

**Attachment 1**

**WILLIAM & MARY  
ZABLE STADIUM SPECIAL EVENTS IMPAIRMENT PERMIT**

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

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

Special Event Impairment Requestor: \_\_\_\_\_ Phone \_\_\_\_\_  
Name

Reason for Impairment: [Provide attachments such as drawings & emergency personnel staffing plan to support request if applicable]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Impairment Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

**Reviewers: (signature indicates concurrence)** \_\_\_\_\_ **Work Request ID:** \_\_\_\_\_

Event Sponsor/Funding \_\_\_\_\_ Date: \_\_\_\_\_

FSO/Impairment Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

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

FPS Maintenance Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Director, O&M: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Associate Vice President for Facilities Management

Zable Stadium Fire Protection System returned to Normal operations: \_\_\_\_\_  
FSO/Impairment Coordinator



## Attachment 2

### Zable Stadium Positive Alarm Sequence (PAS) Review Results

On March 8, 2018, State Fire Marshal (SFMO), Brian McGraw, and Deputy State Fire Marshal, Tidewater Region, Josh Hollingsworth, conducted an onsite review of Zable Stadium to determine if facility conditions met NFPA 72 requirements for implementing a Positive Alarm Sequence (PAS) at Zable Stadium. The Code Review Team (CRT) Leader, Dave Rudloff, and Senior Electrical Review Engineer, Troy Knapp, also attended as well as members from Facilities Management (FM) Operations & Maintenance (Jason Kremer & Robert Johnson), W&M Police (Chief Cheesebro & Lt. Baez-An), and Environment, Health & Safety (EH&S) (Sandra Prior).

SFMO McGraw determined that there were no issues with implementing a PAS at Zable Stadium with one exception being the occupied area under the East Stands which Athletics uses as their Athletics Operations Center. Because this area is not protected by an automatic sprinkler system, a fire watch will be required to monitor this area and its enclosed spaces whenever a PAS is utilized at Zable Stadium.

The sequence of operation for the PAS is as follows:

1. Does the fire alarm control panel have the PAS feature as an integral part of the programmable control system of the panel?

*Response: This capability was verified on March 8, 2018 and Work Request 217406 was initiated on March 15, 2018, to add a PAS capability to the Zable Stadium programmable Fire Protection System (FPS). W&M Code Review Team (CRT) issued a Building Permit for the programming change to the FPS. Programming and commissioning of the PAS programming by the State Fire Marshal's (AHJ) designee, Deputy SFM Hollingsworth was completed on May 3, 2018. Troy Knapp, Code Review Team, distributed an email on May 3, 2018 confirming the acceptance testing of the PAS feature and radio system.*

#### Notes:

- 1) Automatic detectors (heat or smoke) are the only devices permitted to initiate positive alarm sequence.
- 2) The PAS operation may only be used in buildings that are protected by an automatic sprinkler system. Zable Stadium is protected by an automatic sprinkler system with exception of the East Stands. Fire Watch personnel will be required to monitor these spaces during a PAS operation.
- 3) The fire protection system shall be free of trouble alarms at the time that the PAS operation is initiated.
- 4) The fire protection system shall have the ability to deactivate the positive alarm sequence feature.
- 5) Alarm verification may not be used in conjunction with positive alarm sequence to increase the alarm delay.
- 6) PAS shall not be used in conjunction with other programmable delays, where

fire alarm programmer uses 60 seconds in lieu of 15 seconds of acknowledgment time.

2. Does your procedure ensure that a trained person (FACP Monitor), 1) is located at the fire alarm control, and 2) can acknowledge a signal from an automatic fire detection device within 15 seconds of annunciation?

*Response: Yes, the procedure ensures that a trained person will monitor the FACP throughout the duration of the PAS activation. The emergency radio system does not work past the two columns in the main electrical/FACP room B007. A radio with external antenna was installed in room B007 to allow radio communication with personnel assigned to investigate any alarms that occur while in the PAS mode.*

3. Are notification signals automatically and immediately activated if the fire detection system signal is not acknowledged within 15 seconds?

