

FIRE WATCH PROCEDURES

Posting a Building Fire Watch

Background:

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. Posting a Fire Watch is the responsibility of the Building Representative or the Housing/Res Hall Representative that is responsible for the building. Fire Watches are posted at the request of the California State Fire Marshall Office or the Environmental Health & Safety Representative responding to the incident. Fire Watch Personnel are required to continually patrol the facility or site for evidence of smoke, fire or any abnormal conditions. Whenever a situation which threatens life or property is discovered, the Fire Watch personnel must immediately contact emergency personnel at 310-243-3333, sound the alarm, alert the building occupants and assist in the orderly evacuation of the facility.

Requirements:

NFPA 101 Life Safety Code requires that a Fire Watch be instituted anytime a Sprinkler System, Fire Alarm or other Suppression System is hindered or out of service. Additionally, UPD (310-243-3333) and Environmental Health & Safety (310-243-3000) must be contacted to advise that a system is out of service and a Fire Watch has been posted.

Selecting Fire Watch Personnel:

Responsible and able-bodied individuals shall be selected to conduct Fire Watches.

Fire Watch Log:

A Fire Watch log shown on back of this form shall be kept. Log entries shall be made hourly at the completion of each round. Log entries shall consist of the date, the time the round was completed, a summary of what was observed and the name and signature of the individual conducting the Fire Watch. The Fire Watch Log shall be kept readily accessible for review by Environmental Health & Safety and fire authorities.

Duties of Fire Watch Personnel:

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 selected shall know the location of Alarm Pull Stations and Fire Extinguishers on the site.

If Smoke/Fire is Present – Contact UPD at 310-243-3333 and give location of possible fire

If Water is Present – Check location to determine if smoke/fire is present and contact UPD at 310-243-3333 and give details of possible emergency

If Abnormal Condition is Present – Contact UPD at 310-243-3333 and give details of possible threat to life or property

