

The University of Chicago Medical Center

POLICY NAME: FIRE WATCH
POLICY NUMBER: S06-24
ISSUE DATE: FEBRUARY 10, 2004
REVIEW/REVISION DATE: AUGUST 15, 2018
APPROVED BY: INSTITUTIONAL SAFETY & ENVIRONMENT OF CARE COMMITTEE

PURPOSE

To establish a procedure for implementing interim life safety measures when the fire alarm and/or sprinkler protection system is taken out of service due to renovation, construction, repair, unplanned emergency or when work activities are being performed that increase the risk of fire, such as, hot work. These measures are intended to minimize fire safety risks until systems have been restored or when high risk work activities have been completed.

POLICY

The University of Chicago Medical Center (UCMC) is committed to providing and maintaining a fire safe environment for patients, visitors and staff. Buildings are equipped with fire alarm and sprinkler systems that are designed to detect, alarm and protect occupants, buildings and property from fire, smoke and products of combustion. In the event that fire alarm and/or sprinkler systems are impaired or when hot work is being performed that increases the risk of fire, a temporary process of physically patrolling the area(s) at risk will be implemented in accordance with criteria specified in this policy.

SCOPE

This policy applies to the physical environment and associated activities for the following buildings and grounds:

- | | |
|--|--|
| <ul style="list-style-type: none">• Abbott• A.J. Carlson Animal Research Facility• American School• Armour• Billings• Bob Roberts• Center for Care and Discovery (CCD)• Chicago Lying-In (CLI)• Comer• Comer II• Drexel Garage• Duchossois Center for Advanced Medicine (DCAM)• Emergency Department• Franklin McLean Memorial Research Institute (FMI) | <ul style="list-style-type: none">• Gilman Smith• Goldblatt Pavilion• Goldblatt Memorial• Hicks-McElwee• Mother's Aid Research Pavilion (MARP)• Mitchell• MRI• Parking A• Parking B• Peck• Rubloff• Surgery Brain• Wyler |
|--|--|

DEFINITIONS

Fire Watch – A temporary process of physically patrolling in an area that has an impaired fire alarm system, fire sprinkler system or an area where hot work is being performed to observe and correct life safety deficiencies and initiate fire response should a fire occur during the impairment or high risk work activity. Personnel assigned to fire watch cannot be assigned to any other duties.

Hazard Risk Category – Is classification system used to determine the sources of combustible and/or flammable materials in a work area and the risk fire if exposed to open flames, sparks or other sources of heat.

Fire Alarm System – A system designed to detect and notify building occupants of fire and smoke. The fire alarm system is controlled by a fire alarm control panel (FACP) which monitors signals from initiating devices, such as, smoke detectors, heat detectors, and manual pull stations that provide audible warning to building occupants and notify fire authorities when activated.

Sprinkler System – A system designed for protecting buildings against fire by means of a piped water distribution system equipped with heat activated outlets are sprinkler heads that discharge water to extinguish fire. The Fire Sprinkler System is monitored by a fire alarm control panel (FACP) that detects the activation of water flow in the system or when water valves supplying water to the system are in the off position.

Fire System Impairment – Impairment is when the fire alarm system is out of service more than 4 hours in a 24-hour period or when a sprinkler system is out of service for more than 10 hours in a 24-hour period. Fire Watch requirements are based on the type of occupancy, service line and percentage of the system impaired

Hot Work – Is work involving any open flame, spark or heat producing activity associated with cutting, welding, grinding soldering, brazing or torch applied roofing that are capable of initiating fires or explosions during construction, renovation, or maintenance work activities.

Interim Life Safety Measures (ILSM's) – Measures implemented to ensure an equivalent level of protection is provided to the building occupants when construction, alteration, or renovation activities temporarily impair a Building Life Safety Feature. ILSM's may also be used during the time between the identification of impairment and the PFI (plan for improvement) project completion.

ATG System – Is a web-based solution for managing Pre-Construction Risk Assessments, Interim Life Safety Risk Assessments and required ILSM documentation.

The University of Chicago Medical Center

RESPONSIBILITIES

Areas of responsibility include, but not limited to, the following:

A. Physical Plant

1. Provide and assign personnel to perform Fire Watch when required for fire alarm or sprinkler system impairments related to repairs, maintenance activities or unplanned emergency events.
2. Implement and document Fire Watch procedures and maintain required documentation.
3. Provide EHS with completed Fire Watch Fire documentation.

B. Project Mangers

1. Inform contractors to the purpose and intent of the Fire Watch Policy.
2. Monitor contractor and sub-contractor compliance with the Fire Watch Policy.
3. Upload Fire Watch documentation to ATG for responsible projects.

C. Contractors and Sub-Contractors

1. Provide and assign personnel to perform Fire Watch when required, for fire alarm or sprinkler system impairments related to renovation, construction, repair activities or hot work.
2. Implement and document Fire Watch procedures and maintain required documentation.
3. Provide EHS with completed Fire Watch documentation.

