



ANN ARBOR FIRE DEPARTMENT

Standard Operating Procedures – 4.2 Fire Watch



FIRE WATCH

Effective: June 29, 2018
 Scheduled Review: June 29, 2021
 Replaces: 508 Fire Watch
 Approved: Fire Chief Mike Kennedy

I. PURPOSE

Provide direction for the establishment of a fire watch, when required, to protect life, property, and to enhance the safety and well-being of building occupants. A fire watch is required for occupancies, which meet the following occupancy types, whose fire / life safety system(s) is impaired or out of service for reasons other than routine maintenance.

| Occupancy Type | Description of Occupancy |
|-------------------|--|
| A – Assembly | Where the posted occupancy load is 50 or greater |
| R – Residential | Hotels, apartments and congregate residence |
| I – Institutional | Nursing homes, hospitals, health care facilities providing care which render patients incapable of self-preservation without assistance, and jails |
| E – Educational | Schools through the 12 th grade, preschools, and day care centers |

Although it is not possible to cover all of the potential uses for a fire watch, below are examples of the most commonly encountered use of a fire watch:

- A. Temporary substitute for required fire protection that is inoperable or not consistent with the level required for any reason until such system has been approved for service, e.g., shutting down a fire protection appliance for repair or maintenance, wanting occupancy prior to the approval of a fire protection system.
- B. Temporary substitute for non-compliance or maintenance services due to change of the original approved system.

II. DEFINITIONS

Fire / Life Safety System: Approved devices, equipment, and systems or combination of systems used to detect a fire, activate a fire alarm, extinguish or control a fire, control or manage smoke and products of a fire or any combustible thereof.

Fire Watch: A temporary measure intended to insure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals for the purpose of identifying and controlling fire hazards, detecting early signs of unwanted fire, notifying building occupants, and notifying the fire department.

III. IMPLEMENTATION OF FIRE WATCH

When AAFD is notified or identifies a fire / life safety system that is impaired or out of service for reasons other than routine maintenance, the following shall occur:

- A. Contact the responsible party and determine, if possible, the cause of the failure and if the system can be restored under normal circumstances.



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- B. If system(s) are rendered out of service, the ordering AAFD employee shall:
 - i. Identify a responsible person to fulfill the duties of fire watch and verify identification via a formal piece of governmental or institutional issued identification
 - ii. Ensure that a licensed fire protection company has been contacted.
 - iii. Provide the responsible person the Fire Watch form.
 - iv. Explain the procedure they are to follow and how to document their efforts on the fire department provided form as a legal document.
 - v. Scan and email the fire watch form to the Fire Prevention Bureau at a2fp@a2gov.org, all battalion chiefs, and assistant fire chiefs prior to the conclusion of the individual's shift.
 - vi. The original form shall be placed in interoffice mail to the FPB.

IV. FIRE WATCH PERSONNEL REQUIREMENTS

Fire watch personnel shall:

- A. Be able to communicate effectively.
- B. Have a cell phone to call 9-1-1.
- C. Be thoroughly familiar with the area they are patrolling.
- D. Perform the fire watch without being assigned to other facility related activities or events.
- E. Patrol their designated area at least once each hour (24 hours a day).
- F. Make reports as instructed including suspicious persons on the site. A written record of patrol rounds and any significant information shall be recorded on the Fire Watch form.
- G. Relay any special orders or pertinent information to relief personnel.
- H. Remain on duty and awake until properly relieved.
- I. Alert building occupants of an emergency and direct evacuation when required.

V. FOLLOW-UP

- A. The original Fire Watch form shall be picked-up daily by the battalion chief and dropped off to the FPB mailbox at Station 1.
- B. The FPB is responsible for following up with the occupancy to ensure repair of the system and ensuring fire watch compliance. The fire watch shall continue until the FPB provides authorization to discontinue.