

Document Health and Safety	Published 08/01/2011	Valid for Escanaba Mill
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Document: Fire Water Use (Non-Emergency)

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 authorization system will be used to monitor and control non-emergency use of the fire protection system (i.e. fire water). During normal operations Loss Prevention will have the authority to authorize a permit for the 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) and then contacting Loss Prevention at extension 2676. The permit will be a two-part permit. Loss Prevention 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. Loss Prevention will verify conditions are appropriate and authorize the permit.
 1. Departments/Areas using fire protection system **water must provide their own hoses and appliances**. If a connection is to be made at a hose station, the fire hose is to be disconnected at the valve and a “utility” hose attached. The utility hose must be disconnected and the fire hose reconnected as soon as the work is completed.

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2. Information needed to complete the permit will include:
- Department requesting use
 - Reasons fire protection system water is necessary
 - Estimated duration of use
 - What hydrants or hose stations will be used
 - Number of hose lines
 - Estimated flow in gallons per minute (gpm)
 - Authorization signature
- D. When Loss Prevention signs the authorization on the permit, they will retain the top copy of the permit. **Loss Prevention will not authorize the fire protection system water use if any of the following conditions are present:**
- There are already two (2) locations using fire protection water on site.
 - Maximum expected demand would be greater than 500 gpm
 - There is a mill emergency
 - The Safety Department has denied authorization of permits.
- Note: When two locations are using water, additional permits will only be authorized as directed by the Safety Department.***
- E. **Any opening of stand pipe or hydrants to supply water for mill use will only occur after the permit has been authorized by Loss Prevention. Operating areas must contact Loss Prevention to confirm readiness for use.**
- F. Loss Prevention will start the mill Fire Pump to support the water usage. Loss Prevention will document mill use start time on the permit.
- G. 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 at the front gate.
- H. Work is to be completed as promptly as possible to minimize potential for misuse of the fire system.
- I. Loss Prevention will notify the department of any mill emergencies that occur, and all non-emergency use of the fire protection system water must immediately cease.

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Loss Prevention will notify the department when the emergency is controlled and they may resume use.

- J. When the specified use of fire water has been completed, notify Loss Prevention as soon as possible. Loss Prevention will document time of work completion on the permit.
- K. Loss Prevention will reset the alarms; and ensure that the mill fire pump is switched to the off position when use is complete. In the event that multiple fire water use locations are in use, the pump will be allowed to continue to operate. Loss Prevention will switch the pump back to auto when all fire water use is complete.
- L. Loss Prevention 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.
- M. Loss Prevention will sign the bottom copy of the permit and file it with the Fire Suppression Officer.
- N. Completed permits will be kept for the current month and at least the previous year.
- O. Loss Prevention will conduct an audit on the Fire Protection System Water Permit system semi annually.

IV. RESPONSIBILITIES

- A. Operating departments are responsible for assuring the other potential water supplies have been evaluated prior to requesting a mill use permit.
- B. Loss Prevention is responsible for reviewing proposed mill use of fire water and determining if the use will be authorized.
- C. Operating departments must verify with Loss Prevention that the fire pump is in operation prior to using any water from the fire system.
- D. Loss Prevention is responsible for operation of the fire pump, including shutdown when all mill use is completed.

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- E. Operating departments are responsible to restore any fire protection equipment used to “as found” conditions following use for fire water.

- F. The Safety Department has overall responsibility for managing the use of the fire system for mill uses.



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Side 1



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

Shift Manager _____

Operator _____

Loss Prevention Officer _____

Time Finished _____ AM / PM

Loss Prevention must be notified as soon as work is completed

Work is complete and system is fully restored to service.

Loss Prevention Officer _____

Reviewed by _____



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Side 2



PERMIT For Use of Fire Protection Water

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

Loss Prevention 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 Loss Prevention that the fire pump is operating before drafting from fire system. Work must be completed as promptly as possible

Loss Prevention 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.

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

Any exceptions must be approved by the Safety Department.