Interim Life Safety Measures
Effective Date: 1/12

I. DEFINITION AND PURPOSE

Interim Life Safety Measures (ILSM’s) is undertaken whenever Life Safety Code deficiencies exist. Deficiencies may arise during construction, repair, and improvement operations an unforeseen fire systems failure or an existing building condition. ILSM’s are established to temporarily compensate for the deficiencies and provide a code compliant equivalent level of life safety protection until a permanent solution is achieved.

If life safety code deficiencies occur or are identified by any source or the requirements of the current Life Safety Code are not being met, interim life safety measures (ILSM) must be implemented to the extent necessary to compensate for these deficient elements predicated on magnitude, severity, extent and duration before corrective actions are completed. Generally, any minor life safety code deficiency that could be corrected within 45 days that is confined to a single smoke compartment or fire zone will not merit declaring hospital wide Interim life safety measures but would require reduction in flammable and combustible loads in the affected smoke compartment or zone.

Assessment and implementation of ILSM’s shall be performed upon the discovery of any life safety code deficiency whether it be through pre-construction analyst, life safety surveillance rounds or unanticipated fire safety systems failure and must be continuously enforced until the deficiency is mitigated.

Any impairment or shutdown of a fire sprinkler zone or fire alarm system zone for a period of 4 hours or longer in a 24 hour period will require implementation of Interim Life Safety measures as defined in procedures below.

The level of life safety at our facilities is defined through requirements directed at the:

- prevention of ignition
- detection of fire
- control of fire development
- confinement of the effects of fire
- extinguishment of fire
- provision of refuge and/or evacuation facilities
- staff reaction
- provision of fire safety information to occupants

II. SAFETY REQUIREMENTS

Whenever life safety code deficiencies affect any level of life safety and compromises the ability to protect patients, visitors, and associates (because of disruption of service, interruption of normal operations, the presence of hazards, or the violation of the integrity of life safety measures), it will become necessary to implement the ILSM’s.
III. PROCEDURES

1- The following procedures will be undertaken, as necessary, to accomplish satisfactory life safety protection as they relate to life safety code deficiencies:

A. Ensure that all exits are clearly identified and fully accessible.

B. Ensure that there is clear and identified access to emergency services. Vehicles, materials, etc. should not block access routes.

C. Provide alternate protection when fire protection system is disabled. Direct attention to providing an alternate system while the primary system is off-line. This includes scheduled maintenance, upgrading or additions of system coverage, and disabling systems to allow maintenance to be completed on other systems (i.e., hot work) within scheduled time frames. Notify Security and Fire Safety, and establish a fire watch.

D. Ensure that fire alarm, detection, and suppression systems are not impaired. A temporary equivalent system shall be used if the system is impaired. The temporary systems must be tested monthly.

E. Ensure that temporary construction partitions are smoke-tight and noncombustible. Post adequate signage to discourage casual observers from opening or entering partitions.

F. Provide additional fire extinguishing equipment, as well as personnel trained in its use.

G. Prohibit smoking in, and adjacent to, all construction areas.

H. Maintain an orderly and clean construction sites.

I. Conduct a minimum of two documented fire drills per shift per quarter in the construction zone and areas adjacent to the construction zone. Make a regular report to the Safety Committee, confirming and evaluating the drills.

J. See that hazard surveillance inspections of the site are increased in frequency and documented. Pay attention to evacuation routes, construction areas, storage, office/lunch areas, and fuel storage.

K. Inform staff whenever the safety of adjacent areas is compromised because of construction. Identify alternate exit routes.

L. Conduct facility-wide education programs to explain ILSMs and current life safety deficiencies.

M. Restrict the construction sites from all but authorized staff. Put adequate signs in place.

N. Provide alternate access for public and emergency traffic whenever disruption in normal traffic access occurs.
O. Ensure that the policy and procedures for clearing roads and pathways (from snow, etc.) are followed.

