



Fire Watch Procedure

Posting a Building Fire Watch

Description:

A Fire Watch is a physical inspection conducted when a building's fire alarm, sprinkler or other suppression systems are impaired or temporarily out of service. Fire Watches are posted in response to an outage or impairment and/or at the request of the Tuscaloosa Fire Department or the Environmental Health & Safety Representative responding to the incident. The Outage Coordinator provides specific information to those responsible for performing the fire watch duty, which includes the type of outage or impairment requiring the fire watch, the expected duration of the outage, the area to be patrolled, and other pertinent details to assist those performing the fire watch duties. Fire Watch Personnel are required to continually patrol the facility or site for evidence of smoke, fire, or any abnormal conditions. Whenever a situation which threatens life or property is discovered, the Fire Watch Personnel must immediately contact emergency personnel at 205-348-5454, sound the alarm (if available), alert the building occupants and assist in the orderly evacuation of the facility.

Requirements:

Based on occupancy type, a Fire Watch may be instituted when a Fire Alarm, Sprinkler, or other Suppression System is hindered or out of service. EHS will ensure that appropriate actions and notifications are made in the event of an impaired system. More information can be found by using the links below.

Selecting Fire Watch Personnel:

Fire Watch Personnel must be responsible individuals who are able to continuously patrol the affected area without having additional job duties or functions. Fire Watch Personnel must be able to notify others, such as emergency personnel, of any fire related concerns such as the presence of smoke, fire, water, or an abnormal condition such as a blocked egress route.

Fire Watch Log:

A Fire Watch Log as shown below shall be kept. Log entries shall be made hourly, or, even sooner, at the completion of each round. Log entries shall consist of the date, the time the round was completed, a summary of what was observed and the name and signature of the individual conducting the Fire Watch. The Fire Watch Log shall be kept readily accessible for review by Environmental Health & Safety and Tuscaloosa Fire Department. Once all equipment has been returned to normal operation and the outage is complete, copies of the fire watch log shall be sent to the Outage Coordinator and the Fire Safety or Safety Manager at Environmental Health and Safety.



Duties of Fire Watch Personnel:

Fire Watch personnel shall continually conduct rounds by walking through the entire building or affected area, looking for evidence of smoke, fire, water, or other abnormal conditions. A specific route shall be outlined to ensure the entire fire watch area is covered. The individual(s) selected as fire watch personnel shall know the location of alarm pull stations and fire extinguishers on the site.

If Smoke/Fire is Present – Contact UAPD at 205-348-5454 and give location of possible fire

If Water is Present – Check location to determine if smoke/fire is present and contact UAPD at 205-348-5454 and give details of possible emergency

If Abnormal Condition is Present – Contact UAPD at 205-348-5454 and give details of possible threat to life or property

Table with 3 columns: UA Campus/Site: Building: Area:, Date: Time:, Watch Conducted By: Name: Initials: and 20 rows for recording rounds.