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NFPA® 601

Standard for Security Services in Fire Loss Prevention

2015 Edition



NFPA, 1 Batterymarch Park, Quincy, MA 02169-7471
An International Codes and Standards Organization

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NFPA® 601

Standard for

Security Services in Fire Loss Prevention

2015 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. It was issued by the Standards Council on January 14, 2014, with an effective date of February 3, 2014, and supersedes all previous editions.

This edition of NFPA 601 was approved as an American National Standard on February 3, 2014.

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

In 1992, NFPA 601 incorporated NFPA 602 for the benefit of the user.

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

Changes for the 2000 edition were primarily editorial or were made for clarification.

The 2005 edition was updated to conform to the *Manual of Style for NFPA Technical Committee Documents*. Changes were primarily editorial, including revisions to several definitions for correlation with the Glossary of Terms.

The 2010 edition represented a reconfirmation of the technical requirements in the standard. Minor editorial changes were included for consistency with the *Manual of Style for NFPA Technical Committee Documents*.

The 2015 edition includes some minor editorial changes in addition to updating the list of current hazards that security personnel may encounter, such as impairments to fire protection systems and hot work.

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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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Contents

Chapter 1 Administration **601–** 4
1.1 Scope **601–** 4
1.2 Purpose **601–** 4

Chapter 2 Referenced Publications **601–** 4
2.1 General **601–** 4
2.2 NFPA Publications **601–** 4
2.3 Other Publications **601–** 4
2.4 References for Extracts in Mandatory Sections **601–** 4

Chapter 3 Definitions **601–** 4
3.1 General **601–** 4
3.2 NFPA Official Definitions **601–** 4
3.3 General Definitions **601–** 4

Chapter 4 Management Responsibilities **601–** 5
4.1 General Responsibilities **601–** 5
4.2 Procedures and Instructions **601–** 5
4.3 Succession to Supervisory Responsibility **601–** 5
4.4 Contract Security Service **601–** 5
4.5 Maintenance of Equipment **601–** 5
4.6 Identification **601–** 5

Chapter 5 Security Functions and Duties **601–** 5
5.1 General **601–** 5
5.2 Other Duties of Security Officers **601–** 5
5.3 Patrol Service **601–** 5
5.4 Control of Pedestrian and Vehicular Movement **601–** 5
5.5 Fire Protection Function of Security **601–** 5
5.6 General Duty Requirements **601–** 6
5.7 Reports **601–** 6

Chapter 6 Selection and Conduct of Security Officers **601–** 6
6.1 Character Investigation **601–** 6
6.2 Skills and Ability **601–** 6
6.3 Criminal Convictions **601–** 6
6.4 Contract Service **601–** 6
6.5 Medical Requirements **601–** 6
6.6 General Conduct of Security Officers **601–** 6

Chapter 7 Training and Education **601–** 6
7.1 General **601–** 6
7.2 Site-Specific Knowledge **601–** 6

Chapter 8 Communications **601–** 6
8.1 Communication Systems **601–** 6
8.2 Protective Signaling Systems **601–** 7
8.3 Security Tour Supervision Systems **601–** 7
8.4 Directory **601–** 7

Annex A Explanatory Material **601–** 7

Annex B Informational References **601–**10

Index **601–**11

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NFPA 601

Standard for

Security Services in Fire Loss Prevention

2015 Edition

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A reference in brackets [ ] following a section or paragraph indicates material that has been extracted from another NFPA document. As an aid to the user, the complete title and edition of the source documents for extracts in mandatory sections of the document are given in Chapter 2 and those for extracts in informational sections are given in Annex B. Extracted text may be edited for consistency and style and may include the revision of internal paragraph references and other references as appropriate. Requests for interpretations or revisions of extracted text shall be sent to the technical committee responsible for the source document.

Information on referenced publications can be found in Chapter 2 and Annex B.

Chapter 1 Administration

1.1 Scope.

1.1.1 This standard shall apply to the selection, requirements, duties, and training of security personnel who will perform fire loss prevention duties.

1.1.2 It shall cover the following three categories of security services:

(1) Protection of the property, including times when management is not present
(2) Access and egress control into and within the confines of the protected property
(3) Carrying out procedures for the orderly conduct of various operations at the property

1.2 Purpose.

1.2.1 Protection of persons and property against hazards of fire shall be a management responsibility.

1.2.2 The requirements of this standard shall be used to aid management in defining the requirements, duties, and training for individuals to perform security services to protect a property against fire loss.

