees of outside firms established to provide these services on a contract basis. Where permitted by the authority having jurisdiction, the duties of these individuals shall be permitted to be supplemented, or in some cases supplanted in part, by an approved protective signaling system.

**3-2 Number of Guards.** A sufficient number of guards shall be provided to accomplish the needed services. If guards are assigned to part-time duties in addition to their regular services, these duties shall not interfere with guard services.

#### 3-3 Guard Patrol Service.

##### 3-3.1 Routes to Be Patrolled.

**3-3.1.1** Each route to be covered by a patrolperson shall be laid out by the manager responsible.

**3-3.1.2** The patrolperson assigned to each route shall be provided with instructions, all details of the route, and what is expected in covering the route.

**3-3.1.3** The route shall be laid out so that the patrolperson is required to pass through the entire area to be covered. It shall be laid out to prevent shortcuts.

**3-3.1.4\*** There shall be a reasonable rest period between rounds.

**3-3.1.5** A patrolperson shall perform other duties, when assigned by management, related to fire patrol.

##### 3-3.2 Rounds.

**3-3.2.1 General.** A patrolperson shall make rounds at intervals determined by the authority having jurisdiction for the particular situation. When operations in the property are normally suspended, patrolpersons shall make rounds hourly unless the authority having jurisdiction accepts rounds at less frequent intervals. Where there are special conditions, such as the presence of exceptional hazards or when fire protection equipment is impaired, management shall institute additional rounds by patrolpersons as required.

**3-3.2.2\* First Round of a Patrol.** The first round of a patrol shall begin as soon as possible, but not later than one-half hour after the end of activities of the preceding work shift. During this round, the patrolperson shall make a thorough inspection of all buildings or spaces on his or her round, taking such action as the following:

(a) As needed, outside doors and gates shall be closed and locked, and windows, skylights, fire doors, and fire shutters shall be closed.

(b) All oily waste, rags, paint residue, rubbish, and like items shall be removed from the buildings or, if that is not possible, shall be placed in labeled containers.

(c) All fire apparatus shall be in place and not obstructed.

(d) Aisles shall be clear.

(e) Motors or machines not required to run continuously shall be shut off and reported.

(f) All offices, conference rooms, and smoking areas shall be checked for carelessly discarded smoking materials.

(g) All gas and electric heaters, coal and oil stoves, and other heating devices on the premises shall be checked.

(h) All hazardous manufacturing processes shall be left in a safe condition. The temperature of driers, annealing furnaces, and similar equipment that continue to operate during the night and on holidays and weekends shall be noted on all rounds.

(i) Flammable and combustible materials shall be properly stored in approved containers or storage areas.

(j) All sprinkler valves shall be open and sealed, with gages indicating proper pressures. If not open, the fact shall be reported and recorded immediately.

(k) All rooms shall be checked during cold weather to determine if they are heated properly.

(l) All water faucets and air valves found leaking shall be reported and recorded.

(m) Particular attention shall be given to new construction or alterations that are under way.

#### 3-4 Guard Service to Facilitate and Control Movement of People.

Guard service shall be established to:

(a) Prevent entry of unauthorized persons.

(b) Control the activities of people authorized to be on the property, but who are not aware of procedures established for the prevention of fire.

(c) Control pedestrian and vehicular traffic during exit drills and evacuation of the property or parts of it during emergencies.

(d) Control gates and vehicular traffic to facilitate access to the property by the public fire department, members of any private fire brigades, and off-duty management personnel in case of fire and other emergencies.

**3-5 Fire Protection Function of Guard Service.** Where management assigns fire protection functions to the guard service and provides training, procedures shall be established for orderly conduct of the operations at the property, including procedures for fire loss prevention both by personnel associated with the property and outside contractors, such as:



(a) Checking permits for hot work, including cutting and welding, and standing by, where required, to operate fire extinguishing equipment at the location of such work.

NOTE: For information on fire watchers see NFPA 51B, *Standard for Fire Prevention in Use of Cutting and Welding Processes*.

(b) Detecting conditions likely to cause a fire, such as leaks or spills of flammable liquids and faulty equipment.

