

FIRE WATCH / IMPAIRMENTS OF FIRE SYSTEM PROTOCOL

Colorado State University

rev. August 10, 2017

When any portion of a fire system is disabled or impaired, a fire watch shall be performed for all areas left unprotected by the shutdown/impairment when one or more of the following conditions apply:

1. The fire alarm system or code required device is out of service for more than 4 hours or anytime between 4:00 p.m. and 6:00 a.m.
2. The fire protection (suppression) system is out of service for more than 4 hours or anytime between 4:00 p.m. and 6:00 a.m.
3. The fire protection system or fire alarm system is out of service at any time in buildings which fall under the following classifications:
 - a. Assembly Group A – the use of a building or structure or portion thereof, for the gathering of persons for purposes such as social, recreation, food or drink consumption, etc. with an occupant load in a single room or area of 50 or more person.
 - i. Examples: Morgan Library, Lory Student Center, Student Rec Center, The Commons (Academic Village) and all instructional buildings such as Rockwell Hall and Behavioral Sciences Building.
 - b. Residential Group R-2 – buildings containing sleeping units or more than 2 dwelling units including apartment houses and dormitories.
 - i. Examples: All Residence Halls such as Braiden Hall or Summit Hall and All Apartment Communities such as Aggie Village North.
 - c. Business Group B – the use of a building or structure or portion thereof, for office professional or service type transactions including storage of records and accounts with an occupant load in a single room or area of 50 or less persons.
 - i. Examples: Administration Building, Laurel Hall, Palmer Center and Green Hall.

NOTES:

- a. **A fire watch is not necessary when portions of a building are under renovation/construction in which fire alarm systems and reporting have been disabled during construction and public access is restricted.**
- b. **Contact CSU Building Department for verification of building occupancy classification if needed.**

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Dedicated Person

At least one dedicated person is required to perform consistent patrols. Additional personnel shall be added as necessary to meet the interval requirements. All personnel shall meet the following criteria and be:

1. At least 18 years of age.
2. Competent to identify fire hazards.
3. Capable of effectively communicating the need for fire department response.
4. Physically capable to perform patrols and self-preservation.

5. Familiar with the structure and the emergency plan for the structure.

Staffing Fire Watch Patrol

University contractors, vendors, or employees that require a fire alarm system to be impaired or disabled are responsible for initiating and staffing the fire watch protocol.

Patrol Intervals

- a. Assembly Group A – If unoccupied the structure or portions thereof shall be checked for fire hazards every 30 minutes. If occupied the structure or portions thereof shall be checked for fire hazards every 15 minutes.
- b. Residential Group R-2 – If unoccupied the structure or portions thereof shall be checked for fire hazards every 30 minutes. If occupied the structure or portions thereof shall be checked for fire hazards every 15 minutes.
- c. Business Group B - The structure or portions thereof shall be checked for fire hazards every 30 minutes.

Communication

Fire watch personnel shall have a mobile phone to initiate a fire department response by calling 911.

Documentation

An activity log sheet is required to document the name of the person(s) conducting the fire watch, time the patrol completed each tour of the facility, and a record of any communication(s) to Poudre Fire Authority. The activity log sheet will be kept on file with the renovation or maintenance project file that initiated the fire watch.

Notification

FM Global, Facilities Management Fire Service Group and Building Department, Environmental Health Services and Poudre Fire Authority shall be notified of any required fire watch.

Termination

A fire watch shall continue until the initiating circumstances have been abated and the system is no longer disabled or impaired and has been tested by authorized university personnel.

Restrictions

During a required fire watch all hot work shall be prohibited throughout the building, unless the area with the hot work has an active fire suppression system or a hot work permit in place. All work conducted under a hot work permit shall provide documentation to CSU Facilities Management Project Manager in charge. Documentation shall include a copy of the hot work practices and procedures for the agency performing the work and a signed hot work permit.