

Fire Watch

Office: EHS

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Related Policy or Policies: Environmental Health and Safety FAD.085

Revision History

Revision Number:	Change:	Date:
	Initial Release	2/01/2024
1	Update for log times	4/16/2025

A. Purpose

SOU purpose is to ensure a healthy and safe environment for employees, visitors and students. The NFPA requires a fire watch to be implemented if a system is down for more than four hours in a 24-hour timeframe. Water-based fire protection systems need to be down for 10 hours or longer in a 24-hour timeframe. In either situation, the fire department must be notified.

B. Definitions

EHS (Environmental Health and Safety), FMP (Facilities Management and Planning). A fire watch is a temporary measure intended to ensure continuous and systematic surveillance of a building, or portion of the building, by one or more qualified individuals for the purpose of identifying and controlling fire hazards, detecting early signs of fire, activating an alarm and notifying the fire department in the event of a fire.

C. Procedures

That a fire watch is the delegation of one or more people with the tasks of:

- Preventing a fire from happening
- Dousing small fires
- Notifying both the fire department and building occupants in the event of a fire emergency
- Protecting the public from fire dangers and other circumstances that puts lives at stake

Fire systems can fail to operate due to interruption in the system's water supply, ruptured or frozen pipes, general equipment failure, or other issues that are found during a regular system inspection. This code also covers unplanned issues with the system that take effect when the system is purposely turned off for open flame operations like welding, or when the system is purposely disconnected to allow for testing and maintenance.

The Fire Watch Shall:

- Continually patrol the area, structure or facility and document the patrol
- Minimum of once every hour. 30 minutes if building is occupied by sleeping personnel.
- Be trained in the use of a fire extinguisher and have one accessible at all times.

- Be capable of communicating with building occupants and the fire department or designee.

This procedure may be revised at any time without notice. All revisions supersede prior procedures and are effective immediately upon approval.

D. Appendix

Fire Watch Log Report

System out of service	Date:	Time:
System out service-Notification to Fire Department and Building personnel	Date:_____	Time:_____

System out of service	Date:	Time:
System Back in service-Notification to Fire Department and Building personnel	Date:_____	Time:_____

Persons assigned to Fire Watch Duties shall will be trained and have knowledge of fire equipment (such as fire extinguishers). They will also keep a log of fire watch activities and record every 30 min for housing and 60 min for unoccupied buildings.

Fire Watch Duties Conducted By: _____

Fire Watch Commenced: Date: _____ Time: _____

Rounds	Start Time	Finished	Signature	Comments
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

13				
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