



Impaired Fire Protection System Program

Purpose

This program exists to establish procedures that will be followed when any part of Normandale's fire suppression or fire alarm system is disabled for construction or an emergency condition.

Procedures

- ❖ Normandale's Physical Plant Director must approve and a Campus Public Safety Supervisor must be notified prior to any shutdown. In the event that the Associate Vice President of Operations is not available, the Building Maintenance Foreman or the State Program Administrative Supervisor is an acceptable alternative.
- ❖ The alarm needs to be turned off prior to the start of the work and needs to be activated immediately following the completion of the work. This will be done by a Campus Security Officer.
- ❖ During the impairment, buildings or areas involved will be constantly attended.
- ❖ Any hazardous operations or hot work not involved in the repair or installation of the alarm system or fire suppression system will not be allowed to be performed during this time period.
- ❖ A completed tag will be placed at the main alarm panel
- ❖ Upon completion of the repairs it will be verified that all fire alarms are in working order and that all valves are open and all systems are in operating order. A 2" drain test will be performed on the fire suppression system to verify that it is in proper working order if any repair has been made to the fire suppression system.



- ❖ Upon completion the Physical Plant Director and the Campus Security Officer on duty must be notified.

Impairment Tag

- Impairment Tags are located in the Building Services Office
- A Fire Protection System Impairment Tag will be placed at the alarm panel located in the Security Office
- These tags are available in the Building Services Office
- The tags will be completely filled out
- The drain test result portion of the tag must be completed if the fire suppression system has been impaired
- When the system is back in working order, the tag must be signed and dated on the bottom
- The tag will be turned into the Building Services Office and maintained for a minimum of 30 days.

Reviewed 5/11/2015