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| EMUDPS-EHS-P053 | Revision: | 0 |

I. PURPOSE

This guideline provides information on the requirements for a fire watch during the impairment and/or planned deactivation of any fire detection or suppression system. This guideline provides information on when a fire watch is needed, the requirements of a fire watch and the training required for those performing a fire watch.

II. SCOPE

This guideline applies to all faculty, staff, students and contractors as well as any event involving the use of pyrotechnics and/or theatrical fog, haze or smoke.

III. DEFINITIONS

Fire Alarm System – A system or portion of a combination system consisting of components and circuits arranged to monitor and annunciate the status of the fire alarm or supervisory signal-initiating devices and to initiate the appropriate response to those signals.

Fire Detector, Automatic – A device designed to detect the presence of a fire signature and to initiate action.

Fire Protection System – Approved devices, equipment and systems or combinations of systems used to detect a fire, activate an alarm, extinguish or control a fire, control or manage smoke and products of a fire or any combination thereof.

Fire Watch – A temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising an alarm of fire and notifying the fire department.

Hot Work - Maintenance and/or construction work involving the use of burning, welding, cutting, brazing, soldering, grinding, using fire- or spark-producing tools or other work that produces a source of ignition.

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IV. RESPONSIBILITIES

A. Administrators, Managers and Supervisors

1. Must ensure compliance with the Fire Watch Guideline.
2. Must ensure fire watch procedures are implemented whenever fire detection or suppression systems are impaired or deactivated.
3. Must notify Facilities Maintenance to repair an impaired fire protection device or system.
4. Must implement fire watch during hot work if required.
5. Must ensure fire watch personnel are properly trained and equipped.
6. Must notify the Ypsilanti Fire Marshal of a system impairment or deactivation.
7. Must notify building occupants of the implementation and cancelation of a fire watch.

B. Contractors and Event Personnel

1. Must comply with EMU Fire Watch Guideline.
2. Must notify EHS when hot work requires a fire watch.
3. Must coordinate any shutdown of fire detection or suppression with Facilities Maintenance and EHS.
4. Must immediately notify Facilities Maintenance of any impairment of the fire detection or suppression systems.

C. Employees and Students

1. Must comply with the EMU Fire Watch Guideline.
2. If performing hot work, must comply with the [EMU Hot Work Safety Program](#).

D. Environmental Health and Safety

1. Assists departments with implementation of the Fire Watch Guideline.
2. Maintains training and fire watch log documentation.
3. Periodically updates the Fire Watch Guideline.

E. Fire Watch Personnel

1. Must be trained on fire watch procedures prior to participating in any fire watch.
2. Must be knowledgeable of the building layout in the fire watch area.
3. Must know how to notify supervisory staff of a fire and the fire department as well as notifying and evacuating building occupants.
4. Must only be assigned to the fire watch. No other duties can be assigned to fire watch personnel.

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5. Must ensure fire protection systems (egress paths, fire extinguishers, alarm systems, etc.) are available and operational during fire watch patrols.
6. Must be trained on the types of fire extinguishers and how to use them.
7. Must maintain a [fire watch log](#).

V. PROCEDURES

A. A Fire Watch is Required When

1. There is an impairment of the fire detection or suppression system. This includes but is not limited to the following:
 - a. Alarms
 - b. Fire pumps
 - c. Fire suppression systems
 - d. Smoke detection systems
2. The fire detection or suppression system or component thereof is intentionally deactivated.
3. Pyrotechnics, fog, haze or smoke are used for an event or theatrical performance.
4. Hot work is being performed meeting the need for a fire watch.
5. Routine maintenance by Fire Technicians cannot maintain supervision of the system.

B. Duration of a Fire Watch

1. A fire watch must remain in effect until the system has been fully reactivated.
2. Fire watches for hot work must remain in effect for at least 30 minutes after the hot work has been completed.
3. In residence halls, fire watches are 24/7 for the duration of the outage.
4. In academic and office buildings, fire watches are implemented for the evenings, weekends and holidays. During the day, the occupants are to be on alert for any smoke or fire.
5. During a concert or other event involving fog, haze, smoke and/or pyrotechnics, the fire watch must remain in effect for the duration of the outage and until the system is fully functional. This includes during set up and tear down.

