

APPROVED BY: _____

Effective Date: _____

Revised Date: _____

I. POLICY

It is the policy of <<Facility Name>> to ensure that residents, staff and visitors are protected and that a safe environment is maintained during periods in which the building fire alarm system and/or fire sprinkler system is out of service.

II. PURPOSE

To outline interim fire/life safety measures that will be implemented during periods of time, preplanned or otherwise, in which the fire alarm system and/or fire sprinkler system at <<Facility Name>> is out of service.

III. RESPONSIBILITY

Responsibility for development and implementation of this policy rests with the facility safety officer.

IV. PROCEDURE

A. Notifications

1. Upon finding that a required fire protection system is out of service:
 - a. The following persons will be notified immediately:
 - i. Facility Administrator (name and contact phone number)
 - ii. Head of Maintenance (name and contact phone number)
 - iii. Local fire chief or fire marshal (name and contact phone number)
 - iv. The facility's insurance carrier (name and contact phone number)
 - v. The facility's monitoring company (name and contact phone number)
 - b. The facility operator will make an immediate announcement over the building PA system notifying staff of the nature and extent of the impairment and, in cases where the building's fire alarm system is out of service, directing them to:
 - i. Close all smoke and fire doors in the area(s) affected by the impairment; and
 - ii. Unlock all locked exit doors in the area(s) affected by the impairment to allow for immediate egress in case of emergency. Residents who could pose a danger to themselves or others due to elopement must be closely monitored to ensure that they are accounted for at all times.
2. If the building fire alarm and/or fire sprinkler system is out of service for more than 4 hours in a 24-hour period, Deputy State Fire Marshal <<name>> shall be notified by phone or e-mail at:

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B. Preplanned impairments

For preplanned impairments (e.g. scheduled work or testing), all the parties identified above will be notified, in advance, of the extent and expected duration of the impairment. In addition, the person performing the work will be expected to place tags (as appropriate) at each fire department connection, sprinkler system control valve, fire alarm control unit and/or fire alarm annunciator indicating that the system, or part thereof, has been removed from service.

C. Alternate fire alarm signal

Upon notification that the building fire alarm system is out of service, staff will immediately implement the following procedure, should a fire occur during the impairment:

- a. The staff person discovering the fire must shout the code phrase RED LANTERN and go the aid of any person(s) in immediate danger.
- b. Personnel hearing the code phrase announced will immediately use the whistles provided at each nurse station to alert all other building occupants and then proceed to execute their duties as assigned in the fire safety plan.

D. Fire watch

At the direction of the fire chief, facility administrator or facility safety officer, a fire watch will be implemented.

1. Fire watch duties will be performed by facility maintenance staff who have been specially trained in identifying and controlling fire hazards, detecting early signs of unwanted fire, the use of portable fire extinguishers, and in occupant and fire department notification techniques. Evidence of such training will be maintained in each employee's personnel file.
2. Fire watch personnel will:
 - a. Have no other duties assigned to them while the affected fire protection system is out of service.
 - b. Carry a cell phone with them to use for notification of the fire department.
 - c. Perform continuous tours such that each portion of the building affected by the impairment is checked at not less than 30-minute intervals. In addition to watching for and promptly reporting any incidents of fire, visible smoke or strong smell of smoke or other unwanted odors, the fire watch will also ensure while on tour that:
 - Portable fire extinguishers are in place, unobstructed and in proper operating condition;
 - Corridors and exits are free and clear of storage and all other obstructions;
 - Exit and stairwell doors are clear and fully operational;
 - EXIT signs are visible and properly illuminated;
 - Fire doors, smoke barrier doors and hazardous area doors are kept closed and latched (i.e. not tied, wedged or blocked open in any fashion);
 - Oxygen cylinders/containers not in use are properly stored;
 - Electrical hazards are promptly reported and remedied;

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- No smoking or work involving cutting or welding or the use of flammable/combustible liquids is taking place (unless such work has been preauthorized and is taking place in an area that is properly fire separated from the remainder of the facility); and
 - Trash and other unnecessary accumulations of combustibles are promptly removed from the building.
- d. Document their tours in a log. Any problems found during the fire watch will also be documented and reported to the head of maintenance for immediate correction.
3. The fire watch will remain in place until the impaired system has been restored to normal working order and fire watch personnel are relieved of their duties by the fire chief, facility administrator or facility safety officer.

E. Evacuation

The nature and extent of the impairment, coupled with other extenuating circumstances, may dictate that the building, or portions thereof, be completely evacuated. Such evacuations will be performed in accordance with the fire safety plan and take place only at the direction of the fire chief, facility administrator or facility safety officer.

F. System(s) restored to service

When the impaired system has been restored to normal working order:

- a. The following persons will be notified immediately:
 - i. Facility Administrator (name and contact phone number)
 - ii. Head of Maintenance (name and contact phone number)
 - iii. Local fire chief or fire marshal (name and contact phone number)
 - iv. The facility's insurance carrier (name and contact phone number)
 - v. The facility's monitoring company (name and contact phone number)
 - b. The facility operator will make an announcement over the building PA system notifying staff that the system has been restored, smoke and fire doors can be reopened, exit door security restored and they can return to their regular routine.
 - c. If notified that the building fire alarm and/or fire sprinkler system was out of service, Deputy State Fire Marshal <<name>> shall be informed that the impaired system has been restored to normal working order by calling:
 - d. Any tags placed on fire department connections, fire sprinkler system control valves, fire alarm control units and/or fire alarm annunciator panels will be promptly removed.
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