

Fire Watch Requirements

This information outlines the requirements of a fire watch if the fire alarm and/or sprinkler systems in any West Virginia University building become *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. In unoccupied buildings, the need for a fire watch is determined by the Department of Environmental Health and Safety.

- 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 Public Safety and/or the Morgantown Fire Department.
- 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:
 - To gain access to all areas of the building under the fire watch
 - To recognize signs of fire or other hazards that could cause injury
 - To know evacuation routes
 - To manually alert building occupants by sounding a horn, whistle, etc.
 - To use portable fire extinguishers
 - To patrol their assigned building area once every hour
 - To properly complete the fire watch log

Facilities Management Responsibilities

- Establish a fire watch in an occupied building when the fire alarm and/or sprinkler system is shut down for more than four (4) hours in a 24-hour period.
- Notify/ leave message for the Department of Environmental Health and Safety (293-3792), the Department of Public Safety (293-3136) and the Morgantown Fire Department (291-7475) of any system malfunction or planned outage of a building fire alarm and/or sprinkler system.
- Inspect all public areas, mechanical/electrical rooms, storage/closet areas, kitchens, laundry rooms, and other high-risk places during each patrol.
- Document fire watch activities on the WVU 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 systems have been repaired, tested, and placed back into service.

- Notify/ leave message for the Department of Environmental Health and Safety (293-3792), the Department of Public Safety (296-3136), and the Morgantown Fire Department (291-7475) when the building alarm and/or sprinkler system has been repaired, tested, and placed back into service.
- Submit completed and signed WVU Fire Watch Log to the Department of Environmental Health and Safety. P.O. Box 6551, Morgantown, WV, 26506-6551.

Environmental Health and Safety Responsibilities

- Ascertain if a fire watch is necessary in unoccupied campus buildings.
- Maintain all fire watch records and logs for at least one year.

Department of Public Safety Responsibilities

- Conduct and log routine patrols of all unoccupied campus buildings in which Environmental Health and Safety has deemed that a fire watch is unnecessary.



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 24-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 EHS upon completion (see details below)

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

Problems noted during fire watch:

