



# SYRACUSE FIRE DEPARTMENT

CITY OF SYRACUSE, MAYOR SHARON OWENS

## Fire Protection System - Out of Service Notification

This standard shall set forth the requirement for notification to the Syracuse Fire Department when a building or premises presents a hazard to life or property as the result of a fire or other emergency, or when it is determined that any fire protection equipment or life safety system is inoperable, defective, inadequate, has been taken out of service for > 8 hours in a 24-hour period.

### Purpose

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There are periods of time in which fire protection systems including fire sprinklers, fire alarms, special protection systems, kitchen hood systems and others may experience system impairments. The purpose of this procedure is to provide guidance on how to prepare for and plan for system impairment. Fires that occur during a fire protection system impairment have a greater chance of causing major damage. Therefore, it is necessary to minimize the duration and scope of the impairment and to provide for alternate protection measures during the service or repair.

### Scope

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It is the responsibility of the building owner or designee to develop and implement an effective Fire Protection Impairment Procedure. Fire protection impairment procedures specific to your organization should be updated annually and include staff training, methods of monitoring and documentation, open communication between your staff, occupants, contractors, the fire department, and the insurance company.

### Code Requirements

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**§F901.7 Systems out of service.** Where a required fire protection system is out of service, the fire department and the fire code official shall be notified immediately and, where required by the fire code official, the building shall be either evacuated or an approved fire watch shall be provided for all occupants left unprotected by the shutdown until the fire protection system has been returned to service.

#### See SFD Bulletin: Fire Watch Requirements and Procedures

**§F901.7.1 Impairment coordinator.** The building owner shall assign an impairment coordinator to comply with the requirements of this section. In the absence of a specific designee, the owner shall be considered the impairment coordinator.

**§F901.7.2 Tag required.** A tag shall be used to indicate that a system, or portion thereof, has been removed from service.

**§F901.7.3 Placement of tag.** The tag shall be posted at each fire department connection, system control valve, fire alarm control unit, fire alarm annunciator and fire command center, indicating which system, or part thereof, has been removed from service. The fire code official shall specify where the tag is to be placed.

**§F901.7.4 Preplanned impairment programs.** Preplanned impairments shall be authorized by the impairment coordinator. Before authorization is given, a designated individual shall be responsible for verifying that all the following procedures have been implemented:

1. The extent and expected duration of the impairment have been determined.
2. The areas or buildings involved have been inspected and the increased risks determined.
3. Recommendations have been submitted to management or building owner/manager.
4. The fire department has been notified.
5. The insurance carrier, the alarm company, building owner/manager, and other authorities Having jurisdiction has been notified.
6. The supervisors in the areas to be affected have been notified.
7. A tag impairment system has been implemented.
8. Necessary tools and materials have been assembled on the impairment site.

**§F901.7.5 Emergency impairments.** When unplanned impairments occur, appropriate emergency action shall be taken to minimize potential injury and damage.

The impairment coordinator shall implement the steps outlined in §F901.7.4.

**§F901.7.6 Restoring systems to service.** When impaired equipment is restored to normal working order, the impairment coordinator shall verify that all the following procedures have been implemented:

1. Necessary inspections and tests have been conducted to verify that the affected systems are operational.
2. Supervisors have been advised that protection is restored.
3. The fire department has been advised that protection is restored.
4. The building owner/manager, insurance carrier, alarm company and other involved parties have been advised that protection is restored.
5. The impairment tag has been removed.

## **Syracuse Fire Department Notification Procedure:**

1. Building owner (or designee) will notify their fire alarm monitoring station of the impairment.
2. Building owner (or designee) will notify the City of Syracuse 911 Dispatch Center at 315-471-1161. (*District Chief can make this notification also via radio to 911 Center*)  
Information to be provided to the 911 Dispatch Center
  - Date of Impairment
  - Location (address and building name)
  - Type of system taken out of service (fire alarm, sprinkler, fire pump, standpipe)
  - Time system taken out of service.
  - The estimated time system will be out of service.
  - Impairment coordinator name and contact information.
3. Building owner (or designee) will send an email notification to:  
[FirePrevention@syr.gov](mailto:FirePrevention@syr.gov)  
(*District Chief will also make this notification by submitting the Life Safety System Impairment Form to FPB*)  
Information to be provided in the email:
  - Date of Impairment
  - Location (address and building name)
  - Type of system taken out of service (fire alarm, sprinkler, fire pump, standpipe)
  - Time system taken out of service.
  - The estimated time system will be out of service.
  - Impairment coordinator name and contact information.
4. Fire Watch Log may be required to be completed and submitted to the Fire Prevention Bureau as prescribed by the Fire Code Official.
5. When the system has been returned to service, the building owner (or designee) shall
  - Notify their fire alarm monitoring station.
  - Notify the City of Syracuse 911 Dispatch Center at 315-471-1161.
  - Send an email notification to: [FirePrevention@syr.gov](mailto:FirePrevention@syr.gov)

If you have any questions regarding this procedure, please contact the Fire Prevention Bureau at 315-448-4777.

Syracuse Fire Department  
Fire Prevention Bureau  
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