



Stony Brook University Hospital
 Environmental Health & Safety
 Policy & Procedure Manual



Title: Fire Protection System Impairments			
Number	EH&S –5-5	Revision:	1/09
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PURPOSE: To provide a mechanism for the authorization of a fire protection system shut down and safety procedures to put in place during the shut downs since serious consequences can result when fire protection systems are out of service.

SCOPE: Hospital, Ambulatory Surgery Center, and Ambulatory Care Pavilion

DEFINITIONS:

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.

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

PROCEDURES:

I. Types of Impairments

- A. **Emergency Impairment.** An emergency impairment occurs when an unforeseen incident reduces the effectiveness of the system(s). In these instances, Fire Safety is contacted (4-6752) for coordination and immediate approval without going through the entire impairment process.
- B. **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. In these instances, work will be planned in advance with at least 24 hours notice to Fire Safety for coordination.

II. Responsibilities

A. Environmental Health and Safety (EH&S)

- 1. Act as governing authority for fire protection system impairments.

EH&S is responsible for being fully knowledgeable of the status of all fire protection systems.

2. Authorize impairments and issue impairment tracking numbers.
3. Maintain log of system outages.
4. Notify the local fire department of outages.
5. Maintain oversight of the Simplex fire alarm contract, and work directly with the campus on-site technician to implement the impairment tracking process as described in Section III.

B. Hospital Physical Plant

1. Allow only trained and qualified staff to work on any fire protection system.
2. Identify all areas that would be affected by a fire protection system impairment.
3. Determine the anticipated time that the work should be completed.
4. Obtain approval for shutdown from EH&S.
5. Shut down fire protection systems they are tasked to perform maintenance on, only after the above requirements, including the tagout procedures, have been performed.

C. Hospital Facilities

As monitors for any construction project, either in-house or contracted, act as responsible agency implementing items B.1 – B.5 above.

III. Impairment Process

- A. 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 Fire Safety of need to disable system, explaining the extent and duration of outage. Fire Safety will give approval based upon a risk analysis of the outage and precautions put in place.
 2. Fire Safety issues an impairment tracking number from the tracking log.

3. Authorized person initiates an impairment tag and documents impairment tracking number, given by Fire Safety, on the tag.
 4. The impairment tag number is then given to Fire Safety who in turn enters it onto their tracking log.
 5. 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.
 6. Fire Safety will notify local fire department(s) for outage.
 7. If the scope or work schedule of an impairment must be changed, immediately contact Fire Safety who will review changes.
- B. Impairment completed
1. As soon as work is complete, open valve or restart system and conduct any required tests or inspections to confirm that impaired system has been restored to service.
 2. Notify Fire Safety that work is complete and system has been restored and tested. They will then remove and file tags, as well as reactivating any fire alarm zones disabled.
 3. Fire Safety will close out log and notify local fire department.

IV. Precautions

- A. To the maximum extent possible, plan work to minimize the size and duration of the impairment and maximize alternative protection and fire fighting capabilities during the impairment.
- B. Implement Interim Life Safety Measures (ILSM) as appropriate.
- C. Terminate or don't allow hazardous processes including any hot work in the area affected. Any time there is a fire pump and/or sprinkler shutdown, hot work will be prohibited.
- D. For shut downs exceeding 4 hours within a 24 hour period, a fire watch will be implemented in accordance with Fire Watch, Policy 5-8.
- E. During weekly fire pump testing, part of the procedure is to shut the valve to the tower riser. Since this is impairing the sprinkler and standpipes during this 10 minutes, the hospital Fire Marshals will remain on fire watch and in communication with the individuals on the valve via radio. Should there be a fire incident, there will be an immediate opening of the riser valve.

INQUIRIES/REQUESTS: Environmental Health and Safety
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RELATED FORMS: Fire Protection Systems Impairment Tracking Log (Appendix A)

RELATED DOCUMENTS: Interim Life Safety Measures, Policy 5-11
Fire Watch, Policy 5-8

FIRE PROTECTION SYSTEM IMPAIRMENT TRACKING LOG

Impairment Number	Date/Time	Building/Area	Type System	Person Initiating Impairment/ Phone #	Number From Impairment Tag	ETIC	Comments	Date/Time back in service
05-01								
05-02								
05-03								
05-04								
05-05								
05-06								
05-07								
05-08								
05-09								
05-10								
05-11								