

**Beth Israel Deaconess Medical Center
Environment of Care Manual**

**Title: Fire Watch Procedure for Impaired Fire Detection and/or Fire Alarm
Suppression Systems**

Policy #: EC- 75

Purpose: To mitigate risks that can result from an impaired fire detection or suppression system. A fire watch will be implemented to assist with early detection, reduced combustible load and ensure clear path of egress.

Policy Statement:

When a life safety system has been compromised due to an impairment (shutdown or system failure), a Fire Watch should be initiated to compensate for the non-functional life safety system (suppression or alarm systems). Refer to EC-83 for all procedures during actual Hot Work.

Scope: This plan applies to all medical center locations. The implementation of Fire Watch is required in all areas impacted by the conditions noted above.

Procedure(s) for Compliance:

I. RESPONSIBILITIES

The Project Manager (PM), Maintenance Operations the Safety Officer (SO) or designee are responsible for:

- A. Determining the implementation of a Fire Watch when projects or system failures require the partial or complete impairment of life safety system. Per NFPA 101 2012, the following fire watch requirements apply:
 - A fire watch is required when the fire alarm system is impaired for more than 4 hours in a 24 hour period in an occupied building, or
 - A fire watch is required when a fire suppression system e.g. sprinkler system is impaired for more than 10 hours in a 24 hour period in an occupied building.
 - A fire watch must have a qualified individual in the affected area on a continuous basis and may not leave until the fire watch has been rescinded, or another qualified person takes their place.
- B. Determining how the Fire Watch will be implemented and documented (Forms A & B).
- C. Ensure BIDMC or off-site Fire Alarm and Suppression System vendors make appropriate notification to the local Fire Department as per fire department requirements. Ensure these notifications are documented and

submitted to the PM or Maintenance Operations.

- D. Ensuring the Fire Watch is properly implemented at the appropriate time(s).
- E. Auditing the Fire Watch area and associated documentation. Make adjustments to the plan as needed.
- F. PM or Maintenance Operations to maintain copies of all forms.

II. PROCEDURES:

A. NOTIFICATION

1. Once it has been determined that the Fire Watch is required, due to impairment, the local Fire Department will be contacted in the appropriate way. Example, bagging smoke detectors requires a bagging permit be submitted to BFD Fire Prevention Division in advance of the work. For dangers caused by an alarm system impairment that cannot be immediately repaired, the local Fire Department should be notified by phone and the PM, Maintenance Operations or vendor designee completes System Impairment Documentation and Notification (Form A).

B. SYSTEM INSPECTION PROCESS

1. Develop Fire Watch schedule with assigned, qualified individuals to cover the period of time the inspection is required. The Fire Watch must be the primary responsibility of the person assigned. If the impairment is expected to be less than (4) four hours, a Fire Watch is not required but preparations should be made in case the work is delayed and requires more than 4 or 10 hours of impairment. Any impairment that is expected to go beyond the 4 or 10 hour timeframe requires that the fire watch begin immediately and not begin at the 4 or 10 hour timeframe.
2. Assign a competent individual(s) to perform the Fire Watch. Provide training for the assigned individual(s) in accordance with the responsibilities and conditions listed on the Fire Watch form (Form B). The person(s) completing the Fire Watch form will initial and print name in spaces provided for beginning of fire watch, arrow down documenting continuous time frame for watch and initial/print name again at end documenting completion of the watch. A copy of the completed document must be submitted to the PM or Maintenance Operations.

Attachment A: Documentation and Notification for Life Safety System Shutdown
Attachment B: Fire Watch for System Impairment Form

Vice President Sponsor: Walter Armstrong, Sr. VP Capital Facilities and Engineering

Approved By:

EOC Committee: 4/11/18

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Revised: 11/14, 4/18

Eliminated:

References:

Beth Israel Deaconess Medical Center (EC- 75 Form A)
Documentation and Fire Department Notification for Life Safety System Impairment

New Notification <input type="checkbox"/> Yes	Or	Change to existing notification <input type="checkbox"/> Yes	Date and time of existing notification:
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System(s) involved in shutdown:	Suppression Impaired? Yes/No	
	Detection Impaired? Yes/No	
	Other?	

Description of areas to be impaired. Address:	Building(s)	Floor(s)	Unit/Area(s)
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Master Panel notification to Central Station affected?	<input type="checkbox"/> Yes	Explanation of extent affected:
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Expected time frame for impairment?	Start Time Offline	Re-instate Time
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Note: Any changes to the time frame will result in an additional notification.

Reason for Impairment

To notify BFD call 617-343-3805, give the dispatcher your information. Ask to speak with the District Chief (DC) and the dispatcher will connect you with the DC. Record the name of the DC on this form as the person notified at BFD. For all off-sites, notify the local fire department.

FIRE DEPARTMENT NOTIFICATION Date: _____ Time: _____
 Person at Fire Department Notified: _____
 Person Notifying Fire Department: _____
 Company if non BIDMC _____

Fire Watch for Impaired Fire Detection and/or Fire Alarm Suppression System (EC-75 Form B)

DATE: _____ LOCATION: _____

TIME	Initials	Print Name	Responsibilities and Conditions when Completing Fire Watch. Report any issues immediately to the Project Manager.
0000			If there is fire, smoke, or a strong smell of smoke, or other evidence of a fire or incipient fire immediately follow RACE and activate ALARM (Code Red)
0100			Fire watch must be continuously conducted by trained individuals performing no other duties in the affected areas until the impairment no longer exists.
0200			Outside doors are closed and secured, and windows, fire doors and fire shutters are closed.
0300			All waste, rags, paint residue, rubbish, and similar combustible items are removed from the building.
0400			All remaining operable fire protection equipment is in place and not obstructed. Fire alarm pull stations, smoke or heat detectors are not blocked, damaged or rendered inoperable.
0500			Ensure that all aisles are clear.
0600			Confirm that all motors or machines not required to operate are turned off.
0700			All unsecured offices and conference rooms are checked for unapproved smoking material that may have been carelessly discarded.
0800			All unnecessary heat-producing devices are turned off in the impairment area.
0900			Ensure that flammable and combustible materials are properly stored in approved containers. (NOTE: Flammable compressed gas cylinders must be stored in a 1-hour fire resistance rated room.)
1000			Ensure that sprinkler valves are in the open position. (NOTE: If sprinkler control valves are electronically supervised by the Automatic Fire Alarm System and are not impaired by this scope of work, then the visual examination is not required.)
1100			Check for proper ventilation in the impaired area.
1200			Ensure there are no leaks from the plumbing fixtures and piping.
1300			Fire separations do not have holes or penetrations or unprotected openings. There are no other holes in walls, floors or other visible changes in building construction that could cause injury or risk to patients or staff.
1400			Exit lights and illumination of the corridor working properly.
1500			
1600			DIRECTIONS
1700			Fire Watch person(s) to review responsibilities and monitor conditions throughout entire fire watch.
1800			Initial and Print Name in spaces provided for beginning of fire watch, arrow down documenting continuous time frame for watch and initial/print name again at end documenting completion of watch.
1900			Completed forms to be submitted to the Project Manager.
2000			
2100			
2200			
2300			