



FIRE WATCH PROCEDURE

A fire watch is implemented to ensure the fire-safety of a building or area in the event of any act or situation instigating an increased risk to persons or property. The term "Fire Watch" is used to describe a dedicated person or persons whose sole responsibility is to look for fires within an established area.

During a Fire Watch, a responsible occupant actively looks for evidence of smoke and fire, listens for in-room smoke detectors sounding, and if smoke or fire is found, contacts emergency personnel and evacuates the building.

I. WHEN IS A FIRE WATCH REQUIRED?

- When, in the opinion of the Fire Department, it is essential for public safety in any place where people congregate, due to the number of persons, or the nature of the performance, exhibition, display, contest or activity, one or more qualified persons are to be employed to be on fire watch duty at such place.
- A fire watch may be required in the event of temporary failure of the alarm system or where activities require the interruption of any fire detection, suppression or alarm system component which would conflict with the intent of NFPA 72. Note that a fire watch is required on a case by case basis as determined by Willowick Fire Department personnel.

II. HOW IS A FIRE WATCH CONDUCTED?

ASSEMBLIES: For assembly areas, the fire watch is to perform the following functions.

- Fire watch personnel are to keep diligent watch for fires in the general area of the performance. The persons performing the fire watch are not to be permitted to perform any other duties
- Fire watch personnel are to be familiar with facilities and procedures for sounding an alarm in the event of a fire.
- Fire watch personnel are to have fire extinguishing equipment readily available and be trained in its use, including practice on test fires.
- The quantity of personnel involved in the fire watch is to be adequate such that each floor, level, and room of the fire area is covered.

FIRE SYSTEM INTERRUPTIONS: Fire watch requirements for fire system outages will be determined on a case by case basis based on extent of the interruption, building use, number of expected occupants, and expected outage time of the interruption. However, in general, a fire watch is to fulfill the intent of NFPA-72 as follows:

- Notify occupants to evacuate when there is a fire in the building.
- Notify the Willowick Fire Department to initiate emergency personnel response.

- Activate fire protection systems, e.g., in order to release door holders, close smoke dampers, and shut down fans.
- The persons performing this type of fire watch are not to be permitted to perform any other duties. Willowick Fire Department personnel shall dictate the procedures to be followed for each specific circumstance.

III. GENERAL DUTIES OF FIRE WATCH PERSONNEL

- An inspection of the entire building must be conducted by a responsible occupant at least once per hour.
- The person responsible for the fire watch must be continuously awake and in a public area of the building at all times during their shift.
- A written log of the fire watch must be maintained. The log must include the date, time, location, name, and legible signature of the person performing the watch. The log shall be kept for retrieval by Willowick Fire Department personnel.
- The fire watch must be continuous, night and day, until the performance is over or the fire alarm is repaired.
- The person performing the fire watch must immediately notify the occupants as best as possible and evacuate the building at the first evidence of any fire or smoke and must report the emergency to 9-1-1. Continue the fire watch until it is cancelled.
- Notify the Willowick Fire Department upon completion of the performance or restoration of the fire alarm system.

IV. ADDITIONAL INFORMATION

If occupants assist with fire watch duties, the procedures for contacting emergency personnel and evacuating the building are to be distributed to building occupants. For planned outages, the procedures shall be distributed to the occupants beforehand. For unplanned outages, any means necessary shall be used to quickly inform occupants of the situations and provide necessary directions/procedures.

If You Hear a Fire Alarm

1. Immediately evacuate the building via the shortest and safest route. Do not use elevators.
2. If you notice smoke, use the alternative escape route.
3. Test doors with the back of your hand before opening them. If the door is warm or if you notice smoke, use an alternative escape route. Check paths for safety before proceeding and close doors behind you.
4. Crawl low if you have to go through smoke.
5. Go to a safe area or to a pre-assigned exterior area for your building.
6. If you suspect that someone is missing or trapped, contact the emergency personnel outside the building.
7. If you are trapped during a fire emergency, close all doors between you and the fire. Stuff cracks around the doors to keep out smoke. Wait at a safe window and signal/call for help. If

there is a phone in the room, call the fire department or **9-1-1** and tell them exactly where you are.

8. Stop, Drop and Roll if your clothing catches fire.

If You Discover A Fire

1. Leave the fire area and close the door to the area.
2. Sound the fire alarm.
3. Immediately evacuate the building via the shortest and safest route. (Proper use of fire extinguishers within extinguisher limits and by trained individuals is optional but should not be attempted until building alarm is actuated and people are evacuated).
4. Do not use elevators. A fire can disrupt the operation of elevators and trap occupants inside.
5. If you notice smoke, use the alternate escape route.
6. Test doors with the back of your hand before opening them. If the door is warm or if you notice smoke, use an alternative escape route. Check paths for safety before proceeding and close doors behind you.
7. Crawl low if you have to go through smoke.
8. Go to a safe area or to a pre-assigned exterior area for your building.
9. From the nearest phone in a safe area, call 911.
10. Await emergency response personnel at safe location and direct them to the scene.
11. If you suspect that someone is missing or trapped, contact the emergency personnel outside the building.
12. If you are trapped during a fire emergency, close all doors between you and the fire and stuff cracks around the doors to keep out smoke. Wait at a safe window and signal/call for help. If there is a phone in the room, call the **9-1-1** and tell them exactly where you are.
13. Stop, Drop and Roll if your clothing catches fire.

Once You Have Evacuated

1. From the nearest phone in the safe area, call 9-1-1.
2. If you suspect that someone is missing or trapped, contact firefighters on scene or at the fire engine, police officers, or ambulance personnel.
3. Await emergency response personnel at a safe location and direct them to the scene. Do not re-enter the building until instructed to do so by the fire department.
4. Follow directions of fire and police personnel.
5. Report to the person who is taking roll.
6. Never re-enter the building to save your personal belongings.
7. Stay calm.