

NFPA 601 Standard for Security Services in Fire Loss Prevention

1996 Edition



National Fire Protection Association, 1 Batterymarch Park, PO Box 9101, Quincy, MA 02269-9101
An International Codes and Standards Organization

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NFPA 601
Standard for
Security Services in Fire Loss Prevention
1996 Edition

This edition of NFPA 601, *Standard for Security Services 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 13-15, 1995, in Chicago, IL. It was issued by the Standards Council on January 12, 1996, with an effective date of February 2, 1996, and supersedes all previous editions.

This edition of NFPA 601 was approved as an American National Standard on February 2, 1996.

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.

In 1995, the standard was completely revised to reflect modern security methods, terminology, and techniques.

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NOTE: Membership on a committee shall not in and of itself constitute an endorsement of the Association or any document developed by the committee on which the member serves.

Committee Scope: This Committee shall have primary responsibility for documents on fire brigades, guard services, and techniques for securing effective fire loss prevention programs in industrial, commercial, institutional, and similar properties.

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NFPA 601**Standard for****Security Services in Fire Loss Prevention****1996 Edition**

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

Information on referenced publications can be found in Chapter 7 and 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 defining the requirements, duties, and training for individuals to perform security services to protect a property against fire loss.

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

- (a) Protection of the property, including times when management is not present.
- (b) Access and egress control into and within the confines of the protected 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.

Authority Having Jurisdiction.* The organization, office, or individual responsible for approving equipment, an installation, or a procedure.

Drill. An exercise involving a credible simulated emergency that requires security personnel to perform planned emergency operations for the purpose of evaluating the effectiveness of the training and education programs and the competence of security personnel 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.

Fire Loss Prevention Manager. A person responsible for:

- (a) The preparation and implementation of a fire loss prevention plan, and
- (b) Revisions to the plan as changes occur at the site.

Hazardous Area. An area that contains a hazardous atmosphere and those areas of the structures or buildings used for processes that involve quantities of flammable liquids, liquids processed at or above their flash point, flammable gases, or explosive materials that have the potential for catastrophic loss. This includes processes that constitute a high fire hazard

because of the form, character, or volume of the material used.

Hazardous Atmosphere. Any atmosphere that is oxygen deficient or that contains a toxic or disease-producing contaminant. A hazardous atmosphere may or may not be immediately dangerous to life and health.

Hot Work. Any welding, cutting, brazing, or grinding that generates sparks capable of causing combustion.

Labeled. Equipment or materials to which has been attached a label, symbol, or other identifying mark of an organization that is 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.

Listed.* Equipment or materials included in a list published by an organization acceptable to the authority having jurisdiction and concerned with product evaluation that maintains periodic inspection of production of listed equipment or materials and whose listing states either that the equipment or material meets appropriate standards or has been tested and found suitable for use 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.

Protective Signaling System. Any alarm or system of alarms designed to give notification or warning, whether audible at the location or at a central receiving area, of the existence of a probable emergency or other unusual occurrence that might involve life safety or property protection.

Security. The branch of an organization, public or private, charged with the responsibility of safeguarding the assets (people, physical plant, properties, and products and reputation) of an organization. The process of security can be proprietary, contractual, or a combination of both. Proprietary security involves the use of company employees charged with the responsibility of protection. Contractual security makes use of an outside firm to supply individuals for the purpose of protection and loss prevention.

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. Management shall have the responsibility of providing protection from the hazards of fire for persons and property. The fire loss prevention manager shall be consulted in the design and implementation of the security policies and procedures affecting fire loss prevention.

2-2* Procedures and Instructions. Procedures and instructions involving security shall be specific with respect to duty responsibilities and actions required.

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

2-4* Contract Security Service. Supervision of security officers from outside firms shall be provided.

2-5 Maintenance of Equipment. Management shall establish procedures for the maintenance of equipment provided for use by security personnel.

2-6* Identification. Security officers shall be provided with a means of identifying themselves as authorized representatives of fire loss prevention management. The method of identification shall be acceptable to the authority having jurisdiction.

