**Fire Watch Requirements**

 This information outlines requirements of a fire watch if the fire alarm and/or sprinkler system in any West Liberty University building becomes completely or partially inoperative. A fire watch allows buildings to be temporarily occupied when fire alarm and/or sprinkler systems are out of service. A fire watch is required when buildings are occupied by 4 or more people at one time.

* A fire watch will be performed by appropriately trained personnel who will function as the fire alarm system to report fires or similar emergencies to the Department of Health and Safety, 9-1-1, and the W.L.U’s Campus Police.
* Fire watch personnel are also responsible to initiate evacuation of the building if a fire or emergency occurs.
* Fire watch personnel must be trained and/or have the following qualifications:
1. To gain access to all areas of the building under the fire watch
2. To recognize signs of a fire or other hazards that could cause injury.
3. To know evacuation routes.
4. To manually alert building occupants by sounding a horn, whistle, etc.
5. To use portable fire extinguishers.
6. To patrol their assigned building area continuously and record the inspection each hour.
7. To properly complete the fire watch log.

**Facilities Management / Health and Safety Specialist Responsibilities**

* Establish a fire watch in an occupied building when the fire alarm and/or sprinkler system is shut down for more than (4) hours in a 24-hour period.
* Notify/ leave message for the Campus Police (304-336-8021) and 9-1-1 if any system malfunction or planned outage of a building fire alarm and/or sprinkler system.
* Inspect all building areas, mechanical/electrical rooms, storage/closet areas, kitchens, laundry rooms, and other high-risk places during each patrol.
* Document fire watch activities on the W.L.U Fire Watch Log (attached). A watch must be conducted/ recorded hourly of the building or affected area on the Fire Watch Log upon completion of each patrol.
* Maintain the fire watch until the fire alarm and/or sprinkler system have been repaired, tested, and placed back into service.
* Notify/ leave message for the Campus Police, and 9-1-1 when the building alarm and/or sprinkler system has been repaired, tested, and placed back into service.
* Submit completed and signed W.L.U Fire Watch Log to the Department of Health and Safety.

**Environmental Health and Safety Responsibilities**

* Maintain all fire watch records and logs for at least one year.

**West Liberty University**

**FIRE WATCH LOG**

**ASSIGNED AREA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REASON FOR FIRE WATCH\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FIRE WATCH DESIGNEE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ INITIALS: \_\_\_\_\_\_\_\_\_\_\_**

**FIRE WATCH TIMES: STARTED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ENDED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Fire watch personnel must perform continuous tours such that each room in their assigned area is checked at not less than 60-minute intervals. The first entry in this log must be made within 60 minutes of the start of the fire watch and every 60 minutes thereafter. Times must be recorded using the 12 –hour clock and initialed. Any problems found during the fire watch must be documented (along with the time found and initialed) and reported to the head of maintenance for immediate correction. Send to the Department of Health and Safety upon completion.

I certify (by my initials below) that I completed a tour of my entire assigned area at the following times:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Time Tour Completed | Initials |   | Time Tour Completed | Initials |   | Time Tour Completed | Initials |
|   |   |   |   |   |   |   |   |
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Problems noted during fire watch: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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