C. Fire Watch Duties

1. The supervisor is responsible for notifying the Ypsilanti Fire Marshal of the need for a fire watch and when the fire watch is canceled.
2. The supervisor is responsible for coordinating the shutdown and reactivation of the fire smoke detection system with the EMU Electrical Shop.
3. The supervisor is responsible for notifying building occupants when a fire watch is in place, their responsibilities and when the fire watch is canceled.

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4. The supervisor is responsible for assigning fire watch personnel to an area and providing specific instructions regarding the fire watch area and procedures.
5. While on a fire watch, attention shall be paid to the following items, as applicable to the area assigned for fire watch:
 - a. Egress paths and exits shall be readily accessible.
 - b. Know the location of pull stations and how to activate them.
 - c. Fire doors shall be closed.
 - d. Fire extinguishers shall be readily accessible, used only if it is safe and you are trained to use that type fire extinguisher.
 - e. Unless impaired, fire alarm panels shall not be in alarm. Report any yellow or red lights and/or audible alarms to the supervisor immediately.
 - f. Sprinkler heads shall be unobstructed.
 - g. If hot work (burning, welding, cutting, brazing, soldering, grinding using fire-or spark-producing tools or other work that produces a source of ignition) is being performed be on the look out for stray sparks and combustible materials.
 - h. If maintenance or laboratory work involving flammable chemicals is being conducted, ensure the area is secure and ignition sources are not present.
 - i. If an emergency occurs, report the emergency using the appropriate communication device based on the emergency (two-way radio, phone, pull-station, etc.)
 - j. Assist in occupant evacuation in the event of an emergency.
6. During the fire watch, you must do the following:
 - a. Patrol the area assigned to you as follows:
 - i. For residence halls, every 15 minutes.
 - ii. For areas of assembly, every 15 minutes.
 - iii. For academic and office buildings, every 30 minutes.
 - b. Maintain a [fire watch log](#) of your activities and note any findings.
 - c. Only conduct the fire watch. No other duties or activities can be assigned or performed.
7. Fire watch personnel are not expected to perform fire fighting duties.
8. Fire watch personnel are not to leave their assigned area unless there is an emergency, they are relieved by another fire watch person or the fire watch is canceled.

D. Fire Watch Training Requirements

Personnel performing a fire watch must be trained on the following:

1. Building information
 - a. Provide detailed information regarding the building layout, exits, specialty areas, safety equipment and fire watch monitoring areas.
 - b. Provide at least primary and secondary evacuation routes for all fire watch monitoring locations.
 - c. Provide an overview of all evacuation routes and exits.

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2. Responsibilities
 - a. To patrol the assigned area looking for smoke, fire or other abnormal conditions and to ensure the egress paths and fire-fighting equipment are readily accessible.
 - b. To only perform the fire watch duties and not engage in any other activities.
 - c. To notify supervisors, fire department and building occupants of an emergency situation.
 - d. To assist with occupant evacuation.
 - e. To put out a small fire **ONLY** if you are trained to do so and are comfortable doing so. **NEVER** endanger yourself or others.
 - f. To maintain a [fire watch log](#) of all fire watch activities.
3. Emergency alarms
 - a. Fire alarms
 - b. Fire alarm panels
 - c. Specialty alarms (HVAC system discharge alarms)
4. Location of emergency equipment
 - a. Fire extinguishers
 - b. Pull stations
 - c. Emergency assistance stations
 - d. Telephone
5. Fire Extinguishers
 - a. Types and Uses
 - i. Class A – used for combustible materials e.g. paper, cardboard
 - ii. Class B – used for flammable liquids e.g. grease, oil, gasoline
 - iii. Class C – used on electrical fires
 - iv. Class D – used for flammable metals
 - v. A-B, B-C or A-B-C – can be used on different types of fires based on the above classifications
 - vi. The powder in dry chemical extinguishers (A-B, B-C, A-B-C) can be irritating. Avoid breathing the powder as much as possible.
 - b. Training
 - i. Hands on training shall be provided by a trained professional
 - ii. The “PASS” method of training shall be used:
 - a) P – Pull the pin
 - b) A – Air the hose at the base of the fire
 - c) S – Squeeze the fire extinguisher handle
 - d) S – Sweep at the base of the fire
 - iii. After a fire extinguisher is used, notify the supervisor so the extinguisher can be refilled.
6. Communication methods
 - a. Provide information on how and when to contact supervisors.
 - b. Provide information on how and when to contact the fire department.
 - c. Types of communication devices available, e.g. radios, cell phones, telephones, emergency assistance stations, AED cabinets, etc., as applicable to the location.

