



Fire Watch

Table of Contents

I. Purpose	2
II. Scope.....	2
III. Definitions.....	2
IV. Responsibilities	2
V. Requirements.....	5
VI. Training	7
VII. Recordkeeping	7
VIII. Regulatory Authority and Related Information	7
IX. Contact	7
Appendix 1 – Impairment Fire Watch Assessment and Notification.....	8

F. Fire Watch Personnel

- i. Adhere to the requirements of this program.
- ii. May be assigned by Facilities, departments, or contractors as staffing and resources allows.
- iii. Be a minimum age of 18 years old.
- iv. Remain awake and alert at all times.

- d. Facilities, departments, and contractors providing fire watch personnel must provide individual contact information to the Fire Watch Shift Lead(s).
- iv. If fire watch staffing is not available during an impairment that requires a fire watch as determined by the assessment:
 - a. The affected area(s) must be evacuated and remain so until sufficient fire watch staffing can be provided, or until the systems are restored.
 - b. Occupants must be notified as necessary to ensure the areas are not occupied (e.g., notifying building managers, departments, Facilities).
 - c. Signage must be posted at all entrances to affected areas informing individuals that the building is not to be occupied.
 - d.

- viii. For any buildings with positive alarm sequence programming (i.e., game day mode, which is a manually initiated delay in the operation of an automatic alarm or voice alarm system for up to 180 seconds to permit investigation of the alarm signal), the fire department and Facilities Operations personnel must be present during the times the alarm is in the positive alarm sequence programming state.

VI. Training

- A. The Fire Watch Shift Lead must review the roles, responsibilities, and expectations with the fire watch patrol personnel prior to each fire watch shift, utilizing the [Fire Watch Guidelines and Log](#).
- B. Fire Watch Shift Leads and Personnel must be [trained](#) in the use of fire extinguishers.

VII. Recordkeeping

- A. Completed fire watch patrol logs must be submitted to the Fire Watch Shift Lead at the end of each shift.
- B. When fire watch activities are completed and systems restored, submit all fire watch patrol logs to EHS at ehs@northwestern.edu.
- C. Fire watch patrol logs must be retained for at least one year.

VIII. Regulatory Authority and Related Information

Northwestern and contractors will comply with the Occupational Safety and Health Administration's (OSHA) standards, National Fire Protection Association's (NFPA) codes, International Fire Council's (IFC) codes, and any other applicable codes and standards, including:

[OSHA 29 CFR 1910.252 – Welding, Cutting, and Brazing](#)

[NFPA 101 – Life Safety Code – 3.3.104, 9.6.1.6, and Appendix A \(2012 version\)](#)

[NFPA 25 – Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems – 15.5.2 \(2011 version\)](#)

[IFC 901.7 –](#)

Appendix 1– ImpairmentFire Watch Assessment and Notification