Fire Watch Procedures (Theater Dept.)
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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 watch personnel shall be appointed by the Theater Department and trained by the Department of Fire Safety.
- Fire watches shall be instituted whenever hot work will be performed.
- Fire watches shall last for one (1) hour after hot work has been concluded, which includes any break in hot work activity (e.g. lunch breaks).
- The hot work area shall be monitored for an additional three (3) hours after the initial hour has concluded.
- 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 hot work is to begin, appointed fire watch personnel are to report to the areas designated for hot work.
- 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 Department of Fire Safety 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 community member is to report to the area where in hot work is to be performed.
• 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 Department of Fire Safety 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. Proceeding to the designated staging area and accounting for personnel)
• 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 Director of Fire Safety:

• Provide annual training, including fire extinguisher training, fire evacuation plan training, and training in this policy.
• Aiding in the facilitation of Managing Hot Work Using FM Global’s Hot Work Permit System, a free online training provided by FM Global.
• Maintain page 1A of the FM Global approved Hot Work Permit for a period of one calendar year.
VII.  For Further Information Regarding this Plan:

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

## Fire Watch Log

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