

Environmental Health & Safety Policy & Procedure #18

TITLE

FIRE WATCH POLICY

OBJECTIVE AND PURPOSE

This policy outlines the requirements of a fire watch if the fire alarm and/or sprinkler systems in any University building become inoperative. A fire watch allows buildings to be temporarily occupied when the above mentioned systems are out of service. Fire watch service is a group of qualified people who patrol the affected areas of the building. They function as the fire alarm system to report fires or similar emergencies to the FAU Police Department (FAUPD) or the City Fire Department and to initiate evacuation of a building if a fire or emergency occurs. Fire watch personnel must be trained in the use of fire extinguishers, conducting building evacuations, practicing fire prevention techniques, and using portable fire extinguishers.

RESPONSIBILITY

ACTION

ENVIRONMENTAL HEALTH AND SAFETY

- ◆ A fire watch shall be established in a building when the fire alarm and/or sprinkler system is temporarily shut down 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 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 Housing and Residential Life. When public assembly places are unoccupied, the decision will be made by Physical Plant, FAUPD, 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 Physical Plant, FAUPD, and EH&S.
- ◆ A fire watch will be manned by maintenance staff, building supervisors, the FAUPD, or other personnel and outside agencies approved by EH&S.
- ◆ Maintain a written Fire Watch Log (**Attachment "B"**) of the fire watch 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.
- ◆ 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.
- ◆ A thorough inspection of all public areas, mechanical/electrical room, storage/closet areas, kitchen, laundry rooms and other high-risk places must be conducted every 45 minutes in the affected areas of the building.
- ◆ A fire watch will be conducted until the fire alarm and/or sprinkler systems have been repaired, tested, and placed back into service.

Issued By: T. Geleta	Date Issued: 1/2004	Date Revised:	Effective Date: 1/2004
APPROVED:	Vice President	Assistant V.P.	Director

EMERGENCY EVACUATION PROCEDURES

IN THE EVENT OF a Fire, Bomb Threat, Hazardous Material Spill, etc.

- ACTIVATE FIRE ALARM SYSTEM LOCATED ALONG EXIT ROUTES. If the alarm is sounding, turn off all hazardous experiments or procedures before evacuating. If possible, take or secure all valuables, wallets, purses, keys, etc.
- **EVACUATE THE BUILDING USING THE NEAREST EXIT OR EXIT STAIRWAY. DO NOT USE ELEVATORS.** Individuals requiring assistance should proceed to the designated area of rescue and seek assistance from other evacuees to notify emergency personnel of their location.
- **CALL 911 FROM A SAFE AREA** and provide name, location, and nature of emergency.
- **REMAIN AT A SAFE LOCATION AT LEAST 100 FT FROM THE BUILDING** until you are told to re-enter. Do not impede access of emergency personnel to the area.

EVACUATION PLAN

- Know the location of your primary and secondary exits.
- Know the location of the nearest fire alarm pull station and fire extinguisher.
- Read and understand the emergency and building evacuation plan.
- Know the area considered the safe location for the building, call EH&S for information.

INDIVIDUALS REQUIRING ASSISTANCE

- Individuals requiring assistance should seek refuge near the closest stairway and request assistance from others.

NOTE: *It is recommended individuals requiring assistance prepare for emergencies ahead of time by learning the locations of exit corridors and exit stairways, by planning an escape route, and by showing a co-worker or instructor how to assist them in case*

FIRE WATCH LOG

Name of Building: _____ **Floor:** _____

Date Started: _____ **Time:** _____

Date Ended: _____ **Time:** _____

Reason for Fire Watch: