



Environmental Health & Safety Policy & Procedure #18

TITLE

FIRE WATCH POLICY

OBJECTIVE AND PURPOSE

This policy outlines the requirements of a fire watch if the fire alarm and/or sprinkler systems in any University building become inoperative. A fire watch allows buildings to be temporarily occupied when the above mentioned systems are out of service. Fire watch service is a group of qualified people who patrol the affected areas of the building. They function as the fire alarm system to report fires or similar emergencies to the FAU Police Department (FAUPD) or the City Fire Department and to initiate evacuation of a building if a fire or emergency occurs. Fire watch personnel must be trained in the University's Procedure for Reporting Fire Emergencies (**Attachment "A"**), conducting building evacuations, practicing fire prevention techniques, and using portable fire extinguishers.

RESPONSIBILITY

ACTION

ENVIRONMENTAL HEALTH AND SAFETY

- ◆ A fire watch shall be established in a building when the fire alarm and/or sprinkler system is temporarily shut down more than 4 hours for reasons including maintenance, periodic inspection, renovation, or demolition work. 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.
- ◆ In residence halls and assembly places, a fire watch is required at all times when buildings are occupied. The decision to implement a fire watch will be determined jointly by EH&S and Housing and Residential Life. When public assembly places are unoccupied, the decision will be made by Physical Plant, FAUPD, and EH&S.
- ◆ In buildings other than residence halls and public assembly places, a fire watch is required only during normal business hours. Outside of normal business hours, the need for a fire watch will be determined by Physical Plant, FAUPD, and EH&S.
- ◆ A fire watch will be manned by maintenance staff, building supervisors, the FAUPD, or other personnel and outside agencies approved by EH&S.
- ◆ Maintain a written Fire Watch Log (**Attachment "B"**) of the fire watch must be kept and 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.
- ◆ Contractors will be responsible for implementing a fire watch for impairments caused by construction work. Each affected floor may require a trained person as determined by EH&S.
- ◆ 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 affected areas of the building.
- ◆ A fire watch will be conducted until the fire alarm and/or sprinkler systems have been repaired, tested, and placed back into service.

Issued By: T. Geleta	Date Issued: 1/2004	Date Revised:	Effective Date: 1/2004
APPROVED:	Vice President	Assistant V.P.	Director

**ENVIRONMENTAL
HEALTH AND
SAFETY**

- ◆ Notify the appropriate off campus agencies such as the Fire Department and the State Fire Marshal Office of a malfunction or planned outage of a building fire alarm and/or Sprinkler.
- ◆ Notify the appropriate off campus agencies when the inoperative building alarm and/or sprinkler system has been repaired, tested and placed back in service.
- ◆ Implement a fire watch in consultation with Housing and Residential Life, Facilities Planning, and FAUPD.
- ◆ Notify FAUPD and any other appropriate departments when a fire watch has been terminated.
- ◆ Review and file the fire watch written log.

**FACILITIES
PLANNING**

- ◆ 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.
- ◆ Make the necessary arrangements with the construction company to provide a fire watch after EH&S approves the shut down.
- ◆ Immediately notify EH&S of any problem concerning the implementation of a fire watch.
- ◆ Immediately notify EH&S upon the termination of a fire watch.
- ◆ Furnish the written log of a fire watch to EH&S.

**UNIVERSITY
POLICE
DEPARTMENT**

- ◆ Immediately notify EH&S when a signal is not received from the building fire alarm panel.
- ◆ Immediately inform EH&S if a fire alarm system is impaired.
- ◆ Participate in the implementation of fire watch procedures.
- ◆ Regularly patrol the building being protected by fire watch until the system is restored.
- ◆ Immediately notify the local fire department of any reports of smoke or flames in the building protected by a fire watch.

PHYSICAL PLANT

- ◆ Notify when a fire alarm and/or sprinkler system is inoperative or impaired due to maintenance.
- ◆ Participate in the implementation of a fire watch.
- ◆ Responsible for the proper operation of all fire alarm systems in campus buildings.
- ◆ Furnish the written log of a fire watch to EH&S.

REFERENCE

- ◆ N.F.P.A. 1, 7-3.6 (2000 edition)

ATTACHMENT

- ◆ *Emergency Evacuation Procedures – Attachment “A”*
- ◆ *Fire Watch Log – Attachment “B”*

EMERGENCY EVACUATION PROCEDURES

IN THE EVENT OF a Fire, Bomb Threat, Hazardous Material Spill, etc.

- ACTIVATE FIRE ALARM SYSTEM LOCATED ALONG EXIT ROUTES. If the alarm is sounding, turn off all hazardous experiments or procedures before evacuating. If possible, take or secure all valuables, wallets, purses, keys, etc.
- **EVACUATE THE BUILDING USING THE NEAREST EXIT OR EXIT STAIRWAY. DO NOT USE ELEVATORS.** Individuals requiring assistance should proceed to the designated area of rescue and seek assistance from other evacuees to notify emergency personnel of their location.
- **CALL 911 FROM A SAFE AREA** and provide name, location, and nature of emergency.
- **REMAIN AT A SAFE LOCATION AT LEAST 100 FT FROM THE BUILDING** until you are told to re-enter. Do not impede access of emergency personnel to the area.

EVACUATION PLAN

- Know the location of your primary and secondary exits.
- Know the location of the nearest fire alarm pull station and fire extinguisher.
- Read and understand the emergency and building evacuation plan.
- Know the area considered the safe location for the building, call EH&S for information.

INDIVIDUALS REQUIRING ASSISTANCE

- Individuals requiring assistance should seek refuge near the closest stairway and request assistance from others.

NOTE: *It is recommended individuals requiring assistance prepare for emergencies ahead of time by learning the locations of exit corridors and exit stairways, by planning an escape route, and by showing a co-worker or instructor how to assist them in case of emergency. In addition, people who cannot speak loud should carry a whistle or have some other means of attracting the attention of others.*

- Able-bodied persons should assist in the evacuation of the individuals who require assistance. The assistance may be in the form of the following:
 - Be familiar with the people requiring assistance who are routinely in your work area.
 - Inform hearing impaired people that they have to evacuate.
 - Assist visually impaired people to an exit stairway.
 - Inform emergency personnel of the location of people inside the building who have not been evacuated.
 - In the extreme case that you must physically evacuate a person, ask how to safely carry/assist them.

ATTACHMENT "A"

FIRE WATCH LOG

Name of Building: _____ **Floor:** _____

Date Started: _____ **Time:** _____

Date Ended: _____ **Time:** _____

Reason for Fire Watch: _____

Comments on Fire Watch: _____

Company Name: _____

Address: _____

Telephone: _____

Name: _____ **Signature:** _____ **Date:** _____

*This form is to be submitted to EH&S at the end of the Fire Watch. Phone 561-297-3129
Fax 561-297-2210, 777 Glades Rd, Bldg #69, Boca Raton, FL 33431, email:ehs@fau.edu.*

ATTACHMENT "B"