

Fire Watch Procedure **Template**

Fire Alarm Outages

(Health Care Facilities)

THE PLAN: A plan of action is needed should the fire alarm system fail to work properly for more than 4 hours in a 24 hour period and not provide continuous facility-wide suppression protection. A fire alarm system could include but is not limited to: the fire alarm panel, smoke or heat detection system, and the fire alarm notification system.

AVAILABILITY: The plan needs to be available, in writing, at all staff stations. Comprehensive training needs to be given to all staff that perform a fire watch.

STAFF: A designated facility staff person, trained in Rescue, Alarm, Contain and Extinguish/Evacuate (RACE) on the implementation of a facility wide fire watch needs to be determined.

DOCUMENTATION: Every fire watch tour needs to be documented with the findings which will include the date, time and staff initials of person(s) performing the watch. A fire watch tour is a continuous activity performed by having one or more assigned/trained staff walking the entire affected area of the system outage. The tour monitors the facility through direct observation for possible signs of fire.

OCCURANCES: Fire alarm system outages can occur during construction, renovations, electrical storms or other planned or unplanned events which eliminate part or all of the fire alarm system's functioning ability.

WHAT TO DO:

1. Observation of fire or smoke during this fire watch should immediately initiate the facility's fire safety plan.
2. Contact the facility administrator, director of nursing, and maintenance manager when any problems are encountered with the fire alarm system.
3. Contact a fire alarm contractor should the maintenance manager not be able to correct the problem. The fire alarm contractor shall be on site or on contract until the system is repaired, replaced, and/or working.
4. Notify the fire department that the fire alarm system is not working correctly.
5. Notify the Wisconsin Department of Health Services, Division of Quality Assurance through our central email address: dhsdqaplanreview@wi.gov
6. Fire watch rounds shall designate the wing, floor, or building area affected.
7. Fire watch rounds shall occur continuously.
8. Fire watch rounds shall be performed by personnel solely dedicated to the fire watch and who have no other facility-related activities or responsibilities.
9. A fire watch round should include observation and documentation for the following in ALL rooms including:
 - Patient/resident rooms (Remove smoking materials and extension cords.)

- Dietary and laundry rooms (Remove lint from dryers and soiled linen.)
 - Mechanical and electrical rooms (Remove combustible/flammable materials.)
 - Clear access to the facility for the fire department. (Remove snow and ice.)
 - Clear access to hydrants, sprinkler connections, standpipes, and fire extinguishers for the fire department.
 - Ensure exit access corridors, exits, and exit discharges are unobstructed.
 - Storage of combustible or flammable materials shall be in approved containers or designated storage areas.
 - Identify temporary heating devices and have them removed.
 - Ensure fire and smoke doors close properly.
 - Ensure unnecessary machinery which is running continuously is turned off.
 - Sprinkler valves shall be open and sealed; gauges should indicate normal pressures and sprinkler heads shall be unobstructed.
 - Ensure construction or renovation work areas have no hot work operations.
- 10.** Maintenance personnel shall be available on site or on call for equipment emergency shutdown situations.
- 11.** Additional fire extinguishers shall be distributed facility-wide and personnel shall be informed of their location.