

SUBJECT: Facilities & Safety Fire Watch Procedures	Effective Date: 5/3/13	Procedure Number: FS 2013 FS0010	
	Supersedes: FS 2012 FS0005	Page 1	Of 4
	Responsible Authority: Associate Vice President, Administration and Finance (Facilities and Safety)		

**APPLICABILITY/ACCOUNTABILITY:**

This procedure applies to all buildings located on UCF property.

**PROCEDURE STATEMENT:**

This procedure outlines the steps for establishing a fire watch in any UCF building. When a building's fire alarm, fire alarm remote monitoring, automatic sprinkler, or any required life safety system is out of service, a fire watch will be initiated when the facility cannot be secured unoccupied, in accordance with the Florida Fire Prevention Code. Additionally, fire watches must be present at special events, and hot work operations must be submitted in advance via a Facilities Operations work order request through the Work Control Center (WCC).

**DEFINITIONS:**

**Fire Watch:** A temporary measure intended to ensure continuous and systematic surveillance of a building, by trained employees for the purpose of identifying and controlling fire hazards, detecting early signs of fire, raising an alarm of fire, and notifying UCF Police should fire occur.

**Fire Watcher:** A dedicated, trained person(s), whose sole responsibility is to either look for fires within an established area (building), or watch the fire alarm panel, for the duration of the unsafe condition. The fire watcher is required to patrol the affected building, initiate evacuation, prevent a fire from occurring, extinguish small fires, and and/or call the UCF Police dispatch to report an emergency. The fire watcher monitoring the fire alarm panel must remain there when there is no remote reporting of an emergency condition to the monitoring station to initiate an emergency response.

**Occupied:** A state or condition where people are physically within a building. A facility is considered occupied unless it is secured and confirmed vacant. For the purpose of this procedure, it is generally assumed that a facility cannot be secured unoccupied due to the needs of the campus community and number of persons with access keys.

**Service Outage:** A planned or unplanned impairment of a required life-safety system that does not extend beyond a four (4) hour service window, as outlined by the Florida Fire Prevention Code. During a service outage, the panel or system must be **constantly attended** a by a Fire Watcher during the service window

period or upon discovery; and alarms, evacuation, and/or emergency response must be initiated manually where necessary.

## PROCEDURES:

When a required life safety system, such as a fire alarm or an automatic sprinkler system, is planned or discovered to be out of service and not covered by a service outage as defined above, a fire watch shall be established and maintained through the procedures below.

### Fire Watch Establishment

1. Vendors must immediately report to the department for which they are working any system impairment they discover. That department will report the information to the Work Control Center.
2. Employees and vendors who are authorized to work on life safety systems will immediately inform the Work Control Center upon discovering a system impairment.
3. The Work Control Center will immediately make direct contact with the applicable Zone Maintenance or On-Call Supervisor of the affected building. If the Zone Maintenance Supervisor has not confirmed acknowledgement of the situation within a reasonable amount of time (30 minutes maximum), the Work Control Center will then notify the Assistant Director of Facilities Operations (FO) Maintenance.
4. The Zone Maintenance Supervisor will determine the extent of the system impairment and will immediately inform the Assistant Director, FO Maintenance via voice and email, and initiate a fire watch assignment as appropriate for the identified condition. **If the extent of impairment of a fire alarm or fire sprinkler system cannot be determined, a fire watch shall be initiated** until the impairment is evaluated and confirmed not to require a fire watch. All entrances to the building, as well as the first floor elevator landing, will be posted with fire watch signs (Appendix A).
5. The Assistant Director, FO Maintenance will inform the Director of Environmental Health & Safety (EH&S), the Director of Facilities Operations, the Associate Vice President of Administration and Finance (Facilities and Safety), the Assistant Vice President of Facilities, the UCF Police Dispatch, and the building coordinator of the fire watch.
6. The Director of EH&S (or designee) will provide guidance when the need for a fire watch is in question, and will notify the authority having jurisdiction over the system that is impaired.

When the system outage is restored, the Zone Maintenance Supervisor will notify the Assistant Director, FO Maintenance, who will then notify the parties listed in section 5 above that the affected system has been restored and the fire watch discontinued.

## **Fire Watch Assignment:**

For UCF DSO and Auxiliary facilities, the Zone Maintenance Supervisor will assign trained, qualified employees to stand the fire watch and provide instructions specific to the watch. If the fire watch will be more than eight (8) hours, the Supervisor will assign additional staff to continue an eight (8) hour rotating watch. A fire watch log (Appendix A) will be maintained and turned in for inclusion in the building's permanent fire alarm book. All entrances to the building, as well as the first floor elevator landing, will be posted with fire watch signs (Appendix B). Upon commencement of the fire watch and at each shift change, the employee on watch will call the Work Control Center and Police Dispatch and inform them that he or she is the designated Fire Watcher for the building.

For UCF Auxiliaries' facilities with qualified maintenance staff, such as the Student Union or Convocation Corporation, the designated contact will be notified to initiate a fire watch in accordance with this policy. Their qualified staff must receive the training below and will perform the fire watch, fill out the fire watch log, and post the Fire Watch Area Notices (Appendices A and B). Upon commencement of the fire watch and at each shift change, the employee on watch will call the Work Control Center and Police Dispatch and inform them that he or she is the designated Fire Watcher for the building. If a facility contact is not reachable or qualified staff is not available to perform the fire watch, UCF Facilities Operations will perform the duties with appropriate funding provided by the Auxiliary.

## **Fire Watch Training**

Training for qualified fire watch will be provided by the Departments of Environmental Health & Safety and Facilities Operations. Training will include information for the Supervisors on the types of fire watches and when they are to be designated, and guidance to the fire watch personnel on performing the fire watch itself. Fire watch personnel must first complete the Minor Alarm Services Authorization Form by separate training through Facilities Operations to allow them to access and watch the fire alarm panels. Additional training for fire watch duties provided by EH&S will be documented on the Fire Watch Personnel Training Overview Form.

Upon completion of the training forms above, EH&S will keep the original, and signed copies will be filed in the employee's personnel file.

## **Related Links:**

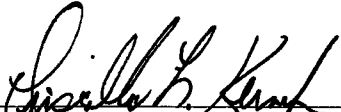
Minor Alarm Services Authorization Form  
Fire Watch Personnel Training Overview Form  
<http://www.ehs.ucf.edu/buildingfire/firesafety.html>  
Florida Fire Code Prevention

**Appendix A**  
Fire Watch Log

**Appendix B**  
Fire Watch Area Sign

Approved By:

Date Approved:



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Priscilla L. Kernek

Associate Vice President  
Administration and Finance  
(Facilities and Safety)

5/3/13

**UCF FIRE WATCH LOG**

Building # and Name	
Date:	
Time Started:	
Reason for Fire Watch	

Signature at the end of each hour signifies conditions are normal: otherwise, comments must be entered explaining any abnormal conditions.

Hour	Signature	Comments
0000-0100		
0100-0200		
0200-0300		
0300-0400		
0400-0500		
0500-0600		
0600-0700		
0700-0800		
0800-0900		
0900-1000		
1000-1100		
1100-1200		
1200-1300		
1300-1400		
1400-1500		
1500-1600		
1600-1700		
1700-1800		
1800-1900		
1900-2000		
2000-2100		
2100-2200		
2200-2300		
2300-2400		

Appendix B

**FIRE WATCH**

**AREA**

**CALL 911**

**OR**

**THE UCF POLICE DEPARTMENT AT 407-823-5555  
TO REPORT ANY FIRE or ALARM**

DATE/TIME POSTED: \_\_\_\_\_