



Fire Protection and Life Safety Impairment Procedure

SUNY ESF 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 outages or emergencies. Examples of system outages include: impairment of fire alarm detection and/or initiating devices, water shut off to standpipe and/or sprinkler system, fire suppression systems, hydrant out of service, maintenance work where part of a system is disabled, and general maintenance of fire protection systems for long term outages.

DEFINITIONS/JOB FUNCTIONS:

Requester: A Facilities employee(s) who coordinates with contractors as well as other Facilities employees engaged in activities requiring impairment of a fire protection device including components of a fire alarm system, sprinkler system, or campus roadway/access. Makes requests to the Impairment Coordinator for the disabling/enabling of system devices and City notifications.

Impairment Coordinator: An individual assigned by the building owner who is responsible for compliance of this policy and the NYS Fire Code. Receives requests from a “Requester”, makes fire alarm monitoring system changes, and notifies City of Syracuse.

Environmental Health and Safety: Campus office responsible for the determination of the environmental hazards of an affected space.

University Police: The University Police station serves as the central monitoring and dispatch station for fire alarms (Alarm, Trouble, and Supervisory) on the SUNY ESF Campus.

Fire Watch: The Fire Watch must have fire extinguishing equipment readily available and be trained in its use. The Fire Watch must also be familiar with the procedures for sounding an alarm in the event of a fire. The Fire Watch will watch for fires in the exposed areas and is responsible for extinguishing spot fires and communicating alarms immediately. The Fire Watch may be assigned other work duties while in the hot work area but must be vigilant in watching for fires.

RESPONSIBILITIES

In accordance with Chapter 9 of 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 and construction, SUNY ESF Facilities “Requesters” must make notification of desired impairments to the Impairment Coordinator prior to any planned maintenance or when an unplanned impairment is found. The Impairment Coordinator, or designee, has the responsibility of notifying the Syracuse Fire Department and determining if a fire watch will be required.



Procedure

Step	Person	Action
1	Requestor	Initiates contact to Impairment Coordinator Peter Vandemark X6964. Backup John Wasiel X6896
2	Impairment Coordinator	<p>If outage is planned to be for a period more than 8 hours in a 24 hour period, the Impairment Coordinator shall notify the City of Syracuse Central Dispatch at 315-471-1161. The Impairment Coordinator shall fax the impairment Notification form to 315-488-4779.</p> <p>The IC is the only person authorized to make Focal Point system impairments, and notifications to UPD and City of Syracuse.</p>
3	Requestor	As applicable, requestor or designee 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.
4	Facilities or contractor	Performs work that required the impairment.
5	Requestor	Notifies the Impairment Coordinator that the work is complete and impaired systems are being returned to normal service.
6	Requestor	As applicable, requestor or designee removes impairment tags at each fire department connection, system control valve, fire alarm control unit, fire alarm annunciator and fire command center, where the system was removed from service.
7	Impairment Coordinator	Notifies UPD and City of Syracuse that work is complete. Makes updates to the Focal Point system



TRAINING: All employees and contractors affected by this program shall be trained on the procedure. Impairment Coordinator will train Requesters, and Requesters will train Facilities staff and contractors.

RECORD KEEPING: Procedure updates and impairment logs will be maintained by the Impairment Coordinator.



Syracuse Fire Department – Fire Prevention Bureau

FIRE WATCH LOG

ASSIGNED AREA: _____ DATE: _____

FIRE-WATCHER: _____ INITIALS: _____

FIRE WATCH TIMES: STARTED _____ ENDED _____

Fire watch personnel must perform continuous tours such that each room in their assigned area is checked at not less than 15/30-minute intervals. The first entry in this log must be made within 15/30 minutes of the start of the fire watch and every 15/30 minutes thereafter. Times must be recorded using the 24-hour clock and initialed. Any problems found during the fire watch must be documented (along with the time found and initialed) and reported to UPD, Impairment Coordinator, Project Manager, or as appropriate for immediate correction.

I certify (by my initials below) that I completed a tour of my entire assigned area at the following times:

Time Tour Completed	Initials		Time Tour Completed	Initials		Time Tour Completed	Initials

Problems noted during fire watch:
