

Fire Watch Procedures Template

I. PURPOSE

Fire Watch is an action plan should a facility's fire alarm system be out of service for more than four hours in a 24-hour period, or its sprinkler system be out of service for more than 10 hours in a 24-hour period.

Fire alarm system outages can occur during construction, maintenance, renovation, or other planned and unplanned events that impair all or part of the fire alarm system. Sprinkler system impairments can be from planned or unplanned events that cause the system to be out of service in all or a portion of the building.

An approved Fire Watch shall be provided for all parties left unprotected while the system is out of service and will remain in effect until the fire protection system has been returned to service. It is the policy of this facility to ensure that residents, staff, and visitors are protected and that a safe environment is maintained during periods in which one or more of the building's fire protection systems are out of service.

II. ACCESS

This Fire Watch procedures document shall be readily available with staff trained in its location, procedures, and requirements.

III. DEFINITIONS

Fire Watch: A temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, activating an alarm, and notifying the fire department in the event of a fire. A Fire Watch shall consist of a qualified individual(s) who continuously patrols the affected area(s).

Authority Having Jurisdiction (AHJ): An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

Fire Protection System: Any fire alarm device or system or fire-extinguishing device or system, or combination thereof, that is designed and installed for detecting, controlling, or extinguishing a fire or alerting occupants, the fire department, or both, that a fire is occurring. This includes both the fire alarm system and the sprinkler system in the facility.

Qualified Individual(s): A competent and capable individual(s) who has met the requirements and training of Fire Watch policy and procedures, fire extinguishers, and the facility's fire safety plan acceptable to the AHJ. Individual(s) will have knowledge and ability to readily access fire extinguishers, implement the facility's fire safety plan, and promptly notify the fire department.

IV. POLICY

It is the policy of this facility to ensure that residents, staff, and visitors are protected and that a safe environment is maintained during periods in which one or more of the building's fire protection systems are out of service.

When the fire alarm system is out of service for more than four hours in a 24-hour period or the sprinkler system is out of service for more than 10 hours in a 24-hour period, the building shall be evacuated or an approved Fire Watch shall be provided for all parties left unprotected while the fire protection system is out of service. The fire watch will continue until the fire protection system has been returned to service. The requirement applies when the total outage time exceeds more than four hours for the fire alarm or more than 10 hours for the sprinkler system in a 24-hour period. When creating a Fire Watch to address a system out of service, it is essential to consider the cause, location, any increased hazards, and actions necessary to mitigate the risks. The local authority having jurisdiction should be involved in the development of a specific Fire Watch to ensure its effectiveness.

V. Procedures

The facility's administrator or designee (highest ranking individual in the facility) will assign a qualified individual(s) to continuously patrol the affected area(s). The administrator or designee shall notify the AHJ(s), fire alarm monitoring company, fire alarm company, sprinkler company, insurance carrier, property owner, or designated representative if a fire protection system is out of service as designated in this policy.

- **Authority Having Jurisdiction:**

- **Local Fire Department:**

Phone: _____

- **Ohio Department of Health:**

Phone: (614)-752-9524

Fax: (614) 564-2469

Email: bltcq@odh.ohio.gov

- **Fire Alarm Monitoring Company:**

Phone: _____

- **Fire Alarm Company:**

Phone: _____

- **Sprinkler Company:**

Phone: _____

- **Insurance Carrier:**

Phone: _____

- **Property Owner or Representative:**

Phone: _____

If not present at the time of occurrence, the facility administrator, nurse director, and maintenance director will be contacted when any problems are encountered with the fire protection system.

The qualified individual(s) conducting the Fire Watch shall continuously patrol the affected area(s) to look for evidence of smoke, fire, or any abnormal conditions. The Fire Watch individual(s) shall have ready access to fire extinguishers and the ability to promptly notify the fire department. They must not only search for fires but also keep an eye on other fire protection features of the building. They should monitor the availability and proper functioning of egress routes, egress doors, and other alarm systems. The Fire Watch should cover all areas affected by the fire protection system outage, including both occupied and unoccupied areas such as storage rooms, kitchens, laundry rooms, and

mechanical rooms. If fire, smoke, or a life-threatening situation is discovered, the Fire Watch individual must contact emergency personnel, initiate, and assist in implementing the facility's fire safety plan procedures.

If a potential fire situation is identified behind a door:

1. Do Not Open Door.
2. Touch door handle and door leaf and verify raised temperature.
3. Smell for smoke or fumes.
4. Implement "RACE": Rescue, Alarm, Contain and Extinguish/Evacuate.

R Rescue/remove residents from immediate danger.

A Alarm by calling (911) or local Fire Department at phone: _____

C Contain fire by shutting all doors.

E Extinguish fire and/or evacuate area.

Fire Watch Documentation Log

This document shall include the following information:

- Qualified Individual(s) name.
- Fire Watch date(s).
- Time of the fire protection service outage.
- Time the Fire Watch was initiated.
- Time the fire protection system was returned to service.
- Time Fire Watch ended.
- Names of all individuals who conducted Fire Watch rounds.
 - This includes any individuals who temporarily assumed the Fire Watch duties.

The recording of Fire Watch rounds shall include locations and any observations with times and initials of the qualified individual(s) conducting the Fire Watch. While conducting continuous rounds, make an entry every 15 minutes of your current location (area or room). Additional entries may be necessary and encouraged if issues or concerns arise.

Federal, state, and industry rules and codes used in the development of this template include: National Fire Protection Association 101, 2012 Edition 9.6.1.6, 18.3.5.1, 19.3.5.1, 9.7.5, 15.5.2 (NFPA 25, 2010), 42 CFR 483.70 (a), Ohio Administrative Code, Ohio Fire Code 1301:7-7-02

Fire Watch Documentation Log

While conducting continuous rounds, make an entry every 15 minutes of your current location (area or room). Additional entries may be necessary and encouraged if issues or concerns arise. Fire Watch duties are to monitor the facility through direct observation of all areas of the facility, such as resident rooms, service areas, common areas, and storage areas. Observations should include other fire protection features of the building, such as egress routes, fire extinguishers, and other alarm systems to ensure they are available and functioning properly.

If fire, smoke, or a life-threatening situation is discovered the fire watch individual must contact emergency personnel at 911 or call the local fire department at _____, then initiate and assist in the facility's fire safety plan procedures.

[illegible]

Note: This template is a guide for providers to develop their own Fire Watch program, not a required standard providers must utilize.