

## ***SUNY OSWEGO***

### **FIRE PROTECTION IMPAIRMENT PROGRAM**

#### ***ENVIRONMENTAL HEALTH AND SAFETY***

Procedure Number  <b>EHS-FPIP</b>	Revision Number  02	Effective Date  8/15/2018
Approval Signature  J. Mitchell Fields AVP- Facilities Services		Approval Date

#### **I. Purpose**

SUNY Oswego maintains fire detection, fire alarm, fire suppression, and life safety systems throughout the campus. Periodically, 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 a life safety system is found in or left in an abnormal condition or in-operable, either during day-to-day, pre-planned maintenance or an emergency. Examples of system/equipment outages are fire alarm, standpipe, fire suppression or sprinkler malfunction, fire hydrant out-of-service, and maintenance work where part of a system is disabled.

#### **II. Applicability**

This program affects all SUNY Oswego staff and authorized contractors. For the purpose of this program, an authorized contractor is a contractor who's been assigned to perform a specific duty.

System-wise, this could be a detector, strobe/speaker, water flow switch, standby generators, or emergency lighting, or any other part or whole system.

#### **III. Responsibilities**

Per Section 901.7 of the current Fire Code of NYS, the Impairment Coordinator or designee shall notify the City of Oswego and/or the Oswego Volunteer Town Fire Departments that an impairment and or that a fire watch has been established. For planned maintenance, SUNY Oswego Facilities Utilities staff, Major Project staff, or authorized contractor shall make notification of any impairment to the Impairment Coordinator (SUNY Oswego Fire Marshal) or designee prior to a long-term planned maintenance or when an unplanned impairment is needed or found.

#### IV. Procedure

In order to make this program effective the following procedures shall be applied.

##### 1.0 Impairment Outage (complete steps 1.1-1.4 and Appendix A form)

Step	Person	Action
1.1	Shop Technician or a shop's designated individual (person performing the disabling or corrective action)	Verbally notifies the Impairment Coordinator at 315.312.3159 and/or designee of the pre-planned impairment. For documentation purposes, an email will be sent to their email and/or <a href="mailto:EHS@oswego.edu">EHS@oswego.edu</a> .
	<b>NOTE:</b> Shop Technician or a shop's designated individual	Off-hour notifications are the same as a pre-planned impairment outage or during normal business hours.
1.2	Impairment Coordinator or designee	Verbally notifies the City and Town Oswego Fire Departments (if required) by contacting the Fire Chiefs.
1.3	Shop Technician or shop's designated individual	Verbally notifies University Police Dispatch at 315.312.5555 of the impairment.
1.4	Shop Technician or shop's designated individual	After verbal notification to the Impairment Coordinator/designee, physically install Impairment Tags at each Fire Command Center (FCC) indicating which system or part thereof is impaired or removed from service. The Impairment Tags will remain in place for the duration of the impairment.
	NOTE: When fire protection systems are restored to normal service, Shop Technician or a shop's designated individual completes steps 1.5, 1.7, 1.8, and 1.9. Submit the Appendix A form to EHS.	
1.5	Shop Technician or a shop's designated individual	Verbally notifies the Impairment Coordinator at 315.312.3156 or of the system being restored to normal working order. For documentation purposes, an email will be sent to their email and/or <a href="mailto:EHS@oswego.edu">EHS@oswego.edu</a> .
1.6	Impairment Coordinator or designee	Verbally notifies the City and Town Oswego Fire Departments (if required) by contacting the Fire Chiefs. That system has been restored to normal (Green Light on panel) working order.
1.7	Shop Technician or a shop's designated individual	Verbally notifies University Police Dispatch 315.312.5555 that impairment is restored to normal working order.
1.8	Shop Technician or a shop's designated individual	Physically removes Impairment Tag(s) previously installed.
1.9	Shop Technician or a shop's designated individual	Completes Appendix A (FPIS form) and submits it to EH&S.

## 2.0 Emergency Impairment or Unscheduled Outage (during normal business or off hours)

When unplanned impairments occur, appropriate emergency action shall be taken to minimize potential injury and damage. The Impairment Coordinator or designee shall implement the steps outlined below:

1. Ensure the extent and expected duration of the impairment has been determined.
2. Ensure the area or building involved has been inspected and the increased risk determined.
3. Notifications have been submitted to:
  - a. The City and Town of Oswego Fire Departments (if required).
  - b. University Police Dispatch has been verbally notified.
4. An Impairment Tag System has been implemented by the Shop Technician
5. Necessary tools and materials have been assembled at the impairment site, by the Shop Technician.

## **V. Contact Information**

The following staff will be verbally notified in the event of any fire protection system impairment.

