

FIRE WATCH REQUIREMENTS

SYNOPSIS:

A Fire Watch is a physical inspection conducted when a building's fire alarm, sprinkler or other suppression systems, are temporarily out of service for more than four (4) hours in a twenty-four (24) hour period. Posting of a Fire Watch is the responsibility of the building owner or their designated representative, which may include tenants or construction superintendents. Fire Watch personnel are required to patrol the facility hourly for evidence of smoke, fire, or any abnormal conditions. Whenever a life-threatening situation is discovered, the fire watch personnel must immediately contact emergency personnel (via 911), and then alert the occupants and assist in the orderly evacuation of the facility.

WHEN REQUIRED:

Where a required fire alarm system is out-of-service for more than four (4) hours in a twenty-four (24) hour period, the St. Francis Fire Department shall be notified, and the building shall be evacuated, or an approved fire watch shall be provided for all parties left unprotected by the shutdown (or impairment) until the fire alarm system has been returned to normal service condition.

SELECTING FIRE WATCH PERSONNEL:

Individuals who are selected for Fire Watch duties shall be briefed so as to have a thorough understanding of the purpose and responsibilities of their assignment. Procedures and instructions given shall be specific with respect to actions required. They shall also have a basic understanding of the location, function, and normal status of the fire alarm and sprinkler systems, including fire pumps.

Each facility shall ensure fire watch personnel are familiar with the property being protected, including:

- (a) All buildings, occupancies, and hazards.
- (b) Fixed fire protection systems.
- (c) Manual and automatic detection and alarm systems.
- (d) Portable fire protection equipment and its locations.
- (e) Emergency shutdown procedures and equipment for which they are responsible.
- (f) The facility emergency action plan.
- (g) Emergency power generator systems.
- (h) The site specific emergency plans for dealing with fires and other emergencies.
- (i) The procedures to follow in the recognition and reporting of an emergency, including:
 - (1) When and how to use radio equipment, telephone, and private or public alarm boxes to summon aid.
 - (2) How to notify the fire brigade, the municipal fire department, and other emergency response organizations.
 - (3) The personnel to be contacted.

FIRE WATCH LOG:

A separate log identifying each building, or area, under the Fire Watch by name and address shall be kept. Log entries shall be made hourly at the completion of each round. Log entries shall consist of the date, the time the round was completed, a summary of what was observed, and the name and signature of the individual conducting the fire watch. The Fire Watch Log shall be kept readily accessible for review by the St. Francis Fire Department.

DUTIES OF FIRE WATCH PERSONNEL:

Fire Watch personnel shall conduct hourly rounds by walking throughout the entire building or affected area, looking for evidence of smoke, fire, or any abnormal conditions. The specific route shall be laid out so that the Fire Watch person is required to pass through the entire area to be covered. Where special circumstances exist, such as the presence of exceptional hazards or large areas, additional patrols may be required by the St. Francis Fire Department.

The following actions shall be taken by the facility/fire watch designee or the building shall be vacated:

- (1) Notify the St. Francis Fire Department at (414) 483-4424 by telephone that the fire alarm or sprinkler system is not operational.
- (2) Establish a temporary fire watch by individuals who are dedicated solely to fire watch duty. It shall be the responsibility of management to ensure that fire watch personnel are capable of performing all functions of a fire watch as defined in this document.
- (3) Provide fire watch personnel with a means of identifying themselves as authorized representatives of the facility.
- (4) Each route to be covered by fire watch personnel shall be designated by the facility.
- (5) The route shall be explicitly defined to ensure that the fire watch personnel patrols the correct area.
- (6) The fire watch personnel assigned to each route shall be provided with instructions, all details regarding the route, and the functions to be carried out in covering the route.
- (7) Fire watch personnel shall make rounds at one (1) hour intervals. During the rounds, the fire watch personnel shall make a thorough inspection of all buildings or spaces including concealed areas, such as attics, unoccupied storage areas, etc. Fire watch personnel shall sign a log sheet maintained in the facility main office or other location approved by the St. Francis Fire Department. Log sheets shall state begin time and end time of each individual round and the name (printed) and the initials of the personnel.
- (8) Procedures shall be established for the prompt reporting of any fires discovered by calling 911.
- (9) The property owner or representative is responsible to cancel the fire watch once the fire protection system has been fully restored. Once the fire watch has been cancelled, the owner or representative must notify the monitoring company and the St. Francis Fire Department.