(c) Detecting conditions likely to reduce the effectiveness with which a fire may be controlled, such as sprinkler valves not open, water supplies impaired, or portable fire extinguishers not in place.

(d) Performing operations to assure that fire equipment will function effectively. These can include testing automatic sprinkler and other fixed fire protection systems; testing fire pumps and other equipment related to these systems and assisting in maintenance service on this equipment; checking portable fire extinguishers and fire hose and assisting pressure tests and maintenance service on these items; testing fire alarm equipment; and checking equipment provided on any motorized fire apparatus and making the periodic tests and maintenance operations required for it.

(e) Promptly reporting any fires discovered and calling the public fire department and the fire brigade of the property (if available on the shift).

(f) Operating equipment provided for fire control and extinguishment on incipient stage fires after giving the alarm and before the response of other persons to the alarm.

(g) Monitoring receipt of signals due to the operation of protective signaling systems provided, including trouble signals.

(h) Making patrols along routes chosen to assure surveillance of all property at appropriate intervals. (See 3-3.1.)

### 3-6 General Duty Requirements.

**3-6.1 Reporting for Duty.** Guards shall report for duty at times specified by their superiors. When, due to illness, injury, or other cause, guards are unable to report for duty, they shall notify their superiors at the earliest possible time. Unnecessary delay in such notification is grounds for disciplinary action.

**3-6.2 Relief.** Guards shall remain on duty until relieved. Guards shall not accept relief by another guard who is not in a condition to work for any reason. Guards shall assume responsibility for reasonable diligence in judging that their relief is competent and not ill or showing signs of impairment due to alcohol, drugs, or other conditions. Guards shall relay verbally and in writing any special orders or pertinent information to their relief.

**3-6.3 Emergencies in Duty.** Guards shall not leave their assigned duties except in an emergency. In such cases, they shall either notify their superiors or another guard as soon as possible or send an appropriate signal as prearranged to a constantly attended location such as a control center or a police or fire station. Guards shall be expected to use judgment

in certain situations, examples of which are assisting another guard or an injured person or dealing with a dangerous condition requiring their immediate attention.

### 3-7 Reports.

**3-7.1 Report of Conditions Requiring Prompt Evaluation.** Guards shall report promptly conditions needing attention. Reports of this nature shall be covered by written instructions, which shall indicate to whom reports are distributed. Instructions shall cover actions where sprinkler system valves are found closed, where freezing could cause damage, process or service equipment that is believed to be out of order, and like matters.

**3-7.2 Incident Reports.** Guards shall make reports required by the property manager on matters that may require a report more specific than a daily report of guard duty. These reports shall cover in every case:

- (a) Where — the exact location.
- (b) When — the exact time.
- (c) What — the act or thing done.
- (d) How — the method by which an act was done.
- (e) Who — the identity of the person or persons.

**3-7.3\* Daily Report.** Guards shall complete a daily report form covering work done. It shall identify the property and the date and give the guards' names and any identifying numbers they are given. It shall identify their duty area or patrol route.

## Chapter 4 Selection, Conduct, and Appearance of Guards

**4-1 Character Investigation.** Management shall require individuals considered for guard service to satisfactorily pass a character investigation. This investigation shall attempt to evaluate the individual's reliability, self-control, and potential loyalty to the employer.

**4-2 Skills and Ability.** The applicant shall have the skills and ability to perform the prescribed duties and meet the job qualifications.

**4-3 Criminal Convictions.** Applicants for a position as a guard shall be required to give particulars of any criminal convictions and, once hired, to be fingerprinted.

**4-4 Contract Service.** Contracts for guard service shall include a provision that the company furnishing guard service will replace any of its employees who, in the judgment of the company purchasing the service, are not qualified.

**4-5 Annual Examination.** Annually, guards shall be required to pass a written examination dealing with information about the property protected and procedures for fire loss prevention with which they are expected to be familiar.

**4-6 Medical Requirements.** Prior to being accepted for guard service, applicants shall be examined by a qualified physician as being medically and physically fit. The medical and fitness requirements shall take into account the risks and the functions associated with the individual's duties and responsibilities.

**4-6.1** Guards shall be encouraged to maintain good medical and physical condition and shall be required to report to management any changes in their medical or physical condition that could impact their performance.

