



**PROCEDURES REGARDING IMPAIRMENTS TO FIRE PROTECTION SYSTEMS & PROCEDURES FOR ESTABLISHMENT OF A FIRE WATCH**

**Effective Date: August 14, 2009**

The following procedures apply to all residential, academic and administrative buildings under the control of Case Western Reserve University.

**Purpose**

The purpose of this document is to establish procedures for handling situations in which fire protection systems are out of service (referred to in this document as “impairments”) whether they are planned or unplanned.

**Impairments to Fire Protection Systems**

Fire Protection Systems include 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.

**Impairments.** A fire protection system may be out- of- service during a planned event (i.e. construction, renovation, assembly) or an unplanned event (i.e. loss of power, loss of water, physical damage to system).

**Notification of Administrators.** Regardless of the reason (planned or unplanned), when a fire protection system experiences a major impairment, is partially disabled or is taken out of service completely the following individuals/ offices must be notified;

1. CWRU Fire Safety Prevention Coordinator (Impairment Coordinator)
2. CWRU Protective Systems Manager
3. CWRU Director of Facility Security Services
4. CWRU Police & Security Dispatch Center/ On Duty Police Supervisor
5. Fire Department having jurisdiction. (when impairments affect FD response i.e. a sprinkler system is partially or completely out of service)

When the impairment is unplanned the above notifications must be made regardless of the time of day.

In addition, if “hot work” is involved the Department of Occupational and Environmental Safety (D.O.E.S.) shall also be notified . Hot work operations include but are not limited to cutting, welding, Themit welding, brazing, soldering, grinding, thermal spraying, thawing pipe, installation of torch-applied roof systems (see CWRU Safety Procedure Manual Hot Work Program for additional information).

**Planned Impairments.** The impairment coordinator shall be notified by contractors/ project managers of a planned impairment no less than 48 hours in advance so a determination can be made if a fire watch is required. Initial notification can be made by filling out a protection system bypass request online at; <http://www.case.edu/finadmin/security/systems/bypass.htm>

Planned impairment or emergency repairs of sprinkler systems will require application of a “red tag” indicating the system is out of service. Instructions/ guidelines for use of “red tags” are available through the Impairment Coordinator.

**Notification of Affected Occupants.** When a notification system (fire alarm) is partially or completely out-of-service in an occupied structure, notification of occupants may be warranted;

#### Academic and Administrative Buildings

If impairment occurs during normal business (occupancy) hours, the Impairment Coordinator shall consult with the building administrator to determine if notification should be made to the buildings occupants and how that notification will be conducted. A notification shall always be made when all of the required systems are completely impaired in a building. If signage is utilized as a notification tool it shall be brightly colored to attracted attention and at a minimum contain the following information;

This building’s fire alarm system is inactive: If smoke, flames, increased temperature or any other signs of fire and/ or emergency are noted in the building, follow the building’s evacuation plan, exit the building immediately, and dial 9 1-1.

In addition, if feasible, an email notification will be made to occupants of a building where a fire protection system is out of service. A building P.A. system may also be utilized for notification.

Specific notification and evacuation procedures will vary depending on the building and are located in each building’s evacuation plan.

After normal business hours, on weekends, or during holidays, University Police will post notices on doors and notify any occupants found within affected buildings when the building alarm system and sprinkler system are out of service.

#### Residential Buildings

Police and Security Services Dispatch Center shall make additional notifications if a residential building fire protection system is out of service.

During normal business hours on weekdays, notifications shall include:

1. Director of Residence Life and;
2. Director of Housing

If unable to reach the director, Police Dispatch will attempt to contact the appropriate associate director.

After normal business hours, on weekends, or during holidays, the Police Dispatch Center will notify the appropriate on-call person. Additional notifications to on-call professional staff and resident assistants within the affected areas will be made by those listed above.

Resident Assistants shall receive additional training on fire safety and procedures to follow when a fire alarm system is out of service. RA's will explain to all occupants during an impairment that if smoke, flames, increased temperature, etc., are noted in their building, they are to immediately alert others nearby, vacate the premises, and then phone 9-1-1 or Police and Security Services at 368-3333. Resident Assistants may also utilize signage and technological notification methods described above.

