



Administrative Policies and Procedures: 29.6

Subject:	Development of Impairment Program for Facilities Equipped with Fire Sprinkler Systems
Authority:	TCA 37-5-101; 37-5-102, 37-5-105, 37-5-106; NFPA 101 Life Safety Code
Standards:	None
Application:	To All Department of Children's Services Employees at Facilities Equipped with Sprinkler Systems

Policy Statement:	
The Department of Children's Services shall establish operating procedures in the event of fire protection system/fire hydrant impairment.	
Purpose:	
To ensure procedures are in place to minimize risks in the event of impairments to the fire protection system/fire hydrant impairment.	
Procedures:	
A. Development of emergency impairment program	The fire safety officer/fire and safety coordinator will develop an emergency impairment program for the shutdown of sprinkler alarm valves, fire hydrants, and any other fire protection system. In accordance with <i>National Fire Protection Agency</i> (NFPA) 25 and NFPA 101, the program will also address the following: <ol style="list-style-type: none"> 1. Notification of local fire officials (as necessary); 2. Documentation of shutdown dates and times; and 3. Alternate fire protection methods available.
B. Local procedures	Each superintendent, DCS facility supervisors or designees must develop written local procedures to address the specialized needs for the impairment program at their facility. The local procedures will be reviewed annually thereafter and updated as needed to ensure that it covers any changes.
C. Role of impairment coordinator	<ol style="list-style-type: none"> 1. The facility officer in charge of a particular shift will be designated to serve as the impairment coordinator. 2. Prior to the authorization of any pre-planned impairment, the designated impairment coordinator and fire safety officer/safety coordinator will: <ol style="list-style-type: none"> a) Inspect the area or building to be involved and determine the increased

	<p>risks.</p> <p>b) Consider the need for temporary protection and frequent inspections of the area involved and report resulting needs to superintendent/supervisor.</p> <p>c) Maintain as large a portion of the system as possible in working order.</p>
D. Reporting emergency impairments	<ol style="list-style-type: none"> 1. Emergency impairments will be reported to the fire safety officer/fire safety coordinator as soon as the impairments are discovered. For pre-planned impairments, the designated impairment coordinator shall immediately follow the same procedures as outlined in <i>Section A, 2</i>. 2. Upon restoration of all equipment after pre-planned and emergency impairments, the impairment coordinator will notify the superintendent/supervisor and appropriate staff that protection has been restored. 3. An entry in the shift/daily log will include reasons for the shutdown and actions taken.
E. Follow-up inspection	<p>In an institution, when all impaired equipment is restored to normal working order, the maintenance staff will verify that all control valves are operating correctly.</p>

Forms:	None
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Collateral documents:	<i>None</i>
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Glossary:	
Term	Definition
Emergency impairment:	The unplanned break-down of any fire protection system and/or fire hydrants due to equipment failure.
Impairment coordinator:	The facility officer in charge of a particular shift who is assigned to coordinate all impairments and restoration of protection.
National Fire Protection Agency (NFPA):	<p>An international organization charged with creating and maintaining minimum standards and requirements for fire prevention and suppression activities, training, and equipment.</p> <p>This includes everything from building code to the personal protective equipment utilized by firefighters while extinguishing a blaze.</p>
Pre-planned impairment:	The planned, temporary shut-down of any fire protection system and/or fire hydrants for repairs or routine maintenance.