Chapter 2 Referenced Publications

2.1 General. The documents or portions thereof listed in this chapter are referenced within this standard and shall be considered part of the requirements of this document.

2.2 NFPA Publications. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471.

NFPA 70®, National Electrical Code®, 2014 edition.

NFPA 72®, National Fire Alarm and Signaling Code, 2013 edition.

2.3 Other Publications.

Merriam-Webster's Collegiate Dictionary, 11th edition, Merriam-Webster, Inc., Springfield, MA, 2003.

2.4 References for Extracts in Mandatory Sections.

NFPA 51B, *Standard for Fire Prevention During Welding, Cutting, and Other Hot Work,* 2014 edition.

Chapter 3 Definitions

3.1 General. The definitions contained in this chapter shall apply to the terms used in this standard. Where terms are not defined in this chapter or within another chapter, they shall be defined using their ordinarily accepted meanings within the context in which they are used. *Merriam-Webster's Collegiate Dictionary*, 11th edition, shall be the source for the ordinarily accepted meaning.

3.2 NFPA Official Definitions.

3.2.1 Approved. Acceptable to the authority having jurisdiction.

3.2.2 Authority Having Jurisdiction (AHJ). An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

3.2.3 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.

3.2.4 Listed. Equipment, materials, or services included in a list published by an organization that is acceptable to the authority having jurisdiction and concerned with evaluation of products or services, that maintains periodic inspection of production of listed equipment or materials or periodic evaluation of services, and whose listing states that either the equipment, material, or service meets appropriate designated standards or has been tested and found suitable for a specified purpose.

3.2.5 Shall. Indicates a mandatory requirement.

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

3.2.7 Standard. A document, the main text of which contains only mandatory provisions using the word "shall" to indicate requirements and which is in a form generally suitable for mandatory reference by another standard or code or for adoption into law. Nonmandatory provisions are not to be considered a part of the requirements of a standard and shall be located in an appendix, annex, footnote, informational note, or other means as permitted in the *Manual of Style for NFPA Technical Committee Documents*.

3.3 General Definitions.

3.3.1 Drug. Any substance, chemical, over-the-counter medication, or prescribed medication that can affect performance.

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3.3.2 Fire Loss Prevention Manager. A person responsible for the preparation and implementation of a fire loss prevention plan and revisions to the plan as changes occur at the site.

3.3.3 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.

3.3.4 Hot Work. Work involving burning, welding, or a similar operation that is capable of initiating fires or explosions. [**51B,** 2014]

3.3.5 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.

3.3.6* 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.

Chapter 4 Management Responsibilities

4.1* General Responsibilities.

4.1.1 Management shall have the responsibility of providing protection from the hazards of fire for persons and property.

4.1.2* The fire loss prevention manager shall be consulted in the design and implementation of the security policies and procedures affecting fire loss prevention.

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

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

4.4* Contract Security Service. Supervision of security officers from outside firms shall be provided.

4.5 Maintenance of Equipment. Management shall establish and implement procedures for the maintenance and replacement of equipment provided for use by security personnel.

4.6* Identification.

4.6.1 Security officers shall be provided with a means of identifying themselves as authorized representatives of fire loss prevention management.

4.6.2 The method of identification shall be acceptable to the authority having jurisdiction.

Chapter 5 Security Functions and Duties

5.1 General. Where permitted by the authority having jurisdiction, security personnel shall be permitted to be supplemented or supplanted by an approved protective signaling or electronic monitoring system.

5.2 Other Duties of Security Officers.

5.2.1 Security officers shall be permitted to perform other duties in addition to their security responsibilities.

5.2.2 These other duties shall not compromise the security functions.

5.3 Patrol Service.

5.3.1 Routes to Be Patrolled.

5.3.1.1 Each route to be covered by a security officer shall be designated and approved by the fire loss prevention manager.

5.3.1.2 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.

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

5.3.1.4* Security officers shall observe or 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.

5.3.2 Rounds.

5.3.2.1 A security officer shall make rounds at intervals determined by management.

5.3.2.1.1 When operations in the property normally are suspended, officers shall make rounds hourly or as assigned by management.

5.3.2.1.2 Where special conditions exist, such as the presence of exceptional hazards or when fire protection equipment is impaired, management shall institute additional rounds.

5.3.2.2* The first round shall begin within 30 minutes after the end of activities of the preceding work shift. During this round, the security officer shall make an inspection of all buildings or spaces.