P. Ensure that proper notification is made to the East Meadow Fire Department if any ILSM is in effect.

Q. Apprise Administration, through Safety Committee quarterly reports, of the status of life safety during the projects.

R. Inform construction workers of egress routes.

S. Adhere to applicable policies and procedures to maintain effective storage, housekeeping, and debris removal to reduce collection of combustibles in Construction areas.

T. Train staff whenever fire zones are altered in regard to new or different ILSM’S relating to changed compartmentalization and fire safety.

U. Have the Safety Officer conduct/coordinate ILSM’S where necessary.

V. Daily surveillance (check list) including times such as holidays and weekends.

2- Fire Sprinkler Shutdown
1. The contractor will forward a completed Shutdown Request Form to the Project Representative or designee, at least 72 hours in advance of any planned Fire Sprinkler System shut down.
2. The following precautions will be taken before, during and after the impairment of the Fire Sprinkler System
   A. Before the impairment
      1. The Project Representative or designee verifies that there will be only one planned impairment at a time.
      2. The Project Representative or designee will notify Department Managers and East Meadow Fire Department of any affected areas where the fire protection will be impaired and documented.
      3. Fire response team will be established by the Project Representative or designee.
      4. The Contractor will assure that emergency access to the facility will not be impaired and the area is maintained.
      5. The Project Representative or designee will verify that all other fire protection equipment is in normal operation.
      6. The Contractor or designee will have all materials, tools and manpower ready when protection is shut off so that the job can be completed as swiftly as possible.
      7. The Project Representative or designee will complete required documentation and notify the insurance company of the place and time of the scheduled shut down.
   B. During the impairment (In the area of impairment)
      1. The Contractor(s) or designee will stop all hazardous operations.
      2. The Contractor(s) will prohibit the use or processing of flammable or combustible liquids.
      3. The Contractor(s) will prohibit cutting, welding or other hot work.
      4. The Contractor(s) will strictly enforce “No Smoking” policy.
5. The Contractor(s) or designee will maintain continuous fire watch patrols as per Fire Watch Protocol - Attachment A.
6. The Contractor(s) or designee will keep all fire doors closed within the affected area whenever possible.
7. The Contractor(s) will insure that an adequate supply of portable extinguishing equipment is available.
8. The Contractor(s) or designee will attach a shut off tag to each shut valve or impaired equipment.
9. The Contractor(s) or designee will insure that the work continues until protection is restored.

C. After the impairment
   1. The Contractor(s) will verify that full protection has been restored.
   2. The Project Representative or designee will notify restoration of the system to the Department Managers of the affected areas, local Fire Department and the insurance company.

3- Fire Alarm Zone Shut down
1. Before fire-warning systems are taken out of service, plans are instituted to compensate.
2. Temporary systems must be inspected and tested monthly. If needed, provide additional firefighting equipment and train staff personnel in their use.
3. If the Fire Alarm System or component thereof is to be shut down for repairs, maintenance or new construction the following procedure will be followed:
   a) Fire Safety personnel upon notification by the Contractor or designee will deactivate fire alarm zone in the construction area to prevent any false alarms. At the end of the shift Facilities Services personnel will reactivate the fire alarm zone upon notification by the Contractor or designee.
   b) Smoke heads will be covered before daily construction activities begin, and the covers will be removed at the end of the day. It’s the responsibility of the Contractor to insure that the smoke heads are uncovered before the end of the shift. Facilities will ensure that the zone is active and operational.
   c) Any false fire alarms caused by the failure of the Contractor to follow the above procedures will result in financial penalties.
   d) If a shutdown is greater than 4 hours the Contractor will institute a fire watch per Fire Watch protocol below.