Chapter 3 Security Functions and Duties

3-1 General. Where permitted by the authority having jurisdiction, security personnel shall be permitted to be supplemented or supplanted by an approved protective signaling system.

3-2 Other Duties of Security Officers. Security officers shall be permitted to perform other duties in addition to their security responsibilities. These other duties shall not compromise the security functions.

3-3 Patrol Service.

3-3.1 Routes to be Patrolled.

3-3.1.1 Each route to be covered by a security officer shall be designated by the manager responsible.

3-3.1.2 The security officer assigned to each route shall be provided with instructions, all details regarding the route, and the functions to be carried out in covering the route.

3-3.1.3 The route shall be explicitly defined to ensure that the security officer patrols the correct area.

3-3.1.4* Security officers shall monitor hazardous areas remotely through methods acceptable to the authority having jurisdiction to afford prompt detection of fire or conditions likely to cause fire or other loss.

3-3.2 Rounds.

3-3.2.1 A security officer shall make rounds at intervals determined by management. When operations in the property normally are suspended, officers shall make rounds hourly or as assigned by management. Where special conditions exist, such as the presence of exceptional hazards or when fire protection equipment is impaired, management shall institute additional rounds.

3-3.2.2* The first round shall begin within one-half hour after the end of activities of the preceding work shift. During this round, the security officer shall make a thorough inspection of all buildings or spaces.

3-4 Control of Pedestrian and Vehicular Movement. Security 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 throughout the normal working day as directed by management, and during exit drills, and evacuation of the property due to emergencies.

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

3-5* Fire Protection Function of Security. Where management assigns fire protection functions to security and provides training therein, procedures shall be established for orderly conduct of the operations at the property, including procedures for fire loss prevention both by employees of the property protected and by outside contractors, and the prompt reporting of any fires discovered by calling the public fire department and the fire brigade of the property (if available on the shift).

3-6 General Duty Requirements.

3-6.1 Reporting for Duty. Security officers shall report for duty at times specified by their superiors. When, due to illness, injury, or other causes, officers are unable to report for duty, they shall notify their superiors at the earliest possible time.

3-6.2 Fitness for Duty. An on-duty security officer shall not accept relief by another officer who is not in a condition to work. The on-duty security officer shall ensure that the relief officer is fit for duty.

3-6.3 Emergencies on Duty. Security officers shall not leave their assigned areas except in an emergency. In such cases, they shall notify either their superiors or another officer as soon as practicable or send an appropriate signal to a constantly attended location, such as a control center or a police or fire station.

3-7 Reports.

3-7.1 Report of Conditions Requiring Immediate Action. Security officers shall promptly report conditions needing immediate attention, such as:

- (a) Sprinkler system valves found closed, or
- (b) Potential damage caused by freezing, or
- (c) Process or service equipment that is believed to be out of order, or
- (d) Other site-specific matters that would affect the operation or security of the facility.

These reports shall be in accordance with written instructions that indicate persons to whom reports are to be distributed and any immediate verbal notifications that are to be made.

3-7.2 Incident Reports. Security officers shall make incident reports as required. These reports shall cover:

- (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. Security officers shall complete daily reports as required.

Chapter 4 Selection and Conduct of Security Officers

4-1* Character Investigation. Management shall require individuals considered for a security officer position to satisfactorily pass a character investigation.

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

4-3* Criminal Convictions. Applicants for a position as a security officer shall provide information on all criminal convictions, including the location of the conviction, the nature of the crime, and the judicial disposition. Prior to an offer of employment, the applicant shall furnish certified copies of criminal history checks from the location of residence for the past ten years.

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

4-5 Medical Requirements. The employer shall establish medical and fitness requirements based on the risks and the functions associated with the individual's duties and responsibilities.

4-6 General Conduct of Security Officers.

4-6.1 Conduct on Duty. Security officers shall conduct themselves in such a way as not to interfere with the proper performance of their duties. They shall not sleep or consume alcohol or drugs on duty, or report for duty under the influence of alcohol or drugs.

4-6.2 Information. Security officers shall not release any information without the approval of management.

