

Fire Watch Safety Standard

Colorado Springs School District 11

SAFETY STANDARD

Fire Watch

1. **This Safety Standard was developed by the Safety Office, Risk Related Activities Department in partnership with the Environmental Life Safety Shop, Facilities.**
2. **A technical review, and content acceptance, was performed by:**
 - **The Executive Director of Facilities, Operations and Transportation**
 - **The Chief Communications Officer**
 - **The Director of Facilities**
 - **The Commander, Security Operations**
 - **The Area Superintendents**
 - **Electrical Shop Foreman**
 - **Custodial Foreman - Inspector**
3. **This Safety Standard was reviewed and accepted by the Director, Risk Related Activities Department.**

Approved: 

Date: 

Phoebe Bailey

Chief of Personnel Support Services

Fire Watch Safety Standard

Purpose and Scope:

The purpose of this safety standard is to provide students, staff and visitors of Colorado Springs School District 11 with procedures to protect health and life safety when encountering an impairment to the building's fire detection or fire protection system and the specific procedures for this hazard.

Responsibilities:

Risk Related Activities Department:

- Develop and administer the standard.
- Assist all District locations in the implementation of this standard.
- Ensure any person designated to perform Fire Watch duties has first received appropriate training in the use of a portable fire extinguisher.
- Coordinate with all parties involved in the initial technical review of this standard and complete an annual review of this standard.

Facilities Department:

- Ensure that the Environmental Life Safety Office and the Alarm Shop are appropriately notified of the requirement to initiate Fire Watch.
- Coordinate communications with the District's alarm monitoring company as well as The Colorado Springs Fire Department regarding status of system, length of fire watch, and procedures for being released from fire watch requirements.
- Complete initial inspection of either the fire detection or the protection system, determine the cause of impairment to the system, make any necessary repairs, if able to do so, and/or coordinate with licensed and authorized contractor to make necessary repair to the fire alarm system.
- Notify the Security Department once the requirement to initiate fire watch has been determined, as well as the anticipated length of time fire watch will be required, if known.
- Ensure that fire watch gets posted, and that personnel conducting the fire watch have been trained to do so using the procedures below.
- Ensure communication of the requirement for Fire Watch with the building's local fire station.

District 11 Schools and Other Buildings:

- School Principals, Assistant Principals, and Building Administrators are responsible to ensure compliance with this standard.
- Employees, students, and visitors are responsible for complying with this safety standard.

Procedures:

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If authorized by the Fire Marshal or other Authority Having Jurisdiction, a Fire Watch (also known as an impairment coordinator) may be temporarily used while a Fire Detection or Protection System is out of service for repairs or alterations. The following are minimum requirements that must be followed before a Fire Watch will be approved. Additional requirements may be ordered by the Fire Marshal as needed.

- Fire Watch must be a minimum age of 18 years old.
- Fire Watch may **NOT** be a student in the District.
- Fire Watch must remain awake and alert at all times.
- The City of Colorado Springs Fire Department or The Cimmaron Hills Fire Department must be notified of any service interruption.
- The District's fire alarm monitoring company must be notified regarding the extent and expected duration of the fire detection or protection system impairment.
- Fire Watch shall not be discontinued without approval. (If Fire Watch is being maintained due to a required Fire Alarm, Detection or Suppression system being out of service, the Fire Watch must be maintained 24 hours a day until the system is placed back into service).
- Fire Watch shall be familiar with how to contact the 9-1-1 system in case of fire.
- Fire Watch must have access to telephone equipment that is capable of contacting the Fire Department.
- Fire Watch designee must have the ability to communicate a fire alarm and effectively order and assist with the evacuation of the building.
- Fire Watch shall be familiar with the premises and evacuation procedures for the building.
- Once Fire Watch is initiated in a multiple story building, the elevator shall be marked as "Out of Service" until the Fire Watch is discontinued.
- Fire Watch designee must also prevent fires by identifying and mitigating fire hazards. This should not go beyond the scope of the ordinary staff person in the facility.
- Fire Watch shall have access to an approved portable fire extinguisher at all times.
- Fire Watch shall have approved training with portable fire extinguishing equipment.
- Fire Watch is not required to extinguish a fire if one is observed while performing Fire Watch.
- Fire Watch shall not have any other responsibilities or perform any other duties other than being a Fire Watch.
- At least one Fire Watch must be posted on each floor of a multiple story structure.
- Fire Watch must complete a walkthrough of their floor of the entire structure at least one (1) time every 30 minutes.
- Fire Watch shall keep a written log of all patrols and shift activities (see next page).
- One written log shall be composed by each Fire Watch personnel per day.
- When the impaired system is repaired by a trained fire protection technician as approved by the Fire Code Official, a copy of the completed work order detailing the repairs that were made and that the system is now operational, should be immediately sent to the Fire

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Prevention Office of the Colorado Springs Fire Department or the Cimmaron Hills Fire Department.

- When any fire protection system is taken out of service, it must be clearly identified with a visible tag. The tag shall be posted at each fire department connection, system control valve, fire alarm control unit, fire alarm initiation devices, fire alarm annunciator and fire command center, indicating which system, or parts thereof, have been removed from service. The tag(s) must remain visible until the full protection system is restored.

If there are any questions about the District's Fire Watch requirements, please contact the Safety Office at 719-520-2044.

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FIRE WATCH DOCUMENTATION FORM

Building Name: _____ Date: _____

| Time | Location | Signature |
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