

**SUNY Geneseo**  
**ENVIRONMENTAL HEALTH & SAFETY**

<b>Procedure No.: HS 002</b>	<b>Approved by: Robert Ames</b>
<b>Title: Fire Protection System Impairment</b>	<b>Date: December 22, 2022</b>
<b>Revision No.: 5</b>	<b>Page 1 of 8</b>
<b>Prepared by: Chuck Reyes</b>	

**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 fire protection systems are not operable 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. SCOPE**

This procedure covers all College employees and contractors working on all fire alarm and protection systems in College owned, leased or subsidiary facilities.

**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 University Police and determining if a **fire watch** will be required. The Assistant/Associate Director of Facilities shall be responsible to assemble a fire watch, if so required. A fire watch shall consist of a dedicated staff member trained in this procedure and responsible for notifying building occupants and 911 in case of a fire.

**IV. DEFINITIONS**

Authorized Person: a person who has been approved, by nature of their job, implicit training and skills requirements, to initiate an impairment and work on a fire protection system.

Major Impairment: any condition in a fire protective system which substantially degrades or is likely to degrade its intended performance below the minimum operability requirements of the system. Examples of major impairments include but are not limited to outages to:

- whole systems
- individual buildings
- sprinkler system
- communication loss from building to central monitoring at University Police (UPD) (software, fiber, copper issues)
- central monitoring system at UPD
- 1 hydrant
- fire suppression systems (e.g. Ansul or FM-200 systems)
- water line break to building affecting sprinkler system
- loss of water main service to campus
- partial building as defined as the loss of:
  - 1 floor

**SUNY Geneseo**  
**ENVIRONMENTAL HEALTH & SAFETY**

<b>Procedure No.: HS 002</b>	<b>Approved by: Robert Ames</b>
<b>Title: Fire Protection System Impairment</b>	<b>Date: December 22, 2022</b>
<b>Revision No.: 5</b>	<b>Page 2 of 8</b>
<b>Prepared by: Chuck Reyes</b>	

- 1 zone
  - 1 pod
  - a portion of sprinkler system
  - multiple addressable devices (2 or more)
  - multiple A/V unit alarms (2 or more)
- **Planned Impairment:** This occurs when foreseen actions result in the effectiveness of a fire system being reduced, such as shutting down a sprinkler system to change out sprinkler heads.
  - **Emergency Impairment:** An emergency impairment occurs where an unforeseen incident reduces the effectiveness of the system(s). Emergency impairments include but are not limited to: system leakage, interruption of water supply frozen or ruptured piping and equipment failure.

**V. PROCEDURES**

Planned Maintenance

<b>Step</b>	<b>Person</b>	<b>Action</b>
1	requestor	initiates call to Impairment Coordinator, x5661
2	impairment coordinator (EHS Director or designee)	If outage is planned to go beyond one shift or if impaired system is unattended, initiates email 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
5	Asst./Assoc. Director Facilities or designee	Initiates fire watch with qualified staff dedicated to the task and sends out all-staff email regarding dates/times of outage

WHEN repairs are complete:

6	requestor	notifies impairment coordinator, x5661 or cell if after hours, that job is complete and notifies fire watch personnel
7	impairment coordinator (EHS Director or designee)	notifies Geneseo FD Chief and UPD via email that work is complete or by phone if after hours. Sends all-staff email that work is complete.
8	requestor	takes off all impairment tags that were displayed and provides written documentation of repairs and testing of system upon completion of work to impairment coordinator

**SUNY Geneseo**  
**ENVIRONMENTAL HEALTH & SAFETY**

<b>Procedure No.: HS 002</b>	<b>Approved by: Robert Ames</b>
<b>Title: Fire Protection System Impairment</b>	<b>Date: December 22, 2022</b>
<b>Revision No.: 5</b>	<b>Page 3 of 8</b>
<b>Prepared by: Chuck Reyes</b>	

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), Facilities staff handling the outage will contact the Impairment Coordinator. The Impairment Coordinator or designee shall contact Geneseo FD Chief and University Police

Fire Watch Procedures

The dedicated Fire Watch must continuously patrol a building affected by an impairment to look for evidence of smoke, fire or any abnormal conditions. If abnormal conditions exist, the Fire Watch will sound the air horn from the main hallway on all floors then exit the building; a room-to-room search will not occur. The Requestor will post signs on the entrances of buildings as shown in appendix B prior to the start of the inspection and remove them at the conclusion. A log documenting date(s) and times of inspection will be filled out during the time of inspection and given to EHS upon completion for record retention.

**VI. TRAINING**

All employees affected by this program shall be trained on this policy or at a frequency not less than once every three years.

**VII. RECORD KEEPING**

Policy updates and impairment logs will be maintained by the EHS department for a period of 3 years.

**VIII. REFERENCES**

Fire Code of New York State, 2020: chapter 9, Fire Protection Systems

**IX. APPENDICES/FORMS**

- Appendix A- Impairment form
- Appendix B- Entrance door signage
- Appendix C- Fire Watch Record
- Appendix D- Fire Watch Training Points

**X. REVIEW and REVISION HISTORY**

This procedure will be reviewed periodically and updated when necessary or when current procedures are inadequate.

