FIRE SUPPRESSION IMPAIRMENT Policy

1.0 PURPOSE

There are times when it may be necessary to disable a fire suppression system. The purpose of this policy is to properly manage the risks associated with impairing a fire suppression system. This policy shall be followed whenever a fire suppression system is taken out of service.

2.0 SCOPE

This program will outline specific measures to be taken during fire protection impairment to ensure that increased risks are minimal, and duration of the impairment is limited.

An effective fire suppression impairment policy will:

- Supervise the safe shutdown of a fire protection system
- Control potential fire hazards during the impairment
- Restore the fire protection system to service as soon as possible
- Meet regulatory obligations outlined in NFPA/OSHA

This program applies to all University of Illinois Urbana-Champaign employees, outside contractors and their representatives, any company representative hired by the University of Illinois Urbana-Champaign to provide service, or any other outside trade worker who will be working at or within a University of Illinois Urbana-Champaign facility.

3.0 RELATED DOCUMENTS

NFPA 25 Inspection, Testing and Maintenance of Water-Based Fire Protection Systems

NFPA 72 National Fire Alarm and Signaling Code

4.0 DEFINITIONS

Authority Having Jurisdiction (AHJ) is 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.

**Fire Suppression System** is a fire sprinkler system, fire standpipe system, underground fire service main, firepump, water spray fire suppression system, carbon dioxide fire suppression system, halogenated fire suppression system, wet chemical fire suppression system, FM-200 fire suppression system, a special extinguishing fire suppression system or a dry chemical fire suppression system.

**Fire Watch** is a temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals for the purpose of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising an alarm of fire and notifying the fire department. Person(s) doing the fire watch shall not be assigned any other task.

Impairment is the shutdown, in whole or part of a fire protection system.

**Impairment Coordinator (IC)** is the person who manages the impairment while the system work is being performed and has overall responsibility for proper implementation of the fire protection impairment policy.

**Normal business hours** are Monday through Friday from 8:00 A.M. to 4:30 P.M., excluding University-approved holidays.

**Off business hours** are all other times not defined as Normal Business Hours.

### 5.0 ROLES AND RESPONSIBILITIES

**F&S Campus Code Compliance and Fire Safety Department (CCC&FS).** Designated as the AHJ for the application of the university’s life safety, fire and construction codes. Responsible for the coordination and periodic review of this policy.

**Impairment Coordinator.** The impairment coordinator for Urbana campus is the individual performing the work. The impairment coordinator:

- Ensures that the impairment procedures are being followed and completed.
- Verifies that steps to restore system to service have been followed and that the system(s) are restored to service as soon as possible.
Outside Contractors. Any contracted person or organization shall follow the instructions outlined within this impairment policy.

6.0 IMPAIRMENT POLICY REQUIREMENTS

When a fire protection system is impaired (i.e., taken out of service), Public Safety shall be notified immediately at 217-244-1216 and, where required, the building shall either be evacuated or an approved fire watch shall be provided for all occupants left unprotected by the impairment until the fire protection system has been returned to normal service.

Most impairments are associated with an outage request. As part of the outage approval process Alliant and Public Safety are notified for the planned time and date of the outage.

During any impairment, Hot Work is prohibited, including cutting and welding. If Hot Work is essential to complete the work, a procedure must be discussed and agreed upon in advance with CCC&FS.

CCC&FS must be contacted at 217-300-3595 prior to implementation of any deviations to this policy.

7.0 PROCEDURES – Water Based Fire Protection System

Pre-planned impairment

• Determine the expected scope and duration of the impairment. This is addressed in the outage planning and approval process.
• Survey and inspect the area of the building that will be affected by the impairment.
• Get approval from the impairment coordinator (IC) to allow the impairment to happen.
• IC must submit completed Outage Request Form with impairment information indicated at least three working days in advance if this is not already being done due to the normal outage planning and approval process.