#### **4-7 General Conduct.**

**4-7.1** Guards shall conduct themselves in such a way as not to interfere with the proper performance of their duties. They shall not sleep on duty, drink intoxicants, or report for duty under the influence of intoxicants or drugs likely to impair their physical or mental capabilities.

**4-7.2 Information.** In giving information, guards shall be certain that it is accurate and that it is not privileged information.

**4-7.3 Authorized Persons.** Guards shall not discuss details of their assignments except with authorized persons.

**4-7.4 Conversations.** Guards shall hold conversations with fellow guards or other persons only in the line of duty except during rest periods.

**4-7.5 Posture when Enforcing Rules.** Guards shall be firm, calm, and courteous in enforcing rules adopted by the management of the property.

**4-8 Smoking.** Guards shall not smoke in areas where smoking has been prohibited by the property management.

#### **4-9 Businesslike Appearance.**

**4-9.1** Guards shall be aware of the fact that, as they represent the company that employs them, they contribute to the public image of the company.

**4-9.2\* Clothing.** Guards shall wear clothing specified for their particular assignment. They shall be responsible for wearing the specified clothing in a fit and good general condition.

**4-9.3 Grooming.** Guards shall observe normal standards of personal grooming.

### **Chapter 5 Instruction and Training of Guards**

#### **5-1 Knowledge of Property.**

**5-1.1 Property Protected.** Guards shall be thoroughly familiar with the property protected, including name or number designation of yard areas, buildings, doors, and fire exits. They shall also be familiar with manufacturing switches and shut-off valves for gas, oil, and process water.

**5-1.2 Property Protection.** Guards shall know the location and operation of portable fire extinguishers, hand hoses, standpipes, hydrants, sprinkler control valves, sectional valves, fire department siamese connections, fire pumps, and other parts of the property's own fire protection systems, including interconnecting public water supplies for the site.

**5-1.3 Materials and Processes.** Guards shall be instructed periodically by the property management as to the locations of hazardous materials or dangerous processes, especially those processes in operation when the guards are in sole custody of the property.

**5-1.4 Construction Operations.** When construction or repair operations are in progress in the property, guards shall enforce rules governing outside contractors.

**5-1.5 Pre-Emergency Plans.** Guards shall be familiar with pre-emergency planning for dealing with fires and related emergencies. Guards shall know their specific duties under such plans. Printed procedures and policies shall be posted at all guard stations.

#### **5-2 Emergency Procedures.**

**5-2.1 Turning in Fire Alarms.** Guards shall know the exact procedure to follow in reporting a fire. They shall know when and how to use radio equipment, telephone, and private or public alarm boxes to summon aid. They shall be instructed to immediately call the public fire department and fire brigade based on the plant's operating schedule for all fire emergencies. They shall report the exact location of the fire. They shall, where appropriate, report the extent of involvement and direct arriving equipment to the scene.

**5-2.2 Extinguishing Fires.** Guards shall give an alarm before attacking the fire. They shall be prepared to take appropriate action as the only person present when an incipient stage fire is discovered. They shall attack the fire with proper incipient stage fire equipment based on their training to handle such equipment.

**5-2.3 When and How to Call Personnel.** Guards shall have written, posted instructions as to personnel to be called in an emergency and their day and night phone numbers.

#### **5-3 General Training Program.**

**5-3.1\*** Management shall establish a continuing training program for its guards to meet their duties and functions.

**5-3.2 Knowledge of the Property Protected.** The management shall allot sufficient time for guards to familiarize themselves with the property protected. They shall become thoroughly acquainted with the property, including all buildings and occupancies, doors and fire exits, stairways, elevator shafts, yard areas, entrances, and roadways; also the electrical equipment, how to use switches appropriately so as to control the power and lighting systems when necessary, and how to shut off electric power in an emergency.

## Chapter 6 Communication Equipment

**6-1\* Communication Requirement.** Guards shall be provided with systems for communication within and outside the property.

**6-2\* Protective Signaling Systems.** Protective signaling systems, when provided, shall be designated and operated so as to minimize interruptions of communication service and so that they can be promptly restored to service if physically damaged.