*Response: This capability was confirmed by the State Fire Marshal's (AHJ) designee, Deputy SFM Hollingsworth was completed on May 3, 2018. Troy Knapp, Code Review Team, distributed an email on May 3, 2018 confirming the acceptance testing of the PAS feature and radio system.*

4. Are trained personnel available to 1) **investigate** an alarm within 2.5 minutes of activation, 2) **evaluate** the fire condition, and if alarm condition is determined to be a False Alarm, 3) **communicate** back to the FACP Monitor for system reset?

- 1) *Yes, Facilities Management or RMC staff will be designated to serve as trained personnel during a Zable Stadium PAS activation. W&M Police will serve as back-up trained personnel.*
  - a. *If needed, W&M Facilities Management personnel will added to the trained personnel roster.*
  - b. *The FACP monitor will be either the W&M Facilities Management Fire Protection Systems Maintenance Supervisor or a contract person assigned by the Fire Protection Systems contractor.*
- 2) *Trained personnel will be assigned a zone to monitor. Trained personnel will be provided floor plans for the stadium. W&M Police, the Building Emergency Coordinator, Responders, Fire Watch and the Impairment Coordinator will have keys to provide access to any locked area. On event days, all areas will be accessible to responders and fire watches.*
- 3) *Trained personnel and the FACP monitor will be issued radios for communication on a dedicated channel, FACMAN 2. A radio with external antenna will be installed in the FACP room to eliminate communication signal "dead spots."*

5. Will remote signals automatically and immediately activate if the system is not reset within 3 minutes?

*Response: Yes. Programming and commissioning of the PAS programming by the State Fire Marshal's (AHJ) designee, Deputy SFM Hollingsworth was completed on May 3, 2018. Troy Knapp, Code Review Team, distributed an email on May 3, 2018 confirming the acceptance testing of the PAS feature and radio system.*

6. Will remote signals automatically and immediately activate if a second automatic fire detection device selected for PAS is actuated during the alarm investigation phase?

*Response: Yes. Programming and commissioning of the PAS programming by the State Fire Marshal's (AHJ) designee, Deputy SFM Hollingsworth was completed on May 3, 2018. Troy Knapp, Code Review Team, distributed an email on May 3, 2018 confirming the acceptance testing of the PAS feature and radio system.*

7. Will notification signals automatically and immediately activate if any other fire alarm initiating device is actuated?

*Response: Yes. Programming and commissioning of the PAS programming by the State Fire Marshal's (AHJ) designee, Deputy SFM Hollingsworth was completed on May 3, 2018. Troy Knapp, Code Review Team, distributed an email on May 3, 2018 confirming the acceptance testing of the PAS feature and radio system.*

