

Housing Coordinator Fire Watch Implementation Checklist

A Fire Watch is an inspection conducted by DFSL staff in order to provide fire and smoke detection and emergency warning to occupants when a building’s fire alarm or sprinkler system is non-operational.

Fire Watch inspectors serve as a “human smoke detector” and to notify 911 at the first sign of smoke/fire.

Several constituencies are authorized to notify our staff of the need for a Fire Watch. These include Facilities Management, Environmental Safety, Residential Facilities, UMPD, and the Fire Department.

If advised to implement a Fire Watch, the Housing Coordinator should:

_____ **Note** date/time notified of need for Fire Watch: _____

_____ **Who** notified you of the need for Fire Watch? _____

_____ **Call** DRF Service Center, x4-WORK (if not notified by 4-WORK) to confirm a Fire Watch is necessary and verify 4-WORK has been informed of the system problem

_____ **Obtain** name of the DRF Service Center staff member confirming need for Fire Watch:
_____ (name)

_____ **Note** the DRF work order number: _____

_____ **Notify** the professional staff member on-call.

_____ **Initiate** the Fire Watch, once it is verified that a Fire Watch is needed, by contacting available SARFs and Chapter Leaders (other residents may be used to staff Fire Watch at the HC’s discretion.)

_____ **Receive** the Fire Watch Log sheet from the SARF manual or from DFSL (log is updated hourly by Fire Watch inspectors).

_____ **Schedule** staff in 1-hour shifts for firewatch inspection patrols.
Inspections in traditional halls are continuous with a max. 15-minute break.
Inspections in suites/apartments take place once per hour.
Inspections must begin within 4 hours of being notified of the need for a Fire Watch.
The HC may, for reasons of personal safety and other considerations, staff a Fire Watch with teams of two (this may be particularly desirable on South Campus after dark).

_____ **Obtain** Fire Watch notices from DFSL or the SARF manual and instruct Fire Watch inspector staff to post.
Post notices on exterior doors.
Post notices in lobby, bulletin boards, and bathroom doors throughout chapter houses.

_____ **Obtain** an air horn from the DFSL which are used to notify residents smoke or fire has been detected.

_____ **Ensure** all individuals scheduled as Fire Watch inspectors understand their responsibilities as outlined in the Fire Watch document.
Distribute “Fire Watch Inspector Checklist” to inspectors.
Ensure inspectors read and understand the “Fire Watch Inspector Checklist.”

- _____ **Instruct** Fire Watch inspectors to conduct patrols as indicated below:
 - Once per hour, walk around the exterior and up/down stairwells.
 - Continuously in chapter houses, including corridors, laundry room, lobby, stairwells, recreation rooms, basements, and any other common areas.
 - Contact UMPD dispatcher at x53555 once per hour, on the hour, to report the status of the Fire Watch inspection and to confirm the Fire Watch is still underway.
 - See “Fire Watch Inspector Checklist” for specific items each inspector should be looking for.

- _____ **Instruct** Fire Watch inspectors on what to do if smoke or fire is detected or suspected:
 - At first sign of smoke or fire, Fire Watch inspector(s) must:
 - Pull the nearest fire alarm pull station.
 - Exit the building, calling 911 from the nearest safe phone.
 - Sound the air horn while exiting to notify as many residents as possible en route.
 - Walk the building exterior and sound the air horn as often as possible until the fire department arrives.

- _____ **Check** with the DRF Service Center (x4-WORK) periodically, to verify the status of repair efforts and obtain estimated time remaining for the Fire Watch.

- _____ **At the conclusion** of Fire Watch (when notified by 4-WORK to end Fire Watch):
 - Return supplies to the service desk
 - Remove Fire Watch notices
 - Submit Fire Watch log sheet to HC.
 - Submit a roster (by hour) of individuals who participated in Fire Watch shifts to DFSL’s Business Manager to initiate payment. (Fire Watch staff is paid \$6/hour).