

PROCEDURE ON FIRE-WATCH MANAGEMENT IN UNIVERSITY BUILDINGS

Major Impairments to Fire Protection and the Procedures for the Establishment of a Fire-watch

I. Establishing and Maintaining a Fire-watch

A fire-watch is required when the emergency notification system cannot alert building occupants of hazards or the need to evacuate. A major impairment would include:

- a) Loss of local audible fire alarm warning signals
- b) There is loss of power, including battery backup, to a fire alarm control panel.
- c) Damage occurs to any fire alarm components, making an alarm system ineffective.
- d) Loss of alarm communication between the fire alarm panel and both University Police and central monitoring station.
- f) Loss of automatic sprinklers, standpipes, or other types of fire suppression systems in building that have no automatic smoke detection in common areas, corridors, mechanical, and storage areas.

II. Elements of a Fire-watch

- a) A fire-watch is, normally conducted by University Police. This patrol shall:
 - ◆ Watch for signs of fire. (flames, smoke, burning odors, and/or increased temperatures)
 - ◆ Watch for other emergency situations, (water, steam, gas leaks, and/or power losses)
 - ◆ Notify occupants if a fire or other emergency requiring building evacuation required. The signal for evacuation is three blasts on a portable horn.
 - ◆ Call for emergency assistance when required.

III. The Frequency:

The frequency of a fire watch patrol shall be based on level of risk and determined jointly by the person requesting the fire-watch (identified in Section IV [a]) and the University Police Supervisor or Shift Commander and the Fire Safety Specialist or the Director of EH&S.

- a) Unoccupied or sparsely occupied academic/administrative Buildings.
 - i) Continuous patrol throughout all buildings areas or
 - ii) Continuous patrol through common areas, corridors, mechanical and storage rooms.
 - iii) Brief patrol of corridors, common areas, mechanical and storage rooms made on an hourly basis.
- b) Occupied Residence Buildings at night
 - i) Continuous patrol through common areas, corridors, mechanical and storage rooms on all floors.
- c) Unoccupied Residence Buildings during business hours.
 - i) Continuous patrol throughout all buildings areas
 - i) Continuous patrol through common areas, corridors, mechanical and storage rooms.
 - ii) Brief patrol of corridors, common areas, mechanical and storage rooms made on an hourly basis (minimum).

If patrols are to be made throughout the night, the end-time must be agreed on in advance.

IV. Notifications

When anyone finding a building fire alarm, detection, or suppression systems that is not functioning properly, the following people must be notified:

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a) Electrical Impairments

- i) University Police
- ii) EH&S Fire Safety Specialist or the Director of EH&S
- iii) Electrical Shop Supervisor or the Service Response Center (ext. 2910) during normal business hours or the
- iv) On-Call Duty Supervisor after normal business hours, on weekends, or during holidays.

b) Water line Impairments (sprinkler, standpipe, or fire lines)

- i) University Police
- ii) EH&S Fire Safety Specialist or the Director of EH&S
- iii) FMS Shop Supervisor. Call via the Service Response Center (x8-2910), during normal business hours or
- iv) On-Call Duty Supervisor after normal business hours, on weekends, or during holidays.

Loss of function for emergency notification systems is critical. All available resources must be used to restore damaged fire protection systems to normal operating condition.

c) Building Occupants

The Service Response Center (SRC) will notify affected buildings the following way:

i) Academic buildings

During normal business hours:

- (a) FMS will post doors during normal business hours and provide facility coordinators (FC) with portable horns so they may activate an alarm if evacuation is required. FC will notify building occupants of impaired system and alternative emergency notification via portable horns.
- (b) FC should notify occupants that
 - (i) Three blasts on the portable-horns mean to evacuate the building.
 - (ii) if smoke, flames, increased temperature, etc., are noted in their building, they are to immediately alert others nearby, vacate the premises, and then phone University Police at x 8-2323.

After normal business hours, on weekends, or during holidays

University Police will post notices on entry doors and notify occupants found within affected buildings.

ii) Residence Buildings:

a) During normal business hours on weekdays

SRC will notify:

- Director of Student Life
- Director of Housing Services
- Assistant Director of Housing Services for Facilities

Additional notifications to on-call professional staff and resident assistants within the affected areas will be made by those listed above. The Resident Assistants shall notify all occupants.

b) After normal business hours, on weekends, or during holidays

University Police will notify:

- Director of Student Life, or On-Call Student Life Representative

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- Director of Housing Services
- Assistant Director of Housing Service for Facilities

(The above will notify resident assistants (RAs) within the affected areas)

Resident Assistants should notify all occupants that if smoke, flames, increased temperature, etc., are noted in their building they are to immediately alert others nearby, vacate the premises, and then phone University Police at ext. 8-2323.

V. Establishment of fire-watches

- a) Authorization for a fire-watch

University Police Supervisor or Shift Commander can establish a fire-watch from the following authorized individuals:

- University Police personnel
- Environmental Health & Safety Fire Safety Specialist or, the director of EH&S
- FMS Electrical Supervisor, or On-Call Duty Supervisor
- FMS Plumbing Supervisor, or On-Call Duty Supervisor

VI. Ending Fire Watch

Those people listed in section IV can end a fire-watch. When the impairment has ended, the same notification process shall be used to inform occupants that fire protection has been restored.

VII. Fire-watch Activity Records

University Police shall maintain the following records of all fire watch activities:

- a) The building or specific area covered by the fire-watch.
- b) Any fire and/or safety related incidents or observations occurring
- c) Date(s), time(s), reason requested, and by whom fire-watch was started.
- d) Copies of all Fire Watch Patrol Check Log
- e) Date and time at which the fire-watch was ended
- f) Reason fire-watch was ended, and by whom

University Police will create an incident report containing all of the information above and copy Environmental Health & Safety.

VIII. Funding Fire-watches

Fire-watch costs incurred by University Police will be charged back to administrative, academic, service facilities, new construction projects, or housing services, or other self-sustaining auxiliary units when such facilities are affected.

Assigning fire-watch patrols shall not be delayed pending funding codes for charge-back purposes.