

Metropolitan Washington Airports Authority

DATE: 8-3-92

ORDERS & INSTRUCTIONS**SUBJECT: FIRE SYSTEM SHUTDOWN PROCEDURES****1.0 PURPOSE**

This Orders and Instructions (O&I) establishes the procedures to be followed when a fire system is required to be shut down at Washington National Airport or Washington Dulles International Airport.

The purpose of this document is to establish procedures for coordinating fire system shutdowns to prevent unauthorized shutdown of a fire protection system. A shutdown is any situation in which all or part of a fire system is turned off, or otherwise temporarily rendered inoperable. Fire systems shall include automatic fire sprinklers, fire detection and alarm systems, pre-engineered fire systems, under/above ground water supply mains, etc.

2.0 DISTRIBUTION

This O&I is distributed to all Metropolitan Washington Airports Authority personnel at branch level and above; tenants, concessionaires, and air carriers.

3.0 AUTHORITY MAINTAINED FIRE SYSTEM SHUTDOWN RESPONSIBILITY

Any person, and his/her organization, who performs fire system installation, maintenance, testing, repair or other operation which requires shutdown of a fire system shall be responsible for compliance with the procedures established in the Virginia Statewide Fire Prevention Code, the BOCA Fire Prevention Code, and this O&I.

4.0 AUTHORITY NOTIFICATION/COORDINATION

4.1 The Fire Department Communications Center and the Fire Marshal's Office shall be notified immediately for all emergency discovered unauthorized shutdowns.

National Airport	703-685-8201
Dulles Airport	703-661-8178
Fire Marshal	703-685-8241

4.2 The person or organization reporting or scheduling a fire system shutdown, hereafter referred to as the requester, is responsible for coordinating the shutdown. The requester is typically the airports Engineering and Maintenance Division or the Resident Engineer on construction projects. Fire system shutdowns shall be coordinated and scheduled by the requester to minimize life and property risks and inconveniences to the affected tenants.

4.2.1 Coordination of fire system shutdowns shall start approximately 2 weeks prior to the anticipated shutdown date. A "Request for Utility Outage" form (Attachment No. 1) shall be completed for all fire system shut down requests. All coordination and scheduling of shutdowns shall be completed a minimum of 72 hours prior to the shutdown, except for minor and emergency outages which are addressed below.

4.2.2 Minor and emergency fire system shutdowns may be accomplished with less than 72 hours' notice, provided that all notification and coordination is complete. Fire system shutdowns considered to be minor in nature include fire system testing, maintenance and repairs which are of a short duration, of (24 hours or less), do not impact critical operations and do not include substantial risk for life or property loss.

4.2.3 Written notification of fire system shutdowns is required when substantial risk to life or property is involved, critical operations are affected, numerous tenants are affected or the shutdown is for an extended period of time (in excess of 48 hours). The decision whether to require written notification in addition to verbal notification shall be made by the Fire Code Official as part of the approval, coordination and scheduling process.

4.2.4 The requester shall notify the following Airports Authority sections to coordinate and schedule fire system shutdown:

- a. Fire Code Official
Fire Marshal's Office 685-8241
- b. Engineering and Maintenance Division
Dulles Airport, Utilities Branch, MA-223 661-8269
National Airport, Utilities Branch, MA-123 685-8090
National Airport, Electric Branch, MA-124 685-8080
- c. Authority Construction Engineer. The requester shall provide advisory notification to the following Airports Authority sections:

- | | | |
|-----|---|----------------------|
| (1) | Airport Operations Division
Dulles Airport, MA-210
National Airport, MA-110 | 471-4322
685-8050 |
| (2) | Risk Management, MA-27 | 739-8652 |

4.2.5 The requester shall notify, coordinate and schedule fire system shutdowns with all tenants and organizations that will be affected.

4.2.6 The Fire Marshal's Office shall notify the Authority's insurance company of all requests for fire system shutdown.

4.2.7 When a fire system is placed back in service, all personnel who were previously notified of the system shutdown shall be notified that the fire system is back in service. Responsibility for notifying tenants and other agencies when the fire system is placed back in service shall rest with the requester. This notification may be verbal. In addition, the fire department person shall be notified immediately by radio or telephone or in person when the system is back in service. Responsibility for this notification shall rest with the Engineering and Maintenance Division or the resident engineer on construction work.

5.0 SYSTEM SHUTDOWN

5.1 Immediately before the scheduled shutdown of any fire system, the Fire Department Communication Center shall be notified:

National Airport	703-685-8201
Dulles Airport	703-661-8178

5.2. When a fire sprinkler or standpipe system or any portion is shut down for testing, maintenance, repair or other reason, the personnel working on the system shall attach impairment tags to the exterior fire department connection for that system and to the affected valve(s) at the point of work (or any other location required by applicable procedures) to indicate that the system is inoperative. The exterior fire department connection should not be tagged out if only a portion of the system is shut down and use of the exterior connection would not affect the shutdown portion of the system. The personnel performing the work shall remove the impairment tags attached to any connection when the system is placed back in service.

5.3 Whenever a fire alarm/detection system is shut down for testing, maintenance, repair, or any other reason, a tag shall be attached to the annunciator panel for that system and at any other location, as required by other applicable procedures, to indicate the inoperative status of the system.

5.4 All work on a fire system shall be continuous, when possible, until the system is restored to operational status. All work on a fire system shall be completed as quickly as possible to minimize downtime. In the event of interruptions or lengthy delays in excess of 48 hours, the Fire Code Official shall use discretion to exercise the powers and authority granted under the Virginia Statewide Fire Prevention Code to alleviate a fire hazard.

5.5 Upon completion of all fire system work, all affected components of the system shall be inspected and tested by personnel from the Fire Prevention Section or other applicable Metropolitan Washington Airports Authority personnel.

5.6 All fire systems shall be mechanically secured when they are placed back in service (fire alarm system panels shall be locked, fire sprinkler system valves shall be locked open, etc.).

5.7 The Fire Code Official shall determine the appropriate level of occupancy or activity that may take place in a building or area during fire system shutdown. Buildings requiring fire system shutdown shall be evaluated by Fire Prevention Section personnel to determine if any temporary fire protection measures need to be implemented during the shutdown. At the discretion of the Fire Code Official, any shutdown a fire system may be cancelled if the required temporary fire protection measures have not been fully implemented, or at the discretion of the Fire Code Official the building may be ordered vacated if fire system shutdown renders a building unsafe for occupancy.

5.8 Any discovered unauthorized fire system shutdown shall be reported to the Fire Marshal's Office for immediate follow-up and initiation of legal action, if appropriate.

5.9 Fire Department personnel required to perform emergency shutdown of a fire system shall implement the provisions specified in this document.

6.0 FIRE SYSTEMS NOT MAINTAINED BY THE METROPOLITAN WASHINGTON AIRPORTS AUTHORITY.

6.1 Whenever fire systems are required to be shut down for any reason and the maintenance of the system is not the responsibility of the Metropolitan Washington Airports Authority, the Fire Department Communication Center and the Fire Marshal's Office shall be notified before the system is shut down and upon completion of work and restoration of the system to operational status.

National Airport	703-685-8201
Dulles Airport	703-661-8178
Fire Marshal	703-685-8241

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6.2 Persons performing a shutdown of any fire system shall comply with Sections 5.1, 5.2, 5.3, 5.4, 5.6, 5.7, 5.8 of this procedure.


James A. Wilding
General Manager

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