

DuPage County Environmental, Safety, Health & Property Loss Control Program Fire Protection System Impairment Program

Purpose: Fire protection systems help save lives and protect property. But planned maintenance or system damage can put these critical systems out of commission, elevating the risk of serious fire damage. Fortunately, creating and following a rigorous fire protection plan can help counteract the increased risk posed by system outages. This program address's the increased risk of fire and minimizes the duration of impairment.

Policy: Key roles and responsibilities established as part of this plan are detailed below.

Definitions:

Fire Protection System: Means any fire detection / alarm system and fire suppression system such as a sprinkler system or other suppression systems.

Impairment: Whenever a fire protection system has been shut off due to work or trouble in the fire protection system.

Fire Protection System Coordinators:

Management personnel with the responsibility of the fire protection system coordinator is to identify impairments and implement the plan.

The following staff positions have been identified as coordinators:

Wheaton Campus: Facilities Management

Off Campus: Site Manager

Impairment Notification:

It is the responsibility of the coordinator to provide notice of the impairment to the following:

1. DuCom 630-260-7509
2. Fire Department Business #:
3. Security for on Wheaton campus impairments: 630-407-5262
4. Risk Management: Fax Impairment form 630-407-6201 (Exhibit 1)

Additional Responsibilities:

Place Out of Service tag on affected equipment from kits located on sprinkler riser.

- Identify and cease high-hazard functions in the affected area. These functions include cutting and welding, spray painting, flammable liquid use or transfer, gas mixing and smoking.
- Provide temporary protection appropriate for the affected area. By providing extra portable fire extinguishers or tying the impaired system into an in-service system.
- Arrange frequent tours of the affected area, at least every 60 minutes. Security will perform on Campus. Site Managers must arrange staffing for tours.

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System Restoration:

- For Sprinkler systems conduct two-inch main drain tests to verify all sprinkler system control valves are open and record results.
- Ensure that all fire protection equipment is placed in automatic mode and fire alarm panels are clear of trouble signal and showing Power on light.
- Account for and remove all Out of Service tags. Return tags to Risk Mitigation (clear envelope) for future use.
- Notify DuCom, Security and Risk Management that the system is back in service.
- Fax: Risk Management 630-407-6201 or e-mail riskmanagment@dupageco.org
- Notify Security for on campus bldgs. at X 5262 that impairment has been corrected and Fire Watch can be discontinued.