

# PLU 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 fulfilling 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 can not have any other responsibilities assigned to them.** Fire watch must be their only job duty during that time period (per IFC 901.7). The fire watch shall be provided with a least one method of contacting Campus Safety at ext. 7911 in an emergency. If a building is unoccupied, the Utility Interruption Group will determine whether or not a fire watch is necessary to protect property.

## **Fire Watch Procedure**

Campus Safety will be responsible for conducting 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 @ x7911.
- \* 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 PLU Police 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).
- \* Report to Campus Safety following each tour cycle by either two-way radio or calling Campus Safety @ x7441 using University phone. Campus Safety will log the fire watch reports. Each tour is recorded with findings noting date, time, and staff name.

1. A fire watch should check and document the following in all areas including:

Kitchen and laundry rooms (remove unattended pots/pans from stove, lint from dryers and soiled linen); mechanical, electrical, boiler, computer/technology and chemical rooms (combustible/flammable materials properly stored); fire department access to the facility (remove snow and ice from exits); fire department access to hydrants, sprinkler connections, standpipes, and fire extinguishers unobstructed; exit access,

exits, and exit discharge are unobstructed; storage of combustible or flammable materials shall be in approved containers or designated storage areas; temporary heating devices turned off when not attended and in upright position; fire and smoke doors closed properly; machinery unnecessary to be running continuously turned off; sprinkler valves shall be open and sealed, gauges indicate normal pressures, and sprinkler heads shall be unobstructed; construction or renovation work areas shall be monitored continuously.

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## PLU Campus Fire Watch Log

Building \_\_\_\_\_

Impairment (check one) (attach additional information if needed) \_\_ Planned \_\_ Emergency

System Impaired (explain) \_\_\_\_\_

Time out of Service \_\_\_\_\_ Date out of Service \_\_\_\_\_

Fire Watch #1 \_\_\_\_\_ Fire Watch #2 \_\_\_\_\_

Fire Watch #3 \_\_\_\_\_ Fire Watch #4 \_\_\_\_\_

Explain Impairment \_\_\_\_\_

Repair Contractor \_\_\_\_\_

Time returned to service \_\_\_\_\_ Date returned to service \_\_\_\_\_

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