

UMB Fire Protection System Impairment Procedures

I. Purpose:

To establish procedures in cases where the University's water-based fire protection systems will be temporarily out of service because of an impairment.

II. Definitions:

Impairment – A condition where a fire protection system or unit or portion thereof is out of order, and the condition can result in the fire protection system or unit not functioning in a fire event (NFPA 25 Section 3.3.21 (2017)).

Planned Impairment – A condition where a water-based fire protection system or portion thereof is out of service due to work planned in advance, such as revisions to the water supply or sprinkler system piping.

Emergency Impairment – A condition where a water-based fire protection system or portion thereof is out of order due to an unplanned occurrence, or the impairment is found while performing inspection, testing, or maintenance activities.

III. Procedure

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

1. Planned Impairments:

- a) Complete a [Request for Outage Form](#) and submit to the UMB Office of Facilities Operations.
- b) If the outage is approved, the UMB Office of Facilities & Operations will notify the appropriate parties, including, but not limited to: UMB Fire Marshal, UMB Environmental Health & Safety, UMB Police & Public Safety ("UMB Police"), the Building Manager, UMB Facilities Maintenance, UMB Facilities Operations, and UMB Design & Construction.
- c) If assistance is required from the UMB Electronics Shop to prevent the impacted fire alarm system from activating, the UMB Fire Alarm System Impairment Procedure must be followed.
- d) The UMB Plumbing Shop is the only group permitted to open and close any fire protection related valve.
- e) If the work is being performed by a contractor, the contractor must be on-site with all tools and equipment necessary before the UMB Plumbing Shop will begin closing valves or draining portions of the system.
- f) The individual performing the work must remain on-site for the duration of the impairment. If the individual performing the work desires to leave the site, each

fire department connection and system control valve shall be tagged to indicate that the system, or part thereof, has been removed from service.

- g) Planned impairments may not exceed 8 hours in a 24 hour period.
- h) At the conclusion of the impairment, the UMB Plumbing Shop will refill the system with assistance from the UMB Electronics Shop.
 - i. The UMB Plumbing Shop is responsible for ensuring all valves are open, equipment is turned on, and pressure gauges are normal.
 - ii. The UMB Electronics Shop is responsible for ensuring the fire alarm control panel is restored to its original condition and for signing the building back-in at the Pine St Annex Police Communications Office.
 - iii. The individual performing the work is responsible for ensuring there are no leaks and the system was repaired as directed by UMB.
 - iv. The UMB Fire Marshal shall be contacted for inspection and all necessary tests.

2. Emergency Impairments:

- a) Examples of emergency impairments include, but are not limited to: interruption of water supply, frozen or ruptured piping, and equipment failure.
- b) UMB Facilities Management shall be immediately notified.
- c) UMB Facilities Management will assess the emergency and report to the UMB Fire Marshal and Building Manager the extent of the damage and an estimated timeline for restoration.
- d) The UMB Fire Marshal is responsible for notifying additional personnel on an as-needed basis.
- e) If assistance is required from the UMB Electronics Shop to prevent the impacted fire alarm system from activating, the UMB Fire Alarm System Impairment Procedure must be followed.
- f) The UMB Plumbing Shop is the only group permitted to open and close any fire protection related valve.
- g) The individual performing the work must remain on-site for the duration of the impairment. If the individual performing the work desires to leave the site, each fire department connection and system control valve shall be tagged to indicate that the system, or part thereof, has been removed from service.
- h) At the conclusion of the impairment, the UMB Plumbing Shop will refill the system with assistance from the UMB Electronics Shop.
 - i. The UMB Plumbing Shop is responsible for ensuring all valves are open, equipment is turned on, and pressure gauges are normal.
 - ii. The UMB Electronics Shop is responsible for ensuring the fire alarm control panel is restored to its original condition and signing the building back-in at the Pine St Annex Police Communications Office.
 - iii. The individual performing the work is responsible for ensuring there are no leaks and the system was repaired as directed by UMB.
 - iv. The UMB Fire Marshal shall be contacted for inspection and any necessary tests.

3. Impairments greater than 8 hours in a 24 hour period:
- a) A planned impairment greater than 8 hours in a 24 hour period may be requested for approval from the UMB Fire Marshal.
 - b) All impairments exceeding 8 hours in a 24 hour period will be subject to all procedures stated above.
 - c) All impairments exceeding 8 hours in a 24 hour period will be subject to a fire watch, following the UMB Fire Watch Procedures.
 - d) The UMB Fire Marshal will notify the Baltimore City Fire Department (“BCFD”) and Treasurer of the State of Maryland (Insurance Division) with the details of the impairment.
 - e) Each fire department connection and system control valve shall be tagged to indicate that the system, or part thereof, has been removed from service.

A signed copy of this procedure must remain at the FACP for the duration of the impairment.

Building Name: _____

Building Address: _____

Electronics Shop Signature: _____

Plumbing Shop Signature: _____

Signature of Person Performing Work: _____