5.4 Control of Pedestrian and Vehicular Movement. Security shall be established to accomplish the following:

(1) Prevent entry of unauthorized persons or vehicles
(2) Control the activities of people authorized to be on the property, but who are not aware of procedures established for the prevention of fire
(3) Control pedestrian and vehicular traffic as directed by management during exit drills and evacuation due to emergencies
(4) Control gates and vehicular traffic to facilitate access to the property by the public fire department, members of private fire brigades, law enforcement, emergency medical services, and off-duty management personnel in the event of fire and other emergencies

5.5* Fire Protection Function of Security.

5.5.1 Where management assigns fire protection functions to security, 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 being protected and by outside contractors.

5.5.2* Security shall be informed of fire protection system impairments including the location, and expected duration, of the impairment and restoration.

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5.5.3* Security shall be notified of the location and duration of authorized hot work.

5.5.4* Security shall be familiar with the response plans of the facility fire brigade or the fire department to ensure response routes are not blocked and to provide access when necessary.

5.5.5 Procedures shall also be established for 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).

5.6 General Duty Requirements.

5.6.1 Reporting for Duty.

5.6.1.1 Security officers shall report for duty at times specified by their supervisors.

5.6.1.2 When officers are unable to report for duty due to illness, injury, or other causes, they shall notify their supervisors at the earliest possible time prior to the beginning of the assigned shift.

5.6.2* Fitness for Duty.

5.6.2.1 An on-duty security officer shall not accept relief by another officer who is not in a condition to work. A method of notifying management shall be stated in the security policy when an officer has reason to believe the relief officer is not in a condition to work.

5.6.2.2 It shall be the responsibility of management to determine fitness for duty of any security officer.

5.6.3 Emergencies on Duty. Security officers shall not leave their assigned areas except in an emergency. In such cases, they shall notify either their supervisors 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.

5.7 Reports.

5.7.1 Report of Conditions Requiring Immediate Action.

5.7.1.1 Security officers shall promptly report conditions needing immediate attention, such as the following:

(1)*Unauthorized impairments to fire protection systems
(2) Unauthorized hot work operations
(3) Potential damage to equipment caused by freezing or other environmental conditions
(4) Process or service equipment that appears to be out of order
(5) Other site-specific matters that would affect the operation or security of the facility

5.7.1.2 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.

5.7.2 Incident Reports. As required, security officers shall make incident reports covering the following:

(1) Where — that is, the exact location
(2) When — that is, the exact time
(3) What — that is, the act or thing done
(4) How — that is, the method by which an act was done
(5) Who — that is, the identity of the person or persons

5.7.3* Daily Report. Security officers shall complete daily reports as required.

Chapter 6 Selection and Conduct of Security Officers

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

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

6.3* Criminal Convictions. Applicants for a position as a security officer shall provide all information required by the authority having jurisdiction to complete a background check.

6.4 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.

6.5 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.

6.6 General Conduct of Security Officers.

6.6.1 Security officers shall conduct themselves in such a way as to not interfere with the performance of their duties.

6.6.2 Security officers shall not sleep or consume alcohol or drugs on duty or report for duty under the influence of alcohol or drugs.

6.6.3 Security officers shall not release any information without the approval of management.

6.6.4 Security officers shall not release any details of their assignments except to authorized persons.

6.6.5* Security officers shall follow and enforce rules adopted by the management of the property.

Chapter 7 Training and Education

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

7.2* Site-Specific Knowledge. Management shall establish site-specific programs for security officers to ensure that they are knowledgeable about the property being protected, including the following:

(1) All buildings, occupancies, and hazards
(2)*Hazardous materials and processes
(3) Emergency shutdown procedures and equipment for which they are responsible
(4) Fixed fire protection systems
(5) Manual and automatic detection and alarm systems
(6) Portable fire protection equipment
(7)*The facility emergency action plan and procedures
(8)*Construction operations

Chapter 8 Communications

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

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

8.3* Security Tour Supervision Systems.

8.3.1 Where security tour supervision systems are provided, they shall be listed or approved or shall conform with *NFPA 70, National Electrical Code*.

8.3.2 Management shall ensure the following:

(1) Security officers are not permitted to change the time record charts.
(2) 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.
(3) Time record charts of security officers are promptly reviewed.
(4) Files are maintained for review by representatives of any authority having jurisdiction.
(5) All irregularities are investigated and recorded, and corrective action is taken as required.

8.4* Directory.

8.4.1 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.

8.4.2 This directory shall include the telephone numbers of key management personnel to be notified in an emergency, such as fire, police, and emergency medical service departments, and other outside agencies needed in an emergency.

