

University Fire Watch Procedures

Approved by the University Fire Safety Committee July, 2002 Updated: July, 2010 / June, 2015

The following procedures apply to **ALL Residential and Support facilities** under the control of Bowling Green State University. Reference Ohio Fire Code Section 901.7.

TO ACTIVATE THE FIRE WATCH PROCEDURE: Call the BGSU Police (419.372.2346) and inform them of the exact nature of the problem and request that a Fire Watch be authorized. The BGSU Police will begin the procedure by activating either the Residential Unit or Support Facility call list.

What is a *Fire Watch*: A fire watch is a manual system of fire detection, performed by individuals looking 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. Bowling Green Fire Division is to be notified any time a fire protection system is compromised or taken off-line.

Requesting a *Fire Watch*: Any person who is a member of the Building Emergency Response Team (BERT) 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* by notifying the BGSU Police. At that time the BGSU Police shall activate the fire watch call procedure.

Authorizing a *Fire Watch*: A fire watch may be authorized once a representative from Campus Operations, BGSU Police, and a BERT member of 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 Campus Operations, 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 function is to report any fire safety concerns to the BGSU Police (419.372.2346) and, if necessary, conduct a building evacuation. Individuals performing the manual fire watch are to:

1. 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, Campus Operations will issue portable hand horns, and if needed, should be activated until all occupants have exited the building.
5. Inform BGSU 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 BGSU 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.

RESIDENTIAL FACILITY CALL LIST

BGSU Police

1. Bowling Green Fire Division
2. Facilities On-Call Emergency Maintenance Pager
 - a. Assistant VP, Campus Operations
 - b. Director, Campus Services
 - c. Locksmith
 - d. Assistant Director of Operations, Residence Life
3. Residence Life On-Call Staff
 - a. Senior Associate Director, Residence Life
 - b. Director, Residence Life

SUPPORT FACILITY CALL LIST

BGSU Police

1. Bowling Green Fire Division
2. Facilities On-Call Emergency Maintenance Pager
 - a. Assistant VP, Campus Operations
 - b. Director, Campus Services
 - c. Locksmith