FIRE PROTECTION SYSTEM IMPAIRMENT PROGRAM

1.0 Purpose. To establish safe procedures to avoid property loss and injury to personnel during an impairment of any Oklahoma City Community College (OCCC) facility fire protection equipment. To ensure that “Risk of Loss” is minimized and the duration of impairment is limited.

2.0 Scope. The Fire Protection System Impairment Program (Program) applies when and where any water based or special suppression fire protection equipment is removed or taken out of service by OCCC personnel or outside contractors for any reason.

3.0 Definitions. Water based or special fire suppression systems includes but is not limited to:

3.1 Automatic Sprinkler System;
3.2 Fire Pumps;
3.3 Fire Service Control Valves;
3.4 Underground Fire Service Mains;
3.5 Water Spray Fixed Extinguishing System;
3.6 Foam – Water Fixed Extinguishing Systems;
3.7 Water Storage Tanks;
3.8 Halon Fixed Extinguishing Systems;
3.9 Carbon Dioxide or other Fixed Extinguishing Systems; and
3.10 Standpipe/Fire Hose systems (inside or out).

4.0 Administration. OCCC recognizes its responsibilities to protect property, employees and the general public and understands that every time fire protection is taken out of service a fire hazard is created. Because of the increased loss potential that exists during any impairment OCCC has:

4.1 Established this Program setting forth guidelines and responsibilities to be followed in all cases when any water-based or special fire protection systems are to be taken out of service for repairs, installation of new equipment, building alterations or rendered inoperative through unforeseen events. All impairments whether planned or an emergency shall be handled in the same manner.

4.2 Designated the position of Chief of Campus Police Department (or designated alternate) as the “Impairment Coordinator” who will be responsible for the implementation and enforcement of this program and the authorizing and issuance of written fire protection shut off permits referred to as the RSVP – Restore Shut Valve Promptly tag.

4.3 Designated the position of Coordinator of Campus Safety and Security (or designated alternate) as the “Fire Protection Equipment Supervisor” who
will be responsible for restoring and/or supervising the necessary restoration of the system until the system is placed into service.

5.0 Impairment Coordinator Duties. The Impairment Coordinator shall be responsible for verifying that the following procedures are followed:

5.1 Determine the extent and duration of the impairment;
5.2 Determine the area and/or building which is affected by the impairment;
5.3 Inspect and review the fire hazards within the affected area and determine the increased risks which may exist due to the impairment;
5.4 If impairment is located within a manufacturing, service or hazardous operation any planned impairment work shall be conducted when the facility is not operating or all hazardous processes are shut down;
5.5 Prohibit all hot work, including welding, cutting, brazing, chow saw or any other open flame or spark operation during the impairment. If hot work is essential to complete the necessary repairs refer to OCCC’s Hot Work Safety Program following all guidelines therein;
5.6 If hot work is required or hazardous operations can not be shut down, the measures outlined within the Hot Work Safety Program and the following temporary protective measures shall be provided as necessary:
   5.6.1 extra fire extinguishers that are in addition to those that are provided for the building;
   5.6.2 charged fire hose lines;
   5.6.3 temporary sprinkler protection; and
   5.6.4 implement a fire watch throughout the impaired area.
5.7 Limit the amount of fuel within the impaired area;
5.8 Notify the following individuals and/or organizations that an impairment exists and inform them of any special hazards that exist and the measure that have been taken:
   5.8.1 all supervisors within the impaired area;
   5.8.2 Chief of Campus Police Department, Director of Facilities Management and Director of Emergency Planning and Risk Management;
   5.8.3 Fire department who would ordinarily be the first responders in the event of an emergency;
   5.8.4 The alarm company and advise them of the impairment and establish who and how any alarm notification will be made;
   5.8.5 State of Oklahoma, Division of Risk Management at 405-521-4999; and
   5.8.6 XL Global Asset Protection Services at GAPS_RSVP_Americas@xlgroup.com.
5.9 Ensure that the Fire Protection Supervisor has the needed equipment, parts, and personnel to facilitate the necessary repairs prior to impairing the fire protection equipment;
5.10 Complete and execute the RSVP tag authorizing the Fire Protection Equipment Supervisor to proceed.