8.4.3 In the absence of a security control center, the directory shall be kept with the security policies and procedures in a location available to security officers and acceptable to the authority having jurisdiction.

Annex A Explanatory Material

Annex A is not a part of the requirements of this NFPA document but is included for informational purposes only. This annex contains explanatory material, numbered to correspond with the applicable text paragraphs.

A.3.3.6 Security. 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 and equipment for the purpose of protection and loss prevention.

A.4.1 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 appropriate 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.

A.4.1.2 The term *fire loss 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.4.2 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.4.4 The following are some of the important items to consider when management chooses a security company:

(1) Does the company conduct a pre-employment investigation of all its employees, including a criminal history check confirmed with a check of fingerprints?
(2) Does the company use psychological tests, such as the Minnesota Multiphasic Personality Inventory (MMPI) or other similar instrument conducted by a person licensed to administer such tests for determination of applicant qualification?
(3) 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 being protected?
(4) Does the company have an adequate supervisory system?
(5) Does the company have a reporting system to keep the property management informed of occurrences on the protected property?
(6) 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.)
(7) What are the basic qualifications for employment as a security officer with the company?
(8) 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.4.6 Identification is necessary for security officers from outside agencies and for internal personnel in larger facilities, 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.5.3.1.4 Areas where hazardous processes or materials are located could require more frequent monitoring 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.5.3.2.2 The first round of a patrol is very important. Unless an emergency, such as fire, medical emergency, or 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 or 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 the following:

(1) Outside doors and gates should be closed and secured, and windows, skylights, fire doors, and fire shutters should be closed.

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(2) All oily waste, rags, paint residue, rubbish, and similar combustible items should be removed from the buildings or reported.
(3) All fire protection equipment should be in place and not obstructed.
(4) Aisles should be clear.
(5) Motors or machines not required to run continuously should be monitored.
(6) All unsecured offices, conference rooms, and smoking areas should be checked for carelessly discarded smoking materials.
(7) All gas and electric heaters, coal and oil stoves, and other heating devices in open or unsecured areas on the premises should be checked.
(8) The conditions of hazardous manufacturing processes should be 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.
(9) Flammable and combustible materials should be stored in approved containers or storage areas.
(10) All sprinkler valves should be open and sealed with gauges indicating normal pressures. If not open, that fact should be reported immediately.
(11) Areas should be checked to determine if heating or air-conditioning systems are working properly.
(12) Water faucets and air valves should be examined for leaks. All water faucets and air valves found leaking should be reported and recorded.
(13) Particular attention should be given to areas under construction or involved in alteration.

A.5.5 Examples of procedures for fire loss prevention include the following:

(1) 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 *(For information on fire watches, see NFPA 51B, Standard for Fire Prevention During Welding, Cutting, and Other Hot Work.)*
(2) Detecting conditions likely to cause a fire, such as leaks or spills of flammable liquids and faulty equipment
(3) Detecting conditions that reduce the effectiveness with which a fire can be controlled, such as closed sprinkler control valves, obstructed sprinkler heads, impaired water supplies, or misplaced or nonfunctioning portable fire extinguishers
(4) Performing operations to ensure that fire equipment will function effectively (These operations 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.)
(5) 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
(6) Monitoring receipt of signals due to the operation of protective signaling systems provided, including trouble signals
(7) Making patrols along routes chosen to ensure surveillance of the entire property at appropriate intervals

A.5.5.2 Knowledge about impairments is a fundamental aspect of fire loss prevention and should be taken into consideration in the processing of alarms and the security officer's awareness.

A.5.5.3 Knowledge about authorized hot work is a fundamental aspect of fire loss prevention and should be taken into consideration in the processing of alarms and the security officer's awareness. Security officers should be assigned to provide surveillance of terminated hot work operations.

A.5.5.4 Facility fire brigade requirements are provided in NFPA 600, *Standard for Industrial Fire Brigades*.

A.5.6.2 It is critical that security officers are in a physical and mental condition to conduct their assigned duties. In the event that the actions of the relieving officer suggest that he or she is not fit for duty, the on-duty officer should notify his or her supervisor. Examples of impaired physical condition include, but are not limited to, the following:

(1) Slurred or incoherent speech
(2) Odor of intoxicant on breath or person
(3) Unsteady gait
(4) Disheveled appearance

A.5.7.1.1(1) Examples of unauthorized impairments can include items such as fire pumps that are out of service or sprinkler system valves that have been closed, or alarm or other fire protection systems that are in trouble or supervisory.