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7. What to do in the event of an emergency
 - a. If smoke, or fire is detected, quickly verify it is not part of the work or event being monitored.
 - b. If the smoke, fire or abnormal condition is not related to the event or work, notify the supervisor by telephone, radio or other method of communication but do not leave the area unattended unless there is an immediate danger.
 - c. If a life-threatening situation is discovered, leave to a safe area and immediately contact emergency personnel, alert the occupants and assist in their evacuation.

E. Use of Pyrotechnics, Fog, Haze and/or Smoke

1. For events or activities involving the use of pyrotechnics, fog, haze and/or smoke, it is the sponsoring department's responsibility to coordinate and implement the fire watch requirements.
2. For the use of pyrotechnics, the [EMU Pyrotechnics Protocol](#) shall be followed and the [Application for the Use of Pyrotechnics](#) must be submitted to Environmental Health and Safety.
3. For the use of fog, haze and/or smoke, the [EMU Theatrical Fog, Haze and/or Smoke Protocol](#) shall be followed and the [Application for the Use of Theatrical Fog, Haze or Smoke](#) must be submitted to Environmental Health and Safety.
4. A detailed fire watch plan is required for both of the above listed application processes.

F. Hot Work

1. Fire Precautions
 - a. Cutting and welding must be done in designated areas free of flammables or conditions favorable to fire or explosion.
 - b. If it is not practical to perform the work in a designated area, a person must be assigned responsibility for a fire watch of the job and must take the following action after inspecting the job site and designating precautions to be taken:
 - i. Move flammables a minimum of 35 feet (10.7 m) from the area, cover the flammables with a fire-resistant covering or schedule the work for a time when the flammables have been removed.
 - ii. Cover cracks in the floor or walls that are within 35 feet (10.7 m) of the welding or cutting process if they could pass sparks to other areas.
 - iii. Wet down wooden floors, except when laid over concrete, and provide a bucket or pan containing water or sand or cover with a fire-resistant shield. Where the floor has been wet down, arc welding operators must be protected from shock.
 - iv. Have appropriate portable fire extinguishers on hand for use by trained employees.

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- v. If there is a possibility that a smoldering fire may have started, keep an observer at the scene of the work for at least 30 minutes after the welding and cutting has stopped.
2. An observer must be assigned whenever welding or cutting is done in an area where a fire could start or one (1) of the following conditions exists:
 - a. Appreciable combustible material in the building construction or contents is less than 35 feet (10.7 m) from the point of operation.
 - b. Appreciable combustible material is more than 35 feet (10.7 m) away but easily ignited by a spark.
 - c. A wall or floor opening is less than a 35-foot (10.7 m) radius from exposed combustible materials in adjacent areas including concealed spaces in walls and floors.
 - d. Combustible material adjacent to the opposite side of a metal partition, wall, ceiling or roof that is likely to ignite by conduction or radiation.
3. For additional information regarding Hot Work, please see the [EMU Hot Work Safety Program](#).

G. Cancellation of a Fire Watch

1. A fire watch is canceled only after all of the impaired equipment has been put back into service and is properly operating.
2. For intentionally deactivated equipment, the same rule applies, the deactivated equipment must be fully back in service before the fire watch can be canceled.
3. For hot work, the fire watch cannot be canceled for at least 30 minutes after the hot work has been completed.

H. Recordkeeping

1. Documentation of fire watch training must be maintained for the duration of employment.
2. EHS must be sent a copy of the training records.
3. Fire watch logs must be maintained by the area conducting the fire watch for at least 3 years.
4. EHS shall be sent a copy of the log.

VI. ATTACHMENTS

A. [Fire Watch Log](#)

