

FIRE SUPPRESSION SYSTEM IMPAIRMENT

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GENERAL

The Fire Suppression System Impairment procedure is used as a method for retaining a record of impairments, requesting fire watch, and the ability to inform our property insurer and other critical stakeholders when impairments occur.

SCOPE

The Fire Suppression System Impairment procedure applies to all Southern Methodist University personnel and all contract personnel conducting any maintenance or installation, planned or unplanned, that might affect the functionality of a fire suppression system, in, and around all University-owned, leased, and/or occupied properties that are protected by a fire suppression system.

RESPONSIBILITY

A. Contractors, Project Managers, District Managers, etc.

Contractors, Project Managers, District Managers, etc. are responsible for ensuring that the requirements of this procedure are understood and practiced by their employees or subcontractors. SMU Office of Facilities Planning and Management/Maintenance and Grounds (OFPM)/(M&G) will assume responsibility to obtain a required **IMPAIRMENT PERMIT** and follow guidelines defined in this procedure when impairing a fire suppression system.

B. SMU Office of Risk Management

The SMU Office of Risk Management is responsible for the development and maintenance of this procedure, providing guidance, personnel training, and for auditing all operations to ensure compliance of this procedure. Responsibilities include:

1. Issue an **IMPAIRMENT PERMIT** for work being done on any fire suppression system that will be impaired.
2. Notify SMU Dispatch, University Park Fire Dispatch, Siemens Fire Systems Service Manager, and SMU's property insurer of impairments and restores.
3. Provide training for those requesting permits and impairing fire suppression systems.
4. Suspended impairment, if the fire suppression system can be restored, in the event of unsafe conditions or fire.

C. Fire Suppression System Technicians

Fire suppression system technicians shall obtain proper authorization to impair a fire suppression system via the **IMPAIRMENT PERMIT** and shall make every effort as to not endanger lives and property. The technician is also responsible for the following:

1. Ensure full compliance with the requirements of this procedure.
2. Use appropriate safety equipment as needed.
3. Suspend impairment, if the fire system can be restored, in the event of an unsafe condition or a fire.

BEFORE A SUPPRESSION SYSTEM IMPAIRMENT

- A. Plan to do the work when the facility is not operating and/or shut down hazardous processes, where applicable, and if possible.
- B. Contact the Office of Risk Management to determine if a fire watch is required in accordance with SMU's Fire Watch Procedure.
- C. Have necessary items ready before impairing fire protection equipment, i.e., equipment, parts, and personnel.
- D. Plan for temporary protection such as extra extinguishers, charged hose line, temporary suppression protection, etc.
- E. If the fire protection system can be restored, have someone readily available and prepared to restore the system promptly in the event of a fire.
- F. Request an **IMPAIRMENT PERMIT** from the SMU Office of Risk Management.

DURING A SUPPRESSION SYSTEM IMPAIRMENT

- A. Hazardous processes should be shut down.
- B. Hot work, including cutting and welding, will be prohibited.
- C. Continue work on the system until protection is restored.

AFTER A SUPPRESSION SYSTEM IMPAIRMENT

- A. Verify the fire protection equipment is placed back in automatic service.
- B. If suppression system was impaired:
 - a. Conduct a two-inch drain test at the sprinkler riser.
 - b. Lock sprinkler control valve in the wide-open position where a lock is present.
- C. Complete **IMPAIRMENT PERMIT** and return to the SMU Office of Risk Management.

REQUESTING AN IMPAIRMENT PERMIT

IMPAIRMENT PERMITS may be requested by contacting the Office of Risk Management Monday-Friday 8:30 AM-5:00 PM. Please submit requests 48 hours prior to the planned impairment to the SMU Office of Risk Management.

Emergency impairments will be addressed on a case-by-case basis in consultation with the Siemens Fire Systems Service Manager.

If an impairment involves a residential facility, planned, unplanned, or as a result of a malfunction, notify the Office of Risk Management immediately. **If the impairment poses an immediate threat to life or safety, please contact SMU Police at 214-768-3333.**

The following information shall be completed on the **IMPAIRMENT PERMIT** before, during, and after impairment:

1. Name of technician and project manager or supervisor
2. System to be impaired (fire alarm, suppression system, etc.)
3. Building name and address
4. Reason for impairment
5. Area protected that will be impaired
6. Fire suppression system:
 - a. Sprinkler valve location and number
 - b. Planned date/time for valve to be closed
 - c. Planned date/time for valve to be opened
 - d. Actual date/time valve was closed
 - e. Actual date/time valve was opened
 - f. Number of turns to close valve
 - g. Number of turns to open the valve
 - h. Date/time two-inch drain test was performed

TRAINING

All persons who may impair a fire suppression system; managers, project managers and supervisors of those impairing systems; and those issuing IMPAIRMENT PERMITS shall complete bi-annual training. A record with the names of those who completed the training will be maintained by SMU's Office of Risk Management. Training must be completed by those requesting/requiring a permit, before the permit will be issued.