A.5.7.3 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 as follows:

(1) Fires in progress or property damaged?
(2) Stations missed?
(3) Rule violations?
(4) Fire hazards observed?
(5) Exits obstructed?
(6) Doors/windows open or broken?
(7) Fire equipment missing or inoperative?
(8) Sprinkler system defects found?
(9) Areas unsecured?
(10) Exits obstructed/blocked?
(11) Fire door blocked or inoperative?
(12) Smoking violations discovered?
(13) Other events noted?

A.6.1 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 should be confirmed. Information as to military service and discharge status (DD-214), if applicable, should be confirmed. Special attention should be given to periods of unemployment or self-employment, and confirmation should be 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 on the suitability of the individual to be a security officer. A complete employment history is desirable, but a 10-year history from the date of the application is usually acceptable.

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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.6.3 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 could require a criminal history covering a specific period of time but, for nonregulated areas, a history of no fewer than 10 years should be undertaken. The criminal history checks should include all areas lived in for the 10 years preceding the application. 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.6.6.5 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 are a direct reflection of 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.7.1 The scope of the training and education program should be established by management or the fire protection manager acting for management.

Security officers can take advantage of job-related courses 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 the security officers' information as well as for use in the training and education of security officers.

Membership in the NFPA 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.7.2 The use of a training officer or mentor can prove to be more beneficial than the use of printed 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 being protected.

A.7.2(2) Management should ensure that security officers are knowledgeable in site-specific hazardous materials and processes. Training about site-specific hazardous materials and processes should be done prior to a security officer being assigned to the hazardous area and when new hazardous materials and processes are introduced into the facility. Management should ensure that security officers are familiar with the location and interpretation of Material Safety Data Sheets (MSDS).

A.7.2(7) Management should ensure that security officers are familiar with the site-specific emergency plans for dealing with fires and other emergencies. Management should also ensure that security officers are familiar with the procedures to follow in the recognition and reporting of an emergency, including the following:

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

A.7.2(8) Management should ensure that security officers are knowledgeable in the hazards associated with construction, demolition, alteration, and repair operations.

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

(1) Maintenance of unobstructed fire department or fire brigade access routes throughout the facility
(2) Clear access to fire protection equipment such as fire hydrants, automatic sprinkler and standpipe connections, standpipe hose lines, and portable fire extinguishers
(3) Locations where cutting, welding, and other hot work operations are being conducted or have been conducted within the last 4 hours of the start of the security officer's shift
(4) Maintenance of unobstructed access to exits and changes in exits
(5) Proper storage of combustible materials, including flammable and combustible liquids, combustible construction materials, and debris, away from heat sources
(6) Location of temporary heating devices
(7) 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
(8) Locations with restricted access such as asbestos abatement areas
(9) 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.*

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A.8.1 Communication 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 a high degree of reliability of operation and maintenance of equipment exists. 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.8.3 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:

(1) 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 will 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.

(2) 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.

(3) 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.8.4 A security 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.

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.

Annex B Informational References

B.1 Referenced Publications. The documents or portions thereof listed in this annex are referenced within the informational sections of this standard and are not part of the requirements of this document unless also listed in Chapter 2 for other reasons.

B.1.1 NFPA Publications. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471.

NFPA 51B, *Standard for Fire Prevention During Welding, Cutting, and Other Hot Work*, 2014 edition.

NFPA 241, *Standard for Safeguarding Construction, Alteration, and Demolition Operations*, 2013 edition.

NFPA 600, *Standard for Industrial Fire Brigades*, 2010 edition.

B.2 Informational References. (Reserved)

B.3 References for Extracts in Informational Sections. (Reserved)

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Index

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-A-

Administration ..... Chap. 1
Purpose 1.2
Scope 1.1
Approved
Definition 3.2.1
Authority Having Jurisdiction (AHJ)
Definition 3.2.2

-C-

Communications ..... Chap. 8
Communication Systems 8.1, A.8.1
Directory 8.4, A.8.4
Protective Signaling Systems 8.2
Security Tour Supervision Systems 8.3, A.8.3

-D-

Definitions ..... Chap. 3
Drug
Definition 3.3.1

-E-

Explanatory Material ..... Annex A

-F-

Fire Loss Prevention Manager
Definition 3.3.2

-H-

Hazardous Area
Definition 3.3.3
Hot Work
Definition 3.3.4

-I-

Informational References ..... Annex B

-L-

Labeled
Definition 3.2.3
Listed
Definition 3.2.4

-M-

Management Responsibilities ..... Chap. 4
Contract Security Service 4.4, A.4.4
General Responsibilities 4.1, A.4.1
Identification 4.6, A.4.6
Maintenance of Equipment 4.5
Procedures and Instructions 4.2, A.4.2
Succession to Supervisory Responsibility 4.3

