

Fire Protection System Impairment

Canadian Rockies Public School - CRPS

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Fire Protection System Impairment Procedures

I. Purpose

There may be times when it is necessary to disable the fire sprinkler, fire suppression, or fire alarm systems on CRPS properties. The probability of a fire or explosion causing major damage is increased whenever a system, alarm, or device is impaired. The longer the protection is impaired the greater the probability becomes. Therefore, it is necessary to minimize the duration and scope of any impairment or provide for an alternate protection system. The purpose of this procedure is to provide guidance on when and how these fire systems and their components are to be disabled and re-enabled.

II. Fire Protection Systems

The Fire Protection System Impairment procedures apply to the following systems. This includes planned or emergency outages of the system or devices.

- Fire Alarm System
- Detection System
- Special Suppression Systems (CO₂, Dry Chemical)
- Automatic Sprinkler Systems
- Underground piping and control valves (water system)

III. Compliance and Responsibility

Any person, and his/her organization, who performs fire system installation, maintenance, testing, repair, or other operations which requires impairment of a fire system shall be responsible for compliance with these procedures.

It is the responsibility of the facilities department to maintain this procedure and to train the appropriate personnel on the use of this procedure.

Scheduled (non-emergency) fire system impairment permits must be approved by the facilities department before the system is disabled. **This does not include school practice fire drills.**

IV. Notification and Authorization

The person or organization reporting or scheduling fire system impairment is referred to as the “requestor” and is responsible for coordinating the fire system impairment.

A. Minor Impairments

Fire system impairments considered to be minor includes fire system testing, maintenance and repairs which are of short duration (less than two hours), and does not include water supply, does not impact critical operations and does not include substantial risk for loss of life or property.

Minor impairments do not need an approved permit. However, shall an unforeseeable event occur while testing, maintaining, or making repairs exceed the two (2) hour time limit, a Fire Protection Impairment Procedure must be completed.

The requestor will notify the following immediately before a minor impairment:

- Facilities department: 403-679-8634 / cell
- Alarm monitoring company - AMC

B. Scheduled Impairments

All scheduled fire system impairments shall be coordinated and scheduled through the facilities department, within 48 hours before work is performed.

The following shall be notified for scheduled outages that are more than two hours in duration (or outside of regular business hours), impairments of two or more systems, or any impairment of water supply:

- Facilities Department: 403-678- 8634 / cell
- Alarm monitoring company - AMC

V. System Impairment Requirements

- When a Fire Protection System (Listed in Section II) is impaired for testing, maintenance, repair or other reasons, the requestor/contractor working on the system shall fill out a Fire Protection Impairment Permit form (Appendix A). The requestor/contractor shall **attach or post the approved permit at the fire alarm control panel.**
- When a system is impaired, the Alarm Monitoring Company (AMC) shall be notified to deactivate the alarm system.
- All work on the fire system shall be, when possible, continuous until the system is restored to operational status.

D. No hot work operations will be allowed unless required for servicing fire systems.

E. Fire protection systems shall not be left disabled during off-business hours unless approved by the Facilities Department. If approved, a fire watch system plan will need to be implemented.

VI. System Restoration Requirements

After completing the work, it is important to assure that the fire protection system has been properly restored. The following steps are required to assure the fire protection system has been restored:

- A. All affected components of the system shall be inspected and tested.
- B. All fire protection systems shall be mechanically secured when they are placed back in service (fire alarm system panels locked, fire sprinkler valves placed in their proper position).
- C. Place all alarms or detection devices back into service.
- D. Remove the Fire Protection Impairment Permit.
- E. The requestor will notify the following when the impairment is complete.
 - Facilities department: 403-679-8634 / cell
 - Alarm monitoring company - AMC

Fire Protection Impairment Permit – CRPS Last updated – May 2022

Requestor (Employee):	Requestor Phone Number:	Today's Date:
Building Name:		Location / Room #:
Contractor / Organization / Name:		Cell Phone #:

Reason for Impairment:	Work Order Number:
Requested Date of Impairment:	Requested Time of Impairment:
Requested Date System Restored:	Requested Time System Restored:

Fire Protection System Impaired(check all that Apply)		
<input type="checkbox"/> Fire Alarm System	<input type="checkbox"/> Detection System	<input type="checkbox"/> Automatic Sprinkler System
<input type="checkbox"/> Water Supply	<input type="checkbox"/> Underground piping / control valves	<input type="checkbox"/> Other
<input type="checkbox"/> Fire watch required	<input type="checkbox"/> Special Suppression Systems	

Required Impairment Checklist			
<input type="checkbox"/> Facilities department notified	<input type="checkbox"/> Notified AMC	<input type="checkbox"/> Impairment Permit posted	
<input type="checkbox"/> Hot work permit (if required)	<input type="checkbox"/> Fire Watch Established (if required)		
Actual Start Date	Time	End Date	Time

Required Restoration Checklist	
<input type="checkbox"/> Notified Facilities Department	<input type="checkbox"/> Notified AMC
<input type="checkbox"/> Active Fire Alarm / Devices	<input type="checkbox"/> All mechanical devices in service
<input type="checkbox"/> Building Coordinator	<input type="checkbox"/> Remove Fire impairment permit from Alarm panel

Comments:	
Authorized Signature:	Date

PLACE PERMIT ON FIRE PANEL DURING IMPAIRMENT

SEND COMPLETED FORMS TO CRPS Facilities department