4-6.3 Authorized Persons. Security officers shall not release any details of their assignments except to authorized persons.

4-6.4* Enforcing Rules. Security officers shall follow and enforce rules adopted by the management of the property.

Chapter 5 Training and Education

5-1* General. Management shall establish an initial and ongoing performance-based training and education program for security officers to meet their assigned duties and functions.

5-2* Site-Specific Knowledge. Management shall establish programs for security officers to ensure they are familiar with the property being protected, including:

- (a) All buildings, occupancies, and hazards.
- (b) Fixed fire protection systems.
- (c) Manual and automatic detection and alarm systems.
- (d) Portable fire protection equipment.
- (e) Emergency shutdown procedures and equipment for which they are responsible.
- (f) The facility emergency action plan.

5-3 Materials and Processes. Management shall ensure that security officers are knowledgeable in site-specific hazardous materials and processes. This shall be done prior to a security officer being assigned to the hazard area and when new hazardous materials and processes are introduced into the facility. The management shall ensure that security officers are familiar with the location and interpretation of Material Safety Data Sheets.

5-4* Construction Operations. Management shall ensure that security officers are knowledgeable in the hazards associated with construction, demolition, alteration, and repair operations.

5-5 Emergency Plans. Management shall ensure that security officers are familiar with the site-specific emergency plans for dealing with fires and other emergencies.

5-6 Emergency Procedures. Management shall ensure that security officers are familiar with the procedures to follow in the recognition and reporting of an emergency, including:

- (a) When and how to use radio equipment, telephone, and private or public alarm boxes to summon aid.
- (b) How to notify the fire brigade, the municipal fire department, and other emergency response organizations.
- (c) The personnel to be contacted.

Chapter 6 Communications

6-1* Communication Systems. Security officers shall be provided with a means for continuous communication with a constantly attended location.

6-2 Protective Signaling Systems. Protective signaling systems, where provided, shall be installed, designed, and operated in accordance with NFPA 72, *National Fire Alarm Code*.

6-3* Security Tour Supervision Systems. Where security tour supervision systems are provided, they shall be listed or approved, or shall conform with NFPA 72, *National Fire Alarm Code*.

6-3.1 Management shall ensure that:

- (a) Security officers are not permitted to change the time record charts.
- (b) The changing and review of time record charts is done by the property manager or the manager's responsible designee, such as the fire loss prevention manager.
- (c) Time record charts of security officers are promptly reviewed.
- (d) Files are maintained for review by representatives of any authority having jurisdiction.
- (e) All irregularities are investigated, recorded, and corrective action is taken.

6-4* Directory. A continuously updated directory of names, telephone numbers, and other information to assist in making emergency calls shall be kept at the security control center. This directory shall include the telephone numbers of key management personnel to be notified in an emergency, fire, police and emergency medical service departments, and other outside agencies needed in an emergency.

Chapter 7 Referenced Publication

7-1 The following document or portions thereof are referenced within this standard and shall be considered part of the requirements of this document. The edition indicated for the reference is the current edition as of the date of the NFPA issuance of this document.

7-1.1 NFPA Publication. National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101.

NFPA 72, *National Fire Alarm Code*, 1993 edition.

Appendix A Explanatory Material

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

A-1-3 Approved. 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, 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, procedure, or use. The authority having jurisdiction may also refer to the listings or labeling practices of an organization concerned with product evaluations that is in a position to determine compliance with appropriate standards for the current production of listed items.

A-1-3 Authority Having Jurisdiction. 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, or health department; building official; electrical inspector; or others having statutory authority. For insurance purposes, an insurance inspection department, rating bureau, or other insurance company representative may be the authority having jurisdiction. In many circumstances, the property owner or his or her designated agent assumes the role of the authority having jurisdiction; at government installations, the commanding officer or departmental official may be the authority having jurisdiction.

A-1-3 Listed. The means for identifying listed equipment may vary for each organization concerned with product evaluation, some of which do not recognize equipment as listed unless it is also labeled. The authority having jurisdiction should utilize the system employed by the listing organization to identify a listed product.

