

# University Fire Watch Procedures

## Bowling Green State University

The following procedures apply to **ALL Residential and Support facilities** under the control of Bowling Green State University.

**What is a *Fire Watch*:** A fire watch is a manual system of fire detection, performed by individuals constantly on alert and patrol, searching for fire hazards when the mechanical fire alarm system has malfunctioned. This watch is to be activated whenever it has been established that a building fire alarm system is either out of service or severely deficient in functionality.

**Requesting a *Fire Watch*:** Any person who has direct control over a building and has good reason to believe that the fire alarm system or its related equipment is out of order and poses a serious risk to person(s) or property in any occupied or unoccupied structure can request a *fire watch*.

If the person who has jurisdiction over a building believes that it's occupants are in imminent danger due to fire alarm malfunctions, University Police are to be notified at once. At that time the University Police shall activate the fire watch call procedure.

**Authorizing a *Fire Watch*:** A fire watch may be authorized once a representative from Facilities Services, University Police, and a spokesperson from the building have determined a watch is essential. Once a *fire watch* has been placed in action, it shall remain in effect until such time that the Bowling Green Fire Division cancels the watch.

**Canceling a *Fire Watch*:** A *fire watch* can be cancelled only after the alarm deficiencies have been repaired or ALL occupants have been relocated to another facility. Once it has been determined by a trained fire alarm technician that the system is fully functional, a director of Facilities Services, and Residence Life (if a residential unit), or their designees will contact the Bowling Green Fire Division and request an ALL CLEAR for the fire watch. At that time the Bowling Green Fire Division will determine whether to declare an ALL CLEAR or continue the watch.

**Fire Watch duties:** The Fire Watcher's primary function is to report any fire safety concerns to the University Police (2-2346) and, if necessary, conduct a building evacuation.

Individuals performing the manual fire watch are to:

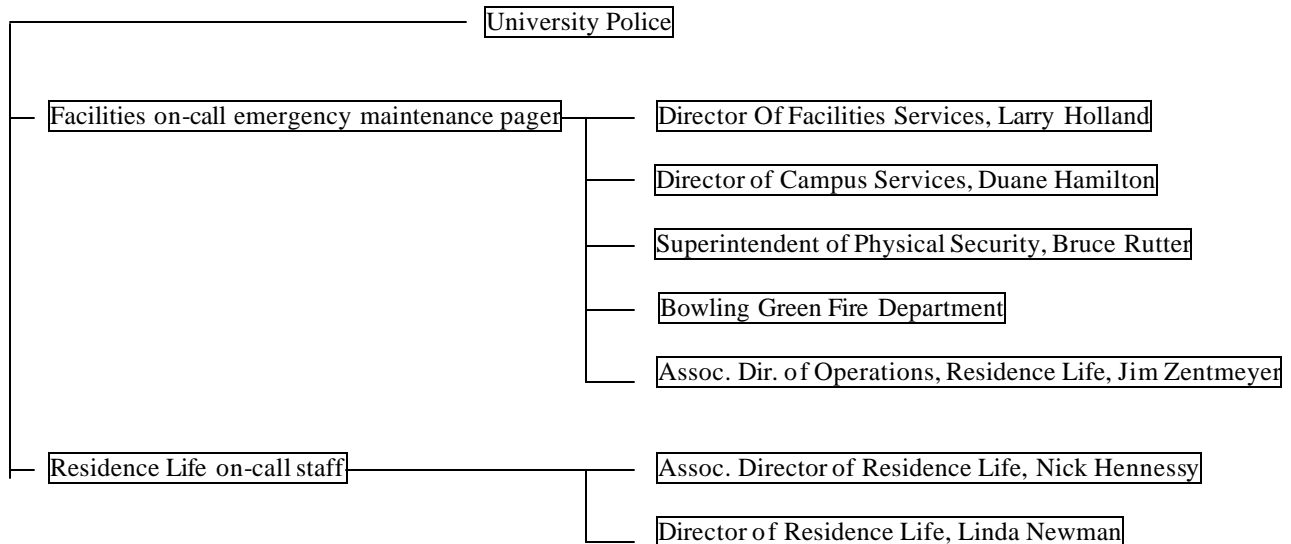
1. Continuously patrol all floors and public areas of the building
2. Immediately call 911 if any fire, strong odor of smoke, or visible smoke is observed.
3. If the building's fire alarm strobe horns are functional, activate the nearest manual fire alarm pull station.
4. If the building's fire alarm strobe horns are not functional, the Physical Security office in Facilities Services will issue portable hand horns, and if needed, should be activated until all occupants have exited the building.
5. Inform University Police and Bowling Green Fire Division of any locations of occupants that have not yet been notified.
6. Report any suspicious behaviors, circumstances, extinguished fires, burn marks, etc. to the University Police immediately.

In residential facilities, it is the responsibility of the building staff to start and temporarily maintain the fire watch. Once a full assessment of the situation can be arranged, expectantly within 4 hours, additional staff may be contacted to perform the fire watch.

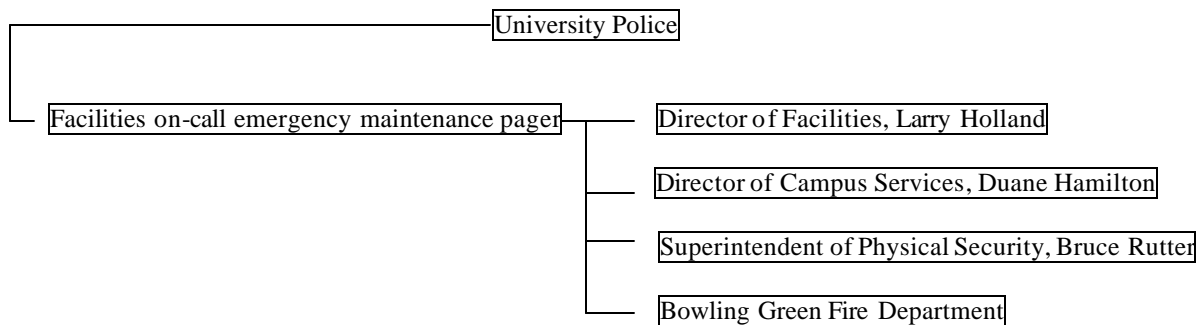
**Fire Watch Debriefing:** After a *fire watch* has been given an ALL CLEAR a representative from Facilities Services will contact the individual of jurisdiction in the building, Environmental Health and Safety, University Police and the Bowling Green Fire Division within 72 hours and assemble a debriefing of all involved parties.

**TO ACTIVATE THE FIRE WATCH CALL PROCEDURE:** Call the University Police (2-2346) and inform them of the exact nature of the problem and request that a **FIRE WATCH** be authorized. The University Police will begin the procedure by activating either the Residential Unit or Support Facility call list.

## RESIDENTIAL FACILITY CALL LIST



## SUPPORT FACILITY CALL LIST



### **In case of fire:**

1. Sound the alarm by using the fire alarm pull station.
2. **Call 911** - give a description and location.
3. Calmly and safely evacuate all building occupants. **Do not** endanger yourself or others to accomplish occupant notification.
4. Attempt to extinguish the fire only if you are trained to use portable extinguishers.
5. If unable to extinguish the fire, leave the building and close the door behind you to contain the fire. **Never re-enter a burning building for any reason.**
6. Do not use the elevators. Use the stairways only!