

DCGS FIRE SYSTEM IMPAIRMENT NOTIFICATION PROCEDURES

1. Description

A *protection impairment* occurs when a fire (or explosion) prevention, protection, alarm, or supervisory system is off, bypassed, or otherwise completely or partially not in operation. Impaired fire protection systems might include:

- Fire alarm systems
- Detection systems
- Special suppression systems (CO₂, clean agent, dry chemical, water spray)
- Automatic sprinkler systems
- Standpipe and hose systems
- Fire pumps and water storage tanks
- Underground piping and control valves

Example causes of protection impairments:

- Closing a control valve for a sprinkler system
- Accidentally cutting a wire that is part of a fire alarm system
- Taking a fire pump out of service for maintenance

Although planned protection impairments might be necessary during maintenance, renovation, or new construction, you must understand that when a protection impairment occurs, the facility is in jeopardy. Loss history shows that fires that occur when fire protection systems are impaired are more severe than controlled fires. Correctly managed fire protection impairments can decrease the severity of a fire loss. When there is an impairment (either planned or accidental), precautions are necessary to keep risk at a minimum.

You must tell the Risk Management team as soon as you know there will be a protection impairment—or immediately if one occurs accidentally. If you do not tell Risk Management when there is an impairment, you can compromise or have an adverse effect on Amazon's insurance coverage.

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Use these procedures whenever fire protection systems are impaired including:

- All emergency system impairments
- All planned system impairments
- Failure of the water supply

Important: If a fire detection system is isolated for an area that pre-action sprinklers protect, the sprinklers might not respond to a fire during an impairment.

2. Managing Impairments

[2.1](#)

Manage an unplanned or emergency system impairment

1. Make sure the situation is stable.
2. Immediately use the applicable precautions to mitigate fire hazards.
3. Continue to the section *Manage a planned system impairment or maintenance*.

[2.2](#)

Manage a planned impairment or maintenance

Do all of the following before you impair the system.

1. Make sure that you only impair the system that is scheduled for servicing (repair or maintenance)
For example: Do not impair the entire fire system when work is scheduled for a single riser.
2. Plan work on fire systems during less critical times (do not do maintenance work on black or gray days without facility manager authorization).
3. Be prepared with all necessary resources and personnel to complete the job quickly and restore fire protection.
4. Plan to have temporary fire protection available, such as, sufficient fire extinguishers, charged hose lines, etc.

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5. If you need to set up a temporary sprinkler system for a prolonged impairment, connect a 2.5 inch (65 mm) hose from the hydrant to the 2 inch (50 mm) drain of an active system.
6. Stop any hazardous processes and hot work unless the Safety Manager has approved them to continue during the impairment.
7. During extended impairments, notify the public fire service.
8. Assign a fire watch to patrol the area where the system is impaired.
9. Be prepared to respond to a fire as follows:
 - a. Restore fire protection promptly.
 - b. Notify the fire department.
10. Refer to the following *Notification and Reporting* section and use a physical tagging permit system to make sure that fire protection is put back in operation.

Do the following to restore the system following an impairment.

1. Restore fire protection promptly.
2. If a sprinkler control valve has been impaired, do a 2-inch drain test to make sure there are no obstructions in the sprinkler systems.

3. Notification and Reporting

Note: Use these procedures in parallel with the operations change management process.

[3.1](#)

Report an Impairment

1. Go to <https://portal.ant.amazon.com/sites/FireSystemImpairments/default.aspx>.
2. Click **Report Fire System Impairment** to create a new impairment form.
3. Complete the form, and then click **OK**. An impairment email is automatically sent to both our property insurer and the Risk Management Team.

[3.2](#)

Update an Impairment Report

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1. Go to <https://portal.ant.amazon.com/sites/FireSystemImpairments/default.aspx>.
2. Click **View Impairment Reports**.
3. Find your impairment, open it for editing, and then either add your update or enter the time and date of restoration.
4. Click **OK** . An update email is automatically sent to both the property insurance carrier and the Risk Management Team.