NOTE: For information on the installation and maintenance of signaling systems see NFPA 71, *Standard for the Installation, Maintenance, and Use of Signaling Systems for Central Station Service*, and NFPA 72, *Standard for the Installation, Maintenance, and Use of Protective Signaling Systems*.

### 6-3\* Patrolpersons' Clocks and Time Recording Systems.

**6-3.1** Where patrolpersons' clocks or time recording systems are used to assure that patrols have actually been made as planned, the property management shall establish a series of stations for the patrolpersons to visit on their route. For the patrolpersons' clocks, each station shall provide a key that produces a record of time and station when inserted in the clock. For time recording systems, each station shall have a device that, when operated, makes a record of the time and station on the recorder at the control center.

**6-3.2** Patrolpersons shall not be permitted to change the time record charts. The changing and review of these charts shall be done by the property manager or the manager's responsible designee, such as the fire loss prevention manager. Management shall promptly review the time records of patrolpersons and date and file them for review by representatives of any authority having jurisdiction. Management shall thoroughly investigate and record irregularities.

**6-4\* Compulsory Tour System.** For compulsory tour systems, stations for the patrolperson to visit shall be provided, together with the station equipment and special patrolpersons' keys required for such systems.

**6-5 Delinquency Indication.** For delinquency indication service, equipment in patrolpersons' stations shall be designed to notify the guard control center when the patrolperson does not reach it within a prescribed time period. Where such service is used, the control center shall be manned and runners or guards shall be dispatched to investigate the patrolperson's delinquency.

**6-6\* Guard Control Center.** A control center shall provide a point with which guards may communicate. The center shall have communication systems to points outside of the property.

**6-7 Manning the Guard Control Center.** Where the equipment for guard communication, including those on patrol, requires that signals from guards be monitored, the

control center shall be provided with an operator. Additional operators and around-the-clock operator service shall be provided at the control center according to the character of guard service provided. Runners or guards who can be dispatched to investigate signals shall also be provided as necessary.

**6-8 Directory.** A continuously updated directory of names, telephone numbers, and other information to assist in making emergency calls shall be kept at the control center. This directory shall give information about key management personnel, public fire departments, and other outside agencies that may be needed in an emergency.

## Appendix A

*This Appendix is not a part of the requirements of this NFPA document, but is included for information purposes only.*

**A-2-1** Management of any property has responsibility for fire loss prevention and for making plans in some detail for specific actions that are to be taken when fire breaks out.

Where there is a public fire department, and that department has not already initiated a pre-fire plan for the property, the management should initiate it, calling in the proper officers of the department and developing plans for a variety of situations in the property. The objective should be to anticipate, as far as possible, the emergencies and types of hazards that are likely to confront guards and other personnel.

The term "fire loss prevention manager" is used to describe the function of the person in management. It is not necessarily intended to be a model title for all plant persons to whom the described responsibilities are assigned.

**A-2-2** General instructions or superficial training are of little value. Meaningful, specific instruction cannot be prepared without the investment of some time and thought by the management of the property.

**A-2-4** The following are some of the important items to check concerning the company being considered:

(a) Does the company make a pre-employment investigation of all of its employees?

(b) Does the company have a training program for its guards?

(c) Does the company have an adequate supervisory system?

(d) Does the company have a reporting system to keep management informed?

(e) Does the company have sufficient insurance to cover any incident that can occur as a result of the negligence of its employees? (Ask to be made an additional insured under the policy of the company selected and get a copy of the insurance certificate to protect your company.)

(f) What qualifications are necessary for employment by the guard service company?

(g) Does the contracting guard service company have good references? (Check references wherever possible. Visit installations being protected by the guard service.)

**A-3-3.1.4** Constant walking for more than 45 minutes each hour is likely to result in excessive fatigue and lower the efficiency of the patrolperson. Longer patrol routes may be necessary at large properties. Patrol routes of up to an hour are reasonable when alternated with one hour of less fatiguing duty.

**A-3-3.2.2** The first round of a patrol is very important. Its purpose is to find conditions that might cause a fire or other loss and correct them. The matters listed for attention on the first round of a patrol contain examples of conditions to be covered in the instructions, but are not necessarily complete for all plants.

