Purpose

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 major automatic detection, suppression, and sprinkler system outages for Duke University, Duke University Medical Center and the Duke University Health System. It applies to all Duke employees, contractors, and tenants on Duke premises.

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 an automatic detection or suppression system. Accomplishing these objectives is vital if the operation of Duke facilities is to continue without degradation due to system shutdowns 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.

Initiation Requirements

A fire watch will be initiated anytime:

- The fire alarm is out-of-service more than four hours in a twenty-four hour period
- The fire suppression or sprinkler system is out-of-service more than ten hours within a twenty-four period; or system failure of the fire alarm control panel or monitoring capabilities for more than one hour.

Notifications

Duke Health Care Facilities: Duke Hospital, Durham Regional Hospital, Duke Health Raleigh Hospital, Duke Clinic, Eye Centers, Children’s Health Center (CHC), North Pavilion, Duke Medicine Pavilion and Cancer Center.

Engineering and Operations (BAS Center)
Notify and provide the following information to the dispatcher at Duke Police Communications via telephone and request that a Fire Watch be initiated:
Automatic fire system type and area of coverage;
Date and time of system inactivation;
Estimated downtime;
Nature/scope of the problem;
Name of individual or department responsible for correction/repair

Notify and provide pertinent information to the Director of Engineering & Operations (E & O); and
Robin Thomas, Director Office: (919) 684-6868  
Home: (919) 730-1582  
Cell Phone: (919) 730-1582

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

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

Fred Knipper, Director Office: (919) 668-3231  
Home  
Cellular: (919) 812-9030

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

Duke Police
Duke police will notify and provide all pertinent information to: 
Medical Center Affairs Manager, or Deputy Uniform Patrol Commander

Medical Center Affairs Manager
Deputy Uniform Patrol Commander Office: (919) 681-6747 Office: (919) 684-5868  
Pager: (919) 970-3601 Pager: (919) 970-9763

The MC Affairs Manager or the Deputy Uniform Patrol Commander will report to the Operations Center and notify: 
Operational Administrator (919-970-8001);

Initiate the Duke Police Group Page and provide all pertinent information to all individuals that respond; and 
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.

OESO-Fire and Life Safety
Notify and provide all pertinent information to the Director of Occupational and Environmental Safety Office.
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:
Administration: Clinics, Wards, Patient Care and Nursing Staff  
Engineering and Operations: Mechanical rooms, interstitial space, and unoccupied spaces 
Duke Police: Public areas to include corridors, stairways, and elevator areas 
OESO-Fire and Life Safety: Laboratory, business, assembly occupancies and projects 
Conside and implement other Interim Life Safety Measure (ILSMs) as necessary. 
Terminate all hot work unless required for system repair and approved by OESO-Fire and Life Safety

Hospital Administration
Operational Administrator will page and provide all pertinent information to:
Administrator on Call—(970-1000); and
Assistant Operating Officer for Facilities Support—(970-9709)

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

Fire Watch Personnel
Will be specifically assigned to a designated area or floors for the sole purpose of protecting
the occupants from fire or similar emergencies
Duties include:
Prevent a fire from occurring by observing and correcting unsafe acts or conditions
Notifying the 911 of an emergency
Evacuate all occupants in the event of an emergency in designated area/zone
Extinguish small fires

Maintain Fire Watch Building Tour Record (Attachment A) - Actual Form is available on the
OESO Web page//
www.safety.duke.edu/sites/default/files/Fire%20Watch%20Building%20Tour%20Record.pdf

Duke University Facilities
A Fire Watch Program will only be required in Resident Halls and high hazard operations areas
where a supervised system is mandated by code.
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 and Life Safety
Director or his appointed representative

Duke Police
Duke police will notify and provide all pertinent information to:
Deputy Uniform Patrol Commander

Office: (919) 684-5868
Pager: (919) 970-9763

Deputy Uniform Patrol Commander will report to the Operations Center and notify the
appropriate Campus Administrator for the facility involved
Notify and provide pertinent information to the Director, OESO-Fire & Life Safety Division or the appointed designee.
Fred Knipper, Director Office: (919) 668-3231
Home: (919) 498-9941
Cellular: (919) 812-9030

The Director or his designated rep will report to the Operations Center 3.2.3.3.1.2. Campus Administrator will report to the Duke Command Post

Initiate the Duke Police Group Page and provide all pertinent information to all individuals that respond; and
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.

Facility Management Department (FMD)
The FMD Director or his designated representative will report to the Duke Police Command Post
Provide necessary manpower/resources to correct/repair the deficiency
Provide appropriate funding and track all expenditures for the repair/maintenance

OESO-Fire and Life Safety
Notify and provide all pertinent information to the Director of Occupational and Environmental Safety Office
Take charge of the situation and assign areas of responsibility based on the scope of the situation and available manpower.
Consider and implement other ILSMs as necessary
Terminate all hot work unless required for system repair and approved by OESO-Fire & Life Safety

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

Command Post Personnel
Contact Durham Fire Department and provide all pertinent information;
Contact FM Global and provide all pertinent information
Contact Duke Risk Management Office and provide all pertinent information
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).
Maintain a physical fire watch throughout the affected area as defined in NFPA Life Safety
Fire Watch Personnel
Will be specifically assigned to a designated area or floors for the sole purpose of protecting
the occupants from fire or similar emergencies
Duties include:
Prevent a fire from occurring by observing and correcting unsafe acts or conditions
Notifying the 911 of an emergency
Evacuate all occupants in the event of an emergency in designated area/zone
Extinguish small fires
Maintain Fire Watch Building Tour Record (Attachment A)- Actual Form is available on the
OESO Web page
https://www.safety.duke.edu/sites/default/files/Fire%20Watch%20Building%20Tour%20Record.pdf

Operations Centers
Duke Health Care Facilities : Duke Hospital, Duke Clinic, Eye Centers, Children’s Health Center
(CHC), Duke Medicine Pavilion, Cancer Center and North Pavilion
Operations Center will be located at:
Duke Hospital
Engineering Conference Room Room 0625B
(919) 681-2895

The senior OESO Fire and Life 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.
Personnel required to be at the Operations Center:
Deputy Uniform Commander or Medical Center Affairs Manager (Duke Police)
Director of Engineering and Operations or designated representative
Director of OESO Fire and Life Safety or designated representative
Operations Administrator

Other personnel authorized, but not required to be within the Operations Center:
Chief Operating Officer

Assistant Operating Officer for Facilities Support
Director, Occupational and Environmental Safety Office
Other as directed by the Senior Administrator

Establish a staging area for Public Relations, Emergency Response Managers, or others deemed
necessary by the Senior Administrator.
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
Duke University/Campus Facilities
Operations Center will be located at: Duke Police
Second Floor Conference Room (919) 684-2444
The senior OESO Fire and Life 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.
Personnel required to be at the Operations Center:
Deputy Uniform Commander
FMD Director or designated representative
Director of OESO Fire and Life Safety or designated representative
Campus Administrator

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

Establish a staging area for Public Relations, Emergency Response Managers, or others deemed necessary by the Senior Administrator.
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

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

ATTACHMENT A

Form is available on the OESO Web page

https://www.safety.duke.edu/sites/default/files/Fire%20Watch%20Building%20Tour%20Record.pdf