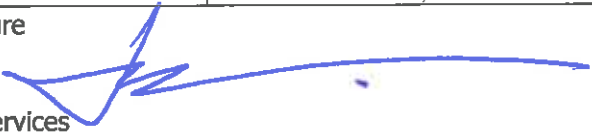


SUNY OSWEGO

FIRE PROTECTION IMPAIRMENT PROGRAM

ENVIRONMENTAL HEALTH AND SAFETY

Procedure Number EHS-FPIP	Revision Number 01	Effective Date 8/15/2018
Approval Signature J. Mitchell Fields AVP- Facilities Services 		Approval Date 8/15/18

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 inoperable either during pre-planned maintenance or an emergency. Examples of system/equipment outages are as follows; fire alarm, standpipe, fire suppression or sprinkler malfunction, fire hydrant out-of-service, maintenance work where part of a system is disabled or general maintenance on a fire protection system is performed.

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 or to be at a particular job site.

III. Responsibilities

When required as per Section 901.7 of the 2015 Fire Code of NYS, the Impairment Coordinator or designee shall notify the City of Oswego and/or the Oswego Town Fire Departments to determine if a fire watch needs to be established. For planned maintenance, SUNY Oswego Facilities Services staff, Facilities, Design and Construction (FDC) staff, SUNY Oswego Project Team or authorized contractor shall make notification of any impairment to the Impairment Coordinator (SUNY Oswego Fire Marshal) or designee prior to long-term pre-planned maintenance or when an unplanned emergency impairment is found. When required as per Section 901.7 of the 2015 Fire Code of NYS, the Impairment Coordinator or designee shall notify the City of Oswego and/or the Town of Oswego Fire Departments to determine if a fire watch needs to be established.

IV. Procedure

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

1.0 Impairment Outage, Routine Maintenance or Scheduled Outage (complete steps 1.1-1.4 and Appendix A form)

Step	Person	Action
1.1	Electrical Safety or designated individual (person performing the disabling or corrective action)	Verbally notifies the Impairment Coordinator at 312.3156 or 315-760-2933 and/or designee at 312.2084 of the pre-planned impairment. For documentation purposes, an email will be sent to kenneth.ayhens@oswego.edu and/or steven.frasier@oswego.edu .
	NOTE: Electrical Safety or 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 of Oswego Fire Departments (if required) by contacting the Oswego County 911 Center Non-Emergency number at 343.1313.
1.3	Electrical Safety or designated individual	Verbally notifies University Police Dispatch at 312.5555 of the impairment.
1.4	Electrical Safety or designated individual	After verbal notification to the Impairment Coordinator/designee-Physically installs Impairment Tags at each fire department connection, system control valve, fire alarm control unit, fire alarm annunciator and at the respective building's 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, Electrical Safety or designated individual completes steps 1.5, 1.7, 1.8, 1.9 and Appendix A form submitting to EH&S, 110 Lee Hall.	
1.5	Electrical Safety or designated individual	Verbally notifies the Impairment Coordinator at 312.3156 or 315.760.2933 and/or designee at 312.2084 of the system being restored to normal working order. For documentation purposes, an email will be sent to kenneth.ayhens@oswego.edu and/or steven.frasier@oswego.edu .
1.6	Impairment Coordinator or designee	Verbally notifies the City and Town of Oswego Fire Departments (if required) by contacting the Oswego County 911 Center Non-Emergency number at 343.1313 the impairment has been removed and system has been restored to normal working order.
1.7	Electrical Safety or designated individual	Verbally notifies University Police Dispatch 312.5555 impairment is restored to normal working order.
1.8	Electrical Safety or designated individual	Physically removes Impairment Tag(s) previously installed.
1.9	Electrical Safety or designated individual	Completes Appendix A (FPIS form) submitting to EH&S, 110 Lee Hall

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.
5. Necessary tools and materials have been assembled on the impairment site.

V. **Contact Information**

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

- 1.0 Impairment Coordinator
Ken Ayhens, SUNY Oswego Fire Marshal
Office: 312.3156
Cell: 315.760.2933
Email: kenneth.ayhens@oswego.edu
- 2.0 Impairment Coordinator/Designee
Steven Frasier, SUNY Oswego Building Safety
Office: 312.2084
Cell:
Email: steven.frasier@oswego.edu
- 3.0 University Police Dispatch
Contact number: 312.5555
Campus phone: 911

When required the Impairment Coordinator/designee will notify the following:

- 1.0 Oswego County 911 Center Non-Emergency
Contact number: 315.343.1313

VI. **Training**

All employees affected by this program shall be trained on the policy.

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 or designated individual will forward completed Appendix A - Fire Protection System Impairment Forms to the EH&S Office at 110 Lee Hall when system is restored.
- 3.0 EH&S will update 'Impairment Log' when system is restored and 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 2015 Fire Code of New York State - Chapter 9, 'Fire Protection Systems'

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 or designated individual (*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 Electrical Safety or designated individual verbally notifies the Impairment Coordinator at 312.3156 or 315.760.2933 and/or designee at 312.2084 of the pre-planned impairment. For documentation purposes, an email will be sent to kenneth.ayhens@oswego.edu and/or steven.frasier@oswego.edu. (*Initial/date*) ___, ___/___/___
- 1.2 Impairment Coordinator or designee notifies the City and Oswego Town Fire Departments (if required) by contacting the Oswego County 911 Center 'Non-Emergency' number at 343.1313. (*Initial/date*) ___, ___/___/___
- 1.3 Electrical Safety or designated individual verbally notifies University Police Dispatch at 312.5555 of the impairment. (*Initial/date*) ___, ___/___/___
- 1.4 Electrical Safety or designated individual installs Impairment Tag on affected equipment. (*Initial/date*) ___, ___/___/___

Restoration of Impaired System/Equipment

- 1.5 Verbally notifies the Impairment Coordinator at 312.3156 or 315.760.2933 and/or designee at 312.3150 or 529.9897 of the system being restored to normal working order. For documentation purposes, an email will be sent to kenneth.ayhens@oswego.edu and steven.frasier@oswego.edu. (*Initial/date*) ___, ___/___/___
- 1.6 Impairment Coordinator and/or designee notifies the City and Town of Oswego Fire Departments (if required) by contacting the Oswego County 911 Center 'Non-Emergency' number at 343.1313. (*Initial/date*) ___, ___/___/___
- 1.7 Electrical Safety or designated individual verbally notifies University Police 312.5555 the impairment is restored to normal working order. (*Initial/date*) ___, ___/___/___
- 1.8 Electrical Safety or designated individual physically removes Impairment Tag(s) installed. (*Initial/date*) ___, ___/___/___
- 1.9 Electrical Safety or designated individual completes Appendix A - Fire Protection System Impairment Form submitting to EH&S located at 110 Lee Hall. (*Initial/date*) ___, ___/___/___

Appendix B
Fire Impairment
Emergency Contact Information

Impairment Coordinator

Kenneth Ayhens, SUNY Oswego Fire Marshal

Office: **312.3156**

Cell: **315.760.2933**

Email: kenneth.ayhens@oswego.edu

Impairment Coordinator/Designee

Steven Frasier, Building Safety Inspector/EH&S

Office: **312.2084**

Cell:

Email: steven.frasier@oswego.edu

University Police Dispatch

Contact number: **312.5555**

Campus phone: **911**

When required the Impairment Coordinator/designee will notify the following:

Oswego County 911 Center Non-Emergency

Contact number: **343.1313**