

PROCEDURES for Policy on Fire Protection System Impairment

Introduction

The University's Policy on Fire Protection System Impairment requires notification of Alarm Services for fire protection system impairments and that a fire watch be posted when a fire alarm, sprinkler system, or other critical life safety feature is wholly or partially impaired. The following procedures are established to ensure compliance with the Policy and may be modified from time to time by the Coordinator, Alarm Services.

Questions about this Procedure for fire watches should be directed to the Coordinator, Alarm Services (401) 874-2010.

Procedure

Emergency Impairments

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.

The Coordinator of Alarm Services (401-639-2268) and URI Department of Public Safety Dispatch Center (401-874-4910) shall be notified immediately by telephone.

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 Fire & Life Safety.

If a fire suppression system is impaired, the impaired equipment shall be tagged using the approved "Fire Equipment Out-of-Service" tag.

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.

The department or contractor performing the work shall ensure that additional portable fire extinguishers are placed in the impaired area(s) at accessible locations.

Concealed Impairments

Concealed impairments are handled similarly to emergency impairments following the procedures above. In addition, notifications are required as follows:

- If the concealed impairment appears to be malicious in nature (for example, a device found disconnected in a residence hall room) URI Police shall be notified and a police officer shall make a report of the incident.
- If the concealed impairment appears to be non-malicious in nature (for example, a maintenance worker covering a device without prior authorization from URI Alarm Services), a police report shall not be necessary. However, the Coordinator of Alarm Services shall attempt to determine who is responsible for the unauthorized impairment and will follow up as needed with representatives from the involved department(s). Situations involving multiple unauthorized impairments by a given department (three or more occurrences within a one-year period) shall be referred to the Assistant Director of Public Safety for

follow-up with the department head(s) in question. NOTE: Repeated violations of this policy by an outside vendor are the responsibility of the URI department/office for whom they are working. A complaint may be filed with URI Purchasing regarding the contractor's performance.

- If the impairment appears to have resulted from negligence or error on the part of URI Public Safety personnel, the Assistant Director of Public Safety shall be notified within one (1) business day and a written report submitted (for example, a master box left plugged following maintenance).
- An Alarm Technician shall be called in to rectify the impairment.

Planned Impairments

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.

At least forty-eight (48) hours prior to a planned impairment:

- 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.
- If a fire suppression system is impaired (i.e., sprinkler system), the University's insurance carrier shall be notified of the planned system impairment according to their established procedures.

During the impairment, the same considerations and procedures used for emergency impairments shall be followed for planned impairments, noting the following:

- The Coordinator of Alarm Services shall be notified by telephone immediately prior to any system impairment (401-639-2268).
- If a fire suppression system is impaired, the impaired equipment shall be tagged using the approved "Fire Equipment Out of Service" tag by the RI-licensed technician or equivalent performing the work.
- Local fire department notification is not required for planned impairments associated with routine system testing.

System Restoration

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, all 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.

Both the Coordinator of Alarm Services and URI Dispatch shall be notified that the system is back in service.

If applicable, the University's insurance carrier shall be notified that the system has been restored to full service.

If applicable, the bottom half of the "Fire Protection Equipment Out of Service" tag shall be forwarded to Alarm Services for filing.

Notifications to the Authority Having Jurisdiction (AHJ)

When Alarm Services personnel determine that a fire protection system is impaired, they shall immediately notify the URI Department of Public Safety Dispatch Center by telephone (401-872-4910).

For impairments expected to last less than twenty-four (24) hours, the Department of Public Safety is delegated the administrative authority to receive notification and record the impairment as required by Section 13.1.8 of the state fire code.