**A-3-7.3** It should contain a list of questions to be answered "Yes" or "No" and a space under "Remarks" to explain "Yes" answers. Such a form should include, but not be limited to, the following typical questions:

Fires or property damaged?  
 Stations missed?  
 Rounds missed?  
 Doors or windows open or broken?  
 Visitors?  
 Rubbish accumulations?  
 Violations of rules?  
 Fire equipment missing or inoperative?  
 Sprinkler valve shut?  
 Sprinkler system defects? Security lights off?  
 Fire doors blocked or inoperative?  
 Exits dangerous or obstructed?  
 Trespassers?  
 Fire hazards observed?  
 Smoking violations?  
 Other noteworthy matters?  
 Remarks (giving details on "Yes" answers).

**A-4-9.2** This covers requirements the property management may specify as to appearance of guards. Such requirements may apply to wearing coats buttoned, ties not loosened, shoes polished, and other features to make the guard's appearance businesslike.

**A-5-3.1** Its scope should be established by the manager or by a fire loss prevention manager acting for the manager.

Advantage may be taken of courses for guards and fire fighters made available through training programs of vocational agencies, schools, universities, and other agencies.

Advantage should be taken of meetings to which guards may be sent for exposure to information useful to them in their work. Examples are meetings, within reasonable travel distance, of groups devoted to fire protection, safety, and security. Others are sessions of the fire department training schools, municipal or regional.

Management should provide, for its own use, publications dealing with fire loss prevention management so that decisions regarding guard service can be made with good background information. A selection of publications should also be obtained for distribution to persons serving as guards for their information.

Membership in the National Fire Protection Association is recommended as one source of useful periodical publications. (See also the *NFPA Codes and Standards Catalog*.)

It is suggested that members of a guard force performing duties for fire loss prevention be provided with the *NFPA Inspection Manual* and be required to study and be periodically examined on appropriate items on information in it.

Motion-picture films and other training aids available should be used in guards' training.

Good training aids for specific purposes are available from various sources such as public fire departments, state fire marshals' offices, and insurance organizations. Manufacturers of equipment frequently provide good films, brochures, and other aids to the understanding of installation, use, and maintenance of equipment that guards must understand.

**A-6-1** Communication systems may use telephone, telegraph, radio, and other components. For guard service communications, ordinary extension telephones and portable radios could be used if sufficient personnel is provided for a high degree of reliability of operation and maintenance of equipment.

**A-6-2** Protective signaling systems embody features of design and arrangement to obtain the needed reliability with minimum cost of operation and maintenance. What distinguishes these from their ordinary telephone or radio counterparts is the fact that each is designed as a "system" in which reliability as well as communication service requirements is recognized.

Management should provide competent and experienced personnel to have control of the system, to do the necessary maintenance, and to assure the proper operation of the system by causing tests and inspections to be made and recorded. Where the management does not itself provide these systems and their maintenance, it should provide them by contract.

Service of "central station" protective signaling systems may be as comprehensive as that for which the property management wishes to contract. The general experience with all protective signaling systems is that their dependability is directly proportional to the amount and effective character of maintenance, testing, and supervision and that these functions are best performed where the property management contracts for service with an outside agency known to be qualified in the handling of central station service.

Local protective signaling systems should be designed to give signals for supervision of guard service at the property protected.

Persons may be provided in control stations with "local" protective signaling systems, but such systems are generally designed for situations where operators or runners are not provided.

"Proprietary" protective signaling systems are those operated and maintained by the property management itself and provide a comprehensive service, including operators on duty and runners available.

With proprietary protective signaling systems, the property management should provide a control center at the property protected and the necessary qualified operators and runners.

**A-6-3** Computerized, electronic, bar code systems should be listed or approved.

**A-6-4** Compulsory tour systems reduce signal traffic. In one variation, each station has a clockworks that will transmit a signal unless the patrolperson reaches the station within a predetermined period. Another variation, which saves some wiring, has only certain stations connected to the central time recorder. In this variation, the patrolperson visits the intermediate station in a required order. At each intermediate station, a special key carried is given a changed setting. If the stations of the compulsory tour are visited in the correct order, the key will be set to operate a wired station.