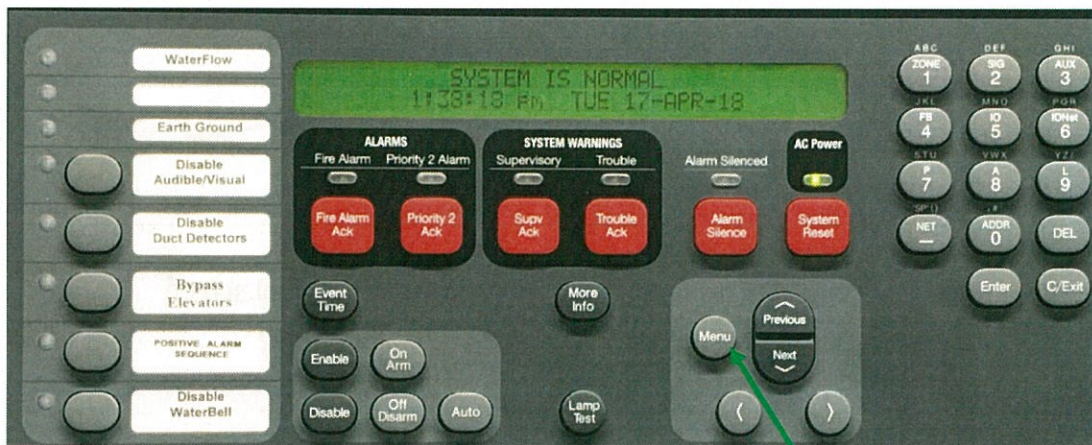


### Attachment 3

## Procedure for Activating/Deactivating Positive Alarm Sequence at Zable Stadium Fire Alarm Control Panel

### A. To activate the Positive Alarm Sequence (PAS):

1. Inform W&M Police Dispatch, 221-4596, you will be placing the system in “Event mode/ Positive Alarm Sequence mode” and that they will receive a trouble alarm on their panel.
2. Use a Simplex B key to unlock/open the FACP door.



3. Log into (FACP) fire alarm control panel at Level 3:
  - a. Press Menu button
  - b. “Change Access Level” should appear on the panel screen
  - c. Press “Enter”
  - d. “Login” should appear on the screen; Press 1
  - e. Enter Passcode, then press Enter”
4. Push PAS button



5. Push “Trouble Ack” button to acknowledge/silence Trouble alarm



6. System is now in PAS.



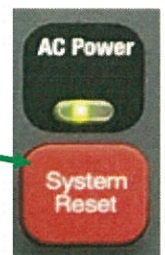
**B. To acknowledge a PAS device activation:**

A PAS device activation shall be acknowledged at the FACP **within 15 seconds of activation** by pressing the “Fire Alarm Ack” button



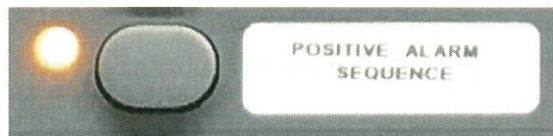
**C. To reset the system after a PAS device activation when no issues are found:**

Press the System Reset button



**D. To deactivate the Positive Alarm Sequence (PAS):**

1. Log in to fire alarm control panel (FACP) at Level 3.
  - a. Press Menu button
  - b. “Change Access Level” should appear on the panel screen
  - c. Press “Enter”
  - d. “Login” should appear on the screen; Press 1
  - e. Enter Passcode “333” then press Enter”
2. Press PAS mode button
3. Press “Exit”



**Step 1 – Push PAS button**



**Step 2 – Push Exit button**

4. **Call W&M Police, 221-4596, and advise them system is returned to normal and their panel should be clear.**
5. Impairment Coordinator informs ECC that fire detection system has been returned to Normal operations and signs off on the Special Event Impairment permit verification line at the bottom of the permit form.

Zable Stadium Fire Protection System returned to Normal operations:

\_\_\_\_\_  
FSO/Impairment Coordinator



## **Attachment 4**

### **BUILDING EMERGENCY COORDINATOR RESPONSIBILITIES**

Building Emergency Coordinator is expected to:

1. Ensure that an emergency evacuation plan is in place for their assigned building(s), and or floor(s). The plan will include but not be limited to the following:
  - Education of new employees on basic evacuation procedures;
  - Ensuring that building evacuation routes and charts are posted near exits;
  - Being familiar with all exits out of the building;
  - Identification of assigned assembly points for building evacuees;
  - Having a contingency plan for evacuation of persons with physical disabilities;
  - At the assembly point, providing information between ECC, Emergency Management Team (EMT) (as needed) and evacuees;
  - Preventing reentry into the stadium until the all-clear has been given.
2. Serve as liaison to the ECC and the Emergency Management Team (EMT).
3. Provide assistance to the university's ECC and the Emergency Operations Team as requested.
4. Coordinate through Facilities Management Work Control to arrange for additional emergency equipment, personnel or other assistance as needed/directed.

