



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:

