

**THE COLLEGE OF WILLIAM AND MARY  
FIRE PROTECTION IMPAIRMENT PERMIT  
SPECIAL EVENTS**

Check one

Wren Building       William & Mary Hall       PBK Hall       Other

Special Event Title: \_\_\_\_\_

Special Event Date & Time: \_\_\_\_\_

Special Event Coordinator: \_\_\_\_\_ Phone \_\_\_\_\_  
Name

Type of Impairment: \_\_\_\_\_

Reason for Impairment: [Provide attachments such as drawings or sketches to support request if applicable]

Vice President/ Dean: \_\_\_\_\_ Phone \_\_\_\_\_  
Name

Vice President/Dean Approval \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

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**Reviewers: (signature indicates concurrence)**

Associate Director, O&M: \_\_\_\_\_ Date: \_\_\_\_\_  
Gregg Shipp

Associate Director, FPDC: \_\_\_\_\_ Date: \_\_\_\_\_  
Jeff Brancheau

FPS Maintenance Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
Robert Johnson

Building Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Chief, Campus Police: \_\_\_\_\_ Date: \_\_\_\_\_  
Deborah Cheesebro

FSO/Impairment Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_  
Anthony J. Oubre

Director, EH&S: \_\_\_\_\_ Date: \_\_\_\_\_  
Teresa Belback

**Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
David Rudloff, College Building Official

## **Operational Procedure WREN Building Fire Protection System Impairment**

The VESDA air sampling fire detection system detects the invisible by-products of materials as they degrade during the pre-combustion stages of an incipient fire. And, by actively and continuously sampling air, the system operates independently of air movements.

The VESDA system has three alarms levels. The first of the three staged alarm levels (ALERT) may simply indicate that the system has detected something out of the ordinary that should be investigated. The second level (ACTION) indicates that a potential fire exists and that emergency procedures should begin. The third level (FIRE) signifies an actual fire condition.

In the Wren Building, the VESDA system will only secure in 8 rooms (four (4) upstairs and four (4) downstairs). The smoke detectors, heat detector, pull stations in the basement and pull stations upstairs in the main building will continue to function during an impairment to the VESDA system. However, once the VESDA system is impaired, the only way to activate the fire alarm system is if someone activates a pull station or one of the smoke detectors or heat detectors in the basement alarmed. If someone activates a pull station, the fire alarm will sound throughout the building causing evacuation of all spaces. Smoke detector and heat detector alarms will sound only in the basement.

### **Sequence of operation to impair the VESDA system for special events:**

1. The Fire Safety Officer (FSO) and the Fire Safety Maintenance Supervisor (FSMS) will confirm fire protection system reliability prior to the special event.
2. The Impairment Coordinator (IC), or his alternate, will contact Campus Police and the Authority Having Jurisdiction (AHJ) letting them know of impending impairment of the WREN building prior to securing the VESDA system.
3. The IC will secure the VESDA system no more than one (1) hour prior to the event.
4. The IC will roam the area while special event is in progress.
5. If a fire pull station is activated, the fire alarm system will activate all horns and strobes.
6. The IC will investigate the fire alarm (activated pull station or activated smoke or heat detectors).
  - o If the fire alarm is false, the IC will reset the panel and inform the event coordinator and campus police dispatcher of a false alarm.
  - o If the fire alarm is real, the IC will inform Campus Police over the radio and take steps to evacuate personnel from the building.
  - o Campus Police, through their S.O.P., will notify the Williamsburg Fire Dispatcher, who will notify the Williamsburg Fire Department.
  - o The IC will notify the AHJ of the fire alarm.

7. The IC will place the system back into normal operation no more than one (1) hour after the completion of the special event. The IC will inform the Campus Police and AHJ that the VESDA and fire alarm system has been restored to normal operations.

