

## PROCEDURES for Policy on Fire Watches

### Introduction

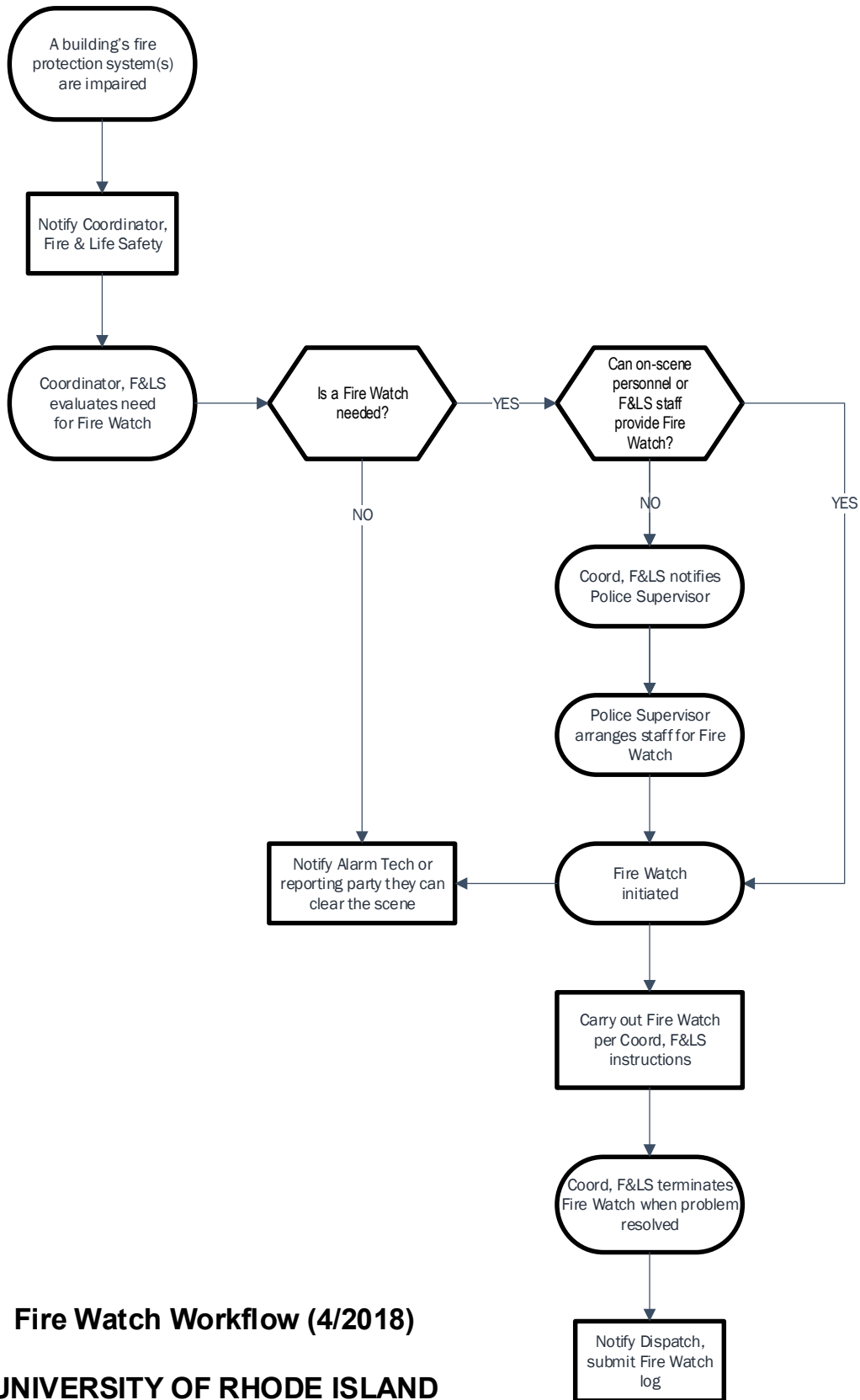
The University's Policy on Fire Watches requires notification of Fire & Life Safety and that a fire watch be posted when a fire alarm, sprinkler system, or other critical life safety feature is wholly or partially impaired. These are the procedures established to ensure compliance with the Policy, and may be modified from time to time by the Coordinator, Fire & Life Safety.

Questions about this Procedure for fire watches should be directed to the Coordinator of Fire & Life Safety (401) 874-7994.

