University Policies and Procedures

11-01.02 – FIRE PROTECTION SYSTEM IMPAIRMENT POLICY

I. Policy Statement: To establish procedures in cases where the University’s fire protection system will be temporarily out of service because of work being performed.

II. Definitions:

A. EHS means the University’s Department of Environmental Health and Safety.

B. Impairment means that a building or fire alarm or sprinkler system is inoperable or has been placed out of service.

C. TUPD means Towson University Police Department.

III. Responsible Executive and Office:

Responsible Executive: Vice President for Administration and Finance and Chief Fiscal Officer

Responsible Office: Environmental Health and Safety

IV. Entities Affected by this Policy: University community.

V. Procedures:

A. Scope. This policy is in effect whenever there is an impairment, with respect to all portions of the University affected by the impairment.

B. Planning and Preparation

1. Call Environmental Health & Safety (EHS) (x4-2949) and Facilities Management Work Control Center (x4-2481) before the impairment occurs. Work Control should verify that the appropriate repair crew is aware that this policy is in effect. All University work crews, or outside contractors, must be knowledgeable and familiar with this policy before beginning any construction or repairs on University buildings.
2. Have all tools and equipment at the building site before working on or shutting off the system. Plan on putting the system back in service by the end of the workday. If for some reason, the system is to be out of service after 4:00 pm, notify EHS, who should then notify Facilities Management (Work Control) during regular working hours, or the TU Police Department (TUPD) after working hours. The TUPD will notify the appropriate Facilities Management staff member.

3. Locate the fire extinguishers on the floor and call EHS at x4-2949 if additional extinguishers are needed at the job site.

4. If it is necessary, a “fire watch” may be required in the affected area. This will be determined by EHS in consultation with Facilities Management and other appropriate individuals or agencies (refer to the Towson University Fire Watch Policy for additional information).

C. Notification

1. EHS shall call Facilities Management (Work Control) during regular working hours or the TUPD after regular working hours, and the Building Coordinator in all cases.

2. EHS will notify the Baltimore County Fire Department, the Maryland State Fire Marshals Office, the Treasurer of the State of Maryland (Insurance Division) and the TUPD when this policy is in effect, and the details of the impairment. Under conditions of a “fire watch,” the TUPD will notify the appropriate building coordinator and/or other key people that the fire alarm is inoperative and that the telephone must be utilized to report all fires to the TUPD at x4-4444. Those individuals notified by the TUPD should immediately notify all building occupants.

D. After the Impairment: Sprinkler Systems

1. Contractor will open valves completely and perform a main drain test to check water flow and pressure. A representative from EHS will be present to verify satisfactory completion.

2. Check the operation of the tamper switches, flow switches, or other alarm devices in the impaired area, to verify correct operation.

3. Verify that the control valves are open.
4. Reinstall chains and locks on sprinkler valves.

E. After the Impairment: Fire Alarm Systems

1. Contractor will test all initiating alarm devices that were repaired, replaced, or otherwise affected by the impairment. These devices include smoke detectors and pull stations. A representative from EHS will be present to verify satisfactory completion.

2. Contractor will test all notification alarm devices including horns, horn/strobe lights, and bells that were repaired, replaced, or otherwise affected by the impairment. Special arrangements may need to be made during class hours and in other special situations. A representative from EHS will be present to verify satisfactory completion.

F. After the Impairment: FOR ALL SYSTEMS

1. EHS will notify the Baltimore County Fire Department, the State Fire Marshals Office, the Treasurer of the State of Maryland and the TUPD to advise the system is back in service and functional.

Related Policies: TU Policy 11-01.01

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