



University of New Haven

POLICIES AND PROCEDURES

Policy Title:

Fire Protection Impairment Policy

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Responsible Office: Department of Public Safety

Responsible Official: Associate VP of Public Safety & Administrative Services

Introduction 1

Policy Sections

8102.1	Definitions	2
8102.2	Roles and Responsibilities	3
8102.3	Impairment Process	5
8102.3.1	Emergency Impairment	7
8102.4	Completion of System Impairment	7
8102.5	Building Notification of Impairment	7
8102.6	Fire Watch	8
8102.7	Construction	8
8102.8	Appendix A Impairment Permit Guide	9

Introduction:

Policy Statement

The University of New Haven has developed a Fire Protection Impairment Policy in accordance with the National Fire Protection Associations (NFPA) codes. Specific codes referenced during the development of this policy are NFPA 25 for the impairment of sprinkler systems and NFPA 72 for the impairment of the fire protection system.

This program covers all University employees, contractors and associated subcontractors working on all fire protection systems in University owned leased or subsidiary facilities.

Reason for the Policy

The University has a duty to its employees and students to provide a safe environment and workplace. Either through scheduled shutdowns or emergency situations, there are times that the University's fire protection systems must be shut down. Because these shutdowns can potentially affect the safety of University of New Haven employees, students and property, the University of New Haven is dedicated to performing this work in a safe manner. This document is intended to provide safety instructions to personnel who shutdown fire safety and protection systems at the University including all work completed by contractors.

Review

The Associate Vice President of Public Safety will review and update this policy whenever necessary or at least annually.

All the elements of this policy are considered University of New Haven policy and may be enforced as such. Failure on the part of the employees to follow the policies and safety requirements of this Plan may result in disciplinary action. If a contractor is found to be in non-compliance with the University of New Haven's Fire Protection Impairment Policy, current and future work may be jeopardized.

8102.1 Definitions

Authorized Person - a person who by the nature of their job, implicit training and skill requirements, has been authorized to initiate an impairment and work on a fire protection system.

Impairment - any condition in a fire protection system which degrades or is likely to degrade its intended performance below the minimum operability requirements of the system.

Level 1 Impairment- A complete shutdown of an entire fire protection system, or major portion, significantly affecting occupant safety. System will be taken off line and occupants must call 911 to report emergencies.

Level 2 Impairment- A limited number of fire protection components are defective, removed, covered/bagged, rendering these specific devices inoperable. Level 2 impairments have a minimal impact on occupant safety. The system will remain active, monitored and police and fire will respond for any alarm.

Impaired Equipment – Impaired equipment shall include, but shall not be limited to sprinkler systems, standpipe systems, fire hose systems, underground fire service mains, fire pumps, water storage tanks, water spray fixed systems, foam-water systems, fire service control valves, smoke detectors and any component of the fire protection system.

Emergency Impairment - An emergency impairment occurs when 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.

Planned Impairment - This occurs when foreseen actions result in the effectiveness of a fire protection system being reduced, such as shutting down a sprinkler system to add more sprinklers.

8102.2 Roles and Responsibilities

The following individuals have these responsibilities with regard to this Fire Protection Impairment program.

8102.2.1 Associate Vice President of Facilities

- Serves as the program administrator and has overall responsibility for facilities department staff and contractor compliance with the Fire System Impairment Policy.

8102.2.2 Associate Vice President of Public Safety

- Support and assist the Director of Facilities on the full implementation of this safety program.

- Assure that the appropriate notification of fire safety system impairment is being communicated to the campus' affiliated emergency response (West Haven ERS at 203-937-3678; Orange Fire Department) and if needed the University's insurance provider.
- Update the program as necessary to protect employee and student safety.
- Ensure compliance with applicable fire impairment codes.
- Conduct an annual evaluation of the program.

