

Northern Kentucky University	Policy Link: Fire and Life Safety Policy
Issue Date: 11/02/2018 Revised Date:	Title: FIRE PROTECTION IMPAIRMENT PROCEDURE

OBJECTIVE AND PURPOSE

The purpose of the Fire Protection Impairment Procedure is to minimize the duration that any fire protection equipment is out of service. Notification is required whenever fire protection equipment must be taken out of service for any length of time. This procedure is administered under the authority of the University Fire and Life Safety Policy.

DEFINITIONS

Fire Protection Equipment – fire protection equipment includes sprinkler systems, kitchen hood suppression systems, clean agent suppression systems and fire pumps.

Fire Watch – regular patrols of an area by authorized personnel to ensure a fire or elements of a fire are not present within the building under watch.

RULES AND PROCEDURES

Emergency Impairments:

If an emergency impairment occurs, the technician should stabilize the situation and initiate the following:

1. Shut down hazardous processes.
2. Prohibit all hot work, including cutting and welding.
3. Assign personnel to "fire watch" where fire protection is out of service.
4. Notify Power Plant of the emergency.
5. The Power Plant Operator shall notify University Police, Safety and Emergency Management, Central Campbell County Fire Department and FM Global of the impairment work and estimated time to repair the fire protection system. If hot work (welding) is essential to complete emergency impairment, FM Global should be advised.
6. Safety and Emergency Management and the Power Plant operator will mark the location of the impaired equipment along with date, time and reason for the impairment on the dedicated fire equipment board in their respected area.

When Planning Impairment:

Before initiating the permit, follow these steps:

1. When possible plan to do the work when the facility is not operating.
2. Schedule to shut down hazardous processes, if possible
3. Plan to use temporary protections during impairment such as extra fire extinguishers, temporary sprinkler protection, or charged hose lines.
4. Preparations should include having parts on hand and personnel available before attempting impairment.
5. Notify the Power Plant and Safety and Emergency Management in advance of impairment
6. Safety and Emergency Management and the Power Plant operator shall mark the location of the impaired equipment along with date, time and reason for the impairment on the dedicated fire equipment board in their respected area.
7. Safety and Emergency Management staff will contact University Police, Central Campbell County Fire Department and FM Global to inform them of the impairment.

During the Impairment:

1. The fire equipment boards in each area shall not be changed until the impaired equipment is placed back in service.
2. Project manager and/or team leader should have personnel on standby and available to restore the sprinkler system in case of a fire. A "FIREWATCH" should be conducted when needed.
3. Upon completion of repairs, place fire protection system back into normal operating mode (auto).

After the Impairment:

As soon as impairment work has been completed:

1. Promptly restore fire protection equipment to automatic service.
2. If sprinkler protection was impaired, conduct a 2-inch drain test at the sprinkler riser (call sprinkler vendor if needed).
3. Lock sprinkler control valves in the wide-open position.
4. Reset the alarm system and notify University Police of the alarm system status.
5. Immediately inform the Power Plant Operator that the system is back in full operation.
6. The Building Mechanic or Manager of the Red Tag Permit will notify the Power Plant and Safety and Emergency Management that repairs/maintenance are complete and the system is back up in full operational status. The Safety and Emergency Management will notify Central Campbell County Fire Department, University Police and FM Global.

FM GLOBAL Index Numbers and Important Numbers

- FM GLOBAL Customer Service 888-216-9330 (Index #54231.24)
- University Police 859-572-5500
- Director, Safety and Emergency Management 859-572-6522
- Central Campbell County Fire Department 859-441-7631

RESPONSIBILITIES**Safety and Emergency Management Responsibilities**

Safety and Emergency Management is responsible for procedure development, review, and compliance with all applicable federal and state regulations. Safety and Emergency Management will coordinate training as needed. Safety and Emergency Management staff are authorized to halt any unsafe work practice that is not in accordance with this or any other NKU safety policy or procedure.

Chair/Director Responsibilities

It is the responsibility of the chair/director to comply with applicable environmental, health and safety laws and regulations, University policies and procedures, and accepted safe work practices. Chairs/directors shall ensure that their employees receive required training prior to beginning work and annual/refresher training as needed. The chair/director is also responsible for maintaining their employee training records.

Chairs and Directors may delegate the details of program implementation to appropriate personnel within their authority. The ultimate responsibility, however, for ensuring implementation of these programs at the academic department/administrative unit level remains with the chairs/directors.

Power Plant Supervisor Responsibilities

The Power Plant supervisor is responsible for the safe operations of all activities under his/her supervision requiring a fire protection system to be disabled. This includes the following:

- All individuals involved in the disabling of a fire protection system operation, including contractors, must be familiar with the provisions of this procedure.
- Employees must be trained in the safe operation of their equipment and the safe use of the process.
- Employees must be aware of the inherent risks involved and understand the emergency procedures in the event of a fire.
- Advise all contractors about site-specific hazards.

Technician Responsibilities

The technician involved in the disabling of a fire protection system shall handle their equipment safely and use it so not to endanger lives or property. The operator also shall:

- Have approval before starting non-emergency operations that disable a fire protection system.
- Cease operations if unsafe conditions develop and notify the Power Plant supervisor for reassessment of the situation.
- Wear proper personal protection equipment.

TRAINING

Departments shall ensure that employees are trained on these procedures and adhere to the rules and responsibilities.

For additional information, forms, training, and other resources visit nku.edu/safety.