



November 17, 2009

FIRE WATCH PROGRAM

OFFICE OF PRIMARY RESPONSIBILITY

Duke OESO-Fire Safety Div
(919) 684-5609

Certified By: Director, (Frederick J. Knipper)
(919) 668-3231

Supersedes Fire Watch Policy May 15, 2005

Pages: 8

This instruction establishes policy and procedures and assigns responsibilities and requirements to ensure a comprehensive policy and program exists to assign fire watch requirements during all automatic detection, suppression, and sprinkler system outages for Duke University and the Duke Health System. It applies to all Duke employees, contractors, and tenants on Duke premises. Violations of this policy may result in appropriate disciplinary.

1. Objective.

- 1.1. The objective of the Fire Watch Program is to eliminate the potential loss of life, property, injuries, and to protect the employees, visitors, patients, and students during a partial or full shut down of a automatic detection or suppression system. Accomplishing these objectives is vital if the operation of Duke facilities is to continue without degradation due to system shut downs and provides a management plan to reduce the risk of fire and balance operational requirements with occupant safety. Accomplishment of these objectives will be done through the education of all personnel having the responsibility for maintenance, supervision/management of employees, and/or contractors, authorized to perform maintenance on any Duke facility fire protection/prevention system.

2. Initiation Requirements

- 2.1. The fire watch program will be initiated anytime:
- 2.1.1. The automatic fire alarm, fire suppression, or sprinkler system covering an area becomes inoperable or is scheduled to be taken out of service due to maintenance, testing, or repairs for more than four hours within a twenty-four period; **or**
- 2.1.2. System failure of the fire alarm control panel or monitoring capabilities for more than one hour.

3. Notifications

3.1. **Duke Health Care Facilities :** *Duke Hospital, Durham Regional Hospital, Duke Health Raleigh Hospital, Duke Clinic, Eye Center, Children's Health Center (CHC), and North Pavilion.*

3.1.1. Engineering and Operations (BAS Center)

3.1.1.1. Notify and provide the following information to the dispatcher at Duke Police Communications via telephone and request that a Fire Watch be initiated:

3.1.1.2. Automatic fire system type and area of coverage;

3.1.1.3. Date and time of system inactivation;

3.1.1.4. Estimated downtime;

3.1.1.5. Nature/scope of the problem;

3.1.1.6. Name of individual or department responsible for correction/repair

3.1.2. Notify and provide pertinent information to the Director of Engineering & Operations; and

Robert Guerry

Office: 684-4004

Home: 933-8206

Cell Phone: 971-0835

Pager: 970-0874

3.1.2.1.1. The Director of E & O or his designated representative will report to the Operations Center

3.1.2.1.2. Notify and provide pertinent information to the Director, OESO-Fire Safety Division

Fred Knipper, Director

Office: 668-3231

Home: (919) 498-9941

Pager: 970-3330

3.1.2.1.2.1. The Director or his designated rep will report to the Operations Center

3.1.3. Duke Police

3.1.3.1. Duke police will notify and provide all pertinent information to:

3.1.3.2. Medical Center Affairs Manager, or Deputy Uniform Patrol Commander

Medical Center Affairs Mgr

Office: 681-6747

Pager: 970-3601

Radio: 700715

Deputy Uniform Patrol Commander

Office: 684-5868

Pager: 970-9763

Radio: 700728

3.1.3.2.1. The MC Affairs Manager or the Deputy Uniform Patrol Commander will report to the Operations Center and notify:

3.1.3.2.1.1. Operational Administrator (970-8001);

- 3.1.3.2.2. Initiate the Duke Police Group Page and provide all pertinent information to all individuals that respond; and
- 3.1.3.2.3. Notify the Squad Commander via radio of the situation and request that the Squad Leader go to the Operations Center and remain there until officially relieved by a senior Duke Police administrator.

3.1.4. **OESO-Fire Safety**

- 3.1.4.1. Notify and provide all pertinent information to the Director of Occupational and Environmental Safety Office
- 3.1.4.2. Take charge of the Operations Center and assign areas of responsibility based on the scope of the situation and available manpower. General areas of responsibility are:
 - 3.1.4.2.1. Administration: *Clinics, Wards, Patient Care and Nursing Staff*
 - 3.1.4.2.2. Engineering and Operations: *Mechanical rooms, interstitial space, and unoccupied spaces*
 - 3.1.4.2.3. Duke Police: *Public areas to include corridors, stairways, and elevator areas*
 - 3.1.4.2.4. OESO-Fire Safety: *Laboratory, business, assembly occupancies and projects*
- 3.1.4.3. Consider and implement other ILSMs as necessary
- 3.1.4.4. Terminate all hot work unless required for system repair and supervised by an OESO-Fire Safety Specialist