**Special Patrol Attention.** Security and Police Patrol officers shall be notified of major fire protection system impairments on campus. Patrol supervisors may require officers to increase the frequency a building is included in patrol due to an impairment. Any special attention given to a building by an officer shall be logged into dispatch records. Special attention may include frequent foot patrols inside the building.

### **Fire Watch**

**Definition.** A fire watch is 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.

**Establishing a Fire Watch.** A fire watch will be utilized where a required fire protective system is out of service or the person who has jurisdiction over a building believes that its occupants are in "imminent danger" due to fire alarm malfunctions. The Impairment Coordinator shall evaluate for risk planned impairments on an individual basis and determine how a fire watch shall be implemented and for how long it will be required. A written fire watch plan may be required for prolonged periods of impairment. A fire watch may be authorized by one of the following person(s).

- The CWRU Police Chief
- The on-duty CWRU Police Supervisor (emergency impairments only)
- The CWRU Director of Facility Security Services

- The CWRU Associate Director for Emergency Management, Police and Security Services
- The CWRU Protective Systems Manager (emergency impairments only)

The Fire Department having jurisdiction shall be notified of any fire watch.

**Fire Watch Designee.** In most instances, any qualified, competent adult may be assigned to fire watch duty (referred to as the “Fire Watch Designee.”) The Fire Watch Designee shall be:

- ✓ Physically capable of conducting surveillance of a building or portion thereof utilizing means such as foot patrols;
- ✓ Trained in general fire detection techniques;
- ✓ Equipped with at least one approved communication device for immediate notification of the fire department if signs of fire are observed. Signs of fire include flames, smoke, burning odors, and/or increased temperatures; and
- ✓ Equipped with a device capable of notifying building occupants to evacuate.

Unplanned impairments that require a fire watch due to imminent hazard to occupants will typically be conducted by Police/ security personnel. During planned impairments, the most appropriate person for fire watch will be selected by the Impairment Coordinator or person authorizing the fire watch. This selected individual may or may not be a university employee. During construction, the Fire Watch Designee may be a construction contractor performing the fire watch.

**Conducting a Fire Watch.** A fire watch shall consist of a patrol of the entire building/ complex or the portion of the building affected by an out of service fire protection system. The frequency of a fire watch patrol shall be based on a risk analysis and will be determined by the person authorizing the fire watch. The standard patrol frequency for occupied buildings shall be every-half hour or less frequently as conditions warrant . The Impairment Coordinator should be consulted if possible about appropriate frequency of the fire watch.

**Fire Watch Patrol Records.** A Fire Watch Patrol Log (available through the Impairment Coordinator) shall be kept by the Fire Watch Designee. Additionally, the Impairment Coordinator shall maintain the following records that include the following information;

- ✓ The building or specific area covered by the fire watch, including the address
- ✓ Any fire and/or safety-related incidents or observations occurring
- ✓ Date(s), time(s), reason requested, and by whom fire-watch was started
- ✓ Name of individual conducting the fire watch
- ✓ Copies of all Fire Watch Patrol Logs
- ✓ Date and time at which the fire watch was ended

- ✓ Reason fire watch was ended, and by whom
- ✓ Any action taken as a result of the fire watch
- ✓ Date and time of notification to Fire Department Prevention Office re: fire watch

Fire watches conducted by Police and Security Services shall be recorded by dispatch in the A.R.M.S. system.

Additionally, Fire Watch Patrol Logs shall be available for review by the fire department authority having jurisdiction.

**Ending Fire Watch.** A fire watch may be ended when a system is in place that meets or exceeds notification standards of the required fire protection system. The same individuals listed above who can approve a fire watch have the authority to end a fire watch. The fire department having jurisdiction shall be notified at the start and end of each fire watch.

The same processes used to notify occupants of the impairment/ fire watch will be utilized to notify them the watch has ended.

**Funding Fire Watches.** Fire-watch costs incurred by Police and Security Services will be charged back to the administrative, academic, maintenance, new construction projects, housing services, or other budgetary unit when their facilities' fire protection system required a fire watch.