Policy and Procedures for Fire Watch, Preformed by Residence Education and Services Staff
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I. Objectives:

This document serves to give guidance to Residence Education and Services staff (including student staff) for policies and procedures regarding fire watch.

II. Scope:

This document is applicable to all staff members (including student staff members) of Residence Education and Services who may be called upon to perform a fire watch.

III. Definitions:

Egress:

A place or means of leaving a building, by means of an exit.

Fire:

Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire Hazard:

Any thing or act increasing or causing an increase of the hazard or menace of fire to a greater degree that customarily recognized by persons in the public service who are regularly engaged in preventing, suppressing, or extinguishing a fire; or which may obstruct, delay, hinder, or interfere with the operations of the fire department or the egress of occupants in the building of a fire.

Fire Watch:

A temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individual for the purpose of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising alarm of a fire, and notifying the appropriate emergency service.
Pull Station:

A manually operated device used to initiate an alarm signal. These are located by all exits.

Signs of Fire:

Include, but are not limited to, the sight or smell of smoke and/or the sensation of excessive quantities heat emanating from a central source.

Qualified individual:

A member of Residence Education and Services staff who has completed fire safety training, specifically Fire Safety’s annual RA Training, conducted at the end of each summer.

IV. Overall Procedure:

- Fire watches may only be instituted by a direct request from the Director of Fire Safety. No other individual may request a fire watch.
- The Director of Fire Safety, at times when a fire watch may need to be instituted, shall contact the Assistant Director of Residence Education and Services to make such a request.
- This request shall include the number of people required, the number of floors to be patrolled by each person, the time and date when the fire watch is supposed to begin, and the time and date that the fire watch is intended to end.
- The Assistant Director of Residence Education and Services shall select individuals from within his/her staff to conduct a fire watch, the areas/times when/where the individuals are to report to conduct their fire watch, and shall report the selected staffing, report location/times back to the Director of Fire Safety.
- The Assistant Director of Residence Education and Services is also to notify the selected staff members of the date/time/location at/to which they are supposed to report.
- At the date and time that the fire watch is to begin, the selected staff members are to report to their designated floors.
- These individuals are to patrol their designated floor(s) every ten minutes during the duration of the fire watch, each of these patrols are to be logged on the “Fire Watch Log Form” (see Appendix A), citing specific times, floors patrolled, and the name of the individual performing the fire watch.
- During their patrols, they are to be vigilant of signs of fire or to situations that would be unsafe during a fire (e.g. blocked means of egress).
- In the event that the individual performing the fire watch comes across something that, in the event of a fire, may be potentially dangerous, he/she may attempt to
remediate the situation him/herself. If this does not work, he/she may contact the Community Director on duty for further guidance, in terms of correcting the situation.

• In the event that the individual comes across a sign of a fire, he/she is to immediately begin to leave the building, pulling a pull station on his/her way out.

• In the event that an individual is performing the fire watch and the fire alarm sounds, he/she is to exit the building.

• Once outside, the individual who activated the alarm is to contact University Police at (973) 655-5222 to give them any pertinent information and to notify them that the alarm was set off intentionally.

• After contacting the University Police Department, all fire watch personnel are to assume their usual staff roles (e.g. Residence Assistants/Service Assistant are to ensure that the residents/guests are properly staged, etc.)

• At such a time that the building is cleared by the local fire department/University Police Department, those individuals who were assigned to the fire watch are to resume their fire watch duties.

V. Responsibilities of the Fire Watch Personnel:

• At the date and time that the fire watch is to begin, the selected staff members are to report to their designated floors.

• These individuals are to patrol their designated floor(s) every ten minutes during the duration of the fire watch, each of these patrols are to be logged on the “Fire Watch Log Form” (see Appendix A, additional copies may be necessary), citing specific times, floors patrolled, and the name of the individual performing the fire watch.

• During their patrols, they are to be vigilant of signs of fire or to situations.

• In the event that the individual performing the fire watch comes across something that, in the event of a fire may be potentially dangerous, he/she may attempt to remediate the situation him/herself. If this does not work, he/she may contact the Community Director on duty for further guidance in terms of correcting the situation.

• In the event that the individual comes across a sign of a fire, he/she is to immediately begin to leave the building, pulling a pull station on his/her way out.

• In the event that an individual is performing the fire watch and the fire alarm sounds, he/she is to exit the building.

• Once outside, the individual who activated the alarm is to contact University Police at (973) 655-5222 to give them any pertinent information and to notify them that the alarm was set off intentionally.

• After contacting the University Police Department, all fire watch personnel are to assume their usual staff roles (e.g. Residence Assistants/Service Assistant are to ensure that the residents/guests are properly staged, etc.)

• At such a time when the building is cleared by the local fire department/University Police Department, those individuals who were assigned to the fire watch are to resume their fire watch duties.
VI. Responsibilities of the Assistant Director of Residence Education and Services:

- This request shall include the number of people required, the number of floors to be patrolled by each person, the time and date when the fire watch is supposed to begin, and the time and date that the fire watch is intended to end.
- The Assistant Director of Residence Education and Services shall select individuals from within his/her staff to conduct a fire watch, the areas/times when/where the individuals are to report to conduct their fire watch, and shall report the selected staffing, report location/times back to the Director of Fire Safety.
- The Assistant Director of Residence Education and Services is also to notify the selected staff members of the date/time/location to which they are supposed to report.

VII. Responsibilities of the Director of Fire Safety:

- Provide annual RA training, at the end of each summer, for Residence Education and Services staff
- Fire watches may only be instituted by a direct request from the Director of Fire Safety. No other individual may request a fire watch.
- The Director of Fire Safety, at times when a fire watch may need to be instituted, shall contact the Assistant Director of Residence Education and Services to make such a request.
- This request shall include the number of people required, the number of floors to be patrolled by each person, the time and date when the fire watch is supposed to begin, and the time and date that the fire watch is intended to end.

VIII. For Further Information Regarding this Plan:

Contact Robert Ferrara, Director of Fire Safety, at (973) 655- 5401.

IX. Appendix A:

**Fire Watch Log**

Fire Watch Personnel: _____________________________ Date: _____________

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Introduction:

Community Assistants were trained in fire evacuation procedures during their annual CA training, at the end of August. The purpose of a fire watch is, essentially, to ensure that, in the event of a fire, occupants of a building evacuate. Community Assistants regularly patrol the common areas of
their buildings, the only difference with a fire watch is that the Community Assistants will be patrolling with greater frequency and they will only be looking for signs of a fire (opposed to the plethora of other items for which they may traditionally look).

**Duties of Individuals Performing a Fire Watch:**

- Patrol common areas of the floors every ten minutes. Fill out the attached log form at the conclusion of each patrol, see Appendix A for a copy of this form.

- In the event that signs of a fire are encountered, immediately evacuate the building and activate a pull station on your way out. If the building alarm sounds, and you did not activate it, immediately evacuate the building.

- Contact University Police at (973) 655-5222 and notify them of the situation, relaying any pertinent findings (e.g. where the fire is, how large it is, what is burning, etc.), after you have evacuated.

- Once outside, act as a Community Assistant usually would: Help in staging, keep the roads clear, etc.

- Once the building is cleared by emergency personnel, return to the fire watch.

- Return Fire Watch Logs to the building’s Community Director at the end of your assigned shift, they will return them to us.