3.1.5. **Hospital Administration**

- 3.1.5.1. Operational Administrator will page and provide all pertinent information to:
 - 3.1.5.1.1. Administrator on Call--(970-1000); and
 - 3.1.5.1.2. Assistant Operating Officer for Facilities Support--(970-9709)

3.1.6. **Operations Center Personnel**

- 3.1.6.1. Contact Durham Fire Department and provide all pertinent information;
- 3.1.6.2. Contact FM Global and provide all pertinent information
- 3.1.6.3. Contact Duke Risk Management Office and provide all pertinent information
- 3.1.6.4. Notify all facility occupants of the affected area that the fire protection system is inoperable: (Consider all methods of communication: *HEICS system, for lost communication, verbal, telephone, DHIS, leaflets and runners, couriers, radio transmissions, and walkthroughs*).
- 3.1.6.5. Maintain a physical fire watch throughout the affected area as defined in *NFPA Life Safety Code 101*

3.1.7. **Fire Watch Personnel**

- 3.1.7.1. Will be specifically assigned to a designated area or floors for the sole purpose of protecting the occupants from fire or similar emergencies
- 3.1.7.2. Duties include:
 - 3.1.7.2.1. Prevent a fire from occurring by observing and correcting unsafe acts or conditions
 - 3.1.7.2.2. Notifying the 911 of an emergency
 - 3.1.7.2.3. Evacuate **all** occupants in the event of an emergency in designated area/zone

- 3.1.7.2.4. Extinguish small fires
- 3.1.7.2.5. Maintain **Fire Watch Building Tour Record** (Attachment A- Actual Form is available on the OESO Web page <http://www.safety.duke.edu/Forms.htm>)

3.2. **Duke University Facilities**

- 3.2.1. A Fire Watch Program will only be required in Resident Halls and high hazard operations areas where a supervised system is mandated by code.
- 3.2.2. In areas where a supervised system is not mandated by code, an operational decision will be made by the appropriate Administrator in coordination with the OESO Fire Safety Director or his appointed representative

3.2.3. **Duke Police**

- 3.2.3.1. Duke police will notify and provide all pertinent information to:
- 3.2.3.2. Deputy Uniform Patrol Commander

Office: 684-5868

Pager: 970-9763

Radio: 700728

- 3.2.3.2.1. Deputy Uniform Patrol Commander will report to the Operations Center and notify the appropriate Campus Administrator for the facility involved
- 3.2.3.2.2. Notify and provide pertinent information to the Director, OESO-Fire Safety Division **or** the Operations Manager
Fred Knipper, Director
Office: 668-3231
Home: (919) 498-9941
Pager: 970-3330
- 3.2.3.2.2.1. The Director or his designated rep will report to the Operations Center
- 3.2.3.2.2.2. Campus Administrator will report to the Duke Command Post
- 3.2.3.2.3. Initiate the Duke Police Group Page and provide all pertinent information to all individuals that respond; and
- 3.2.3.2.4. Notify the Squad Commander via radio of the situation and request that the Squad Leader go to the Operations Center and remain there until officially relieved by a senior Duke Police administrator.

3.2.4. **Facility Management Department (FMD)**

- 3.2.4.1. The FMD Director or his designated representative will report to the Duke Police Command Post
- 3.2.4.2. Provide necessary manpower/resources to correct/repair the deficiency
- 3.2.4.3. Provide appropriate funding and track all expenditures for the repair/maintenance

3.2.5. **OESO-Fire Safety**

- 3.2.5.1. Notify and provide all pertinent information to the Director of Occupational and Environmental Safety Office

- 3.2.5.2. Take charge of the situation and assign areas of responsibility based on the scope of the situation and available manpower.
- 3.2.5.3. Consider and implement other ILSMs as necessary
- 3.2.5.4. Terminate all hot work unless required for system repair and supervised by an OESO-Fire Safety Specialist

3.2.6. **Campus Administration**

- 3.2.6.1. Provide necessary support to ensure all requirements to return the outage to full service are available
- 3.2.6.2. Provide necessary manpower to implement the fire watch program and maintain the watch till the system outage is returned to full service

3.2.7. **Command Post Personnel**

- 3.2.7.1. Contact Durham Fire Department and provide all pertinent information;
- 3.2.7.2. Contact FM Global and provide all pertinent information
- 3.2.7.3. Contact Duke Risk Management Office and provide all pertinent information
- 3.2.7.4. Notify all facility occupants of the affected area that the fire protection system is inoperable: (Consider all methods of communication: *Verbal, telephone, leaflets runners, Duke Cable TV, radio transmissions, and walkthroughs*).
- 3.2.7.5. Maintain a physical fire watch throughout the affected area as defined in *NFPA Life Safety Code 101*

