

WASHINGTON ADVENTIST UNIVERSITY

DEPARTMENT OF PUBLIC SAFETY

FIRE WATCH PROCEDURES

This procedure outlines the requirements of a Fire Watch when the fire alarm system in any University building becomes out of service for any reason. This plan of action shall be implemented should the fire alarm system fail to work properly so as to not provide continuous facility-wide fire detection and alarm capabilities. A fire alarm system could include but is not limited to: fire alarm panel, smoke or heat detection system, sprinkler system, and fire department notification system. The primary goal of this procedure is fulfill the intent of NFPA-72 and to ensure the occupants are provided with early warning fire detection and alarm system during an emergency.

Fire alarm system outages can occur during construction, renovation, electrical storms or other unplanned events which eliminate part or all of the fire alarm system.

Any fire protection system (fire alarm, sprinkler, fire pump, etc) that is out of service and the building is occupied is required to establish a fire watch. The person/persons assigned to the fire watch cannot have any other responsibilities assigned to them. Fire watch must be their only job duty during that time period. The fire watch shall be provided with a least one method of contacting Campus Safety and Security at 301-891-4019 in an emergency.

Condition Number	Status of Sprinkler System in an Occupied or Unoccupied Building	Status of Fire Alarm System in an Occupied or Unoccupied Building	Initiate Fire Watch
1	System Working	System Working	No
2	System Working	System Not Working	Yes
3	System Not Working	System Working	Yes
4	System Not Working	System Not Working	Yes

Fire Watch Procedure

Campus Safety will be responsible for coordinating the fire watch. The entire building will be patrolled when occupied. Responsibilities include:

- Function as the fire alarm system for reporting fires or similar emergencies to Campus Safety and Security 301-891-4019.
- Initiate the evacuation of the building, if necessary.
- Know the University's procedures for reporting fire emergencies and building evacuations procedures.
- Know the proper operation of fire extinguishers.
- Knowledge on the use of and equipped with two-way radios operating on the WAU Safety and Security Radio System.
- Monitor the building, internally and externally, once every half-hour while the building is occupied. A fire watch tour is a periodic walking tour of the entire facility by one or more assigned and trained personnel. The tour monitors the facility through direct observation of all rooms for possible signs of fire (i.e. smoke, hot door) and date, time and signature of the campus fire watch log every hour.

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DEPARTMENT OF PUBLIC SAFETY FIRE SAFETY PROGRAM

FIRE WATCH LOG

BUILDING NAME AND NUMBER:	
DATE:	
START TIME:	
REASON FOR FIRE WATCH:	

SIGNATURE AT THE END OF EACH HOUR SIGNIFIES CONDITIONS ARE NORMAL OTHERWISE COMMENTS MUST BE ENTERED EXPLAINING ANY ABNORMAL

HOUR	SIGNATURE	COMMENTS
0000-0100		
0100-0200		
0200-0300		
0300-0400		
0400-0500		
0500-0600		
0600-0700		
0700-0800		
0800-0900		
0900-1000		
1000-1100		
1100-1200		
1200-1300		
1300-1400		
1400-1500		
1500-1600		
1600-1700		
1700-1800		
1800-1900		
1900-2000		
2000-2100		
2100-2200		
2200-2300		
2300-0000		