-P-

Protective Signaling System
Definition 3.3.5

-R-

Referenced Publications ..... Chap. 2
General 2.1
NFPA Publications 2.2
Other Publications 2.3
References for Extracts in Mandatory Sections 2.4

-S-

Security
Definition 3.3.6, A.3.3.6
Security Functions and Duties ..... Chap. 5
Control of Pedestrian and Vehicular Movement 5.4
Fire Protection Function of Security 5.5, A.5.5
General 5.1
General Duty Requirements 5.6
Emergencies on Duty 5.6.3
Fitness for Duty 5.6.2, A.5.6.2
Reporting for Duty 5.6.1
Other Duties of Security Officers 5.2
Patrol Service 5.3
Rounds 5.3.2
Routes to Be Patrolled 5.3.1
Reports 5.7
Daily Report 5.7.3, A.5.7.3
Incident Reports 5.7.2
Report of Conditions Requiring Immediate Action 5.7.1
Selection and Conduct of Security Officers ..... Chap. 6
Character Investigation 6.1, A.6.1
Contract Service 6.4
Criminal Convictions 6.3, A.6.3
General Conduct of Security Officers 6.6
Medical Requirements 6.5
Skills and Ability 6.2
Shall
Definition 3.2.5
Should
Definition 3.2.6
Standard
Definition 3.2.7

-T-

Training and Education ..... Chap. 7
General 7.1, A.7.1
Site-Specific Knowledge 7.2, A.7.2

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Sequence of Events for the Standards Development Process

As soon as the current edition is published, a Standard is open for Public Input

Step 1: Input Stage

- Input accepted from the public or other committees for consideration to develop the First Draft
- Committee holds First Draft Meeting to revise Standard (23 weeks)
  Committee(s) with Correlating Committee (10 weeks)
- Committee ballots on First Draft (12 weeks)
  Committee(s) with Correlating Committee (11 weeks)
- Correlating Committee First Draft Meeting (9 weeks)
- Correlating Committee ballots on First Draft (5 weeks)
- First Draft Report posted

Step 2: Comment Stage

- Public Comments accepted on First Draft (10 weeks)
- If Standard does not receive Public Comments and the Committee does not wish to further revise the Standard, the Standard becomes a Consent Standard and is sent directly to the Standards Council for issuance
- Committee holds Second Draft Meeting (21 weeks)
  Committee(s) with Correlating Committee (7 weeks)
- Committee ballots on Second Draft (11 weeks)
  Committee(s) with Correlating Committee (10 weeks)
- Correlating Committee First Draft Meeting (9 weeks)
- Correlating Committee ballots on First Draft (8 weeks)
- Second Draft Report posted

Step 3: Association Technical Meeting

- Notice of Intent to Make a Motion (NITMAM) accepted (5 weeks)
- NITMAMs are reviewed and valid motions are certified for presentation at the Association Technical Meeting
- Consent Standard bypasses Association Technical Meeting and proceeds directly to the Standards Council for issuance
- NFPA membership meets each June at the Association Technical Meeting and acts on Standards with "Certified Amending Motions" (certified NITMAMs)
- Committee(s) and Panel(s) vote on any successful amendments to the Technical Committee Reports made by the NFPA membership at the Association Technical Meeting

Step 4: Council Appeals and Issuance of Standard

- Notification of intent to file an appeal to the Standards Council on Association action must be filed within 20 days of the Association Technical Meeting
- Standards Council decides, based on all evidence, whether or not to issue the Standards or to take other action

Committee Membership Classifications[1,2,3,4]

The following classifications apply to Committee members and represent their principal interest in the activity of the Committee.

1. M *Manufacturer:* A representative of a maker or marketer of a product, assembly, or system, or portion thereof, that is affected by the standard.
2. U *User:* A representative of an entity that is subject to the provisions of the standard or that voluntarily uses the standard.
3. IM *Installer/Maintainer:* A representative of an entity that is in the business of installing or maintaining a product, assembly, or system affected by the standard.
4. L *Labor:* A labor representative or employee concerned with safety in the workplace.
5. RT *Applied Research/Testing Laboratory:* A representative of an independent testing laboratory or independent applied research organization that promulgates and/or enforces standards.
6. E *Enforcing Authority:* A representative of an agency or an organization that promulgates and/or enforces standards.
7. I *Insurance:* A representative of an insurance company, broker, agent, bureau, or inspection agency.
8. C *Consumer:* A person who is or represents the ultimate purchaser of a product, system, or service affected by the standard, but who is not included in (2).
9. SE *Special Expert:* A person not representing (1) through (8) and who has special expertise in the scope of the standard or portion thereof.

