
(facility name)

Emergency Procedure
FIRE WATCH

PURPOSE: A plan of action should the fire alarm system fail to work properly to provide continuous facility-wide fire detection and alarm capabilities. A fire alarm system could include but is not limited to: fire alarm panel, smoke or heat detection system, sprinkler system, and fire department notification system. Fire alarm system outages can occur during construction, renovation, electrical storms, or other unplanned events that eliminate part or all of the fire alarm system.

1. Contact the Administrator, Director of Nursing, and Maintenance Director and _____ (facility to fill in appropriate titles/positions) when any problems are encountered with the fire alarm system.
2. Contact the fire alarm company if the Maintenance Director (_____ other responsible position) is unable to correct the problem.
3. Notify the _____ (Fire Department) at _____ (phone number) and Division of Facility Services at _____ (phone number) that the fire alarm system is not working correctly, and that procedures are in place until the system is restored.
4. Facility management staff should report to the Incident Command Post for instruction. Activate the ICS to manage the incident. The most qualified staff member (in regard to the Incident Command System) on duty at the time will assume the Incident Commander position.
5. Fire watch tours will be initiated throughout the facility. Fire watch tours shall occur at one-half hour intervals, 24 hours a day.
6. A fire watch tour is a periodic walking tour of the entire facility by one or more assigned and trained staff. The tour monitors the facility through direct observation of all rooms, including resident rooms, mechanical and electrical rooms, kitchen, laundry, etc. for possible signs of fire.
7. Fire watch tours will be documented with findings noting date, time, and staff initials.
8. Fire watch tours shall be performed by personnel solely dedicated to the fire watch with no other facility-related activities or events.
9. Maintenance staff shall be available on site or on call for equipment emergency shutdown situations.
10. Additional fire extinguishers shall be distributed facility-wide and staff shall be informed of locations.
11. The Fire Watch shall not be terminated until all fire protection equipment has been restored to normal operating condition and upon the authority of the Administrator or designee.