**SUNY Geneseo**  
**ENVIRONMENTAL HEALTH & SAFETY**

<b>Procedure No.: HS 002</b>	<b>Approved by: Robert Ames</b>
<b>Title: Fire Protection System Impairment</b>	<b>Date: December 22, 2022</b>
<b>Revision No.: 5</b>	<b>Page 4 of 8</b>
<b>Prepared by: Chuck Reyes</b>	

Date	Revision No.	Description
5/22/14	1	1-Frank Manzo replaced Andrew Chanler as Fire Chief. Email address was updated. Phone number was deleted. 2-Frank Manzo would like to be contacted by email only; therefore, the procedures were amended to reflect his request.
8/30/15	2	1- Andrew Chanler replaced Frank Manzo as Fire Chief. Email address was updated.
11/18/19	3	Revise plan. Added scope and definitions. Added Assoc. Dir. Actions. Deleted personnel affected. References updated. Impairment form updated.
1/13/20	4	Fire watch procedures added. Planned maintenance procedures modified. Door posting and fire watch log added.
11/22/22	5	Impairment Coordinator defined in V and Appendix C form updated. References updated to FCNYS 2020.

**SUNY Geneseo  
ENVIRONMENTAL HEALTH & SAFETY**

<b>Procedure No.: HS 002</b>	<b>Approved by: Robert Ames</b>
<b>Title: Fire Protection System Impairment</b>	<b>Date: December 22, 2022</b>
<b>Revision No.: 5</b>	<b>Page 5 of 8</b>
<b>Prepared by: Chuck Reyes</b>	

**Appendix A  
Fire Protection System Impairment Form**

Location: \_\_\_\_\_

Date: \_\_\_\_\_

Requestor: \_\_\_\_\_

Inspection/Testing( )

Horns/Bells/Strobes ( )

Shut Downs/System Improve( )

Fire Hydrant Test ( )

Other ( )

**Expected duration** \_\_\_\_\_

**Notes:** \_\_\_\_\_

\_\_\_\_\_

	<b>OUT OF SERVICE Date/Time</b>	<b>IN SERVICE Date/Time</b>
1. Impairment Coordinator Notified at x5661 during work hours or 519-2073 during off-hours	_____	_____
Follow up test report received/reviewed		_____
2. UPD Notified at x5651	_____	_____
3. <b>Geneseo FD Chief</b> Notified by email <a href="mailto:andrew@chanleragency.com">andrew@chanleragency.com</a>	_____	_____

<b>Procedure No.: HS 002</b>	<b>Approved by: Robert Ames</b>
<b>Title: Fire Protection System Impairment</b>	<b>Date: December 22, 2022</b>
<b>Revision No.: 5</b>	<b>Page 6 of 8</b>
<b>Prepared by: Chuck Reyes</b>	

**Appendix B**  
**Entrance Door Signage**

# **NOTICE!**

**The fire alarm is out of service.  
Evacuate the building if smoke or  
fire is observed OR if an air horn is  
heard. Please call University Police  
at 245-5222 once outside.**

**SUNY Geneseo**  
**ENVIRONMENTAL HEALTH & SAFETY**

<b>Procedure No.: HS 002</b>	<b>Approved by: Robert Ames</b>
<b>Title: Fire Protection System Impairment</b>	<b>Date: December 22, 2022</b>
<b>Revision No.: 5</b>	<b>Page 7 of 8</b>
<b>Prepared by: Chuck Reyes</b>	

**Appendix C Fire Watch Record**

**SUNY GENESEO**  
**Fire Watch Record**

**Building name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>Inspection of the following to be documented once every 30 mins</b>	<b>Ground Floor</b>	<b>First Floor</b>	<b>Second Floor</b>	<b>Third Floor</b>	<b>Name (print) &amp; Signature of fire watch personnel</b>
Start Time Stop Time					
Start Time Stop Time					
Start Time Stop Time					
Start Time Stop Time					
Start Time Stop Time					
Start Time Stop Time					
Start Time Stop Time					
Start Time Stop Time					
Start Time Stop Time					
Start Time Stop Time					
Start Time Stop Time					
Start Time Stop Time					
Start Time Stop Time					
Start Time Stop Time					

In the event of a working fire:

- 1) Notify University Police with your cell phone 911 or work radio
- 2) Alert all personnel verbally
- 3) Leave the building immediately
- 4) Notify your supervisor

**SUNY Geneseo**  
**ENVIRONMENTAL HEALTH & SAFETY**

<b>Procedure No.: HS 002</b>	<b>Approved by: Robert Ames</b>
<b>Title: Fire Protection System Impairment</b>	<b>Date: December 22, 2022</b>
<b>Revision No.: 5</b>	<b>Page 8 of 8</b>
<b>Prepared by: Chuck Reyes</b>	

**Appendix D**  
**Fire Watch Training Points**

1. Duties include walking the building looking for fire and smell of smoke and NO other duties
2. In the event of a working fire, notify Police (911) with by phone or work radio
3. Quickly alert occupants verbally and by using air horn to raise attention telling them to calmly evacuate due to a fire. Note: air horn should be used with an outstretched arm away from your ears as it is very loud!
4. Never put yourself in danger by walking into/past a fire to make alerts
5. If you see someone that is unable to leave, try to keep a mental note of where person(s) are located
6. Leave the building when complete
7. Notify your supervisor by phone or work radio once outside the building
8. Wait for University Police or the Fire Department to give details of the situation
9. After watch is completed, return Fire Watch Record to EHS