

Document Fire Water Use (Non-Emergency) Policy	Published 7/21/2023	Valid for Wisconsin Rapids
---	------------------------	-------------------------------

Document: Fire Water Use (Non-Emergency) Policy

Purpose

This policy is intended to provide guidelines for exceptions to use the fire protection water system for non-emergency situations. This procedure is based on FM Global recommendations and generally accepted practices.

Extent

A permit system will be used to monitor and control non-emergency use of the fire protection system (i.e. fire water). During normal operations Team Leaders will have the authority to authorize a permit for the use of fire protection system water per the procedures outlined below. The Safety department will be required to authorize any exceptions to this procedure.

Execution

- A. Prior to requesting permission to use the fire system water, operating areas must first exhaust other reasonable, available means to supply their needs.
- B. When it is determined that there is a need for use of the fire protection system for non-emergency use, a request for authorization is made by filling out a Fire Protection System Use Permit (see page 4). The permit will be a two-part permit. The area Team Leader will meet the individual responsible for the use at the designated location.
- C. The equipment necessary for the operation should be set up and the permit completed. Team Leaders will verify conditions are appropriate and authorize the permit.
 1. Departments/Areas using fire protection system water must provide their own hoses and appliances. Use of designated fire protection hoses, fittings, adapters, and nozzles (such as those found in the various hose house stations or within the plant) are not to be used for non-fire/emergency applications.
 2. Information needed to complete the permit will include;
 - i. Department requesting use
 - ii. Reasons fire protection system water is necessary

Document publisher	Responsible organization	Document-ID	Version
Ryan Weber	Safety Department	FWU1	1

Document Fire Water Use (Non-Emergency) Policy	Published 7/21/2023	Valid for Wisconsin Rapids
---	------------------------	-------------------------------

Document: Fire Water Use (Non-Emergency) Policy

- iii. Estimated duration of use
- iv. What hydrants or hose stations will be used
- v. Number of hose lines
- vi. Estimated flow in gallons per minute (gpm)
- vii. Authorization signatures

D. Prior to the Team Leader signing the authorization on the permit, the Team Leader will take the permit to PPC & the Team Leader & Plant Protection Officer will sign the permit. PPC will retain the copy of the permit. Plant Protection will not authorize a permit for fire protection system water use under the following conditions:

- 1. There are already two (2) permits in effect.
- 2. Maximum expected demand would be greater than 500 gpm
- 3. There is a mill emergency
- 4. The Safety department has denied authorization of permits.
- 5. System impairments are active in other locations of the mill

Note: When two permits are in effect, additional permits will only be authorized as directed by the Safety department.

Environmental rules can impact the use of the Diesel Fire Engine. Team Leaders must be vigilant to the use of the Fire Engine and notification/approval from the Environmental team must be sought.

Note: If the mill is using a portable pump to support operational needs, as long as the Diesel Fire Engine doesn't run, the mill can use fire water for non-emergency use such as washing tanks, filling CERA park pool, boiler cleaning, etc.

Any opening of standpipe or hydrants to supply water for mill use will only occur:

- 1. After the permit has been authorized and
- 2. The mill use service pump has been verified readiness by Plant Protection or,
- 3. If it is already in operation.

Document publisher	Responsible organization	Document-ID	Version
Ryan Weber	Safety Department	FWU1	1

Document Fire Water Use (Non-Emergency) Policy	Published 7/21/2023	Valid for Wisconsin Rapids
---	------------------------	-------------------------------

Document: Fire Water Use (Non-Emergency) Policy

Operating areas must contact Plant Protection to confirm readiness for use.

