



The College of

WILLIAM & MARY

Office of the Associate Vice President for Facilities Management

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DIRECTIVE: 740

Date: April 10, 2007

SUBJECT: Fire Protection System Impairment Request for Special Events

PURPOSE: To provide standard procedures for submitting system impairment requests, scheduling, notifications, postings, alternate fire protection mitigations, establishing fire watches, and response to emergency conditions.

CANCELLATION: None

POLICY:

Background: At the College of William & Mary, we discourage temporary impairments performed in support of special events. However, we recognize that under certain conditions, a temporary variance may be justified. Personnel designated in this procedure will review each request for temporary variance to an existing fire protection system or component thereof, and make a recommendation to the Authority Having Jurisdiction on the feasibility, safety, and merits of the request. The Authority Having Jurisdiction will make the final decision to approve or disapprove the temporary variance request.

Scope: This procedure defines the process for temporary impairment requests in support of special events, in which the audio and visual alarms are silenced while the event is ongoing. There are three (3) buildings on campus that may require presignal impairment of the fire alarm system for special events. They are: William and Mary Hall, PBK Hall, and the Wren Building.

Responsibilities:

College Building Official/Associate Vice President for Facilities Management: Serves as the Authority Having Jurisdiction (AHJ) with responsibility for approving requests for temporary variance to an existing fire protection system associated with a special event.

Fire Safety Officer (FSO):

- o Serves as Impairment Coordinator.
- o Makes the notifications to:

- Building Official/ Authority Having Jurisdiction (AHJ)
 - Campus Police
 - Williamsburg Fire Department
 - Director, Environment, Health, and Safety
 - Director, Operations & Maintenance
 - Director, Facilities Planning, Design, and Construction
 - Fire Protection Maintenance Systems Supervisor
 - Building Coordinator(s)
 - Risk Manager
- o Ensures that adequate fire protection equipment is available and in working condition for the fire watch personnel.
 - o Trains the fire watch personnel and determines the number of fire watch personnel needed.
 - o Initiates work request for Fire Protection Systems Maintenance Supervisor and fire watch support with appropriate funding data.

Fire Protection Systems Maintenance Supervisor (FPSMS):

- o Coordinates the fire protection system impairment in conjunction with the Fire Safety Officer.
- o Serves as Alternate Impairment Coordinator as required.
- o Confirms fire protection systems reliability prior to approved impairment.

Building Coordinator:

- o Provides occupants notification of impairment conditions.
- o Ensures impairment policies/procedures in their area are followed.

Special Events Coordinator:

- o Notifies the AHJ of intent to request impairment before submitting request.
- o Initiates the special event impairment request and obtains approval from respective Vice President/Dean.
- o Forwards signed request to AHJ for final approval.
- o Funds the costs incurred due to the impairment requirements.

Campus Police:

- o Provide emergency response assistance as needed.

Director, Maintenance and Operations:

- o Provide qualified fire watch personnel as required.

Facilities Management Administrative Assistant:

- o Oversees impairment request technical review coordination.

Procedures:

- o At least 15 days prior to the scheduled special event, the Special Event Coordinator (SEC) will notify the AHJ that an impairment request is being submitted and will prepare the special event impairment request [Attachment 1]. The request will include:
 - Special event title and date/time.
 - Special Event Coordinator name and phone number.
 - Type of impairment requested (example: disable audible and visual signals in specified area/zone).
 - Reason for the impairment – be sure to include an analysis of the benefit gained and negative impact upon the special event operation if not approved by the AHJ.
 - If the reason for the impairment requires State Fire Marshall approval, include a copy of the request to the State Fire Marshall.
- o The Special Event Coordinator will present the completed impairment request form to his/her Vice President/Dean for recommendation for approval.
- o The Special Event Coordinator will submit the completed impairment request form, signed by his/her Vice President/Dean, to the Facilities Management (FM) Administrative Assistant who will coordinate the technical review prior to submitting the impairment request to the Building Official/Associate Vice President for Facilities Management, hereafter referred to as the AHJ, for consideration.
- o The FM Administrative Assistant will forward the special event impairment request to the following staff, in the order listed, for their technical review:
 - Director, Operations & Maintenance
 - Director, Facilities Planning, Design, and Construction
 - Fire Protection Systems Supervisor
 - Building Coordinator:
 - Wren Building - Louise Kale
 - W&M Hall – Rob Dunn
 - PBK – Dave Dudley

- Campus Police Chief
 - Fire Safety Officer/Impairment Coordinator
 - Director, Environment, Health, and Safety
- o Technical reviewers will indicate their concurrence with the impairment request by signing the request form where indicated. **DO NOT SIGN THIS FORM IF YOU NON-CONCUR WITH THE REQUEST, INSTEAD DISCUSS YOUR CONCERNS WITH THE AHJ.**
- o After the last technical reviewer finishes his/her impairment request review, he/she will return the form to FM Administrative Assistant who will then schedule a coordination meeting between the technical reviewers and the AHJ. If any reviewer has an objection to or a concern with the requested impairment, he/she should address the concern at this meeting. The AHJ will make the final determination to approve or disapprove the impairment request.
- o The AHJ will notify the requesting Vice President/Dean directly when an impairment request is disapproved.
- o FM Administrative Assistant will return the approved/disapproved special event request to the Special Event Coordinator with copies to the reviewers.
- o Approved special event impairments will be implemented following the attached operational procedure as indicated below:
- Wren Building – Attachment 2
 - W&M Hall – Attachment 3
 - PBK – *Fire protection system impairments are not authorized under the current fire protection system configuration.* See Attachment 4
 - Other – The operational procedure will be developed on a case-by-case basis.



Robert P. Dillman, P.E.
Associate Vice President

Attachments:

- 1 - Special Event Impairment Request Form
- 2 - Operational Procedure for Wren Building Fire Protection System Impairment
- 3 - Operational Procedure for W&M Hall Fire Protection System Impairment
- 4 - PBK Hall Fire Protection Conditions