8102.2.3 Director of Facilities

- Authorize all University impairments of the fire systems and serve as the Impairment Coordinator.
- Assure that a log of system outages is maintained.
- Verify that the University Police department has notified the campus' affiliated emergency response (West Haven ERS at 203-937-3678; Orange Fire Department) of fire system impairment.
- Verify that the University Police Department has notified the Office of the Vice President of Finance & Administration or designee of fire system impairment.
- Maintain oversight of the University's fire alarm contract and work with contractor to assure all University policy and procedures are being followed.
- Assure all maintenance mechanics and contractors are adhering to the Fire System Impairment Policy.
- Assure that a fire watch is available for all work where a fire protection system is out of service for more than 4 hours in a 24-hour period.

8102.2.4 University of New Haven Police Department

- Notify the Facilities Department/Impairment Coordinator of all fire system impairments.
- Notify the campus' affiliated emergency response (West Haven ERS at 203-937-3678; Orange Fire Department) of all Level 1 Impairments.

- Notify the Office of the Vice President of Finance & Administration or designee of all fire system impairments.
- All alarms received from impaired buildings will be investigated by University of New Haven Police and fire department to determine source.
- If alarm is generated from location impaired within the building, notify responding units and follow up with the Campus Fire Marshal.

8102.2.5 Office of the Vice President of Finance & Administration

- Upon receiving notification of impairment by the Impairment Coordinator, the Office of the Vice President of Finance & Administration will notify the University insurance company (if required).

8102.2.6 Contractors

- Adhere to all University policies and procedures.

8102.3 Impairment Process

Impairment of a fire safety system can occur because of accidental damage, a planned building renovation or alteration, new construction and/or sprinkler or standpipe system routine or emergency maintenance.

In the instance of planned impairment, at least 24 hours' notice shall be given to the University of New Haven Police Department and Impairment Coordinator for coordination of system shutdown.

The Impairment Coordinator shall verify the following procedures have been implemented before authorization is given to shut down a fire protection system:

- The extent and expected duration of the impairment have been determined;
- The areas or buildings involved have been inspected and the increased risks determined;
- Where a required fire protection system is out of service for more than a four hours in a 24-hour period, the Impairment Coordinator shall arrange for one or more of the following:

- Evacuation of the building or portion of the building affected by the system out of service.
- An approved fire watch.
- Establishment of a temporary water supply.
- Establishment and implementation of an approved program to eliminate potential ignition sources that limit the amount of fuel available to the fire.
- Verify the University Police Department has notified the fire department;
- Verify the University Police Department has notified the Office of the Vice President of Finance & Administration or designee, the alarm company, building owner/manager and other authorities having jurisdiction have been notified of the shutdown.
- All necessary tools and materials have been assembled on the impairment site.

To assure that unauthorized persons and/or outside contractors do not cause impairment to a fire protection system, the following impairment process will occur prior to any outage:

1. Authorized person notifies the University of New Haven Police and Impairment Coordinator of need to disable system, explaining the extent and duration of outage.
2. The University of New Haven Police and Impairment Coordinator will give approval based upon a risk analysis of the outage and precautions put in place.
3. Authorized person initiates an impairment tag and documents impairment permit number, given by University of New Haven Police, on the permit.
4. The tag is affixed to the valve or system for the duration of the outage. A single and separate tag will be used for each valve or system that is taken out of service.
5. The University of New Haven Police will notify local fire department(s) of outage.

7. The University of New Haven Police will notify the Office of the Vice President of Finance & Administration or designee of the outage; and
8. If the scope or work schedule of impairment must be changed, immediately contact University of New Haven Police and Impairment Coordinator who will review changes.

8102.3.1 Emergency Impairment

In the event the fire protection system must be taken offline for emergency reasons, the University of New Haven Police Department shall notify the University Facilities Department or vice versa of the situation and coordinate an immediate response which may include notifying third party contractors and/or the start of a fire watch.

Emergency impairments shall follow all steps outlined in section 4.0 and 4.1 of this policy.

8102.4 Completion of System Impairment

1. As soon as work is complete, open valve or reset system and conduct any required tests or inspections to confirm that impaired system has been restored to service.
2. Notify University of New Haven Police and Impairment Coordinator that work is complete and system has been restored and tested. They will then remove and file tags, as well as reactivate any fire alarm zones disabled.
3. University of New Haven Police will close out permit and notify local fire department and University insurance company, if notified that impairment is complete.