A-2-1 Management of any property has a responsibility for fire loss prevention and for creating detailed plans for specific actions that are to be followed in the event of a fire. This responsibility can be delegated to an individual, such as the fire loss prevention manager.

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 such a plan, involving the proper officers of the public fire department to develop

response plans for various situations on the property. The objective should be to anticipate, as far as possible, emergencies and types of hazards that are likely to confront security officers and other personnel.

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

A-2-2 General instructions or superficial training are of little value. Detailed, understandable instructions, which should be in written form, cannot be prepared without management’s investment of time, thought, and expertise.

A-2-4 The following are some of the important items to consider when choosing the security company:

(a) Does the company make a pre-employment investigation of all its employees, including a criminal history check confirmed with a check of fingerprints?

(b) Does the company make use of psychological tests, such as the Minnesota Multiphasic Personality Inventory (MMPI) or other similar instrument conducted by a person licensed to administer same for determination of applicant qualification?

(c) Does the company have a continuous training program for its officers that deals with topics relevant to the duties expected of the officers at the facility protected?

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

(e) Does the company have a reporting system to keep the property management informed of occurrences on the protected property?

(f) Does the company have sufficient insurance to cover any incident that can occur as a result of negligence or criminal activity on the part of one of the officers? (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.)

(g) What are the basic qualifications for employment as a security officer with the company?

(h) Does the contracting security company have good references? (Check references whenever and wherever possible, including visitation of other installations protected by the security service.)

A-2-6 Identification of security officers is necessary for outside agencies and, in larger facilities, internal personnel to rapidly identify who is authorized by the fire loss prevention manager to perform fire loss prevention duties. The form of identification should be communicated to all involved agencies during pre-planning and should be included in the facility’s emergency action plan.

A-3-3.1.4 Areas where hazardous processes or materials are located might require monitoring more frequently than other areas due to the potential for immediate catastrophic loss. In addition to the protection of property, the use of remote monitoring methods reduces or eliminates the exposure of the security officer to the hazard.

A-3-3.2.2 The first round of a patrol is very important. Unless an emergency (fire, medical emergency, perimeter breach) causes the security officer to divert efforts to another location or task, the first patrol round should be taken promptly. The purpose is to gain familiarization with the patrol site, to observe what is occurring, to find events/conditions that

might cause a fire or other loss to the property, and to report them, as directed in the security procedures. The matters for specific attention in the first patrol round should be outlined in the officer's instructions for the patrol and should include the monitoring of items such as:

- (a) Outside doors and gates closed and secured, and windows, skylights, fire doors, and fire shutters closed.
- (b) All oily waste, rags, paint residue, rubbish, and similar combustible items removed from the buildings or reported.
- (c) All fire protection equipment in place and not obstructed.
- (d) Aisles clear.
- (e) Motors or machines not required to run continuously.
- (f) All unsecured offices, conference rooms, and smoking areas checked for carelessly discarded smoking materials.
- (g) All gas and electric heaters, coal and oil stoves, and other heating devices in open or unsecured areas on the premises checked.
- (h) The conditions of hazardous manufacturing processes noted as assigned. The temperature of dryers, annealing furnaces, and similar equipment that continue to operate during the night and on holidays and weekends should be noted on all rounds.
- (i) Flammable and combustible materials properly stored in approved containers or storage areas.
- (j) All sprinkler valves open and sealed, with gauges indicating normal pressures. If not open, that fact should be reported immediately.
- (k) Areas checked to determine if heating or air conditioning systems are working properly.
- (l) Water faucets and air valves examined for leaks. All water faucets and air valves found leaking should be reported and recorded.
- (m) Particular attention should be given to areas under construction or involved in alteration.

A-3-5 Examples of procedures for fire loss prevention include:

- (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 that reduce the effectiveness with which a fire can be controlled, such as sprinkler valves not open, obstructed sprinkler heads, water supplies impaired, or portable fire extinguishers not in place or in working order.
- (d) Performing operations to ensure 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 with 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) Operating equipment provided for control and extinguishment of incipient stage fires after giving the alarm and before the response of other persons to the alarm.

