I. PURPOSE

To minimize the probability of fire or explosion, and resulting loss of life and property, during occasions when a fire protection system is disabled, in whole or in part, for any reason.

II. DEFINITIONS

Concealed Impairment. Occurs when a fire protection system or device is left out of service or removed from service by an unauthorized person (by malfeasance or negligence) and without fire and life safety officials being aware of the situation.

Emergency Impairment. Occurs when an unexpected event impairs the normal function of the fire protection system (ex. A section of frozen sprinkler piping bursts).

Impairment. A situation in which any fire protection system, alarm, or detection device is removed from service, either partially or completely, including both planned and emergency outages of the system or devices.
Planned Impairment. A scheduled impairment, usually related to maintenance or modification of an existing fire protection system.

III. POLICY

The Coordinator of Alarm Services shall have authority over any fire protection system impairment on URI property. The Coordinator of Alarm Services shall be notified immediately of any concealed or emergency impairments upon their discovery, and shall authorize any planned system impairments at least forty-eight (48) hours in advance.

The Division of Alarm Services shall maintain a log of all system impairments and retain all Fire Protection Equipment Out-of-Service tags on file for no less than one (1) year. Additionally, URI Dispatch shall log all impairments into the University’s computer-aided dispatch system and notification shall be made to the local fire department for all emergency impairments (notification is not required for routine impairments required for maintenance and testing).

All personnel working on URI property, including URI employees, employees of other state agencies, and third-party vendors, shall comply with the requirements of this policy.

IV. PROCEDURES

A. Emergency Impairments
   a. The area where the situation or condition is causing the impairment shall be isolated and, if possible, the remaining protection system shall be kept in service.
   b. The Coordinator of Alarm Services (401- 639-2268) and URI Dispatch (401-874-2121) shall be notified immediately by telephone.
      i. Dispatch will log the impairment into the IMC computer-aided dispatch system and keep the call open until notified that the system has been restored to service.
      ii. The IMC entry will automatically notify Kingston Fire Department of the impairment. For impairments on other URI campuses, Dispatch will notify the local fire department by telephone.
   c. Any hazardous operations in the area of the impairment shall be secured. All hot work in the area of the impaired system shall be prohibited and a fire watch established. The fire watch guidelines shall be as determined by the Coordinator of Alarms.
   d. The impaired equipment shall be tagged using the approved AIG “Fire Equipment Out-of-Service” tag.
   e. The impaired system shall be evaluated in order to determine the quickest way to return it to full service, and repairs to the impaired system begun as soon as the area is secured.
   f. The department or contractor performing the work shall ensure that additional portable fire extinguishers are placed in the impaired area(s) at accessible locations.
B. Concealed Impairments
   a. Concealed impairments are handled similarly to emergency impairments following the procedures above. In addition, notifications are required as follows:
      i. URI Police shall be notified and a police officer shall make a report of the incident (for example, a smoke detector found disconnected in a resident’s room).
      ii. If the impairment appears to have resulted from employee negligence or error, the Assistant Director of Public Safety must be notified within one (1) business day and a written report submitted (for example, a master box left plugged following maintenance).
      iii. An Alarm Technician shall be called in to rectify the impairment.

C. Planned Impairments
   a. The scheduling of all planned impairments shall be coordinated between the departments and vendors involved, and with the Division of Alarm Services, so as to minimize the amount of time that a system must be impaired.
   b. At least forty-eight (48) hours prior to a planned impairment:
      i. The Coordinator of Alarms shall be contacted for approval of the impairment by submitting an impairment request form. No fire protection system may be impaired for planned work without advance authorization from the Coordinator of Alarm Services.
      ii. AIG Global Property shall be notified of the planned system impairment. (See AIG Notification below.)
   c. During the impairment, the same considerations and procedures for emergency impairments shall be followed for planned impairments, noting the following:
      i. The Coordinator of Alarm Services shall be notified by telephone immediately prior to any system impairment (401-639-2268).
      ii. The impaired equipment shall be tagged using the approved AIG “Fire Equipment Out-of-Service” tag.
         1. The tag shall be completed by the RI-licensed technician or equivalent performing the work.
         2. The tag must be reviewed and signed by the Coordinator of Fire Alarms or his/her designee before the system can be impaired.
      iii. URI Dispatch shall be notified of the impairment by telephone (non-emergency line 401-872-4910).
         1. Dispatch will log the impairment will be logged into the IMC computer-aided dispatch system and keep the call open until notified that the system has been restored to service.
         2. Fire department notification will generally not be made for planned impairments associated with routine system maintenance and testing.

D. System Restoration
   a. Upon completion of work to the fire protection system, all valves should be returned to their normal position, all alarms or detection devices returned to service, fire protection equipment reset to “automatic” mode if previously
placed in “manual” mode, and all fire extinguishers checked and returned to their normal location. Technicians shall verify that all components of the system are fully operational.

b. Both the Coordinator of Alarm Services and URI Dispatch shall be notified that the system is back in service.
   i. URI Dispatch will close out the call in the IMC system.

c. AIG Global Property shall be notified that the system has been restored to full service (see AIG Notification below).

d. The bottom half of the “Fire Protection Equipment Out-of-Service” tag shall be forwarded to Alarm Services for filing.

E. Insurance Carrier Notification

a. The Coordinator of Alarms or designee shall notify the University’s insurance carrier, AIG Global Property, of any unplanned impairment as follows:
   AIG Global Property Impairment Hotline
   Telephone: (877) 705-7287
   Email: GlobalProperty.Impairment@aig.com

b. Telephone hours 8:00am to 5:00pm EST (leave message after hours)

c. The following information should be provided to AIG, if available
   i. Your name
   ii. Your company name (URI Alarm Services)
   iii. Telephone number
   iv. Type of impairment
   v. What system or equipment is impaired
   vi. Whether the system is partially or completely impaired
   vii. An estimated length of time the system/equipment will be impaired
   viii. The precautions established while the impairment is active

By order of:

[Signature]

Stephen N. Baker, Director of Public Safety