NOTE 1: "Standard" connotes code, standard, recommended practice, or guide.

NOTE 2: A representative includes an employee.

NOTE 3: While these classifications will be used by the Standards Council to achieve a balance for Technical Committees, the Standards Council may determine that new classifications of member or unique interests need representation in order to foster the best possible Committee deliberations on any project. In this connection, the Standards Council may make such appointments as it deems appropriate in the public interest, such as the classification of "Utilities" in the National Electrical Code Committee.

NOTE 4: Representatives of subsidiaries of any group are generally considered to have the same classification as the parent organization.

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Submitting Public Input / Public Comment through the Electronic Submission System (e-Submission):

As soon as the current edition is published, a Standard is open for Public Input.

Before accessing the e-Submission System, you must first sign-in at www.NFPA.org. *Note: You will be asked to sign-in or create a free online account with NFPA before using this system*:

a. Click in the gray Sign In box on the upper left side of the page. Once signed-in, you will see a red "Welcome" message in the top right corner.
b. Under the Codes and Standards heading, Click on the Document Information pages (List of Codes & Standards), and then select your document from the list or use one of the search features in the upper right gray box.

OR

a. Go directly to your specific document page by typing the convenient short link of www.nfpa.org/document#, (Example: NFPA 921 would be www.nfpa.org/921) Click in the gray Sign In box on the upper left side of the page. Once signed in, you will see a red "Welcome" message in the top right corner.

To begin your Public Input, select the link The next edition of this standard is now open for Public Input (formally "proposals") located on the Document Information tab, the Next Edition tab, or the right-hand Navigation bar. Alternatively, the Next Edition tab includes a link to Submit Public Input online

At this point, the NFPA Standards Development Site will open showing details for the document you have selected. This "Document Home" page site includes an explanatory introduction, information on the current document phase and closing date, a left-hand navigation panel that includes useful links, a document Table of Contents, and icons at the top you can click for Help when using the site. The Help icons and navigation panel will be visible except when you are actually in the process of creating a Public Input.

Once the First Draft Report becomes available there is a Public comment period during which anyone may submit a Public Comment on the First Draft. Any objections or further related changes to the content of the First Draft must be submitted at the Comment stage.

To submit a Public Comment you may access the e-Submission System utilizing the same steps as previous explained for the submission of Public Input.

For further information on submitting public input and public comments, go to: http://www.nfpa.org/publicinput

Other Resources available on the Doc Info Pages

Document information tab: Research current and previous edition information on a Standard

Next edition tab: Follow the committee's progress in the processing of a Standard in its next revision cycle.

Technical committee tab: View current committee member rosters or apply to a committee

Technical questions tab: For members and Public Sector Officials/AHJs to submit questions about codes and standards to NFPA staff. Our Technical Questions Service provides a convenient way to receive timely and consistent technical assistance when you need to know more about NFPA codes and standards relevant to your work. Responses are provided by NFPA staff on an informal basis.

Products/training tab: List of NFPA's publications and training available for purchase.

Community tab: Information and discussions about a Standard

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Information on the NFPA Standards Development Process

I. Applicable Regulations. The primary rules governing the processing of NFPA standards (codes, standards, recommended practices, and guides) are the NFPA *Regulations Governing the Development of NFPA Standards (Regs)*. Other applicable rules include NFPA *Bylaws*, NFPA *Technical Meeting Convention Rules*, NFPA *Guide for the Conduct of Participants in the NFPA Standards Development Process*, and the NFPA *Regulations Governing Petitions to the Board of Directors from Decisions of the Standards Council*. Most of these rules and regulations are contained in the *NFPA Standards Directory*. For copies of the *Directory*, contact Codes and Standards Administration at NFPA Headquarters; all these documents are also available on the NFPA website at "www.nfpa.org."

The following is general information on the NFPA process. All participants, however, should refer to the actual rules and regulations for a full understanding of this process and for the criteria that govern participation.