- 1.0 Impairment Coordinator  
Fire Marshal  
Office: 315.312.3159  
Cell: 315.602.6135  
Email: [kenneth.ayhens@oswego.edu](mailto:kenneth.ayhens@oswego.edu)
- 2.0 Impairment Coordinator Designee  
  
Email: [EHS@oswego.edu](mailto:EHS@oswego.edu)
- 3.0 University Police Dispatch  
Contact number: 315.312.5555  
Campus phone: 5555

## **VI. Training**

All employees affected by this program shall be trained on the policy by their supervisor. EHS will assist them if needed.

## **VII. Record Keeping**

The following record keeping is required under this program.

- 1.0 Upon notification of an impairment the Impairment Coordinator or designee will document the impairment on the Impairment Log located in EHS Drive.
- 2.0 Electrical safety, plumbing, or a shop's designated Technician will forward completed Appendix A - Fire Protection System Impairment Forms to the EH&S Office when the system is restored.
- 3.0 EH&S or Designee will update the Impairment Log when the system is restored upon receiving the completed Appendix A – Fire Protection System Impairment Form.

## **VIII. References**

This program is designed to meet the requirements found in:

- 1.0 Current Fire Code of New York State - Chapter 9, Fire Protection Systems
- 2.0 National Fire Protection Association (NFPA) 25 - 3.3.2, 3.3.22.1, 3.3.22.2
- 3.0 National Fire Protection Association (NFPA) 72 - 3.3.145, 10.21, 14.2.2.2 A.10.21  
The term impairments encompasses a broad range of circumstances wherein a system or portion thereof is taken out of service for a variety of reasons. Systems are routinely impaired to allow hot work (e.g., open flame operations) to be performed in areas with automatic detection, construction, painting, and so forth, as well as to conduct normal system maintenance and testing. Impairments can be limited to specific initiating devices and/or functions (e.g., disconnecting the supervising station connection during system testing), or they can involve taking entire systems or portions of systems out of service.  
  
Section 10.21 is intended to help building owners control impairments of the system(s) in their building(s) and to ensure that systems are restored to full operation and/or returned to service afterward.

## **IX. Appendices/Forms**

Appendix A - Fire Protection System Impairment Form

Appendix B – Fire Impairment Emergency Contact Information



## Appendix A Fire Protection System Impairment Form

Date/time system or equipment was tagged impaired: \_\_\_\_/\_\_\_\_/\_\_\_\_, \_\_\_\_\_  
Electrical Safety, plumbing or designated Technician (print name/phone number): \_\_\_\_\_,  
x \_\_\_\_\_  
Building/Area: \_\_\_\_\_

(Check system affected/explain in greater detail)

Fire Sprinkler System:	( )	_____
Fire Alarm System:	( )	_____
Shut Downs/System Modification:	( )	_____
Fire Hydrant(s):	( )	_____
Other:	( )	_____

- 1.1 Shop Technician verbally notifies the Impairment Coordinator at 315.312.3159 and/or designee of the pre-planned impairment. For documentation purposes, an email will be sent to the fire marshal and/or [EHS@oswego.edu](mailto:EHS@oswego.edu). (Initial/date) \_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_
- 1.2 Impairment Coordinator or designee notifies the City and Oswego Town Fire Chiefs. (Initial/date) \_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_
- 1.3 Shop Technician or designated individual verbally notifies University Police Dispatch at 315.312.5555 of the impairment. (Initial/date) \_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_
- 1.4 Shop Technician or designated individual installs Impairment Tag on affected Main Fire Panel. (Initial/date) \_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_

### Restoration of Impaired System/Equipment

- 1.5 Verbally notifies the Impairment Coordinator at 315.312.3156 and/or designee of the system being restored to normal working order. For documentation purposes, an email will be sent to the fire marshal and [EHS@oswego.edu](mailto:EHS@oswego.edu). (Initial/date) \_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_
- 1.6 Impairment Coordinator and/or designee notifies the City and Town of Oswego Fire Chiefs (if required). (Initial/date) \_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_
- 1.7 Shop Technician or designated individual verbally notifies University Police 315.312.5555 that the impairment is restored to normal working order. (Initial/date) \_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_
- 1.8 Shop Technician or designated individual physically removes Impairment Tag(s) installed. (Initial/date) \_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_
- 1.9 Shop Technician or designated individual completes Appendix A - Fire Protection System Impairment Form submitting to EH&S. (Initial/date) \_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_

***Appendix B***  
***Fire Impairment***  
***Emergency Contact Information***

**Impairment Coordinator**

SUNY Oswego Fire Marshal

Office: **315.312.3159**

Cell: **315.602.6135**

Email:

**Impairment Coordinator/Designee**

Office:

Cell:

Email:

**University Police Dispatch**

Contact number: **315.312.5555**

Campus phone: **911**