



**Environment of Care  
Policy and Procedure**

**Originating Venue:** Security & Safety  
**Title:** Fire Watch  
**Date Issued:** 02/14  
**Date Reviewed:**  
**Date Revised:**  
**Attachment:**

**Policy No.:** EC 2012  
**Cross Reference:**

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**Purpose:**

To maintain compliance with Standard EC.02.03.01: Premier Medical Group manages fire risks.  
To maintain compliance with NFPA Life Safety Code 9.6 Fire Detection, alarm, and Communications Systems.

**Policy:**

In the event a required fire alarm detection, suppression, or communication system has been compromised for more than 4 hours in a 24 hour period a FIRE WATCH will be implemented (NFPA 9.6.1.6).

**Procedure:**

**Fire Watch:** When a required fire alarm system is out of service for more than 4 hours in a 24 hour period, the authority having jurisdiction shall be notified, and the building evacuated, or an approved fire watch shall be provided for the area left unprotected for the duration of the shutdown.

- When a required fire alarm system is out of service, affected staff will be notified by telephone/overhead page utilizing "Code Purple".

**Fire Marshalls:**

Each Premier Medical Group site location will designate one or more site specific Fire Marshalls.  
Fire Marshalls will annually be trained in the following areas.

1. Fire extinguisher procedures.
2. Procedures for reporting an emergency.
3. Evacuation procedures.
4. Knowledge of the building.
5. Fire awareness and the recognition of obvious hazards.
6. Hallway clearance.
7. Fire Watch procedures.

**Initiation of Fire Watch:**

- The following person(s) may initiate a Fire Watch: Safety Compliance Coordinator/Designee, Practice Administrators/Designee.
- Once a fire watch is initiated regardless of who initiated the watch, the Safety Compliance Coordinator, / Designee must be notified as soon as possible.

**Notifications:**

1. Upon the initiation of a Fire Watch the appropriate fire department will be notified that the fire alarm system is out of service. If available provide the fire department with an estimated time that service will be operational.
2. An announcement, via the overhead page will be made "Code Purple" is in effect, and the announcement will be made every 1 hour until the fire alarm is operational and the fire watch is canceled.
3. The Safety Compliance Coordinator / Designee will report to the site under fire watch for assessment purposes, and to assist staff in fire watch procedures.
4. The Practice Administrators will be notified that a fire watch is active and that proper procedures for the watch are in place.
5. The affected site Fire Marshall will be notified to initiate, and document fire watch rounds of the affected area every 60 minutes.

**Inspections:**

- The Safety Compliance Coordinator / Designee will inspect the affected area and ensure staff is aware of:
  - a) Location of fire extinguishers and how to use them.
  - b) Inspect all fire extinguishers.
  - c) Conduct additional fire drills if warranted.
  - d) Conduct tour with site Fire Marshall.
  - e) Take extraordinary measures as needed.

**Documentation:**

The Safety Compliance Coordinator will create a file on all Fire Watches to include:

- a) Date, time, duration.
- b) Notifications.
- c) Incident Report.
- d) Safety Precautions.
- e) Training.
- f) Fire Marshall rounding documentation.

**Termination:**

1. Immediately upon restoration of the fire alarm service the appropriate fire department will be notified that the fire alarm system is back online and fully operational.
2. The fire watch will be ended, and staff notified by overhead page "Code Purple" is canceled.
3. The Safety Compliance Coordinator / Designee, and the Practice Administrators will be notified that the alarm is operational and the fire watch ended.
4. All necessary documentation per policy will be completed and forwarded to the Safety Compliance Coordinator within (5) business days.

**Date Policy to be reviewed:** 02/15

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