Day of Planned Impairment – Water Based Fire Protection System

• Survey area to ensure work area has not changed.
• Facility manager notifies affected building occupants of the planned impairment.
• Ensure no Hot Work is being done in conjunction with a planned water-based fire protection impairment.
• Ensure hazardous operations (i.e., processes using or generating flammable liquids and vapors or combustible materials) are not conducted during an impairment.

7.1 Note the following contact information is for reference only:

7.2 Should there be a need the following contact process may be use. Typically, this will not
be needed as the automated outage completion process makes these notifications.

- IC notifies Public Safety of the impending impairment at 217-244-1216.
- IC notifies Alliant Insurance Services’ Fire Protection Impairment Notification hotline (Alliant) at 800-789-5655 or via email at riskcontrol@alliant.com with the following information:
  - Name of person making the notification and name of their employer.
  - Time and date of notification.
  - Phone number of person making the notification.
  - Location and start time of planned impairment.
  - Scheduled time for fire protection system to be returned to normal operation.

(i.e., My name is John Smith, calling on behalf of the University of Illinois. It is Thursday, March 24 at 8:15 AM. My phone number is 555-555-5555. The sprinkler system on the first floor of Lincoln Hall will be down for maintenance beginning at 9:00 AM. It is scheduled to be returned to normal working order at 4:00 PM today.)

7.3 Tag all applicable devices.
  - FDC, FACP, main riser control valve, isolation valve(s).

**During Impairment – Water Based Fire Protection System**
- Expedite work to ensure the water-based fire protection system is impaired for the shortest period of time.
- Perform a fire watch for the affected area (if needed).
- Prohibit any Hot Work activities including cutting and welding. If Hot Work is needed in order to facilitate work, a Hot Work Permit Schedule Form shall have been completed.

**After Impairment – Water Based Fire Protection System**
- Open all valves that were closed during impairment.
- Remove tags from all components.
- If a fire alarm system is involved, make sure the fire alarm system is restored to normal operating condition.
- Perform necessary inspection and testing of the impaired water-based fire protection system to ensure normal system operation.

7.4 Note the following contact information is for reference only:

7.5 Should there be a need the following contact process may be used. Typically, this will not be needed as the outage planning and approval process makes these notifications.
- Notify Public Safety the impairment and work are complete.
• Notify Alliant at 800-789-5655 or via email at riskcontrol@alliant.com with the following information:
  o Name of person making the notification and name of their employer.
  o Time and date of notification.
  o Confirm phone number of person making the notification.
  o Confirm the time and location that fire protection system was returned to normal operation.
  (i.e., My name is John Smith, calling on behalf of the University of Illinois. It is Thursday, March 24 at 4:30 PM. My phone number is 555-555-5555. The sprinkler system on the first floor of Lincoln Hall was down for maintenance beginning at 9:00 AM this morning and was returned to normal working order at 3:45 PM today.)

Emergency or Unplanned Impairment – Water Based Fire Protection System
• Stabilize the situation and control water flow to prevent a major loss of equipment or damage to the area
• Notify Public Safety and Alliant of the situation according to the procedures outline in Day of Planned Impairment – Water-Based Fire Protection System.
• Follow steps outlined within;
  o During Impairment - Water-Based Fire Protection System and
  o After Impairment - Water-Based Fire Protection System.

8.0 FIRE WATCH

A fire watch is utilized for a fire alarm or automatic fire protection system shutdown. A fire watch will be comprised of individuals beyond normal staffing, assigned to walk the area affected. Fire watch personnel must be trained in use of fire extinguishers. Fire watch personnel must only be tasked with the duties of fire watch.

Fire watchers shall be provided with at least one approved means of notification of the fire department and their only duty shall be to perform constant patrols of the premises and keep watch for fires. Fire watchers shall document their fire watches by using the fire watch log sheet
9.0 **DOCUMENT REVISION:** Each time the document is revised, list the revisions in the table below. This will always be the last section of the document.

<table>
<thead>
<tr>
<th>Revision Number</th>
<th>Revision Date</th>
<th>Description of Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>