


| | | |
|---|--|--------------------|
|  | Environmental Health and Safety Manual | |
| | Policy Number: EH&S 5-5 | |
| Title: Fire Protection System Impairments | | |
| Effective Date: 9/92 | Revision: 2/97 | Number of Pages: 3 |

PURPOSE: To provide a mechanism for the authorization of a fire protection system shut down, restoration and fire department notification during maintenance, repairs or additions to the system.

SCOPE: University wide.

DEFINITIONS:

Fire Protection System: Fire protection systems include fire pumps, fire sprinkler systems, fire alarm systems and fire hydrants.

PROCEDURES:

I. Responsibilities

A. Physical Plant

1. Identify all areas affected by a fire protection system impairment.
2. Determine the anticipated time that the work should be completed.
3. Schedule the fire system impairment at least 24 hours in advance with the Department of Environmental Health and Safety.
4. Authorized Physical Plant personnel can shut down fire protection systems, except for fire alarm systems, only after the above requirements, including the lockout and tagout of the equipment by the Department of Environmental Health and Safety, have been met. Only Department of Environmental Health and Safety personnel may shut down the fire alarm system.
5. Physical Plant personnel shall not restart the equipment, except as specifically authorized by the Department of Environmental Health and Safety.

B. Department of Environmental Health and Safety

1. Notify Public Safety of the fire protection system shut down.
2. Notify local fire departments of the fire protection system shut down.
3. Record the impairment in the Fire Marshals' Impairment Log.
4. Personally advise any of those listed below of the impairment, and the anticipated restoration time:
 - a. Director of Environmental Health and Safety
 - b. Assistant Director of Environmental Health and Safety
 - c. Chief Fire Marshal
 - d. On Duty Fire Marshal(s)
 - e. Fire Alarm System Technician as necessary
5. Lockout and tagout the equipment that will be involved in the impairment.
6. The Fire Marshal who restores the system is responsible to:
 - a. Restore the system and verify that it is functional.
 - b. Advise the responsible Physical Plant, Power Plant or Contractor supervisor of the restoration.
 - c. Notify Public Safety of the restoration.
 - d. Advise the local fire departments of the restoration.
 - e. Record the restoration in the Fire Marshals' Impairment Log.

II. Alternate Fire Protection

1. Impairments lasting for more than 16 hours must include alternate plans for fire protection.

-Rev. 2/97-

2. Alternate plans must be approved by the Department of Environmental Health and Safety.
3. The local fire departments must be notified of any alternate plans.
4. If, in the opinion of the Department of Environmental Health and Safety, the impairment would cause an undue risk to building occupants, a Fire Watch must be established.

INQUIRIES/REQUESTS:

Environmental Health and Safety
110 Suffolk Hall
Zip 6200
Main Office: 632-6410
FAX: 632-9683

RELATED FORMS:

RELATED DOCUMENTS:

-Rev. 2/97-