

**INTERNAL ONLY**  
**SIHG BUSINESS RULE**  
**COVER SHEET**



**Health**  
Illawarra Shoalhaven  
Local Health District

<b>NAME OF DOCUMENT</b>	Fire Indicator Panel Isolations
<b>TYPE OF DOCUMENT</b>	Business Rule
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<b>AUTHOR</b>	ISLHD Fire & Security Manager Fire Safety Manager SIHG
<b>KEY TERMS</b>	Fire Isolation Panel (FIP) SIHG Fire Safety Officer (FSO) ISLHD Security & Fire Manager
<b>FUNCTIONAL GROUP OR HUB</b>	Southern Illawarra Hospital Group(SIHG)
<b>NSQHS STANDARD</b>	Standard One
<b>SUMMARY</b>	Process to be followed when isolations of the Fire Indicator Panel are required at either SIHG site

**COMPLIANCE WITH THIS DOCUMENT IS MANDATORY**

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**SIHG BUSINESS RULE**



**Isolation of Fire Indicator Panels**

**SIHG CORP BR 01**

**<< Assets, Infrastructure, Engineering, Maintenance Services/ISLHD >> BUSINESS RULE**

<b>Name</b>	Isolation of Fire Indicator Panels at SIHG Sites
<b>What it is</b>	Who and when to contact for isolations of Fire Indicator Panels at SIHG sites
<b>What it is not</b>	How to isolate Fire Indicator Panels
<b>Who it applies to</b>	Fire Safety Officers, after hours Managers, Maintenance Managers and anyone planning to conduct works on site that require FIP isolations.
<b>What to do</b>	<p>Isolations of the Fire Isolation Panel (FIP) within business hours should be conducted by the SIHG Fire Safety Officer or District equivalent.</p> <p>Any works that require the FIP to be isolated should be arranged during business hours unless approved by the General Manager or delegate with the appropriate notice in advance.</p> <p>If the FIP needs to be isolated due to a fault with the FIP or any unscheduled/emergency maintenance, the ISLHD Fire Safety contractors should be called in to conduct the isolations. Contact details will be found on the front of each sites FIP.</p> <p>If the FIP needs to be isolated after hours due to false alarm incident, then NSW Fire &amp; Rescue should be asked to isolate whilst in attendance and an email sent to the SIHG FSO and ISLHD Security &amp; Fire Manager to notify them of isolation so it can be followed up and rectified accordingly.</p> <p>All isolations over a 12-hour period will need approval from District Management first then appropriate iCare insurance for NSW isolation forms filled in and sent to iCare Insurance by the SIHG Fire Safety Officer or ISLHD Security &amp; Fire Manager.</p> <p>Only nominated staff are to isolate the Fire Panel. A list of nominated persons is on the front page of Isolation Record books found at the FIP.</p> <p>All isolations will be recorded in the Fire Indicator Panel Isolation record book at the FIP.</p>
<b>When to use it</b>	When isolations of the FIP are required during normal hours and after operational hours.

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<b>Why the rule is necessary</b>	To ensure the correct people are contacted when isolations are required so that the correct people conduct the isolations, and isolations recorded in the site isolation registers. Also to ensure notice is issued to our insurers for extended isolations.
<b>Who is responsible</b>	All SIHG staff are responsible to notify the SIHG FSO of required isolations.  Isolations to be actioned by nominated staff only.
<b>Reference</b>	PD 24 Fire Safety in Healthcare Facilities

I, Jeff Hurd, ISLHD Security & Fire Manager of Illawarra Shoalhaven Local Health District attest that this business rule is not in contravention of any legislation, industrial award or policy directive.

**Revision & Approval History**

<b>Date</b>	<b>Revision No.</b>	<b>Author and Approval / Date</b>
April 2021	0	<b>Author:</b> ISLHD Fire & Security Manager
		<b>Approval/Date:</b> Corporate Policy Recommendation committee/ March 2021 <b>Approval/Date:</b> Executive Director Infrastructure Development / April 2021