Impairments

Public Information
Handout

Pertains to the shutdown of SUPPRESSION SYSTEMS, FIRE ALARMS, SMOKE CONTROL SYSTEMS, UL 300 SYSTEMS (except for short duration), and EMERGENCY GENERATORS.

Where any fire protection or detection system is out of service, the Impairment procedures shall be followed in accordance with this document, and, where indicated, the building shall either be evacuated or an approved fire watch shall be provided for all occupancies left unprotected by the shut down until the fire protection system has been returned to service. Where utilized, Fire Watch shall be provided with at least one approved means for notification to the fire department and their only duty shall be to perform constant patrols of the protected premises and keep watch for fires.

Impairment Coordinator
The building owner shall assign an impairment coordinator to comply with the requirements of this handout. In the absence of a specific designee, the owner shall be considered the impairment coordinator.

SHORT DURATION SCHEDULED SHUTDOWNS - less than 10 hours:
- Notify tenants* and impairment coordinator
- Tag panel with Impairment Tag-Short-term per instructions below
- Keep as many systems and areas, as possible, in service

LONG DURATION SHUTDOWNS (Scheduled or unscheduled) during normal business hours - Shutdown of any system for more than 10 hours:
- Fill out Report of Impaired System and submit to the City of West Richland & Benton County Fire District # 4 at least 5 business days in advance of the work.
- Be prepared to provide the following information:
  - Your name and phone number
  - Technician performing work and phone number
  - Address of shutdown
  - Type of shutdown
  - Date and Duration of shutdown
  - Emergency contact with phone number
  - Notify tenants* and/or impairment coordinator
  - Tag system with Impairment Tag-Long-duration_Unscheduled or Emergency per instructions below

UNSCHEDULED SHUTDOWNS
During normal business hours - Special shutdowns, unscheduled shutdowns (length of time not a factor), Notification System Out-of-Service While Occupied (Place of Assembly):
- Implement Fire Watch
- Fill out Report of Impaired System and submit to the impairment line at least 5 business days in advance of the work.
- Be prepared to provide the following information:
  - Your name and phone number
  - Technician performing work and phone number
  - Address of shutdown
  - Type of shutdown
  - Date and Duration of shutdown
  - Emergency contact with phone number
- Notify tenants* and/or impairment coordinator
- Tag system with Impairment Tag-Long-duration_Unscheduled or Emergency per instructions below
- Stop the operation (cooking, etc.) and/or evacuate the building

AFTER-HOURS:
For unscheduled (Emergency) shutdowns ONLY –
When an impairment is discovered:
- Implement an immediate fire watch.
- Call Benton County Fire District # 4. Benton County Fire District # 4 will collect basic information and will page the on-duty Officer who will call you to gather additional information and provide guidance for necessary steps that need to be taken immediately.
* E-mail each tenant, post signs in lobby and at entrances to suites, distribute flyers, use on-site phone number, call each business that will be affected, complete the Impairment Coordination worksheet.

CONTACT INFORMATION: City of West Richland 509-967-5902
• Tag system with Impairment Tag-Long-duratio
Unscheduled or Emergency per
instructions below
• Fill out Report of Impaired System
and submit to the City of West
Richland Building Department at
least 5 business days in advance
of the work.

Tagging of Systems
A tag shall be used to indicate that a system or
portion thereof, is impaired or out of service.
Unless otherwise directed by the Fire Marshal,
the tag shall be posted at the following
locations:

<table>
<thead>
<tr>
<th>Life Safety System</th>
<th>Location of Tag/Label</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Generator</td>
<td>On control panel</td>
</tr>
<tr>
<td>Fire Alarm System</td>
<td>On fire alarm panel</td>
</tr>
<tr>
<td>Fire Pumps</td>
<td>Fire Command Center</td>
</tr>
<tr>
<td>Range Hoods</td>
<td>On the control valve of extinguisher or cylinder</td>
</tr>
<tr>
<td>Smoke Control System</td>
<td>On control panel</td>
</tr>
<tr>
<td>Sprinkler System</td>
<td>On Fire Department Connection</td>
</tr>
<tr>
<td>Standpipe System</td>
<td>On Fire Department Connection</td>
</tr>
<tr>
<td>Haz-Mat Emergency Alarm System</td>
<td>In a readily viewable location</td>
</tr>
</tbody>
</table>

Restoring Systems to Service
When an impaired system or equipment is
restored to normal working order, the impairment
coordinator shall verify that all of the following
procedures have been implemented:
• Necessary inspections and tests have been
conducted to verify that affected systems
are operational.
• Supervisors have been advised that
protection is restored.
• The fire department has been advised that
protection is restored.
• The building owner/manager, insurance
carrier, alarm company, and other involved
parties have been advised that protection is
restored.
• The impairment tags have been removed
and restoration of system documented with
date, time, and responsible party maintain
records of all impairments.

To report that an impaired system has been
restored to service, please Contact the City of
West Richland.

The following information is required:
• Caller name, company and phone number
• Name and address of building affected
• The system (fire alarm, sprinkler, etc.) that
was affected and which portions have been
restored.

* E-mail each tenant, post signs in lobby and at entrances to suites, distribute flyers, use on-site phone number, call each business
that will be affected, complete the Impairment Coordination worksheet.

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