3.2.8. **Fire Watch Personnel**

- 3.2.8.1. Will be specifically assigned to a designated area or floors for the sole purpose of protecting the occupants from fire or similar emergencies
- 3.2.8.2. Duties include:
 - 3.2.8.2.1. Prevent a fire from occurring by observing and correcting unsafe acts or conditions
 - 3.2.8.2.2. Notifying the 911 of an emergency
 - 3.2.8.2.3. Evacuate **all** occupants in the event of an emergency in designated area/zone
 - 3.2.8.2.4. Extinguish small fires
 - 3.2.8.2.5. Maintain **Fire Watch Building Tour Record** (Attachment A- Actual Form is available on the OESO Web page <http://www.safety.duke.edu/Forms.htm>)

3.3. **Operations Centers**

- 3.3.1. **Duke Health Care Facilities : Duke Hospital, Duke Clinic, Eye Center, Children's Health Center (CHC), and North Pavilion**
 - 3.3.1.1. Operations Center will be located at:
 - Duke Hospital
 - Engineering Conference Room
 - Room 0625B
 - 681-2895
 - 3.3.1.2. The senior OESO Fire Safety representative at the Operations Center will be in charge of the Operations Center. The Operations Center will remain operational until the situation is resolved.
 - 3.3.1.3. Personnel required to be at the Operations Center:

- 3.3.1.3.1. Deputy Uniform Commander or Medical Center Affairs Mgr (Duke Police)
- 3.3.1.3.2. Director of Engineering and Operations or designated representative
- 3.3.1.3.3. Director of OESO Fire Safety or designated representative
- 3.3.1.3.4. Operations Administrator

- 3.3.1.4. Other personnel authorized, but not required to be within the Operations Center:
 - 3.3.1.4.1. Chief Operating Officer
 - 3.3.1.4.2. Assistant Operating Officer for Facilities Support
 - 3.3.1.4.3. Director, Occupational and Environmental Safety Office
 - 3.3.1.4.4. Other as directed by the Senior Administrator

- 3.3.1.5. Establish a staging area for Public Relations, Emergency Response Managers, or others deemed necessary by the Senior Administrator.
- 3.3.1.6. Should an emergency incident occur once the Fire Watch Program has been initiated, the Operations Center will defer to the Emergency Command Post and will be re-designated as the secondary Command Post under the Emergency Preparedness Plan

- 3.3.2. Duke University/Campus Facilities**
 - 3.3.2.1. Operations Center will be located at:
 - Duke Police
 - Second Floor Conference Room
 - 684-2444
 - 3.3.2.2. The senior OESO Fire Safety representative at the Operations Center will be in charge of the Operations Center. The Operations Center will remain operational until the situation is resolved.
 - 3.3.2.3. Personnel required to be at the Operations Center:
 - 3.3.2.3.1. Deputy Uniform Commander
 - 3.3.2.3.2. FMD Director or designated representative
 - 3.3.2.3.3. Director of OESO Fire Safety or designated representative
 - 3.3.2.3.4. Campus Administrator

 - 3.3.2.4. Other personnel authorized, but not required to be within the Operations Center:
 - 3.3.2.4.1. Appropriate Deans
 - 3.3.2.4.2. Director, Occupational and Environmental Safety Office
 - 3.3.2.4.3. Other as directed by the Senior Campus Administrator

 - 3.3.2.5. Establish a staging area for Public Relations, Emergency Response Managers, or others deemed necessary by the Senior Administrator.
 - 3.3.2.6. Should an emergency incident occur once the Fire Watch Program has been initiated, the Operations Center will defer to the Emergency Command Post and will be re-designated as the secondary Command Post under the Emergency Preparedness Plan

3.4. Fire Watch Termination

- 3.4.1. Upon successful of required work on the system, OESO Fire Safety will validate the full operability of the affected system by supervising a test of the system.
- 3.4.2. Document date and time the system was returned to service
- 3.4.3. Make notifications as outlined in Section 3 of this Instruction
- 3.4.4. Rescind ILSMs and brief all occupants in the affected areas that the system has been returned to service and operations are normal
- 3.4.5. Forward **ALL Fire Watch Building Tour Records** to the OESO Fire Safety Office

ATTACHMENT A

Fire Watch Building Tour Record

SAMPLE FORM

Actual Form is available on the OESO Web page

<http://www.safety.duke.edu/Forms.htm>

Duke University
Duke University Medical Center
Duke Health Care Systems

Fire Watch Building Tour Record

Building Name: _____ Building Number: _____

Address: _____

Location: _____

Reason for Fire Watch: _____

Date Fire Watch Started: ___/___/___

Time Fire Watch Started: ___: ___

Date Fire Watch Ended: ___/___/___

Time Fire Watch Ended: ___: ___

Time Interval of Tour: ½ Hour; 1 Hour; 2 Hours; 4 Hours

Comments: _____

Submitted by: Print _____

Signature: _____