8102.5 Building Notification of Impairment

In all University buildings where impairment of a fire protection system takes place, the Impairment Coordinator may post signage at all building entrances stating "WARNING: The fire system is temporarily out of service. If smoke or fire is noted, immediately call UNH Police at 203.932.7070."

If the building where impairment is to take place is equipped with an announcement system, an announcement shall be made or email to the building occupants of the impairment in addition to signage being hung.

Once work has been completed, all signage shall be removed from entrance doors by the Impairment Coordinator. In buildings with an announcement system, an announcement shall be made or email making building occupants aware that the impairment is complete.

8102.6 Fire Watch

Fire Watch may be required at the discretion of the Authority Having Jurisdiction (AHJ). It shall be the responsibility of the Impairment Coordinator to assure that a fire watch is scheduled for all work that impairs a fire protection system for more than 4 hours in a 24-hour period.

8102.6.1 Procedures for a Fire Watch

A Fire watch shall:

- Have the only duty of patrolling the impaired area;
- Have fire-extinguishing equipment readily available and be trained in its use;
- Be familiar with the procedures for reporting fire;
- Try to extinguish fire only in its incipient stage;
- Activate the fire alarm when necessary; and,
- Assure that no hot work and/or other tasks that create sparks or an open flame take place in the area of impairment.

8102.7 Construction

All construction activities involving the impairment of a fire protection system require the approval of the University Project Management team as well as the Impairment Coordinator.

Wherever applicable, the contractor shall follow the University Fire Protection Impairment Policy and Procedures as noted above.

In a majority of instances, smoke detectors are the primary concern of false alarms in construction activities due to dust generation. In lieu of disabling the detector and/or fire safety system, the detector shall be capped, bagged and taped off at the start of work each day. The tape and bag shall be removed at the end of each work shift. At no time shall smoke detectors be bagged in an unoccupied space.

All other construction related fire safety system impairments must follow the above policy and procedure.

8103. 8 Appendix A

University of New Haven Fire Protection Impairment Permit Procedure

1. **Requestor completes Section A** of form (Except Permit Number) and submits to the Facilities Manager or designee at least 24 hours prior to impairment date.

2. **Facilities Manager or designee completes Section B**
 - A. Type of system(s) impaired?
 - B. Determine if Level 1 (Complete System Impairment) or Level 2 (Partial System Impairment) is needed?
 - C. Identify location(s) of impairment and method used to impair system (Floors, rooms, corridors outside room #'s, etc.)?
 - D. Identify who will disable alarm/system (shut down or disarm system, cover devices, isolate areas, etc.)?
 - E. Identify who will restore alarm/system when impairment is over (Restore panel, activate system, remove covers, bags, etc.).
 - F. Identify if any equivalent protection measures are necessary or in place (Provide , additional extinguishers, fire watch, perform work outside, etc.)?

3. Facilities submits form to Public Safety

4. Public Safety issues permit number and approves/denies request with electronic signature

- A. Replies to all/forwards copies to Police Dispatch of impairment
- B. Police Dispatch will take system off line with Alarm Company **ONLY** if a Level 1 Impairment is authorized.
- C. Dispatch will notify West Haven ERS of the impairment and fill in Section B under Level 1 Impairment, Alarm Company Notified by?
- D. Form will be placed in the Open Impairment folder in the One Drive until work is complete and systems are back in service.
- E. If Impairment is approved for more than one day, the impairment is placed back into the Open Impairment Folder in the One Drive.

5. Upon notification by Facilities Manager or his designee that the activity necessitating the request is complete, Or at "End Time" of Impairment,

- A. Police Dispatch returns Fire Alarm System to normal status, notify West Haven ERS that system is restored, then signs Section B, Restored by on the form.
- B. Police Dispatch emails completed form to involved group and adds saved completed form in the One Drive under Impairment year.

This form is to be used for all scheduled shutdown requests. Emergency Shutdowns are to be done immediately at the request of the Facilities Manager or Safety Officer. This form will be filled out within a 48-hour period after each Emergency Shutdown.

Scheduled Hot Work is not an Emergency Shutdown and should be scheduled like any other shutdown.