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

- (g) Making patrols along routes chosen to ensure surveillance of the entire property at appropriate intervals.

A-3-7.3 The daily report form should be a brief summary of the work done and the events encountered by the officer during the shift. The format of the report form can be varied to fit either company or facility policy but should be designed to ensure that all relevant information is included. The format can consist, for example, of questions that can be responded to by either "yes," "no," or "N/A," with a space made available for remarks. Examples of typical questions are:

- Fires in progress or property damaged?
- Stations missed?
- Rule violations?
- Fire hazards observed?
- Exits obstructed?
- Doors/windows open or broken?
- Fire equipment missing or inoperative?
- Sprinkler system defects found?
- Areas unsecured?
- Exits obstructed/blocked?
- Fire door blocked or inoperative?
- Smoking violations discovered?
- Other events noted?

A-4-1 Character background investigations involve more than taking the information provided on the application as fact. The employing agency should institute a procedure to confirm and clarify the information provided on the completed, signed application for employment. Information regarding employment, positions held, education, and residences needs to be confirmed. Information as to military service and discharge status (DD-214), if applicable, should be confirmed. Special attention should be made in regard to periods of unemployment or self-employment and confirmation obtained from an independent third party. Personal references listed by the applicant should be contacted, as well as any other individuals who might possess information as to the suitability of the individual to be a security officer. A complete employment history is desirable, but a ten-year history from the date of the application is usually acceptable.

The employer should also consider drug screening of security officers. Examinations should be in compliance with directives established by the authority having jurisdiction. Where no directives are established or in place, testing should be in compliance with the Department of Transportation (DOT) standards for a five-panel test for illegal drug identification, administered through a National Institute for Drug Abuse (NIDA) approved laboratory.

It should be noted that the DOT requirements are for illegal drugs only. Screenings are available that can determine the presence of prescription and certain over-the-counter drugs whose abuse could be counterproductive to a safe and productive work environment.

A-4-3 Although conviction of a criminal offense should not automatically disqualify an individual for employment as a security officer, the employing firm should make every effort to obtain the complete criminal conviction history of security officer applicants. States that license security officers might require a criminal history covering a specific period of time but, for nonregulated areas, a history of no less than five years should be undertaken. This should include criminal history checks from all areas lived in for the ten years preceding the application. The employer can confirm criminal history via a set of an applicant's fingerprints. Individual states that regulate security officers might not allow applicants with felony convictions or convictions involving moral turpitude to do security work. Companies in nonregulated states should use this direction as base hiring standards.

A-4-6.4 The security officer is the most visible representative of a company, whether that officer is an employee or contractor of the company. The security officer's actions directly reflect on the image of the company and the services afforded by the company. If security gives the appearance that they are "above the law," compliance with safety and security regulations could be minimal.

A-5-1 The scope of the training and education program should be established by management or the fire protection manager acting for management.

Advantage can be taken of courses for security officers offered through vocational/technical colleges, community and junior colleges, universities, and private training agencies. Companies should schedule officers so that they can take advantage of job-related training and education opportunities. Tuition reimbursement, either complete or partial, should be considered.

Security officers should be made aware of meetings that could provide job-related knowledge. These meetings might involve groups that are dedicated to fire protection, safety, loss prevention, crime prevention, or other related areas.

Facility management should have available relevant professional publications and journals in the areas of fire and general loss prevention and safety for their information as well as for use in the training and education of security officers.

Membership in the National Fire Protection Association is recommended as one source for obtaining useful publications.

All methodologies of training should be used in the training of security officers. Training bulletins, motion pictures, videotape, audiotape, and workshop formats should be used as means to further the knowledge, skills, and abilities of the security officer.

Training aids are available from various sources. Local fire departments, state fire marshals' offices, insurance organizations, and community/junior colleges and universities can be of invaluable assistance in the training of security personnel. Manuals from manufacturers of specific equipment can also be of use.

