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| Fire Protection Impairment Procedure |

**Office: Environmental Health, Safety, and Risk**

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**Related Policy or Policies: Environmental Health and Safety Policy**

**Revision History**

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| **Revision Number:** | **Change:** | **Date:** |
| Initial |  | 11/12/2024 |
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1. **Purpose**

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| Southern Oregon University is dedicated to the safety of personnel, whether faculty, staff, students, or non-University personnel. This procedure is designed to establish procedures to be followed when a fire protection system is taken out of service due to construction, alteration, power outage, repair or an emergency condition. These procedures include measures taken during the impairment to ensure that increased risks are minimized and the duration of the impairment is limited. The probability of a fire or explosion causing major damage is increased whenever a fireprotection system is impaired. The longer the fire protection system is impaired, the greaterthe probability becomes. Therefore, it is necessary to minimize the duration and scope of anyimpairment or provide for an alternate protection system. The Fire Protection Impairment Program is an effective management program used to:* Supervise the safe shutdown of fire protection systems.
* Control potential fire hazards during the impairments.
* Restore the fire protection system to service as soon as possible.
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**B. Definitions**

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| * Firewatch: A person or persons designated to physically patrol the area where the

fire protection system is impaired.* Fire Protection Systems: Sprinkler systems, standpipe systems, underground fire

service mains, fire pumps, water storage tanks, water spray fixed systems, foam-watersystems, special extinguishing systems, fire service control valves, fire alarms systems, andemergency lights.* Impairment: a shutdown, in whole or part, of a fire protection system.
* 1. Emergency impairment: when a fire protection system is out of service due to an

unexpected occurrence, such as a ruptured pipe or an unexpected power outage.* 2. Planned impairment: when a fire protection system is out of service due to work

that has been planned in advance, such as revisions to the water supply or sprinkler pipingsystem.* 3. Level 2 impairment: when a limited number of components of a fire protection

system are found defective or removed from service. A Level 2 impairment represents aminimal impact to the overall life safety of building occupants.* 4. Level 1 impairment: a shutdown of an entire fire protection system, or major

portion, significantly affecting occupant life safety.* Impairment Coordinator (IC): The person who manages the impairment while system

work is being performed and has overall responsibility for proper implementation of the* Fire Protection Impairment Program. The EHS Manager or

designee will be designated as the Impairment Coordinator. |

**C. Procedures**

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| * Any employee who impairs a fire protection system, in whole or part, must first notify

the Impairment Coordinator. If an impairment permit is required, the employee willattach the Fire & Life Safety System Permit/Impairment Tag (Appendix A)to the fire department connection for sprinkler system impairments or to the firealarm annunciator/control panel for fire alarm systems.* Any Contractor/contractor’s representative or outside worker who impairs a fire

protection system, in whole or part, must first notify the Impairment Coordinator. Ifan impairment permit is required, the contractor, contractor’s representative, oroutside worker will attach the Fire & Life Safety System Permit/Impairment Tag (Appendix A) to the fire department connection for sprinkler system impairments or to the fire alarm annunciator/control panel for fire alarm systems.* The IC will determine the level of impairment due to a shutdown, in whole or part, of a

fire protection system.* The IC will be responsible for completion of the Impairment Worksheet (Appendix B)

when authorizing Level 1 impairments.* The IC will be responsible for issuing and verifying removal of fire & life safety system

permit/impairment tags when authorizing Level 1 impairments.* The IC will be responsible for coordination of the firewatch, if it has been determined

that a firewatch is necessary. The IC will document firewatch activities on Appendix C,the Firewatch Log Sheet.* The IC will be responsible for making training available to SOU employees who will be

utilized as firewatch personnel.**IMPAIRMENT COORDINATION PROCEDURES – LEVEL 2**Preplanned Impairments* All level 2 impairments, both preplanned and emergency, must be reported to

the impairment coordinator.* EHS and CPS will be notified of a preplanned impairment of a fire alarm system.
* The fire alarm monitoring company, if utilized to monitor that particular fire

