

Fire Watch Requirements

This information outlines the requirements of a fire watch if the fire alarm and/or sprinkler systems in any Valdosta State building become **completely** or **partially inoperative**. A fire watch allows buildings to be temporarily occupied when fire alarm and/or sprinkler systems are out of service. A fire watch is required at all times when buildings are occupied. In unoccupied buildings the need for a fire watch is determined by the Director of Environmental and Occupational Safety.

A fire watch will be performed by appropriately trained personnel who will function as the fire alarm system to report fires or similar emergencies to the University Police Department. Fire watch personnel are also responsible to initiate evacuation of the building if a fire or emergency occurs. Fire watch personnel must be trained and /or have the following qualifications:

- a. Able to gain access to all areas of the building under the fire watch
- b. Able to recognize signs of fire or other hazards that could cause injury
- c. Know evacuation routes
- d. Able to manually alert building occupants by sounding a horn, whistle, etc.
- e. Able to use portable fire extinguisher
- f. Able to patrol their assigned building area once every hour
- g. Properly complete the fire watch log

Management Responsibility

- a. Establish a fire watch in an occupied building when the fire alarm and/or sprinkler system are shut down for more than four (4) hours in a 24 - hour period.
- b. Contact the Department of Environmental and Occupational Safety (229-293-6171), University Police (229-333-7816) and the Valdosta Fire Department at (229- 333-1835) of any system malfunction or planned outage of a building fire alarm and/or sprinkler system.
- c. Inspect all public areas, mechanical/electrical rooms, storage/closets areas, kitchens, laundry rooms, and other high risk places during each patrol.
- d. Document fire watch activities on the VSU Fire Watch Log (see Attachment A)
A watch must be conducted hourly of the building or affected area and a log updated upon completion of each patrol
- e. In a dorm the fire watch must be maintained 24/7
- f. In non sleeping buildings the fire watch can be from 6PM to 6AM
- g. Maintain the fire watch until the fire alarm/sprinkler systems have been repaired, tested and placed back into service.
- h. Notify the Department of Environmental and Occupational Safety , University Police and the building owner when the building alarm and /or sprinkler system has been repaired, tested and placed back into service.
- i. Submit completed and signed fire watch log to the department of Environmental Occupational Safety.

Environmental & Occupational Safety

Division of Finance & Administration

Location 1504 N. Oak St. • **Address** 1500 N. Patterson St. • Valdosta, GA 31698-0242
Phone 229.293.6171 • **Fax** 229.293.6172 • **Web** www.valdosta.edu/finadmin/safety/

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Environmental and Occupational Safety Responsibilities

- a. Ascertain if a fire watch is necessary in unoccupied campus buildings
- b. Maintain all fire watch records and logs for at least three years

Department of University Police Responsibilities

- a. Conduct and log routine patrols of unoccupied campus buildings in which E&OS has deemed a fire watch is unnecessary.

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