



Fire Watch Program Manual

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Prepared by:

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I. OBJECTIVE AND PURPOSE

A Fire Watch is a physical inspection conducted when a building's Fire Alarm, Sprinkler or other Suppression Systems are hindered or temporarily out of service. A fire watch allows buildings to be temporarily occupied when the above-mentioned systems are out of service. This program manual outlines the requirements of a fire watch if the fire alarm and/or sprinkler systems in any University building become inoperative.

II. CRITERIA FOR INITIATING FIRE WATCH

A fire watch shall be established in a building when the fire alarm and/or sprinkler system is temporarily out of service 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 public 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 the Department of Housing and Residential Education (DHRE).
- When public assembly places are unoccupied, the decision will be made by Facilities Planning and Management (FPM), UPD, 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 FPM, UPD, and EH&S.

III. ROLES AND RESPONSIBILITIES

A. Environmental Health and Safety Department (EHS)

- Notify the appropriate off campus agencies including the Office of the State Fire Marshal (SFM) (951)304-7865 and San Bernardino County Fire Division 6 (909)356-3805 of a malfunction or planned outage of a building fire alarm and/or Sprinkler system and provide incident operations plan.
- Notify the appropriate off campus agencies when the inoperative building alarm and/or sprinkler system has been repaired, tested and placed back in service. 24/7 Duty Chief (916)323-7390.
- Implement and coordinate a fire watch in consultation with DHRE, FPM, UPD and other campus stakeholders.
- Create, coordinate and maintain the incident operations plan and schedule of personnel assigned to implement the Fire Watch.
- Notify UPD and other appropriate departments when a Fire Watch has been initiated and terminated by the State Fire Marshal.
- Monitor fire system operability and verify that systems are restored following a shutdown of any kind.

- Maintain all Fire Watch related records per the document retention policy

B. FACILITIES PLANNING AND MANAGEMENT AND/OR DEPARTMENT OF HOUSING AND RESIDENTIAL EDUCATION

- 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 will be necessary for planned maintenance.
- Notify PD when a fire alarm and/or sprinkler system is inoperative or impaired due to maintenance or malfunction.
- Participate in the implementation of Fire Watch procedures.
- Make the necessary arrangements with the construction company or vendor to provide a fire watch as appropriate.
- Notify EH&S of any problem concerning the implementation of a fire watch.
- Notify EH&S upon the repair of the system.
- Furnish the written log of a fire watch to EH&S.

C. UNIVERSITY POLICE DEPARTMENT

- Notify EH&S when a fire system impairment is discovered.
- Participate in the implementation of Fire Watch procedures.
- Immediately notify the local fire department of any reports of smoke or flames
- Furnish the log of a Fire Watch to EH&S. (When UPD staff participate in the Fire Watch, Computer generated RIMS logs will be provided of the staff's involvement and considered acceptable evidence of fire watch activity.)

IV. FIRE WATCH PROCEDURE

- A. UPD is to be notified on all tests, maintenance, service or repairs to campus fire systems and communication regarding the need to conduct a Fire Watch will be coordinated using a campus Fire Watch listserv. EHS, FPM and UPD shall jointly develop an incident specific operations plan (Attachment "A") When fire watch is needed. The plan will outline the buildings impacted and the actions to be taken during the Fire Watch.
- B. Prior to the initiation of a Fire Watch, EHS Director or designee shall send a notification (Attachment B) to all necessary parties: San Bernardino County Fire Department (SBC Fire), University Police Department (UPD), and the State Fire Marshall's office.
- C. The fire watch procedure will be incident specific and depend on the nature of the system impairment. Fire watch may include a visual inspection of the building, entry into specific areas where systems are impaired including mechanical/electrical rooms, storage/closet areas, kitchen, laundry rooms and other high-risk places. Fire watch will be conducted hourly (or more frequently as required by the State Fire Marshall) in the affected areas of the building until the fire alarm and/or sprinkler systems have been repaired, tested, and placed back into service.

