SUNY Geneseo ENVIRONMENTAL HEALTH & SAFETY

Procedure No.:	Approved by: George Stooks
Title: Fire Protection System Impairment	Date: June 2010
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Prepared by: Chuck Reyes	

I. PURPOSE

SUNY Geneseo maintains fire detection, fire alarm and suppression systems in various buildings. Occasionally portions of these systems may fail or be taken out of service for maintenance or construction. This procedure defines the actions to be taken when the fire alarm or suppression system is not operable either during planned maintenance or emergencies. Examples of system outages: fire alarm, standpipe, suppression or sprinkler malfunction, hydrant out of service, maintenance work where part of a system is disabled and general maintenance of fire protection system for long term outages.

II. PERSONNEL AFFECTED

SUNY Geneseo Facilities and Planning employees and contractors are affected by this policy.

III.RESPONSIBILITIES

According to Chapter 9 in the Fire Code of NYS, when a fire protection system is out of service, the fire department and code enforcement official must be notified immediately. For planned maintenance, SUNY Geneseo Facilities and Planning employees or contractors must make notification of impairment to the Impairment Coordinator (EHS Director) prior to long term planned maintenance or when an unplanned impairment is found. The EHS Director, or designee, has the responsibility of notifying the Geneseo Fire Department and determining if a fire watch will be required.

IV. PROCEDURES

Planned Maintenance

Step	Person	Action
1	requestor	initiates call to Impairment Coordinator, x5661
2	impairment coordinator	If outage is planned to go beyond one shift or if impaired system is unattended, initiates call to Geneseo FD Chief,
3	requestor	initiates call to UPD x5651 or by radio
4	requestor	as applicable, requestor places impairment tags at each fire department connection, system control valve, fire alarm control unit, fire alarm annunciator and fire command center, indicating which system, or part thereof, will be removed from service

WHEN repairs are complete:

Ī	5	requestor	estor notifies impairment coordinator, x5661, th	
	6	impairment coordinator	notifies Geneseo FD Chief, (that work is

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		complete
7	requestor	notifies UPD by radio or phone, x5651, that job is complete
8	requestor	takes off all impairment tags that were displayed

Emergency Impairment, Working Hours & Off-Hours

Same as the planned maintenance procedure, except that no advance notice is made, and the work order request is generated after the emergency is under control. If the FD is called out as a result of the emergency (e.g. fire), no further notification shall be made. But if the emergency impairment is such that the FD is not called out (e.g. water line break and as a result, no water to sprinklered building), life safety maintenance employees will contact the Impairment Coordinator. The Impairment Coordinator shall contact Geneseo FD Chief.

V. TRAINING

All employees affected by this program shall be trained on the policy.

VI. RECORD KEEPING

Policy updates and impairment logs will be maintained by the EHS department.

VII. REFERENCES

Fire Code of New York State, 2007: chapter 9, Fire Protection Systems

VIII. APPENDICES/FORMS

Appendix A- Impairment Form

IX. REVISION HISTORY

Date	Revision No.	Description

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Appendix A Fire Protection System Impairment Form

Date:		Requestor:		
Inspection/Testing() Fire Hydrant Test ()	Horns/Bells/S Other ()	Strobes ()	Shut Dow	/ns/System Improve()
Notes:				
		OUT OF SERV Date/Time	ICE	IN SERVICE Date/Time
1. Impairment Coordinato Notified at x5661 during v luring off-ho	work hours			
2. UPD Notified at x5651				
3. Geneseo FD Chief. Notified by cell (and email ϵ	\$0m			