**A-6-6** Such a center is needed even where there is very limited guard service. For example, in a plant with only one or two guards, this center might be simply a room with

a telephone to outside. Even with the central station service, a control center in the property could often be useful.

## Appendix B Referenced Publications

**B-1** The following documents or portions thereof are referenced within this standard for information purposes only and thus are not considered part of the requirements of this document. The edition indicated for each reference is the current edition as of the date of the NFPA issuance of this document.

**B-1.1 NFPA Publications.** National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101.

NFPA 51B, *Standard for Fire Prevention in Use of Cutting and Welding Processes*, 1989 edition

NFPA 71, *Standard for the Installation, Maintenance, and Use of Signaling Systems for Central Station Service*, 1989 edition

NFPA 72, *Standard for the Installation, Maintenance, and Use of Protective Signaling Systems*, 1990 edition

NFPA *Inspection Manual*, 1989 edition

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## **SUBMITTING PROPOSALS ON NFPA TECHNICAL COMMITTEE DOCUMENTS**

**Contact NFPA Standards Administration for final date for receipt of proposals  
on a specific document.**

Note: All proposals must be received by 5:00 p.m. E.S.T./E.D.S.T. on the published proposal closing date.

### **INSTRUCTIONS**

Use a separate proposal form for submitting each proposed amendment.

1. Type or print legibly in black ink.
2. Indicate the number, edition year, and title of the document. Also indicate the specific section or paragraph that the proposed amendment applies to.
3. Check the appropriate box to indicate whether this proposal recommends adding new text, revising existing text, or deleting text.
4. In the space identified as "Proposal" indicate the exact wording you propose as new or revised text, or the text you propose be deleted.
5. In the space titled "Statement of Problem and Substantiation for Proposal" state the problem which will be resolved by your recommendation and give the specific reason for your proposal. Include copies of test results, research papers, fire experience, or other materials that substantiate your recommendation.
6. Check the appropriate box to indicate whether or not this proposal is original material, and if it is not, indicate the source of the material.
7. Sign the proposal.

If supplementary material (photographs, diagrams, reports, etc.) is included, you may be required to submit sufficient copies for all members and alternates of the technical committee. The technical committee is authorized to abstract the "Statement of Problem and Substantiation for Proposal" if it exceeds 200 words for publication in the Technical Committee Reports.

**NOTE:** The NFPA Regulations Governing Committee Projects in Paragraph 10-10 state: Each proposal shall be submitted to the Council Secretary and shall include:

- (a) identification of the submitter and his affiliation (Committee, organization, company) where appropriate, and
- (b) identification of the document, paragraph of the document to which the proposal is directed, and
- (c) a statement of the problem and substantiation for the proposal, and
- (d) proposed text of proposal, including the wording to be added, revised (and how revised), or deleted.

# FORM FOR PROPOSALS ON NFPA TECHNICAL COMMITTEE DOCUMENTS

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National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02269-9101

Fax No.: 617-770-3500

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Date 5/18/85 Name John B. Smith Tel. No. 617-555-1212

Address 9 Seattle St., Seattle, WA 02255

Representing (Please indicate organization, company or self) Fire Marshals Assn. of North America

1. a) Document Title: Protective Signaling Systems NFPA No. & Year NFPA 72D

b) Section/Paragraph: 2-7.1 (Exception)

2. Proposal recommends: (Check one) ☐ new text  
☐ revised text  
☒ deleted text.

3. Proposal (include proposed new or revised wording, or identification of wording to be deleted):

Delete exception.

## FOR OFFICE USE ONLY

Log #: \_\_\_\_\_

Date Rec'd: \_\_\_\_\_

Proposal #: \_\_\_\_\_

## 4. Statement of Problem and Substantiation for Proposal:

A properly installed and maintained system should be free of ground faults. The occurrence of one or more ground faults should be required to cause a "trouble" signal because it indicates a condition that could contribute to future malfunction of the system. Ground fault protection has been widely available on these systems for years and its cost is negligible. Requiring it on all systems will promote better installations, maintenance and reliability.

## 5. ☒ This Proposal is original material.

☐ This Proposal is not original material; its source (if known) is as follows: \_\_\_\_\_

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