- D. Fire Watch will be manned by maintenance staff, building & floor marshals, housing staff, UPD, or other personnel and outside agencies approved by EH&S. Assigned fire watch personnel shall:
- Be thoroughly familiar with the area they are patrolling.
 - Perform patrol operations according to operations plan.
 - Utilize the fire watch log to document patrol rounds and any significant findings.
- E. 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.
- F. The fire watch activities will be documented in the fire watch log (Attachment “C”). A Fire Watch Log (Attachment “C”) 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.
- G. Duration of the watch is dependent on the nature of the impairment. The Fire Watch is to continue until the impairment is resolved and fire watch is released by the State Fire Marshall.

V. TRAINING

Fire watch personnel must be trained in the University’s Procedure for Reporting Fire Emergencies, conducting building evacuations, and using portable fire extinguishers.

VI. REFERENCE

N.F.P.A. 1, 7-3.6 (2000 edition)

VII. ATTACHMENTS

Attachment A - Operations Plan Template

Attachment B - Fire Watch Notification

Attachment C - Fire Watch Log

**ATTACHMENT A
FIRE WATCH OPERATIONS PLAN TEMPLATE
(FOR INTERNAL USE ONLY)**

Facilities Impacted: (indicate which area, building or buildings are impacted)

Type of Building(s)/Area(s)

Resident Hall/Public Assembly Other _____

Are impacted areas occupied or unoccupied? Occupied Unoccupied

Impairment Description: (Please Outline the nature of the impairment)

Are fire alarm systems communicating to UPD dispatch? Yes No

Are fire alarm systems operational? Yes No

Are fire sprinkler systems operational? Yes No

Expected duration of the impairment (if known) ____ days ____ hours Unknown

Proposed Fire Watch Plan:

Start Date & Time: _____ Predicted End Date & Time: _____

Standard Fire watch Protocol (applicable when the fire alarm and/or sprinkler system are not operational)

- Visually inspect each room and/or space in the facility at _____ minute intervals.
- Visually inspect the perimeter (outside) of the facility when directed by the Deputy State Fire Marshal, which may include mechanical/electrical rooms and outbuildings at _____ minute intervals.

Special Fire watch Protocol (please describe)

Contact Person for Fire Watch scheduling and records:

Name: _____ Department: _____ Title: _____

Office: _____ Cell: _____ Email: _____

Personnel Plan and Schedule: (schedule should include names of the personnel assigned to the fire watch, the hours that they will be conducting the watch and the area or building that they are responsible for)

Location/Building	Shift 1 (0:00-0:00)	Shift 2 (0:00-0:00)	Shift 3 (0:00-0:00)
Bldg Name	Name (Dept.)	Name (Dept.)	Name (Dept.)

Fire Watch Termination Procedure: Briefly describe how this impairment will be resolved, who will verify that systems have returned to normal operations and how that will be communicated to Fire Watch personnel.)

**ATTACHMENT B
FIRE WATCH NOTIFICATION**

Campus Contact Person for Fire Watch:

_____, Director of Environmental Health and Safety

Cell: 909-453-7763

Email: allehs@csusb.edu

Today's Date: _____

Facilities Impacted: (indicate which area, building or buildings are impacted)

Impairment Description: (Please Outline the nature of the impairment)

Are fire alarm systems communicating to UPD dispatch? Yes No

Are fire alarm systems operational? Yes No

Are fire sprinkler systems operational? Yes No

Expected duration of the impairment (if known) ____ days ____ hours Unknown

Proposed Fire Watch Plan:

Planned Start Date & Time: _____ Predicted End Date & Time: _____

Standard Fire watch Protocol (applicable when the fire alarm and/or sprinkler system are not operational)

- Visually inspect each room and/or space in the facility at _____ minute intervals.
- Visually inspect the perimeter (outside) of the facility when directed by the Deputy State Fire Marshal, which may include mechanical/electrical rooms and outbuildings at _____ minute intervals.

Special Fire watch Protocol (please describe)

Please email this form to the following agencies:

- **State Fire Marshall**
- **San Bernardino County Fire Department**
- **CSUSB Police Department**