II. Technical Committee Report. The Technical Committee Report is defined as "the Report of the responsible Committee(s), in accordance with the Regulations, in preparation of a new or revised NFPA Standard." The Technical Committee Report is in two parts and consists of the First Draft Report and the Second Draft Report. (See *Regs* at 1.4)

III. Step 1: First Draft Report. The First Draft Report is defined as "Part one of the Technical Committee Report, which documents the Input Stage." The First Draft Report consists of the First Draft, Public Input, Committee Input, Committee and Correlating Committee Statements, Correlating Input, Correlating Notes, and Ballot Statements. (See *Regs* at 4.2.5.2 and Section 4.3) Any objection to an action in the First Draft Report must be raised through the filing of an appropriate Comment for consideration in the Second Draft Report or the objection will be considered resolved. [See *Regs* at 4.3.1(b)]

IV. Step 2: Second Draft Report. The Second Draft Report is defined as "Part two of the Technical Committee Report, which documents the Comment Stage." The Second Draft Report consists of the Second Draft, Public Comments with corresponding Committee Actions and Committee Statements, Correlating Notes and their respective Committee Statements, Committee Comments, Correlating Revisions, and Ballot Statements. (See *Regs* at Section 4.2.5.2 and 4.4) The First Draft Report and the Second Draft Report together constitute the Technical Committee Report. Any outstanding objection following the Second Draft Report must be raised through an appropriate Amending Motion at the Association Technical Meeting or the objection will be considered resolved. [See *Regs* at 4.4.1(b)]

V. Step 3a: Action at Association Technical Meeting. Following the publication of the Second Draft Report, there is a period during which those wishing to make proper Amending Motions on the Technical Committee Reports must signal their intention by submitting a Notice of Intent to Make a Motion. (See *Regs* at 4.5.2) Standards that receive notice of proper Amending Motions (Certified Amending Motions) will be presented for action at the annual June Association Technical Meeting. At the meeting, the NFPA membership can consider and act on these Certified Amending Motions as well as Follow-up Amending Motions, that is, motions that become necessary as a result of a previous successful Amending Motion. (See 4.5.3.2 through 4.5.3.6 and Table1, Columns 1-3 of *Regs* for a summary of the available Amending Motions and who may make them.) Any outstanding objection following action at an Association Technical Meeting (and any further Technical Committee consideration following successful Amending Motions, see *Regs* at 4.5.3.7 through 4.6.5.3) must be raised through an appeal to the Standards Council or it will be considered to be resolved.

VI. Step 3b: Documents Forwarded Directly to the Council. Where no Notice of Intent to Make a Motion (NITMAM) is received and certified in accordance with the Technical Meeting Convention Rules, the standard is forwarded directly to the Standards Council for action on issuance. Objections are deemed to be resolved for these documents. (See *Regs* at 4.5.2.5)

VII. Step 4a: Council Appeals. Anyone can appeal to the Standards Council concerning procedural or substantive matters related to the development, content, or issuance of any document of the Association or on matters within the purview of the authority of the Council, as established by the *Bylaws* and as determined by the Board of Directors. Such appeals must be in written form and filed with the Secretary of the Standards Council (See *Regs* at 1.6). Time constraints for filing an appeal must be in accordance with 1.6.2 of the *Regs*. Objections are deemed to be resolved if not pursued at this level.

VIII. Step 4b: Document Issuance. The Standards Council is the issuer of all documents (see Article 8 of *Bylaws*). The Council acts on the issuance of a document presented for action at an Association Technical Meeting within 75 days from the date of the recommendation from the Association Technical Meeting, unless this period is extended by the Council (See *Regs at* 4.7.2). For documents forwarded directly to the Standards Council, the Council acts on the issuance of the document at its next scheduled meeting, or at such other meeting as the Council may determine (See *Regs* at 4.5.2.5 and 4.7.4).

IX. Petitions to the Board of Directors. The Standards Council has been delegated the responsibility for the administration of the codes and standards development process and the issuance of documents. However, where extraordinary circumstances requiring the intervention of the Board of Directors exist, the Board of Directors may take any action necessary to fulfill its obligations to preserve the integrity of the codes and standards development process and to protect the interests of the Association. The rules for petitioning the Board of Directors can be found in the *Regulations Governing Petitions to the Board of Directors from Decisions of the Standards Council* and in 1.7 of the *Regs*.

X. For More Information. The program for the Association Technical Meeting (as well as the NFPA website as information becomes available) should be consulted for the date on which each report scheduled for consideration at the meeting will be presented. For copies of the First Draft Report and Second Draft Report as well as more information on NFPA rules and for up-to-date information on schedules and deadlines for processing NFPA documents, check the NFPA website (www.nfpa.org/aboutthecodes) or contact NFPA Codes & Standards Administration at (617) 984-7246.

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