- E. Team Leader will notify the Safety department and Plant Protection, whom will document the start time on the permit.
- F. The blue permit card is to be displayed in a conspicuous location where the fire protection water is being used. The white top copy will be posted in the Plant Protection Center (guard house).
- G. Work is to be completed promptly to minimize potential for misuse of the fire system.
- H. Plant Protection will notify the department of any mill emergencies that occur, and all non-emergency use of the fire protection system water must immediately cease. Plant Protection will notify the department when the emergency is controlled, and they may resume use.
- I. When the specified use of fire water has been completed, notify Plant Protection immediately. Plant Protection will document time of work completion on the permit. Plant Protection will reset the alarms and ensure that the mill use service pump is switched to the off position when permitted use is complete. In the event that additional permits are in use, the pump will be allowed to continue to operate.
- J. Team Leaders will inspect the site to verify all fire hoses are reconnected, properly stored, nozzles in place and that any other equipment is fully restored to service. The copy of the permit hanging in the field shall be sent to Plant Protection
- K. Plant Protection will sign the bottom copy of the permit and file it with the Plant Protection supervisor.
- L. Completed permits will be kept for a minimum of 6 months.
- M. The safety department will conduct audits of all completed permits to ensure process is followed.
- N. The safety department will provide feedback, as necessary, on permits and deficiencies found during audits.

Document publisher	Responsible organization	Document-ID	Version
Ryan Weber	Safety Department	FWU1	1

Document Fire Water Use (Non-Emergency) Policy	Published 7/21/2023	Valid for Wisconsin Rapids
---	------------------------	-------------------------------

Document: Fire Water Use (Non-Emergency) Policy

Responsibility

- A. Operating departments are responsible for assuring the other potential water supplies have been evaluated prior to requesting a mill use permit.
- B. Plant Protection, Team Leaders, and the Safety Department is responsible for reviewing proposed mill use of fire water and determining authorization of the permit.
- C. Operating departments must verify with Plant Protection that the mill use fire pump is in operation prior to drafting any water from the fire system.
- D. Plant Protection is responsible for operation of the mill use fire pump, including shutdown, when all mill use is completed (PPC will not shut down pumps but will call appropriate team member; pipefitter/power control).
- E. Operating departments are responsible to restore any fire protection equipment used to “as found” conditions following use of fire water.
- F. The Safety Department has overall responsibility for managing the fire system for mill use.




Document publisher Ryan Weber	Responsible organization Safety Department	Document-ID FWU1	Version 1
----------------------------------	---	---------------------	--------------



BILLERUD

Document Fire Water Use (Non-Emergency) Policy	Published 7/21/2023	Valid for Wisconsin Rapids
---	------------------------	-------------------------------

Document: Fire Water Use (Non-Emergency) Policy



PERMIT For Use of Fire Protection Water

Date: ___/___/___ Dept. _____

Person Requesting Use _____

Why is it necessary to use fire protection water:

Estimated duration of use. _____

Time Started _____ AM / PM

Will a hydrant(s) be used? Y / N Hydrant #(s) _____

Will Hose Station(s) be used? Y / N Hose Station # _____

Number of hose lines _____ Size of Hose _____

Est. flow _____ gpm (1 1/2" line = 175 gpm / 2 1/2" line = 300 gpm)