alarm system, will be notified of a preplanned impairment of a fire alarmsystem.* The impairment coordinator will ensure that level 2 impairments are

satisfactorily remediated.**IMPAIRMENT COORDINATION PROCEDURES – LEVEL 1*** EHS and CPS will be notified of a preplanned impairment of a

fire alarm system.* The fire alarm monitoring company, if utilized to monitor that particular fire alarm

system, will be notified of a preplanned impairment of a fire alarm system.* The Local Office Manager for the affected building will be notified of the preplanned

impairment.* The impairment coordinator will complete the Impairment Worksheet (Appendix B).
* The impairment coordinator will complete the fire & life safety system

permit/impairment tag (Appendix A). The IC will authorize the preplannedimpairment and verify that the following procedures have been implemented:1. The extent and expected duration of the impairment have been determined.2. The areas or buildings involved have been considered and the increased risksdetermined.3. When a required automatic sprinkler system is out of service for an extendedduration, the impairment coordinator will arrange for one of the following:a) Evacuation of the building or portion of the building affected by thesystem out of service, orb) A fire watch for all portions of the building left unprotected by theshutdown until the fire alarm or sprinkler system has been returned toservice. A fire watch utilized for a fire alarm or automatic sprinklersystem shutdown will be composed of individuals beyond normalstaffing, assigned to walk the areas affected. The number of fire watchpersonnel utilized will be determined by the impairment coordinator.Firewatch personnel used for fire alarm shutdowns must be speciallytrained in fire prevention and in occupant and fire departmentnotification techniques. Fire watch personnel used for automaticsprinkler system shutdowns must be specially trained in fire preventionand in the use of fire extinguishers, and in occupant and fire departmentnotification techniques.4. When a required fire alarm system is out of service for an extended duration,the impairment coordinator will arrange for one of the following:a) Evacuation of the building or portion of the building affected bythe system out of service, orb) Implementation of mitigating measures for the period that thesystem is impaired. This considers the building occupancy type,nature and duration of impairment, building occupancy levelduring the impairment period, active work being conducted on thefire alarm system during the impairment, condition of other fireprotection systems and features, and hazards and assets at risk.Appropriate mitigating measures range from simple occupantnotification to full-time fire watch.5. Sprinkler systems: the impairment coordinator will complete or authorize aFire & Life Safety System Permit/Impairment Tag (Appendix A), making sure itis located at the fire department connection, indicating which system, or partthereof, has been removed from service.6. Fire alarm systems: the impairment coordinator will complete or authorize aFire & Life Safety System Permit/Impairment Tag (Appendix A), making sure itis located at the fire alarm annunciator or fire alarm control panel.**Emergency Impairment Procedures*** When an emergency impairment occurs, emergency action will be taken to minimize

potential injury and damage.* The impairment coordinator will implement items 1 through 6 of section Preplanned

Impairments with the following exception:* Any damage to fire protection systems caused by the contractor will be repaired

by a licensed fire protection company at the contractor’s expense. Any requiredfirewatch activities due to damage of the fire protection equipment will besupplied by the contractor. Contractor must supply their own firewatchactivities to ensure compliance with this procedure and other SOU policies and procedures, i.e. HotWork Permit.**Restoring Systems to Service*** When all impaired equipment is restored to normal working order, the impairment

coordinator will verify that the following procedures have been implemented:* Any necessary inspections and tests have been conducted to verify that affected

systems are operational.* Local Office Managers for the affected buildings have been advised that protection is

restored.* If a fire alarm system is involved, EHS and CPS along with the monitoring

company have been advised that protection is restored.* The Fire & Life Safety System Permit/Impairment Tag has been removed.
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| This procedure may be revised at any time without notice. All revisions supersede prior procedures and are effective immediately upon approval. |

**D. Appendix**

**Appendix A:**



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Appendix B:



Appendix C:

