

Fire protection management checklist

Before the impairment

- ☐ Stop any hazardous activities (like cutting, welding, or hot work)
- ☐ Notify the local fire department about the impairment
- ☐ Notify the alarm monitoring company and provide the expected duration
- ☐ Submit EMC's [Fire Sprinkler System Valve Closing Notice](#)
- ☐ Inform facility management and the emergency response team
- ☐ Communicate with affected employees
- ☐ Close fire doors in the impacted area
- ☐ Place extra fire extinguishers where needed
- ☐ Set up a fire watch
- ☐ Assign someone to reopen fire protection valves if a fire occurs
- ☐ Attach an impairment tag to the affected systems and control valves (contact your local fire sprinkler contractor for tag)

After the impairment

- ☐ Confirm the system is fully operational and re-locked in the open position
- ☐ Restore all alarm services
- ☐ Notify everyone who was previously informed (fire department, alarm monitoring company, and EMC via the [Fire Sprinkler System Valve Reopening Notice](#))
- ☐ Reopen fire doors