6.0 Fire Protection Equipment Supervisor Duties. The Fire Protection Equipment Supervisor will upon first knowledge of a planned or emergency impairment:
6.1 Stabilize the condition of the protective equipment and notify the Impairment Coordinator of the need to shut the system down or that the system has been taken out of service.
6.2 Immediately coordinate obtaining the necessary equipment, parts and personnel to achieve the necessary repairs;
6.3 Upon receipt of the RSVP tag attach the out of service side of tag to the fire department pumper connection (providing the impairment is to a water base protection system).
6.4 The control valve or the control equipment can then be turned off entering the date, time, and the number of turns required to close the valve (if applicable). This information shall be entered on the permit, which is then attached to the control valve. (NOTE: Because this is an energy source the appropriate lock-out, tag-out procedures shall also be followed);
6.5 Supervise and monitor all restoration;
6.6 Restore the system back to automatic service upon completion of required work removal of the lock-out and completion of the permit by entering the date, time and number of turns to open the valve (if applicable);
6.7 Perform a two (2) inch drain test and record the pressure on the permit if water based fire protection system;
6.8 Return the permit to the Impairment Coordinator;
6.9 No Impairment shall be left over night if at all possible. All restoration shall be continuous and in the event the impairment will last four (4) hours or longer a fire watch shall be provided throughout the affected area on an hourly basis.

7.0 Requirements.
7.1 If a fire system is allowed to remain out of service over night, observe precautions in Sections 6.9 and 7.3 of this Program;
7.2 All systems shall be restored to temporary service if possible;
7.3 All restoration shall be continuous and in the event the impairment will last four (4) hours or more, or extend beyond a normal work shift the following precautions shall be provided:
   7.3.1 Implement an hourly fire watch throughout the impaired area following the guidelines and using the personnel who have been trained and outlined in the “Hot Work Safety Program;”
   7.3.2 Temporary fire lines laid out and charged if hazardous operations or hazardous conditions exist;
   7.3.3 Provide extra fire extinguishers that are in addition to those that are provided for the building;
   7.3.4 Temporary sprinkler protection or sprinkler protection fed from a temporary water supply such as:
      7.3.4.1 another sprinkler system;
      7.3.4.2 an outside fire hydrant;
      7.3.4.3 an inside standpipe.
   7.3.5 Limit the amount of fuel within the impaired area.
8.0 RSVP Tag Procedures. Whenever a Fire Protection System Impairment is planned or occurs the “RSVP tag shall be issued by the Impairment Coordinator who is responsible for the safety of the facility. The RSVP tag shall be issued as follows:

8.1 Following completion of the pre-requirements by the Impairment Coordinator the RSVP tag shall be filled out providing all necessary information as required on the tag;

8.2 The office reminder portion of the tag shall be removed and posted in the Impairment Coordinator’s office in a conspicuous location to serve as a reminder that a Fire Protection System is out of service;

8.3 The shut off portion side of tag shall be issued to the Fire Protection Equipment Supervisor allowing the system to be taken out of service and the necessary repairs begun. This portion of the tag shall be attached to the system control until system is restored to service;

8.4 Upon completion of the repairs and the restoration of the fire system to service, the Fire Protection Equipment Supervisor shall sign the both sides of tag after completing the information on the tag and return the tag to the Impairment Coordinator;

8.5 The Impairment Coordinator shall notify all persons and/or organizations previously contacted that the system is operable again;

8.6 The completed RSVP tag shall be filed and held for review for a period of not less than three (3) years for review by representatives of State of Oklahoma Risk Management and/or its contracted insurance carriers.

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