

MSU FIRE WATCH PLAN

This information is provided to clarify the requirements for a fire watch. A fire watch is the action of an on-site person whose sole duty is to watch for the occurrence of fire.

Fire Watch Requirements

If a fire protection system fails, is out of service, there have been an excessive number of activation's or nuisance alarms, MSU may be required by the Fire Department to provide a fire watch until the system is repaired. Personnel to conduct the fire watch are determined by MSU. A nuisance alarm is defined as "any alarm caused by mechanical failure, malfunction, improper maintenance, or any alarm activation by a cause that cannot be determined."

MSU Responsibilities

- a) Establish, instruct and maintain fire watch personnel.
- b) Notify MSU police dispatch of the condition.
- c) Notify the Fire Department of the situation
- d) Contact a service company to repair the fire protection system(s).
- e) Notify the Fire Department when the system has been repaired.

Fire Watch Duties

Personnel serving as a fire watch have the following duties:

- a) Conduct periodic patrols of the entire facility as specified.
- b) Identify any fire, life or property hazards.
- c) Notify MSU police dispatch if a fire is discovered by land line, cell phone or radio with the exact address and type of emergency.
- d) Notify occupants of the facility of the need to evacuate. This can be done by using a whistle or compressed air horn. If the sirens or public address function of the alarm system are still functional, use them to assist with the evacuation.
- f) Maintain a log of the fire watch activities by contacting the MSU dispatch.
- h) Fire Watch Personnel cannot have other duties besides their assigned fire watch. However, the Fire Department may designate other duties.

Note: The fire watch personnel will not perform fire-fighting duties beyond the scope of the ordinary citizen.

Frequency of Inspections

Fire watch personnel shall patrol the entire facility every 15 minutes in the following situations:

- a) The facility has people sleeping.
- b) The facility is an occupied assembly occupancy.

Facilities that do not meet the requirements for a 15 minute patrol frequency should have a fire watch patrol every 30 minutes. If a facility cannot be completely patrolled by a fire watch person in 15 or 30 minutes, extra personnel shall be assigned fire watch duties to assure that the complete facility is patrolled in the required time frame.

Record Keeping

- a) The fire watch personnel must contact the MSU dispatch at least every 30 minutes by phone or radio and advise the condition of the facility being monitored.
- b) The dispatcher shall log the times and conditions reported

Cancellation of Fire Watch

It is MSU's responsibility to cancel the fire watch once the fire protection system has been fully restored. Once the fire watch has been cancelled, MSU must notify the fire department and any other groups or individuals affected by the fire watch.