

BROWARD COLLEGE FIRE WATCH PROCEDURES

This procedure outlines the requirements of a Fire Watch when the fire alarm system in any Broward College building becomes out of service for any reason. This plan of action shall be implemented should the fire alarm system fail to work properly so as to not provide continuous facility-wide fire detection and alarm capabilities. A fire alarm system could include but is not limited to: fire alarm panel, smoke or heat detection system, sprinkler system, and fire department notification system. The primary goal of this procedure is fulfill the intent of NFPA-72 and to ensure the occupants are provided with early warning fire detection and alarm system during an emergency.

Fire alarm system outages can occur during construction, renovation, electrical storms or other unplanned events which eliminate part or all of the fire alarm system.

Any fire protection system (fire alarm, sprinkler, fire pump, etc.) that is out of service and the building is occupied is required to establish a fire watch. The fire watch shall be provided with a least one method of contacting Campus Safety in an emergency.

Condition Number	Status of Sprinkler System in an Occupied or Unoccupied Building	Status of Fire Alarm System in an Occupied or Unoccupied Building	Initiate Fire Watch
1	System Working	System Working	No
2	System Working	System Not Working	Yes
3	System Not Working	System Working	Yes
4	System Not Working	System Not Working	Yes

Fire watch personnel will be responsible for conducting the fire watch. The entire building will be patrolled when occupied. Responsibilities include:

1. Function as the fire alarm system for reporting fires or similar emergencies to Campus Safety @ **954-201-HELP & Emergency 911**
2. Post **"Fire Watch"** sign on main entrance of doors alerting the building occupants of fire watch status.
3. Initiate the evacuation of the building, if necessary.
4. Know the College's procedures for reporting fire emergencies and building evacuations procedures.
5. Know the proper operation of fire extinguishers.
6. Monitor the building, internally and externally, once every half-hour while the building is occupied.
7. A fire watch tour is a periodic walking tour of the entire facility by one or more assigned and trained personnel.
8. The tour monitors the facility through direct observation of all rooms for possible signs of fire (i.e. fire, smoke, hot door).
9. Report to Campus Safety following each tour cycle by either two-way radio or calling Campus Safety @ **954-201-HELP**
10. Fire watch personnel will log the fire watch reports. Each tour is recorded with findings noting date, time, and staff name.

Fire Watch Log

Name of Building under Fire Watch _____

Person performing Fire Watch _____

I have read the instructions about conducting this Fire Watch and understand that I am responsible to follow those instructions and patrol my designated area at least once each hour.

Signature: _____

Date: ___/___/___ Time: ___/___ am pm Area patrolled: _____

Date: ___/___/___ Time: ___/___ am pm Area patrolled: _____

Date: ___/___/___ Time: ___/___ am pm Area patrolled: _____

Date: ___/___/___ Time: ___/___ am pm Area patrolled: _____

Date: ___/___/___ Time: ___/___ am pm Area patrolled: _____

Date: ___/___/___ Time: ___/___ am pm Area patrolled: _____

Date: ___/___/___ Time: ___/___ am pm Area patrolled: _____

Date: ___/___/___ Time: ___/___ am pm Area patrolled: _____

Date: ___/___/___ Time: ___/___ am pm Area patrolled: _____

Date: ___/___/___ Time: ___/___ am pm Area patrolled: _____

Date: ___/___/___ Time: ___/___ am pm Area patrolled: _____

Date: ___/___/___ Time: ___/___ am pm Area patrolled: _____

Date: ___/___/___ Time: ___/___ am pm Area patrolled: _____

Date: ___/___/___ Time: ___/___ am pm Area patrolled: _____

Date: ___/___/___ Time: ___/___ am pm Area patrolled: _____

Attention Occupants

FIREWATCH IN PROGRESS

This Building Fire alarm or sprinkler system is out-of-service.

College staffs are conducting a continuous tour of common areas to provide smoke and/or fire detection. Please be alert to evidence of smoke or fire. Please Contact Broward College Public Safety at **(954) 201-HELP** or **911** immediately if smoke or fire is seen or suspected.

Evacuate the building immediately upon hearing a siren, fire alarm air horn, whistle, or other alert.