



Pertains to the shutdown of SUPPRESSION SYSTEMS, FIRE ALARMS, SMOKE CONTROL SYSTEMS, UL 300 SYSTEMS (except for short duration), EMERGENCY GENERATORS.

Where any fire protection or detection system is out of service, the Impairment procedures shall be followed in accordance with this document, and, where indicated, the building shall either be evacuated or an approved fire watch shall be provided for all occupancies left unprotected by the shut down until the fire protection system has been returned to service. Where utilized, [Fire Watch](#) shall be provided with at least one approved means for notification to the fire department and their only duty shall be to perform constant patrols of the protected premises and keep watch for fires.

Impairment Coordinator

The building owner shall assign an impairment coordinator to comply with the requirements of this handout. In the absence of a specific designee, the owner shall be considered the impairment coordinator.

SHORT DURATION SCHEDULED SHUTDOWNS - less than 10 hours:

- Notify tenants* and impairment coordinator
- Tag panel with [Impairment Tag-Short-term](#) per instructions below
- Keep as many systems and areas, as possible, in service

LONG DURATION SHUTDOWNS (scheduled or unscheduled) during normal business hours - Shutdown of any system for more than 10 hours:

- Fill out [Report of Impaired System](#) and submit to the impairment line Impairmentnotification@bellevuewa.gov at least 5 business days in advance of the work.
- Be prepared to provide the following information:
 - Your name and phone number
 - Technician performing work and phone number
 - Address of shutdown
 - Type of shutdown

- Date and Duration of shutdown
- Emergency contact with phone number
- Notify tenants* and/or impairment coordinator
- Tag system with [Impairment Tag-Long-duration_Unscheduled or Emergency](#) per instructions below

UNSCHEDULED SHUTDOWNS

during normal business hours - Special shutdowns, unscheduled shutdowns (length of time not a factor), Notification System Out-of-Service While Occupied (Place of Assembly):

- Implement [Fire Watch](#)
- Fill out [Report of Impaired System](#) and submit to the impairment line Impairmentnotification@bellevuewa.gov at least 5 business days in advance of the work.
- Be prepared to provide the following information:
 - Your name and phone number
 - Technician performing work and phone number
 - Address of shutdown
 - Type of shutdown
 - Date and Duration of shutdown
 - Emergency contact with phone number
- Notify tenants* and/or impairment coordinator
- Tag system with [Impairment Tag-Long-duration_Unscheduled or Emergency](#) per instructions below
- Stop the operation (cooking, etc.) and/or evacuate the building

AFTER-HOURS:

for unscheduled (Emergency) shutdowns ONLY – When an impairment is discovered:

- Implement an immediate fire watch.
- Call NORCOM at 425-577-5656. NORCOM will collect basic information and will page the on-duty fire investigator who will call you to gather additional information and provide guidance for necessary steps that need to be taken immediately.

* E-mail each tenant, post signs in lobby and at entrances to suites, distribute flyers, use on-site phone number, call each business that will be affected, complete the Impairment Coordination worksheet.

- Tag system with [Impairment Tag-Long-duration_Unscheduled or Emergency](#) per instructions below
- Fill out [Report of Impaired System](#) and submit to the impairment line Impairmentnotification@bellevuewa.gov at least 5 business days in advance of the work.

Tagging of Systems

A tag shall be used to indicate that a system, or portion thereof, is impaired or out of service. Unless otherwise directed by the Fire Marshal, the tag shall be posted at the following locations:

Life Safety System	Location of Tag/Label
Emergency Generator	On control panel
Fire Alarm System	On fire alarm panel
Fire Pumps	Fire Command Center
Range Hoods	On the control valve of extinguisher or cylinder
Smoke Control System	On control panel
Sprinkler System Connection	On Fire Department Connection
Standpipe System Connection	On Fire Department Connection
Haz-Mat Emergency Alarm System	In a readily viewable location

Restoring Systems to Service

When an impaired system or equipment is restored to normal working order, the impairment coordinator shall verify that all of the following procedures have been implemented:

- Necessary inspections and tests have been conducted to verify that affected systems are operational.
- Supervisors have been advised that protection is restored.
- The fire department has been advised that protection is restored.
- The building owner/manager, insurance carrier, alarm company, and other involved parties have been advised that protection is restored.
- The impairment tags have been removed and restoration of system documented with date, time, and responsible party maintain records of all impairments.

To report that an impaired system has been restored to service, please e-mail Impairmentnotification@bellevuewa.gov. The following information is required:

- Caller name, company and phone number
- Name and address of building affected
- The system (fire alarm, sprinkler, etc.) that was affected and which portions have been restored.

* E-mail each tenant, post signs in lobby and at entrances to suites, distribute flyers, use on-site phone number, call each business that will be affected, complete the Impairment Coordination worksheet.