AUTHORIZATION

Team Leader _____

Operator _____

Plant Protection _____

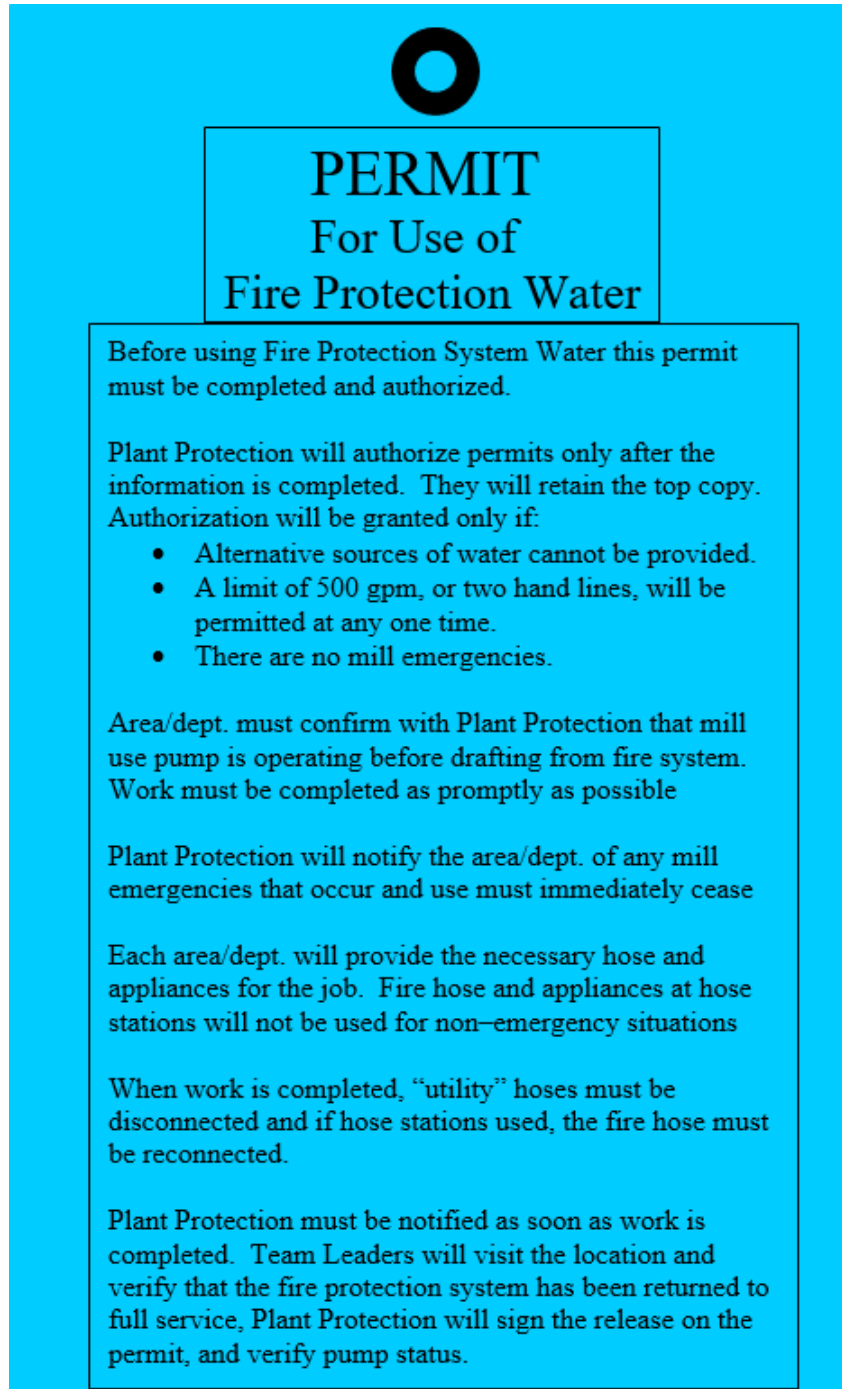
Time Finished _____ AM / PM



Document publisher Ryan Weber	Responsible organization Safety Department	Document-ID FWU1	Version 1
----------------------------------	---	---------------------	--------------

Document Fire Water Use (Non-Emergency) Policy	Published 7/21/2023	Valid for Wisconsin Rapids
---	------------------------	-------------------------------

Document: Fire Water Use (Non-Emergency) Policy



PERMIT
For Use of
Fire Protection Water

Before using Fire Protection System Water this permit must be completed and authorized.

Plant Protection will authorize permits only after the information is completed. They will retain the top copy. Authorization will be granted only if:

- Alternative sources of water cannot be provided.
- A limit of 500 gpm, or two hand lines, will be permitted at any one time.
- There are no mill emergencies.

Area/dept. must confirm with Plant Protection that mill use pump is operating before drafting from fire system. Work must be completed as promptly as possible

Plant Protection will notify the area/dept. of any mill emergencies that occur and use must immediately cease

Each area/dept. will provide the necessary hose and appliances for the job. Fire hose and appliances at hose stations will not be used for non-emergency situations

When work is completed, "utility" hoses must be disconnected and if hose stations used, the fire hose must be reconnected.

Plant Protection must be notified as soon as work is completed. Team Leaders will visit the location and verify that the fire protection system has been returned to full service, Plant Protection will sign the release on the permit, and verify pump status.

Document publisher Ryan Weber	Responsible organization Safety Department	Document-ID FWU1	Version 1
----------------------------------	---	---------------------	--------------