

Augusta University

Policy Library

Fire Watch Policy

Policy Owner: Environmental Health and Safety Division

POLICY STATEMENT

A Fire Watch, established in accordance with this policy, is a required compensatory action during fire alarm system outages, and during hot work.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

- Fire Watch – The assignment of a person or persons to an area for the express purpose of notifying the fire department, the building occupants, or both of an emergency; preventing a fire from occurring; extinguishing small fires; or protecting the public from fire or life safety dangers. Fire Watch eliminates the need to evacuate affected areas.
- Hot Work – Any process that can be a source of ignition when flammable material is present or can be a fire hazard regardless of the presence of flammable material in the workplace. Common hot work processes are welding, soldering, cutting and brazing.
- NFPA – National Fire Protection Association.

PROCESS & PROCEDURES

1. Augusta University requires a Fire Watch when:

- A required fire alarm system is out of service for more than 4 hours in a 24-hour period, affecting an occupied building or any occupied portion of a building. The Fire Safety Office 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 until the sprinkler system has been returned to service.
- A required automatic sprinkler system is out of service for more than 4 hours in a 24-hour period, affecting an occupied building or any occupied portion of a building. The Fire Safety Office shall be notified, and the building shall be evacuated or an approved

Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 3387

Policy Sponsor: Associate Vice President, Environmental Health and Safety

Originally Issued: Not Set

Last Revision: 01/27/2017

Last Review: 02/21/2017

fire watch shall be provided for all parties left unprotected by the shutdown until the sprinkler system has been returned to service.

- The building presents a hazard to life or property as the result of construction, alteration, demolition, hot work, or when any fire protection equipment and/or system has been rendered inoperable.
- It is essential for public safety, as determined by the Manager, Fire Safety Programs/Deputy State Fire Inspector.

2. Fire Watch Procedure

Fire Watch personnel shall continually conduct rounds by walking through the entire building or affected area, looking for evidence of smoke, fire, or other abnormal conditions. A specific route shall be laid out to ensure the entire Fire Watch Area is covered. The individual(s) selected shall know the location of Alarm Pull Stations and Fire Extinguishers on the site.

- A fire watch inspection tour is conducted within each hour throughout the affected areas.
- The fire watch tour will use the Fire Watch Checklist Form to identify potential hazards and problems.
- Each issue identified will be documented on the Fire Watch Checklist Form as an exception. Fire Watch Officers will note the responsible party for correction.
- Issues identified will be corrected as quickly as possible.
- Open issues will be reviewed by the Project Manager and the Manager, Fire Safety Programs/Deputy State Fire Inspector to allow ongoing evaluation of the problems and documentation of the corrective action.
- The status of items identified in the Fire Watch Checklist Form 1a will be documented on the Fire Watch Sign in Sheet Form 1b. Closed issues will be documented as closed.
- The name of the person responsible for correction will be documented on the Fire Watch Sign in Sheet Form 1b.

- Augusta University Planning, Design and Construction Project Coordinator will be responsible for follow up for deficiencies that cannot be corrected in a timely fashion. Summary reports of deficiencies will be provided to the Project Manager and the Manager, Fire Safety Programs/Deputy State Fire Inspector.

3. Training

Fire Watch training is provided by the Fire Safety Office, or other Environmental Health and Safety staff designated by the Manager, Fire Safety Programs/Deputy State Fire Inspector.

Training includes:

- Purpose of fire watch.
- Procedure for notifying the Fire Department.
- Alerting building occupants and an evacuation procedure.
- The key elements on the Fire Watch Checklist.
- Documenting Fire Watch activities, including notification and recording data.
- Notification procedures for fire safety problems and deficiencies.
- Points of contact for the fire watch program.

4. Resourcing Fire Watch Personnel

- For construction and renovation projects affecting the operability of fire alarm or fire sprinkler systems, provisions to pay for fire watch personnel shall be incorporated into the project budget. Fire watch shall not be removed from the project budget during the review and approval process.
- For hot work, the hot work permit holder is responsible for providing fire watch personnel.
- For unanticipated fire watch requirements, the cost of fire watch personnel shall be borne by the affected department.

5. Notifications

The following notifications are made for fire alarm and fire sprinkler system outages with anticipated durations of 4 or more hours in a 24-hour period:

- Facilities Operations or the Project Manager informs the Fire Safety Office. The Fire Safety Office Contact Numbers are:

Regular duty hours: 706-721-8334/3024/7501.

After hours: 706-664-8607, or 706-627-5106.

- The Fire Safety Office notifies Public Safety and Critical Event Preparedness and Response. The contact numbers are:

Public Safety: 706-721-8257/8119

Critical Event Preparedness and Response: 706-667-4207/706-729-2077

REFERENCES & SUPPORTING DOCUMENTS

- Reference: NFPA 101, Life Safety Code, Fire Watch.
- Fire Watch Check List (form 1a) available at <http://www.augusta.edu/facilities/facilitiesforms.php>
- Fire Watch Sign In Sheet (form 1b) available at <http://www.augusta.edu/facilities/facilitiesforms.php>

RELATED POLICIES

Intentionally left blank.

APPROVED BY:

President, Augusta University and CEO, AU Health System Date: 02/21/2017