## Fire Watch Responsibilities

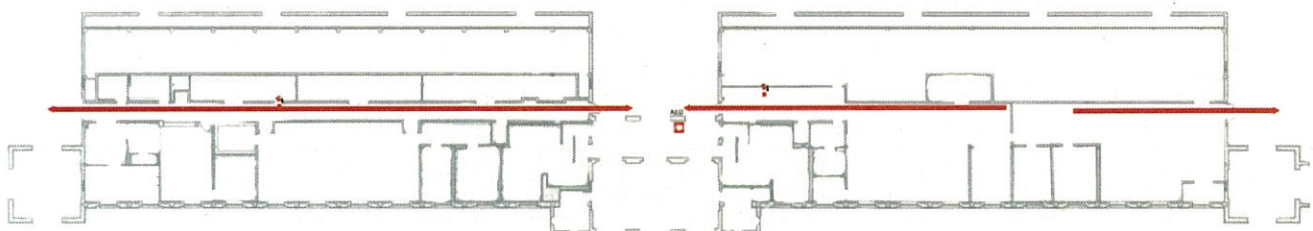
Basic responsibilities of a fire watch:

1. **Fire Watch personnel may not perform any other tasks outside of their fire watch duties.**
2. Watch for signs of fire. (flames, smoke, burning odors, and/or increased temperatures) in the East Stand areas during a PAS activation.
3. Fire watch walkthrough of areas includes storage areas located under the East stands, the ticket stand, concessions stand and bathrooms. Notify the Impairment Coordinator if you are unable to access a space in your assigned area. The Impairment Coordinator will request the Assistant Athletics Director, Facilities & Operations provide access.
4. Maintain the conditions and requirements stated on the impairment permit.
5. Keep flammable materials from ignition sources.
6. Notify the Impairment Coordinator as soon as possible if you find any hazardous condition that needs to be addressed.
7. In the event of fire, activate a pull station and notify the FACP Monitor and Impairment Coordinator.
8. Be prepared to operate a fire extinguisher and note fire extinguisher locations in your assigned fire watch area.
9. If you are able, extinguish a small fire (no larger than a small waste can) immediately with a fire extinguisher.
10. If you are unable to extinguish a fire by using a fire extinguisher, or you do not feel safe doing so, activate a pull station and exit the area.
11. Maintain constant means of communication with the Impairment Coordinator.
12. As much as possible, keep visual and/or voice contact with the other fire watch personnel assigned to your coverage area.
13. Never leave your assigned area until instructed to do so by the Impairment Coordinator. If you need to take a restroom break, notify the Impairment Coordinator. The Impairment Coordinator will identify someone to monitor your assigned area during your absence.
14. When all operations are done, do not leave your assigned area until the Impairment Coordinator releases you.

### Zable Stadium EMERGENCY FIRE EVACUATION PLAN EAST STANDS



**C.A.R.E.**  
**C**lose the door  
**A**lert others  
**R**eport fire call 911  
**E**vacuate the building



**FIRE CODE OFFICIAL.** The officer or other designated authority charged with administration and enforcement of the code, or a duly authorized representative. For the purpose of this code, the terms “code official” and “fire official” shall have the same meaning as the term “fire code official” and, in addition, such official shall have the powers outlined in Section 27-98.1 of the Code of Virginia.

Virginia Statewide Fire Prevention Code, Chapter 1

**102.5 State-owned buildings and structures.** The SFPC shall be applicable to all state-owned buildings and structures in the manner and extent described in Section 27-99 of the Code of Virginia and the State Fire Marshal shall have the authority to enforce this code in state-owned buildings and structures as prescribed in Sections 27-98 and 27-99 of the Code of Virginia.

## Virginia Statewide Fire Prevention Code, Chapter 9

### 901.7 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 either be 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.

Where utilized, fire watches shall be provided with at least one *approved* means for notification of the fire department and their only duty shall be to perform constant patrols of the protected premises and keep watch for fires.

#### 901.7.1 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.

#### 901.7.2 Tag required.

A tag shall be used to indicate that a system, or portion thereof, has been removed from service.

#### 901.7.3 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.

#### 901.7.4 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 of 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 have 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.