

# ADMINISTRATIVE ORDER #2018-1

## FIRE WATCH REQUIREMENTS

### 1) Purpose:

The purpose of this Administrative Order is to provide for consistency in administering and enforcing fire watch duties when a required fire protection system is out of service or when deemed necessary by the Director of Code Compliance. A *required fire protection system* may be a fire alarm system and/or automatic sprinkler system.

### 2) Justification:

The information outlined and specified in this document is intended to provide compliant and standardized guidelines to building owners and tenants as to the measures that are to be taken when *required fire protection systems* such as fire sprinkler and/or fire alarm systems are *impaired* for some planned or unplanned reason and are out of service or when deemed necessary.

### 3) Definitions:

- A. **Fire Watch** – A person(s) or contracted company designated by the building owner or tenant to provide continuous monitoring on premises while a required *fire protection system* is impaired or when deemed necessary by the Director of Code Compliance.
- B. **Impaired** – For the purposes of this Administrative Order, impaired refers to a required fire protection system that is out of service and unable to perform its intended function.
- C. **Mitigating Measures** – Evacuation of all occupants in an area(s) affected by an *impaired* fire protection system, implementation of a fire watch, and/or providing additional firefighting equipment such as fire extinguishers.
- D. **Required Fire Protection Systems** – Fire sprinkler systems, automatic fire and smoke detection systems, manual pull fire alarm systems, pre-engineered fire suppression systems and any other type of fire protection system required by the International Building Code or International Residential Code as adopted by the PA Uniform Construction Code.

### 4) When Required:

When a required fire protection system is impaired for more than 4 hours, planned or unplanned, the Director of Code Compliance or their designated representative shall be notified immediately and when necessary, mitigating measures shall be instituted. The Department of Code Compliance will coordinate with Manheim Township Fire Rescue (MTFR) as required. Other activities or events unrelated to fire protection systems may warrant a fire watch at the discretion of the Director of Code Compliance. (Overcrowding, natural disasters, prolonged power outages, hot work, etc.)

### 5) Fire Watch Duties – Owner Responsibilities:

- A. Establish, instruct and maintain fire watch personnel.
- B. Notify the fire alarm monitoring company.
- C. Notify the Director of Code Compliance that the system(s) is not working and again when the system has been repaired and restored to service. The Department of Code Compliance will coordinate with MTFR as required.
- D. Contact the repair company to fix the required fire protection system(s).

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### 6) Cancellation of Fire Watch:

It is the owner's responsibility to cancel the fire watch once the fire protection system(s) has been fully restored and returned to service or when conditions that necessitated the fire watch have been addressed. The owner is to contact their monitoring company and the Director of Code Compliance and provide repair summaries showing all systems are repaired and are back in service.

### 7) Fire Watch Personnel Duties:

- A. Conduct patrols of the affected portion(s) of the building(s).
- B. Identify any fire, life or property hazards. If any hazards are discovered, immediately call 9-1-1 with the exact address and type of emergency encountered.
- C. Notify all occupants of the facility of the need to evacuate. If the sirens or public address function of the alarm system are still functional, use them to assist with evacuation of the building(s). Occupant notification devices such as air horns, bull horns or whistles may be needed.
- D. Establish and maintain at least one means of direct communication with 9-1-1 when needed.
- E. Maintain a log of fire watch activities.
- F. Have knowledge of the location and use of fire protection equipment, such as fire extinguishers.
- G. Fire watch personnel cannot have other duties besides their assigned fire watch.

### 8) Frequency of Fire Watch Inspections:

**Every Thirty (30) Minutes** – Facilities with sleeping occupants, institutional facilities or occupied assembly facilities.

**Every Sixty (60) Minutes** – All occupancies not meeting the criteria for 30 minute inspections.

### 9) Record Keeping – Fire Watch Log:

A fire watch log shall be maintained at the affected facility. The log must be available at all times during the fire watch. A sample fire watch log template is attached to this Order.

The fire watch log is to include the following information:

- A. Address of facility.
- B. Date and time each patrol was conducted by the fire watch.
- C. Name of the person(s) conducting the fire watch.
- D. Record of communication(s) to the Fire Department and/or Fire Alarm Monitoring Company.
- E. Record of all other pertinent information as directed by the Director of Code Compliance.



Issued By:

Andrew S. Bowman, Director of Code Compliance

Effective Date: February 5, 2018

# Attention Occupants

FIRE WATCH  
IN  
PROGRESS

**Fire alarm or sprinkler system is out-of-service  
for repairs, construction, or maintenance.**

Qualified individuals are conducting a continuous tour of common areas to provide smoke and/or fire detection. Please be alert to evidence of smoke or fire. Contact **911** immediately if fire is seen or suspected.

**Evacuate the building immediately upon hearing an air horn,  
whistle, or other alert.**

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<b>Fire Watch Checklist</b>					
Building:			Date:		
Expected Duration System Outage (include days and/or hours):					
Means of Notifying Building Occupants (i.e. verbal command, whistle, horn):					
<b>Fire Watch Personnel</b>					
1st Watch Hours:	Name:		Phone Number:		
2nd Watch Hours:	Name:		Phone Number:		
3rd Watch Hours:	Name:		Phone Number:		
<b>Area(s) That Require a Fire Watch</b>					
Building:	Floor:		Area:		
	Floor:		Area:		
	Floor:		Area:		
	Floor:		Area:		
<b>Fire Watch Patrol Log: Patrol of affected areas must be conducted per Admin. Order 2018-1</b>					
<i>Every Thirty (30) Minutes – Facilities with sleeping occupants, institutional occupancies or occupied assembly occupancies.</i>					
<i>Every Sixty (60) Minutes – All occupancies not meeting the criteria for 30 minute inspections.</i>					
Time 1		Time 7		Time 13	
Time 2		Time 8		Time 14	
Time 3		Time 9		Time 15	
Time 4		Time 10		Time 16	
Time 5		Time 11		Time 17	
Time 6		Time 12		Time 18	
<b>Comments</b>					
<b>Project Completion Date:</b>			<b>Signature:</b>		