



*Division of
Administrative Affairs*

ENVIRONMENTAL HEALTH AND SAFETY

Policy #P&P-03 Fire Watch Policy

Version #2

Effective: 4/7/2023

Revised: 4/7/2023

1. PURPOSE:

The purpose of this policy is to outline the requirements of a fire watch program which must be established when the fire alarm and/or sprinkler system in any university building becomes inoperative or impaired. These guidelines are necessary to comply with the National Fire Protection Association standards and the requirements of the Florida State Fire Marshal as the authority having jurisdiction (AHJ). These measures are specific to the protection of life and property as temporary alternatives to the systems which have become impaired.

This policy applies to all FAU-owned facilities on all campuses.

2. POLICY STATEMENT:

A fire watch shall be established when the fire alarm and/or sprinkler system is impaired (either in full or in part) for more than 4 hours in a 24-hour period or as otherwise required by this policy, Environmental Health and Safety Department (EH&S), or the AHJ.

3. CONCEPTS AND DEFINITIONS:

- 3.1. Fire Watch – A fire watch is a mandatory alternative protection for building occupants and/or property in the absence of a fully functioning fire alarm/protection system. The assignment of a competent person or persons to an area for the express purpose of notifying the fire department, the building occupants, or both of an emergency; preventing fire from occurring; extinguishing small fires; or protecting the public from fire or life safety dangers. A fire watch will be conducted until the fire alarm and/or sprinkler systems have been repaired, tested, and placed back into service and the fire watch is ceased by EHS.
- 3.2. Fire Watch Log - A written log which is maintained for the duration of the Fire Watch and which is to include the date, time, name of the people conducting the fire watch, and the status of the Fire alarm. The Fire Watch Log (if conducted by other than the PD) must be sent to EH&S at the watch termination.
- 3.3. Impairment – A condition where a fire alarm/fire protection system or unit or portion thereof is out of order, and the condition can result in the fire protection system or unit not functioning in the event of a fire. Impairments requiring a fire watch will be determined by the AHJ or EHS based on the expectations of the AHJ.
- 3.4. Authority Having Jurisdiction - The Authority Having Jurisdiction or AHJ is an organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.
- 3.5. Fire Protection System - Fire suppression systems, smoke detectors, and sprinkler systems are all types of fire protection systems that help with fire detection and protecting building occupants and equipment.
- 3.6. Fire Alarm System - A fire alarm is a standalone device or a complete network of devices, installed in a building or an area, which gives audible and/or visible warning of an outbreak of fire in that building or area. A fire alarm

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system could be automatic, semi-automatic or manual.

4. RESPONSIBILITIES:

4.1. EH&S

- 4.1.1. A fire watch shall be established in a building when the fire alarm and/or sprinkler system during a planned or unplanned impairment for more than 4 hours in a 24-hour period, for any reason. The areas that are affected by the outage or malfunction will be covered until the system has been repaired, tested, and placed back into service.
- 4.1.2. Notify AHJ and the responding Fire Department of any impairment lasting longer than 4 hours.
- 4.1.3. In residence halls and assembly places, a fire watch is always required when buildings are occupied.
- 4.1.4. In buildings other than residence halls and public assembly places, a roving fire watch will be conducted on an hourly basis by FAUPD.
- 4.1.5. A fire watch will be manned by competent persons from building supervisors, the FAUPD, or other personnel and outside agencies approved by EH&S.
- 4.1.6. Ensure a written Fire Watch Log of the fire watch is maintained to include the date, time, name of the people conducting the fire watch, and the status of the alarm.
- 4.1.7. Ensure a Building Notification Form is posted on exterior doors and elevators at commencement of a Fire Watch and removed following termination of a Fire Watch.

4.2. Facilities Management

- 4.2.1. Immediately notify EH&S if a fire alarm system is impaired due to an unplanned outage.
- 4.2.2. Notify EH&S at least 72 hours before a fire alarm and/or sprinkler system is taken out of service and a fire watch procedure is necessary implemented.
- 4.2.3. Notify EH&S at least 72 hours before when a fire alarm and/or sprinkler system is to be impaired due to a planned event.
- 4.2.4. Contractors/Subcontractors will be responsible for implementing a fire watch for impairments caused by or required for construction work. Each affected floor may require a trained person as determined by EH&S.
- 4.2.5. Immediately notify EH&S of any problem concerning the implementation of a fire watch that is staffed by a construction contractor.
- 4.2.6. Immediately notify EH&S upon the termination of a Construction-related fire watch and furnish the Fire Watch Log to EH&S.

