

UMB Fire Watch Procedures

I. Purpose:

To establish the procedures for a fire watch.

II. Important Contact Information:

Emergency:	911
UMB Police:	410-706-3333
UMB Fire Marshal:	410-706-3494
UMB Work Control:	410-706-7570
UMB Electronics Shop:	410-706-3897
UMB Plumbing Shop	410-706-7929

III. Procedure:

This procedure is in effect whenever a fire watch is required by the UMB Fire Marshal. A copy of this policy must be kept on site.

General Requirements:

1. The individual performing the fire watch shall have no other duties or assigned responsibilities for the duration of the fire watch.
2. The individual performing the fire watch shall have immediate access to a telephone and shall have the ability to communicate effectively verbally.
3. The individual performing the fire watch shall have immediate access to a fire extinguisher and shall have completed training on proper fire extinguisher use.
4. The individual performing the fire watch must be informed of the required location of the fire watch and know the location of fire alarm pull stations.

The individual performing the fire watch must continuously patrol the impacted area and maintain the log at the conclusion of this document. The Fire Watch Log must be signed on an hourly basis. More frequent signatures may be required by the UMB Fire Marshal depending on the specific hazards present.

The fire watch cannot end until either:

1. The impaired fire protection/alarm system has been restored and accepted by UMB.
2. At least 30 minutes after completion of hot work operations, unless directed otherwise by the UMB Fire Marshal.

If a fire is discovered, immediately:

1. Activate the building fire alarm system.
2. Evacuate.
3. Contact 911 to report the location and cause of the alarm.

If the fire alarm system is not in service, follow all applicable portions of the UMB Fire Alarm System Impairment Policy.

