



Rogers Fire Department Standard Operating Procedures

Policy Title:	Removing Fire Protection Systems from Service		
Policy Number:	164	Volume:	Administration
Approved By:	Tom Jenkins	Last Updated:	May 2019
CFAI Reference:	5A.2	CAAS Reference:	N/A
Revision Summary:	Created – October 2010 Formatted – May 2012 Updated – October 2013 (Risk Reduction Division) Reviewed – May 2019		

PURPOSE

The purpose of this policy is to provide direction for the Field Operations Division and Risk Reduction Division when encountering situations which may require taking fire protection systems out of service.

POLICY

It is the responsibility of the Fire Protection Company, currently contracted to maintain a particular system, to maintain, repair, and return a system to service.

When the Department responds to fire protection systems that need to be taken out of service the following procedures shall be followed:

Fire Department Responsibilities

1. Notify the building owner/occupant that they must immediately contact their fire protection company to make repairs to the system.
2. If the fire protection company is responding to address the system failure, it is best to await their arrival before taking the system out of service.
3. RFD members shall not attempt to repair, alter, reset, or otherwise affect any system component unless they have been competently trained to perform the act. Any RFD action on the system should only occur if property damage is occurring or the system is creating harm to citizens.
4. If a member is competently trained, they may attempt to return the fire protection system to an "in service" state.
 - a. If necessary, Isolate affected area by closing an isolation valve on the fire sprinkler system.
5. Notify the building owner/occupant of any changes that the fire department has made to the system.
6. Notification of a deficient system should be made to the Risk Reduction Office. In urgent cases, this may be accomplished via phone. In routine cases, an email should be sent to firemarshal@rogersar.gov.

7. Assist in establishing a fire watch for the building, if deemed necessary by the Risk Reduction Division.
8. Assist in the evacuation of any portion of the building that is required to be evacuated by the Risk Reduction Division.

Building Owner Responsibilities

1. Contact their fire protection company to arrange for repairs on the system.
2. Establish a fire watch with qualified personnel.
3. Maintain a fire watch log that documents visual checks of all portions of the building every 15 minutes.
4. Notify occupants of the building that the fire protection system is out of service.
5. Notify occupants of the building if evacuation is required.
6. Notify their fire alarm monitoring company that a system is out of service.
7. Notify the Risk Reduction Division when the system has been restored to service.

Fire Watch Responsibilities

1. Persons performing fire watch duties shall:
 - a. Be equipped with a phone.
 - b. Perform constant patrols of the protected premises and keep watch for fires
 - c. Report a fire via 911
 - d. Must have no other duties