



Fire Protection System Impairment Procedure

Environmental Health and Safety

May 2021

Fire Protection System Impairment Procedures

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Fire Protection System Impairment Procedures

I. Purpose

There are times when it is necessary to disable fire sprinkler, fire suppression, or fire alarm systems on campus. 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, Clean Agent, Dry Chemical, Water Spray)
- Automatic Sprinkler Systems
- Standpipe and hose systems
- Fire Pumps and water storage tanks
- Underground piping and control valves

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 Environmental Health & Safety (EHS) department to develop and 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 and signed by the Electronic Department (ED) Supervisor before the system is disabled. In the absence of the ED Supervisor their designee shall approve the permit.

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. Scheduled Impairments

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

The following shall be notified by an email for scheduled outages, impairments of any systems, or any impairment of water supply. (**Example Email:** Subject: Building Name FACP Disabled. Body: Who made the request, what system are affected. What is the nature of the work being done. The length of the impairment. The red tag is posted on the alarm panel.)

Electronic Department will notify the following in advance:

- Environmental Health and Safety
- Police Dispatch Center
- Plumbers
- Facilities

EHS shall notify FM Global (insurance) Red eTag notification system when a fire impairment permit is required. Notification should include the following:

- Log-in to: Red eTag (fmglobal.com)
- Select Report an Impairment
- Fill in the appropriate boxes

B. Emergency Impairments

The requestor shall notify immediately, the following for all emergency fire system impairments:

- Environmental Health and Safety
- Public Dispatch
- Plumbers
- Facilities

V. System Impairment Requirements

- When a Fire Protection System (Listed in Section II) is impaired for testing, maintenance, repair or other reasons, the requestor working on the system shall contact the ED to have the Fire Protection Impairment Red Tag Permit form completed (Appendix A). The ED shall attach or post the approved permit at the fire alarm control panel.
- When a system is impaired, the ED shall be notified to deactivate the alarm system.
- All work on a fire system shall, when possible, be continuous until the system is restored to operational status.


- D. BSU Hot Work Permit may be required when conducting hot work operations.
- E. A Ball State Service Request will be submitted prior to the work being started.
- F. Fire protection systems shall not be left disabled during off-business hours unless approved by the ED. If approved, a fire watch 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.
 - Environmental Health and Safety
 - Public Department Dispatch
 - Plumbers
 - Facilities
- F. Return the completed permit to Environmental Health and Safety Office

Appendix A

RED TAG PERMIT	
CONTROL NUMBER 2802401	INDEX NUMBER
PRECAUTIONS TAKEN (CHECK AS APPROPRIATE)	
<input type="checkbox"/> Emergency Organization Notified <input type="checkbox"/> Public Fire Department Notified <input type="checkbox"/> Hazardous Operations Stopped <input type="checkbox"/> Hot Work Prohibited <input type="checkbox"/> Smoking Restricted <input type="checkbox"/> Other	<input type="checkbox"/> Continuous Work Authorized <input type="checkbox"/> Ongoing Patrol of Area <input type="checkbox"/> Hydrant Connected to Sprinkler Riser <input type="checkbox"/> Pipe Plugs on Hand <input type="checkbox"/> Fire Hose Laid Out
CONTACT NAME	
LOCATION (City, State/Province)	
CONTACT PHONE NO.	CONTACT FAX NO.
CHECK IF <input type="checkbox"/> SPRINKLER <input type="checkbox"/> FIRE PUMP <input type="checkbox"/> CO <input type="checkbox"/> HALON <input type="checkbox"/> OTHER	SPRINKLER VALVE LOCATION/NUMBER AREA PROTECTED
REASON FOR IMPAIRMENT	
PLANNED DATE/TIME TO BE CLOSED	
PLANNED DATE/TIME TO BE OPEN	
NAME/TITLE OF RESPONSIBLE PERSON	
AUTHORIZED BY (NAME)	FIRE PROTECTION EQUIPMENT OPERATOR (NAME)
PART 1 INSTRUCTIONS	
Permit Authorizer: Fill out using ballpoint pen, sign and issue permit as follows: Phone Part 1 information, or fax this part, to the FM Global number listed on the Red Tag Permit Wall Kit. Place Part 2 in center pocket of Wall Kit as visual reminder of impairment. Issue Part 3 (Red Tag) to Fire Protection Equipment Operator to attach to impaired equipment.	
	
RED TAG PERMIT	
Part 1 of 3	
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