

ANDOVER FIRE RESCUE • FIRE WATCH POLICY

PURPOSE:

This Standard Operating Guideline provides information to clarify Andover Fire Rescue requirements for a fire watch.

SCOPE:

This Standard Operating Guideline applies to all Andover Fire Rescue personnel.

INTRODUCTION:

A fire watch is the action of an on-site person whose sole duty is to watch for the occurrence of fire. The buildings owner or representative in cooperation with Andover Fire Rescue will determine the personnel who will conduct the fire watch.

PROCEDURES:

A fire watch shall be posted whenever one of the following conditions exists:

The Fire Suppression Sprinkler System is out of service or a section of the system is out of service.

The Fire Detection System/Fire Alarm System is out of service or a section /zone is out of service.

When an excessive number of accidental activations or nuisance alarms have occurred. A nuisance alarm is defined as “any alarm caused by mechanical failure, malfunction, improper installation, or lack of proper maintenance, or any alarm activated by cause that cannot be determined.” (96 NFPA 72 1-4)

When a Fire Officer of Andover Fire Rescue determines that a situation requires the posting of a fire watch.

When fire protection system notification to the central station monitoring service is disrupted.

A fire watch is only required in occupied buildings between the hours of 6:00 p.m. and 6:00 a.m. EXCEPT in buildings where a single public assembly of greater than 50 people will be held. In this case, the fire watch is required at all times.

At the discretion of Andover Fire Rescue, building occupants will be notified that the fire alarm system is inoperative and they will be responsible for their own safety.

All unoccupied buildings equipped with fire protection systems and have equipment failures will have a fire watch during the duration of the failure.

Schedule post-incident walk-through of fire building by fire companies to recover equipment.

Closely coordinate overhaul with the representative of the Andover Fire Rescue Fire Prevention Office or Fire Investigator.

OWNER RESPONSIBILITIES:

- Establish, instruct and maintain fire watch personnel.
- Notify Andover Fire Rescue that the system is not in service and again when the system has been **repaired, tested and is back in service.** A licensed technician shall do the back-in-service notification.

- Contact the repair company to fix the fire protection system(s).
- If an Equipment Failure Notice has been issued, contact the fire department when the system has been repaired. The phone number is on the notice.
- Maintain a log of fire watch activities.
- Notify all building occupants that the building fire alarm system is not in service.
- Notify all building occupants that the building fire alarm system is being tested.
- Notify the building occupants when the fire alarm system is back in service.

FIRE WATCH REQUIREMENTS:

Must be 18 years of age or older.

Must be mentally alert.

Must be able to effectively communicate in spoken English.

Must be able to climb stairs that may be part of the building or area placed under the fire watch.

Must be able to recognize the indicators of fire through the senses of sight, hearing, smell and touch.

Must be capable of using a two-way radio, cell phone or other mode of communications.

Must be equipped with communications

ANDOVER FIRE RESCUE • FIRE WATCH POLICY

equipment capable of contacting public safety dispatch and a flashlight.

Must understand how to operate and be able to use a fire extinguisher.

FIRE WATCH DUTIES:

Prompt discovery of fire and notification of Andover Fire Rescue by radio or calling 911 with the exact address and type of emergency.

Conduct periodic patrols of the entire fire watch area as specified.

Identify any fire, life or property hazards.

Monitor signals of fire alarm systems. In cases where the notification devices (horn/strobe units) are inoperable and the detection devices are the fire watch will monitor the fire alarm panel for activation and then notify occupants to evacuate.

Notify occupants of the facility of the need to evacuate.

If a horn/strobe or voice alarm function of the alarm system is still functional, use them to assist with evacuation of the building. If not, use an air horn or bullhorn to get the attention or awaken building occupants. The horn will be sufficiently sounded on each floor of the building to get the attention of all occupants.

If a bullhorn is utilized announce on each floor that an emergency exists in the building and that all occupants should immediately exit the building by the quickest route possible.

Have knowledge of the location and use of fire protection equipment, such as fire extinguishers.

Fire watch personnel cannot have other duties besides their assigned fire watch. However, the fire department may designate other duties.

Fire watch personnel shall contact their supervisor or public safety dispatch every hour.

A supervisor or dispatch shall contact the fire watch 10 minutes after failure of the fire watch personnel to report. If the fire watch cannot be contacted within the ten (10) minute time frame, a runner shall be sent to investigate.

FREQUENCY OF INSPECTIONS:

Fire watch personnel should patrol the entire facility in the following situations:

The facility has people sleeping.

The facility is an institutional occupancy.

The facility is occupied assembly occupancy. (Single public assembly of greater than 50 people.)

Facilities that do not meet the above requirements shall have a fire watch patrol every 15 minutes. In all cases the fire watch person(s) will remain on site during the entire fire watch period. Each patrol shall include an inspection of the outside perimeter of the building.

RECORD KEEPING:

A fire watch log shall be maintained at the facility. The log must be available to Andover Fire Rescue at all times during the fire watch.

The log should show the following:

Address of the facility.

Times that the patrol has completed each tour of the facility.

Name of the person conducting the fire watch.

Record of all communications.

Record of other information, as requested by Andover Fire Rescue personnel.

SAMPLE LOG:

10 Main Street

<u>Time</u>	<u>Watch person</u>	<u>Notes</u>
0200	John Doe	Started watch.
0230	John Doe	F/A company on-scene.
0400	John Smith	Maintenance on scene.
0515	John Smith	System repaired.

CANCELLATION OF THE FIRE WATCH:

Once the fire protection system(s) are restored, the fire watch can be cancelled and the following shall be notified:

1. Owner or representative.
2. Fire alarm monitoring station.
3. Andover Fire Rescue.
4. Facility occupants.