STANDARD OPERATING PROCEDURES

SAFETY, HEALTH & SUSTAINABILITY

Fire Watch Guidelines

Fire & Life Safety	Implementation Date: 4/1/2022	Revision Date: 09/12/2023	Revised by: CS

1.0 AUTHORITY

Regulations and Guidelines:

- Cal/OSHA - Title 8 regulations §8397.15. Fire Watches
- National Fire Protection Association's NFPA 101, Life Safety Code, section 9.6.1.6
- National Fire Protection Association's 101-2012, section 3.3.104
- National Fire Protection Association 72
- Office of the State Fire Marshal: Fire Watch Guidelines

2.0 PURPOSE

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 the fire alarm, assisting with evacuation, and notifying UPD in the event of a fire. According to the 2012 edition of the National Fire Protection Association's NFPA 101®, Life Safety Code®, section 9.6.1.6, when a required fire alarm system is out of service for more than four hours in a 24-hour period, the AHJ shall be notified, and the building shall be evacuated, or an approved fire watch shall be provided. Also, section 9.7.6 requires a fire watch when an automatic fire sprinkler system is out of service for more than 10 hours in a 24-hour period. NFPA 101-2012, section 3.3.104, states a fire watch should at least involve some special action beyond normal staffing, such as assigning an additional security guard(s) to walk the areas affected. The 2011 edition of NFPA 25, Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems, annex A.15.5.2(4)(b), states a fire watch should consist of trained personnel who continuously patrol the area.

3.0 SCOPE

Employees/Fire Watch Officer:

- Be familiar with the building and have access to all areas of concern
- Be trained to identify fire hazards.
- Be knowledgeable as to how to initiate occupant notification, evacuation, and fire department notification.
- Look for fire during patrol and make sure that other fire protection features of the building (such as egress routes and alarm systems) are available and functioning properly.
- Be trained in the use of fire extinguishers and have them readily available.
- Training is necessary to ensure Fire Watch personnel are capable of activating fire alarm when required or necessary.
- Authorized to stop work if necessary and restore safe conditions within the area/building.

- Attempt to extinguish any incipient stage fires in the area that are within the capability of available equipment and within the fire watch's training qualifications.
- Maintain a log of fire watch activities.
- A hot work fire watch shall be provided during hot work activities and for at least 30 minutes after the work ends.
- A hot work fire watch shall include the entire hot work area and shall include additional personnel where vertical or horizontal exposures are involved.
- The hot work fire watch shall have fire-extinguishing equipment readily available and shall be trained in such equipment and responsible for extinguishing spot fires and communicating an alarm.

Supervisors:

- Ensure that staff, equipment, training, and procedures are always adequate and in place when a fire watch is required.
- Ensure that the fire watch officer shall have the skills and ability to perform prescribed duties and to meet all job qualifications.
- Ensure Fire extinguishers are in their proper locations, undamaged, unobstructed, visible, fully charged and operational, and bands that secure the pin are intact.
- Contact the monitoring company or Facilities Services to fix the fire protection system(s).
- Maintain an up-to-date directory of contact names and information that is updated on a routine basis.
- Maintain copies of all fire watch reports.
- Notify the San Marcos Fire Department (AHJ) when an impairment in the fire protection system lasts >4 hours in a 24-hour period (does not have to be consecutive) and when the fire system has been returned to full service.
- Post signs when an impairment of the fire protection system has occurred.

Safety, Health, & Sustainability:

- Assist in training Fire Watch officers upon request.
- Revise the Fire Watch Procedure periodically. Provide stakeholders (University Police, Facilities Development & Management leadership, & Housing leadership) for review.

Outside Contractors:

- Notify Facilities Development & Management, EMUS, or PDC when a fire protection system is impaired, either whole or partially.
- Notify Facilities Development & Management when hot work is being performed that requires a fire watch.

4.0 DEFINITIONS & Abbreviations

- AHJ: Authority Having Jurisdiction. For CSUSM (California State University, San Marcos) it is San Marcos Fire and/or the State Fire Marshall
- Fire Protection System: Approved devices, equipment, and systems or combination of systems used to detect a fire, activate an alarm, extinguish, or control a fire, control, or manage smoke, or products of a fire, or any combination thereof. Examples include fire alarms, sprinklers, fire pumps, smoke detectors and fire extinguishers.
- Fire Watch: The assignment of a person or persons to an area for the express purpose of notifying the fire department, the building occupants, or both of an emergency preventing a fire

from occurring; extinguishing small fires; aiding in the calm egress of the occupants or protecting the public from fire or life safety dangers. A fire watch allows buildings to be temporarily occupied when the fire suppression systems or the fire alarms are out of service. The assignment of a qualified fire watch officer is required by the State of California Fire Marshal

- Hot Work: Any work involving welding, brazing, soldering, heat treating, grinding, powder-actuated tools, hot riveting and all other similar applications producing a spark, flame, or heat, or similar operations that are capable of initiating fires or explosions.
- SFMO: State Fire Marshal's Office

5.0 EQUIPMENT

- Readily available fire extinguishers
- Ability to communicate with San Marco Fire Department or UPD
- Optional: Bull horn/Air horn

6.0 PROCEDURE

- A fire watch is required if the system is impaired for more than four hours in a 24-hour period. For water-based fire protection systems, fire watches are required for impairments lasting 10 hours or more in a 24-hour period. In both cases, the fire department must be notified by the appropriate department requesting the fire watch.
- Fire watches require patrols every hour of all areas of the building affected by the impairment to look for evidence of smoke, fire, or any abnormal conditions.
- In addition to the occupied areas affected by the impairment, fire watchers must also check all unoccupied areas including storage rooms, crawl spaces, and any concealed areas.
- Those conducting a fire watch must be familiar with the building and the equipment they are watching. They must also know the location of all manual fire alarm stations and fire extinguishers available to them should they discover a fire.
- All activities associated with a fire watch must be documented in Appendix A, Fire Watch Logs. Therefore, anyone conducting the fire watch must also be trained in how to fill out fire watch log sheets.
- Assigned fire watch personnel shall:
  1. Be thoroughly familiar with the area they are patrolling.
  2. Perform patrol operations according to instructions from State Fire Marshal.
  3. Utilized the attached fire watch log (Appendix A) to document patrol rounds and indicate any significant findings.
  4. Assigned fire watch personnel shall perform fire watch duties only and have no other responsibility.
  5. Relay any special orders or pertinent information to relief personnel and management.
  6. The fire watch conditions shall not be terminated until all fire protection equipment/system(s) have been rendered operable and tested by a licensed technician and approved by the San Marcos Fire Department.

Appendix A

Logbook:

The owner, manager, person in charge, or in control of the premises shall provide a logbook containing a directory of names, telephone numbers and other information to help make emergency calls. The logbook shall be the official document used to record a history of patrol rounds. The logbook shall be maintained on the premises and be available for inspection by the Deputy State Fire Marshal.

Visually inspect each room and/or space in the facility at 1-hour intervals. Visually inspect the perimeter (outside) of the facility, which may include mechanical/electrical rooms and outbuildings at 1-hour intervals.

Date	Time	Person Requesting Inspection (Signature)	Comments: Upon visual inspection no evidence of any smoke or fire noted