



Where any fire protection or detection system is out of service, the fire department shall be notified immediately and, where required by the Fire Marshal, the building shall either be evacuated or an approved fire watch shall be provided for all occupants left unprotected by the shut down 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 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.

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	On Fire Department connection
Standpipe System	On Fire Department connection
Haz-Mat Emergency Alarm System	In a readily viewable location

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:

- The extent and expected duration of the impairment have been determined.
- The areas or buildings involved have been inspected and the increased risks determined.
- Recommendations have been submitted to management or building owner/manager.
- The insurance carrier, the alarm company, building owner/manager, and other authorities having jurisdiction have been notified.
- The supervisors in the areas to be affected have been notified.
- A tag impairment system has been implemented.
- Necessary tools and materials have been assembled on the impairment site.

Emergency Impairments

When an unplanned impairment occurs, appropriate emergency action shall be taken to minimize potential injury and damage. The impairment coordinator shall then implement the same steps as outlined in the preplanned impairment section.

Impairment Reporting

Call 425-452-2050 or e-mail Impairmentnotification@bellevuewa.gov to make notification that an impairment exists, the following information is required:

- Caller name, company, and phone number.
- Name and address of building affected.
- Nature of problem reported and system it is specific to. (fire alarm, sprinkler, etc.) This information shall include specific details on system locations or zones, if more than one location or zone is affected.

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.

Call 425-452-2050 or email Impairment@bellevuewa.gov to make notification the system has been restored. The following information is required:

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

Removal of or Tampering With Equipment

It is unlawful for any person to remove, tamper with or otherwise disturb any fire detection and alarm system, fire suppression system, fire hydrant, or other fire appliance required by the fire code except for the purpose of extinguishing fire, training purposes, recharging or making necessary repairs, or when approved by the Fire Department.