4- Fire/Smoke Barrier Penetrations
1. All fire/smoke walls, floor and ceiling penetrations will be properly protected using NUMC approved methods and materials.
2. Any penetrations to a rated wall, floor or ceiling will require the contractor to submit a Fire and Smoke Barrier Penetration Permit Request to the Project Representative or designee.
3. Repair of penetrations remains the responsibility of the contractor who must insure that fire and smoke protection is maintained at all times during all phases of the project.
4. All penetrations that pass through a fire/smoke barrier shall be protected using an approved UL listed fire smoke barrier material installed according to manufacturers specifications.
5. When the penetrating item uses a sleeve to penetrate the fire/smoke barrier, the sleeve shall be solidly set in the fire/smoke barrier and the space between the item and sleeve shall be filled with an approved UL listed fire/smoke barrier material capable of
maintaining the fire resistance of the fire barrier.
6. Insulation and coverings for pipes and ducts shall not pass through the fire barrier unless the material is capable of maintaining the fire resistance of the fire barrier.
7. The contractor or designee will notify the Project Representative and or Fire Safety Officer when repairs are completed and integrity of the barrier is restored for final inspection.
8. Consult fire barrier manufacturer for specific requirements

5- Life Safety Failures
1. In the event that a failure of the fire alarm system, smoke detection system, water or power supply systems, or sprinkler system, the following actions will be implemented immediately.
2. Emergency repairs will be implemented immediately.
3. Initiate notification protocol to the following persons and / or agencies:
   a. Facilities Services Manager,
   b. Hospital Administrator,
   c. Local Fire Department,
   d. Nassau County Fire Marshal’s Office
   e. Insurance Carrier,
   f. Risk Manager
   g. Safety Officer/Public Safety Director.
4. Implement a fire watch per Fire Watch Protocol.
5. After the system has been restored, notify all agencies having jurisdiction, insurance carrier and department managers.

6- Fire Watch Protocol

Purpose:
The purpose of the Fire Watch is to perform inspections of a protected facility at specific intervals while fire alarm or sprinkler system is non-functional due to failure or is anticipated be partially removed from service for a period in excess of 4 hours in a 24 hour period due to construction activity. Partial removal from service will constitute the removal of a complete protection zone or the removal of protection from an entire smoke compartment or fire zone or an entire floor. Deactivation of some devices (smoke detectors, etc.) within a zone to facilitate construction work progress without causing false alarms will not be considered removal from service but rather, be considered limited deactivation not requiring a fire watch.

Procedure:
In the event of a failure of the fire alarm or sprinkler system, the Fire Safety Director will initiate a “fire watch.” If the Fire Safety Director is not in the facility, the Director of Public Safety will initiate the “fire watch” as follows:

1. Protective Services, Facility Services, or specific designated and trained personnel will be responsible for carrying out the “fire watch”. (Note: only persons trained in adequate and proper fire safety procedures shall be assigned, and this shall be their only responsibility). The “fire watch” person(s) will carry a portable two-way radio to communicate with the Public Safety Desk Officer on each shift.
2. The “fire watch person(s) will conduct an inspection of affected area every 30 minutes. This tour will include checking each room, office, closet, storage, common area and mechanical room for signs of smoke, fire smoke or fire hazards.
a) Continuous announcements will be made to staff reminding them that the fire alarm or sprinkler system is not working. Staff should be more aware of their areas and be alert.
b) In the event a fire watch person or any other person discovers a fire in progress or smoke indicating fire, they will notify the Public Safety Desk Officer and report the fire. The “fire watch” will stay at the scene and try to contain and or extinguish the fire.
c) When the Public Safety Desk Officer is notified of a fire in the building they will immediately notify the East Meadow Fire Department by the direct phone line. By using the fire alarm address system “CODE RED- location of the fire” (3 times), “This is not a drill” will be announced.
d) The Nursing Supervisor will ensure the RACE Procedure is followed. Specific attention must be paid to evacuating EVERYONE from the smoke compartment where the fire is being contained.
e) The “fire watch” will continue until the fire alarm panel or sprinkler system is restored and tested in the presence of the Fire Safety Director or Facility manager. All agencies having jurisdiction will be notified of the stand down of the fire watch.

