

Fire Watch Log Procedure – Internal Use Only**Purpose**

The purpose of the procedure is to list requirements and steps on how to monitor building events during a Fire Watch using the log.

Scope

The scope of the procedure is limited to Fire Watches performed by TU staff for campus buildings. The procedure is enacted when any building fire alarm system is out of service for more than one (1) hour, and it is determined that there is an unacceptable risk either to building occupants or University property. The relevant areas covered are buildings that are affected by a fire alarm system outage or malfunction and the procedure is to be maintained continuously 7 days a week until the alarm system has been repaired, tested, and placed back into service.

Responsibilities

- A. The responsible party maintaining the Fire Watch (e.g. Maintenance Staff from Facilities Management, TUPD, OEP, BFPE Employee) must conduct visual inspections of the affected area/building every hour until the Fire Watch has ended.**
- B. The responsible party must track alarm status and note relevant events for the area/building using the Log.**

Procedure

The following steps are required when performing a Fire Watch and updating the related log:

A. In Unoccupied Buildings

- 1. Visual inspection of Building required every hour until Fire Watch ends
 - a) Initial visual inspection is 360-degree walkaround of the exterior of the building
 - b) Visual inspection of Lobby
 - i. *Look for smoke or the smell of smoke*
 - 1) *If smoke detected, TUPD and BCFD is to be notified immediately.*
 - 2) *Pull station should be activated at this time.*
 - ii. *Visual inspection of Fire Alarm Panel*
 - 1) *All lights should be green.*
 - 2) *If alarm is in Trouble status and no smoke or fire are detected, please contact BFPE.*
 - c) Visual inspection of Mechanical Room

- i. *Fire Pump should not be activated, where applicable.*
 - 1) *When activated, the Fire Pump is loud, so the responsible party will be aware if it is activated.*
- ii. *If Fire Pump is activated, please notify TUPD, OEP, or BFPE.*
 - 1) *TUPD Non-Emergency – 410-704-4814*
 - 2) *OEP Fire Safety Manager, Justin Basnight – 404-449-9712*
 - 3) *BFPE, Steve Hale – 410-409-0995*
 - 4) *BFPE, Andy Twig – 443-277-4796*

Fire Watch Log Worksheet – Internal Use Only

Building and/or Address _____ Page ____ of ____

Hour	Date	Time	Initials	Alarm Status/Notes
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