### **Attachment 3**

## Operational Procedure W&M Hall Fire Protection System Impairment

1. The fire alarm system remains in normal operations mode until one hour before the start of the planned event on the scheduled date.
2. Designated fire watchers will present in W&M Hall before placing the alarm system in the Presignal Alarm Sequence mode.
3. The Fire Protection System Maintenance Supervisor (FPSMS), or his alternate, will notify campus police that he is ready to change over to the Presignal Alarm Sequence mode and that they will receive a trouble signal as the W&M Hall fire alarm system is placed in the Presignal Alarm Sequence mode.
4. The fire alarm system will be placed into the Presignal Alarm Sequence mode at the W&M Hall Fire Alarm Control Panel (FACP) located to the right of the elevator.
5. To place the alarm in presignal mode, the FPSMS will login at the panel. Upon successful login, he will disable horns and strobes for the entire Hall by pressing the Event button which is the first button to the left on the panel. See picture below:



Event button at the FACP:  
Press to enable the Presignal  
Alarm Sequence mode.

Duct Detector button at the  
FACP: Press to Disable /enable  
the alarm mode.

6. Once the Presignal Alarm Sequence mode is activated, the Impairment Coordinator, or his alternate, will remain at the FACP to monitor the panel for visual alarm signals.
7. The trained fire watch personnel will roam the hall and call-in to the Impairment Coordinator every 30 minutes.
8. If a fire protection system device is activated (pull station, smoke detector, etc) a visual alarm will show at the FACP and at the Campus Police central control panel. No alarm will sound in the Hall at this time. Note that receipt of a second alarm signal at the panel, before the first signal has been fully investigated and reset, will override the Presignal Alarm Sequence mode and activate the horns/strobes.
9. The FPS Impairment Coordinator will dispatch roaming fire watch personnel to the location of the alarm for investigation. The fire watch personnel will provide a preliminary report to the FPS Impairment Coordinator as to the alarm cause. If the alarm is real, the fire watch personnel shall assist in extinguishing the fire and/or evacuating personnel if deemed

appropriate by the FPS Coordinator. Per their Standard Operating Procedures (SOP), the Campus Police will have already dispatched a response team to the Hall upon receipt of the alarm at their central control panel.

10. The FPS Impairment Coordinator will enable the alarm horns/strobes by activating the pull station located just in front of the FACP if:
  1. The FPS Impairment Coordinator does not receive a preliminary investigation report from the fire watch personnel on the initial alarm signal within three (3) minutes.
  2. Fire watch personnel confirm a real emergency. Fire watch personnel and the Campus Police will assist with evacuation of occupants from W&M Hall.
11. Upon confirming a non-fire /non-emergency condition, Campus Police, per their SOP, will notify the Williamsburg Fire Department Dispatcher that the alarm was a false alarm. The WFD Dispatcher will notify the responding fire units to return back into service. The FPS Impairment Coordinator will clear the alarm panel and return to the Presignal Alarm Sequence mode.
12. The alarm panel will be placed back into normal mode one (1) hour after the event is concluded. To return to the normal mode, press the event and duct detector button again. Before leaving W&M Hall, the FPSMS will secure the FACP cover by locking it.

#### **Attachment 4**

## **PBK Hall Fire Protection Conditions**

Fire protection system impairments are not authorized in PBK Hall for the following reasons:

1. PBK Hall risk classification is greater than for the WREN Building and W&M Hall. The occupancy classification for PBK Hall is an Assembly 2 (A-2). An A-2 classification is the second highest risk designation for an assembly area.
2. There is a significant amount of combustibles loading in PBK Hall due to the large amount of costumes and stage sets in storage within the building. These items add increased fire risk.
3. PBK Hall's primary purpose is to support large groups of people in attendance for special events. The PBK Hall fire protection system is designed to support these assemblies and is deemed appropriate as designed. Any impairment of the system is deemed as a decrease in life safety protection for this occupancy classification.
4. PBK Hall has a history of reliable fire protection equipment operation without false alarms.
5. The Fire Safety Officer (FSO) and the Fire Safety Maintenance Supervisor (FSMS) will confirm fire protection system reliability prior to any event.
6. Sprinkler-protected areas of PBK Hall include: the stage, the costume storage area, and the workshop.