IV. RECORD KEEPING

A. Records shall be maintained in Fire Safety showing the results of hazard surveillance inspections and construction site inspections. These records shall include:

1. Date of inspection
2. Inspector’s name
3. Discrepancies noted during inspection
4. Corrective actions accomplished

B. The following records will also be maintained in the construction management’s office:

1. Fire drill evaluation forms
2. Egress route inspections (documented on hazard surveillance form)
3. Daily surveillance (check list)

Reviewed: 1/04
Reviewed: 1/06
Reviewed: 1/07
Reviewed: 1/08
Revised: 1/08
Revised: 1/09
Revised: 1/10
Revised: 1/11
Revised: 1/12
## CONSTRUCTION SITE INSPECTION

**Date:** ___/___/____  **Inspector:** ____________________________________________

**Project area:** _______________________________________________________________

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<thead>
<tr>
<th>DESCRIPTION</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
<th>COMMENTS</th>
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<tbody>
<tr>
<td>Contractor acknowledges asbestos in writing?</td>
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<td>Adequate barriers in place?</td>
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<td>- Smoke-proof?</td>
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<td>- Signage in place?</td>
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<td>Applicable codes complied with?</td>
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<td>Contractor acknowledges AIA 201 &amp; Supplement?</td>
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<td>American Disabilities Act compliance?</td>
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<td>OSHA Compliance?</td>
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<tr>
<td>Interim Life Safety Measures in place?</td>
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<tr>
<td>- Staff aware of changes?</td>
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<td>- Temporary fire protection in place?</td>
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<td>Contractors aware of egress routes?</td>
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<td>Increase in fire drills, other training?</td>
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<td>All exits clear?</td>
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<td>Free access to Emergency Department?</td>
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<td>Alternate access for public and emergency use?</td>
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<td>Additional fire response staff &amp; equipment available?</td>
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<td>Smoking is strictly prohibited?</td>
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<td>Construction site is clean and orderly?</td>
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<td>Hazard surveillance conducted? How often?</td>
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<td>Staff informed if adjacent area is affected?</td>
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<td>Construction site restricted?</td>
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<td>Local authorities aware of ILSMs?</td>
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<td>Effective site storage/control of materials?</td>
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<td>Fire zones maintained staff aware of changes?</td>
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<tr>
<td>Contractor confirms egress routes for staff clear?</td>
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**COMMENTS:**
HAZARD SURVEILLANCE and EGRESS ROUTES SURVEY
DURING
INTERIM LIFE SAFETY MEASURES (ILSM)

Date: ___/___/____
Inspector: ______________________________________________________

Project Area: ____________________________________________________

<table>
<thead>
<tr>
<th>FUNCTION</th>
<th>SATISFACTORY</th>
<th>NOT SATISFACTORY</th>
<th>NOT APPLICABLE</th>
<th>COMMENTS</th>
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<tbody>
<tr>
<td>I. Environmental Controls</td>
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<tr>
<td>Dropped articles</td>
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<td>Spills (water, other)</td>
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<td>Clean environment</td>
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<td>Floor condition</td>
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<td>Doors propped open</td>
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<td>Storage areas orderly</td>
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<tr>
<td>Fire extinguisher available</td>
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<td>II. Electrical/Equipment</td>
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<td>Condition of switches</td>
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<td>Condition of receptacles</td>
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<tr>
<td>Electrical safety checks</td>
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<tr>
<td>Clutter</td>
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<tr>
<td>Faulty carts, chairs, etc.</td>
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<tr>
<td>III. Alert/Alarms</td>
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<tr>
<td>Pull boxes unobstructed</td>
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<tr>
<td>Warning signage clear</td>
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<td>MSDS available</td>
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<td>Emergency preparedness</td>
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<td>Fire protection functional</td>
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<td>FUNCTION</td>
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**IV. Staff Behavior**

- Demonstrate proper safety
- Familiar with all provisions
- Contractors familiar with egress

**V. Life Safety Measures**

- Egress routes clear
- Corridors clear of obstructions
- Access to Emergency Department
- Temporary partitions in place
- Construction site restricted
- Governing Board advised
- Construction site clean, orderly
- Fire protection doubled
- Alternate access for public

**COMMENTS:**

**CORRECTIVE ACTION REQUIRED:**

**CORRECTIVE ACTION COMPLETED BY:**

**DATE COMPLETED:** ___/___/___