

Section:	Policy XX - version 1 Date Issued: XX
Subject: Alarm System fire Watch	

POLICIES

Fire Watch Procedures shall be promptly implemented if any of our facility fire alarm system is out of service and the sum of all outages within a 24 hour period totals more than 4 hours this policy covers both Preplanned and Emergency outages.

Purpose

This policy is to established for the protection of our residents, visitors, staff, and our building

PROCEDURES

1. The **Executive Director**, insurance company, local fire departments and state licensing agencies(SFM, DIA) will be notified at least Twenty-four (24) hours in advance of any situation where it is foreseeable that our Fire alarm system will be completely or partially disabled for a period exceeding four our more hours in a Twenty-four (24) hour period. **State Fire Marshal 515-725-6145, Dept. Of Inspections and Appeals 515-251-4115, and local Fire Dept (enter phone number). Include Insurance Company name and phone number.**
2. The **Executive Director**, insurance company, local fire departments and state licensing agencies (SFM, DIA) shall be immediately notified when there is an unforeseen disablement (for a period of more than 4 hours in a twenty-four hour period) of our fire detection or protection systems and that our facility has implemented fire watch procedures.
3. The **Executive Director**, insurance company, local fire departments and state licensing agencies will be notified when our system (s) is restored and fully operational.
4. Fire watch procedures should not be lifted until the systems are fully operational.
5. Fire Alarm watch Procedures should be developed in conjunction and coordination with local fire department to ensure the safety of our residents, visitors and staff are protected.
6. All staff will undergo training in our fire alarm watch functions prior to being assigned fire watch duties
7. Inquiries concerning fire alarm watch procedures should be directed to the **Facilities Director or the Executive Director.**
8. The **Impairment Coordinator (dictate specific Impairment Coordinator)** shall assign a team member or team members that are **Dedicated** to a **Continuous fire watch.** Dedicated staff members are to preform inspections that must be continuous and in every room within 30 min. During the outage this will be the only duty of this team member. If one team member cannot cover the entire facility in 30 minutes an 2nd team member will also be assigned and so on until rounds can be made every 30 min. these rounds Must be logged appropriately and must be continuous for the duration of the outage. This team member or team members must have 2 way radio or cell phone to communicate with the fire department if needed.
9. Preplanned outages should be communicated with residents, guest, staff and state licensing agencies an local fire departments as to the duration on the outage

The following items must be checked in advance of preplanned outages and immediately during an emergency start of the fire alarm watch

1. Outside doors are closed and secured, and windows, fire doors and fire shutters are closed. Ensure residents with **roam alerts** or exit seeking behavior are taken to the activity room or dining room with supervision.
2. All necessary tools and materials have been assembled at the impairment site.
3. All waste, rags, paint residue, rubbish, and similar combustible items are removed from the building.

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4. All remaining operable fire protection equipment is in place and not obstructed.
5. Ensure that all aisles are clear.
6. Confirm that all motors or machines not required to operate are turned off.
7. All unsecured offices and conference rooms are checked for unapproved smoking material that may have been carelessly discarded.
8. All unnecessary heat-producing devices are turned off in the impairment area.
9. Ensure that flammable and combustible materials are properly stored in approved containers. (NOTE: Flammable compressed gas cylinders must be stored in a 1-hour fire resistance rated room.)
10. Ensure that sprinkler valves are in the open position. (NOTE: If sprinkler control valves are electronically supervised by the Automatic Fire Alarm System and are not impaired by this scope of work, then visual examination is not required.)
11. Check for proper ventilation in the impaired area.
12. Ensure there are no leaks from the plumbing fixtures and piping.

FORMS

Fire watch log form

SUMMARY

Individuals performing the Fire Watch will make clear and precise entries on the Fire Watch log, and immediately report any unsafe or unusual situations to the telephone operator for notification of the emergency forces. At the conclusion of the Fire Watch, a copy of the Fire Watch log must be forwarded to the Safety Officer.