A-5-2 The use of a training officer or mentor can prove to be more beneficial than the use of print material for the initial site training of the security officer. The training officer should be an individual who best exemplifies the quality of security desired. The training officer should be thoroughly familiar with the facility protected.

A-5-4 Construction, demolition, alteration, and repair operations create temporary conditions that might alter the fire hazards and fire protection within and nearby the facilities. Furthermore, depending on the type of project, conditions might be constantly changing. Security officers should be knowledgeable of items such as:

- (a) Maintenance of unobstructed fire department or fire brigade access routes throughout the facility.
- (b) Clear access to fire protection equipment such as fire hydrants, automatic sprinkler and standpipe connections, standpipe hose lines, and portable fire extinguishers.
- (c) Locations where cutting, welding, and other hot work operations are being conducted, or have been conducted within the last four hours of the start of the security officer's shift.
- (d) Maintenance of unobstructed access to exits, and changes in exits.
- (e) Proper storage of combustible materials, including flammable and combustible liquids, combustible construction materials, and debris, away from heat sources.
- (f) Location of temporary heating devices.
- (g) Location of roofing operations that are being conducted, or that have been conducted within 12 hours of the start of the security officer's shift.
- (h) Locations with restricted access such as asbestos abatement areas.
- (i) Location of impaired fire protection systems.

For additional information on fire loss prevention during construction operations, see NFPA 241, *Standard for Safeguarding Construction, Alteration, and Demolition Operations*.

A-6-1 Communications systems can use telephones, cellular telephones, telegraph, radio, and other components. For security service communications, ordinary extension telephones and portable radios can be used if sufficient personnel are provided for and if there exists a high degree of reliability of operation and maintenance of equipment. A constantly attended location is a facility that receives signals or communications and that has personnel in attendance at all times to respond to these signals or communications.

A-6-3 Supervisory services systems are designed to continually report the performance of a security officer in connection with the intervals determined by management. The following describes some of the common systems used to perform this function.

Supervised Tours

In the first case, a series of patrol stations along the security officer's intended route are successively operated by the security officer with each station sounding a distinctive signal at a central headquarters. Customarily, the security officer is expected to reach each of these stations at a definite time, and failure to do so within a reasonable grace period prompts the central station to investigate the security officer's failure to signal. Frequently, manual fire alarm boxes that ordinarily transmit four or five rounds of signals for fire can also be actuated by a special watch key carried by the security officer to transmit

only a single round to the central station, thus signaling that the box has been visited.

Deliberate distribution of stations will compel a security officer to take a definite route through the premises, and variations from that route would appear as misplaced signals on the recording tape. A further advantage is that the order of station operation can be varied from time to time in the interests of security or to meet special conditions within the building.

Compulsory Tours

In the second case, one or more stations are connected to the central station, and preliminary mechanical stations condition the security officer's key to operate the connected station after, and only after, the preliminary stations have been operated in a prearranged order. This second arrangement is somewhat less flexible than the first, but has the advantage of the absence of interconnection between the preliminary stations and, thus, the reduction of signal traffic. The usual arrangement is to have the security officer transmit only start and finish signals that must be received at the central point at programmed reception times.

Delinquency Indicators

Delinquency indicator systems contain a series of connected stations that transmit a signal if the security officer does not reach the particular station within the anticipated preset period.

A-6-4 Security Control Center. A control center provides a point at which security officers can monitor electronic systems, sensors, or video cameras to provide prompt detection of problems or potential problems. The center should have

the ability to communicate with and monitor points outside the property as well as points within the protected property.

Staffing the Security Control Center. Where the communication equipment, including equipment used on patrol, requires that communications from security officers be monitored, the control center should be provided with an operator. Additional operators and around-the-clock operator service should be provided at the control center according to the character of the security service provided. Security officers who can be dispatched to investigate signals should also be provided as necessary. The control center should not go unstaffed during times when the control center is operational.

Appendix B Referenced Publications

B-1 The following documents or portions thereof are referenced within this standard for informational 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*, 1994 edition.

NFPA 241, *Standard for Safeguarding Construction, Alteration, and Demolition Operations*, 1993 edition.