### Procedure

1. Determine if a Fire Watch may be needed and notify the Coordinator, Fire & Life Safety. The Coordinator, Fire & Life Safety will determine the exact requirements for the Fire Watch based on the specific situation at hand.
2. If the Coordinator, Fire & Life Safety determines that a Fire Watch is required, the alarm technician on scene will notify Dispatch and then remain at the scene until the designated Fire Watch person arrives to relieve them and initiate the Fire Watch.
  - If the building is occupied, the alarm technician may not leave except in the event of an emergency call for service, and then only after identifying another responsible party (security officer, HRL staff, etc.) who will continue to stand by until the Fire Watch person arrives.
3. The Coordinator, Fire & Life Safety will determine the necessary staffing for the Fire Watch.
  - Minimum staffing for a fire watch shall be one (1) dedicated fire watch person or as determined by the Coordinator, Fire & Life Safety. This individual must normally be over and above the usual staffing level for the facility in question.
  - Individuals assigned to Fire Watch details should be trained in fire prevention, fire extinguisher use, and in occupant and fire department notification as part of a training program approved by the Coordinator, Fire & Life Safety.
4. The URI Police Shift Supervisor or his/her designee shall be responsible for scheduling Fire Watch detail personnel.
  - Fire Watch shifts shall first be staffed by on-shift personnel, if available, and/or until supplemental personnel arrive.
  - If sufficient on-shift personnel are not available, overtime shifts for Fire Watch details shall be offered to Public Safety personnel in the following order and in accordance with relevant collective bargaining agreements: 1.) Campus Patrol Persons (CPP); 2.) Campus Police Officers (CPO); 3.) University Police Officers (UPO).
  - Overtime for Fire Watch details may be offered to other University employees only after first being offered to the above classifications.
  - Alternatively, Fire Watch details may be filled by individuals who are not employed by the University, such as the Kingston Fire District or the local fire department as applicable.
5. Personnel standing a Fire Watch shall have available the following equipment, provided by the Building Manager and/or Department of Public Safety:
  - Two-way radio (or cell phone) for communication with URI Dispatch
  - Flashlight
  - Fire extinguisher
  - Air horn (in cases of alarm notification device impairment)

6. At the beginning of each Fire Watch shift, assigned personnel will:
  - Sign in on the scheduling sheet and the hourly patrol log.
  - Complete a radio check with URI Dispatch (if applicable).
7. During the Fire Watch detail, assigned personnel will patrol throughout the building or assigned area at least once every hour and/or as required by the Coordinator, Fire & Life Safety with the first patrol starting at the beginning of the assigned shift.
  - During patrols, personnel will not only be looking for fire, but making sure that the other fire protection features of the building such as egress routes and alarm systems are available and functioning properly.
  - The Fire Alarm Panel is to be checked during these patrols.
  - Notifications for Fire Watches shall be performed as follows:
    - Trouble alarms with the fire alarm system shall be reported to URI Dispatch for notification of the fire alarm technician "on call".
    - In the event a fire, smoke, or other emergency condition is discovered, Fire Watch personnel will immediately activate the fire alarm using a pull station, if functional, and then contact URI Dispatch, indicating a working fire and requesting that the fire department be dispatched.
      - If the fire alarm system is unable to sound a general alarm, fire watch personnel will immediately contact URI Dispatch by radio and then use an air horn or other designated means to alert occupants (sounding repeated blasts until all occupants have evacuated the building).
      - If a fire extinguisher is readily available, Fire Watch personnel may attempt to extinguish a small fire provided they feel it is safe to do so.
    - Should the fire alarm sound locally but the municipal connection is impaired, Fire Watch personnel will immediately notify Dispatch via radio, indicating an alarm activation and requesting that the fire department be dispatched.
    - After notifying Dispatch and sounding the fire alarm, Fire Watch personnel will assist in the orderly evacuation of the building.
8. Detail coverage must be maintained continuously from the start of the Fire Watch until the Fire Watch is terminated by the Coordinator of Fire & Life Safety or the Rhode Island State Fire Marshal's Office.
  - There shall be a documented chain of coverage for this detail in order to maintain Fire Watch and life safety functions.
  - Fire Watch personnel should be briefed on the specific situation at hand in order to provide public education as needed.
  - Fire Watch personnel shall not leave the premises, except for emergencies, and they must not relinquish their post unless their relief is fit for duty.
9. Every Fire Watch shall be documented as follows:
  - A Fire Watch schedule sheet shall be prepared by the supervisor staffing the details and left on a clipboard at the fire alarm panel in the affected building.
  - All Fire Watch detail personnel, regardless of employment, shall sign in and out for their Fire Watch shift on this sheet. This sheet will be used as verification of work for purposes of payment.
  - A Fire Watch Log shall be provided by the supervisor and placed at the fire alarm panel. Detail personnel shall use this log to maintain a record of hourly patrols, any adverse conditions found, notifications made, and corrective actions taken.
10. Terminate the Fire Watch at the direction of the Coordinator, Fire & Life Safety. The completed log and schedule sheet(s) shall be submitted to Dispatch, who shall forward them to the Coordinator, Fire & Life Safety for filing.



**Fire Watch Workflow (4/2018)**

**UNIVERSITY OF RHODE ISLAND**