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4.3. University Police (FAUPD)

- 4.3.1. For satellite campuses, immediately notify EH&S if a fire alarm monitoring company notifies FAUPD that a FACP has not completed a daily dial in or reports a supervisory alarm condition. For the Boca Raton Campus, FAUPD is to notify EHS if a FACP does not successfully complete a daily dial in to the Keltron monitoring station or reports a supervisory alarm condition..
- 4.3.2. Participate in the implementation of fire watch of designated buildings by completing a roving fire watch which will consist of, at a minimum, of FAUPD personnel observing the exterior of the building for the presence of smoke and/or noise of an activated fire alarm.

4.4. Competent Fire Watch

- 4.4.1. A Competent Fire is to be furnished by the entity/Department operating the affected building for residence halls and places of assembly in accordance with Section 5.1.
- 4.4.2. Trained in the Fire Watch policy and understands expectations of the responsibility.
- 4.4.3. Continually patrol the area, structure or facility and document the patrol, covering essential areas every 45 minutes.
- 4.4.4. Conducts a thorough inspection of all public areas, mechanical/electrical room, storage/closet areas, kitchen, laundry rooms and other high-risk places must be conducted every 45 minutes in the assigned/affected areas of the building.
- 4.4.5. Trained in the use of a fire extinguisher and have one accessible at all times.
- 4.4.6. Maintains communications with other building Fire Watch personnel (when applicable).
- 4.4.7. Capable of communicating with building occupants and the responding fire department and/or FAUPD.
- 4.4.8. Ensure a written Fire Watch Log of the fire watch is maintained to include the date, time, name of the people conducting the fire watch, and the status of the alarm. The log must be sent to EH&S at the watch termination
- 4.4.9. Remain on duty in Fire Watch capacity until the end of the Fire Watch event or until relieved by another competent Fire Watch person.

5. PROCEDURES:

- 5.1. EHS will evaluate all impairments for determination of type of fire watch that is required. The following table is a guide.

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System Impairment	Area/Building Type	Occupancy Status	Fire Watch Type
Fire Alarm/Sprinkler	Residential	Always	On-site
Fire Alarm/Sprinkler	Areas of Assembly	Occupied	On-site
Fire Alarm/Sprinkler	Areas of Assembly	Unoccupied	1-hour roving (FAUPD)
Fire Alarm/Sprinkler	Non-residential, non-assembly	Always	1-hour roving (FAUPD)

5.2. Buildings >2 stories will be evaluated by EH&S for a requirement to implement per-floor fire watch. Per-floor fire watch in residence halls buildings and places of assembly will require an adequate number of competent fire watch personnel.

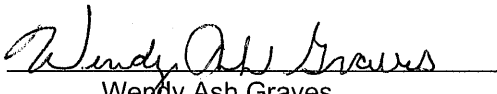
6. ENFORCEMENT:

Oversight and enforcement activities for this program are conducted by Environmental Health and Safety.

7. RELATED INFORMATION:

- Fire Watch Notification to Building Occupants
- Fire Watch Log

Approved and issued by order of:


Wendy Ash Graves
ENVIRONMENTAL HEALTH AND SAFETY

DATE: 04/07/23

POLICY MAINTENANCE SECTION

Last Revision Date	4/7/2023
Last Revision By	W. Ash Graves
Next Review Due	4/7/2026
Review Frequency	3 years
Version	2.0
Time-sensitive Items	

THIS POLICY RESCINDS ALL OTHER WRITTEN DIRECTIVES REGARDING THIS TOPIC.

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8. RECORD OF CHANGES/STATUS CONTROL:

Version	Date	Summary of Changes	Reviewed By
2.0	4/4/2023	Revised to new organizational structure and updated requirements commensurate with direction of the AHJ	<ul style="list-style-type: none">W. Ash Graves