D. Environmental Health & Safety

1. Provide consult for Physical Plant, Project Mangers, Contractors and Sub-Contractors on regulatory requirements related to interim life safety measures.
2. Assess shut-down request for impairments to determine if Fire Watch is required.
3. Maintain required Fire Watch documentation provided by Physical Plant, Contractors and/or Project Mangers.
4. Monitor compliance of the Fire Watch policy.

PROCEDURES

A. Fire Alarm and Sprinkler System Impairments

1. When is Fire Watch Required - Impairments

The Shutdown Coordinator or designee will be responsible for reviewing Shut-Down Request forms and notifying EHS when the estimated impairment durations exceed more than 4 hours in a 24-hour period for fire alarm systems or more than 10 hours in a 24-hour period for sprinkler systems. EHS will be responsible for reviewing the impairment with the Contractor or Requesting Party to determine if a Fire Watch will be required. A risk based assessment process will be used to determine if a Fire Watch is required using the following criteria:

- a. Building impaired
- b. System(s) impaired

The University of Chicago Medical Center

- c. Zone(s) impaired
- d. Number of devices taken out of service
- e. Estimated duration of impairment
- f. Type of occupancy and service line(s) impacted

The number of zone(s) and device(s) impaired will be used to calculate the percentage of the building/floor impaired and the type of service line impacted will determine the level of occupant risk. These two factors will be used to calculate a risk score. If the risk score for the impairment meets or exceeds the established risk parameters for the occupancy type a Fire Watch will be required.

If a risk assessment is required a shut-down request cannot be approved by Physical Plant until EHS has completed the assessment and provided a decision on requirements for Fire Watch.

2. Fire Watch Procedure – Impairment

In the event of a fire system impairment that requires a Fire Watch, the following procedures shall be implemented:

- a. Fire Watch shall be declared by the person and/or department responsible for the impairment.
- b. Notify the Physical Plant Command Center and the Environmental Health and Safety via telephone or email a scanned and completed copy of Appendix A – Fire Watch Notification and Log, Part 1 – Fire Watch Notification.
- c. This Fire Watch documentation will include the following information:
 - Date;
 - Location Name and Address;
 - System(s) impacted;
 - Reason for Fire Watch;
 - Anticipated duration, if known; and
 - Name and contact information.
- d. Determine the coverage needed to effectively perform the Fire Watch of impaired areas(s).
Note: Consult with Environmental Health and Safety for assistance.
- e. Recruit and assign the appropriate number of personnel (Fire Watch Officers) to conduct the Fire Watch. *Note: The Public Safety Rover may be an option to fill this roll should fire watch personnel be needed on short notice. However, if they are not available, other staff (typically management staff) must be found for the fire watch in the impaired area until the impairment is corrected. Consult with Environmental Health and Safety for assistance.*
- f. Individuals assigned to Fire Watch duties are not to be permitted to perform any other duties during their watch assignment.
- g. Inform the assigned Fire Watch Officer(s) of their responsibilities, area(s), date(s), and time(s) they will provide Fire Watch coverage.
- h. Review Appendix A – Fire Watch Notification and Log, Part 2 with all assigned Fire Watch Officer(s) so they clearly understand their assigned to Fire Watch duties.
- i. Prior to implementing the Fire Watch all affected department managers (Physical Plant, Project Managers, Safety, Public Safety, Nursing and other affected departments) should be

The University of Chicago Medical Center

notified of the Fire Watch. *Note: Email is the preferred method of communicating the implementation of a Fire Watch.*

- j. Prior to implementing the Fire Watch, Appendix B - Fire Watch Occupant Notification sign should be clearly posted in the impaired area(s) and Appendix C - Fire Watch Chicago Fire Department Notification sign should be clearly posted at the effected Fire Alarm Panel.
- k. Fire Watch Officers shall conduct patrols of the affected area(s) every hour in accordance with the procedure listed on Appendix A – Fire Watch Notification and Log, Part 2 – Fire Watch Log.
- l. All Fire Watch tour activities shall be documented by the assigned Fire Watch Officer(s) using Appendix A – Fire Watch Notification and Log, Part 2 - Fire Watch Log. All identified deficiencies will be documented on the checklist and corrected as soon as possible. Deficiencies that need to be corrected shall be communicated to the individual responsible for the fire watch to assist in coordinating resolution of the observed deficiency.
- m. When the impairment is addressed and/or system(s) restored to normal operation, fire watch activities may be discontinued.
- n. Fire Watch Officer(s) are required to submit their completed checklist(s) to the individual responsible for the fire watch.
- o. Project Managers are required to scan, upload and attach all completed Fire Watch documentation to the appropriate project in the ATG System.

B. Hot Work

1. When Is Fire Watch Required – Hot Work

A constant fire watch is required for a minimum of thirty (30) minute at the completion of all hot work activities. The person performing the work will be responsible inspecting the work site prior to starting hot work to determine the hazard risk category of the work site. The hazard risk category will determine the required length of time for the fire watch. The hazard risk category shall be documented on the Hot Work Permit by the person performing the work. Hazard risk categories include the following:

a. Low Risk Area (30 minute Watch Required):

- Non-combustible building construction;
- Combustible building materials and contents are more than 35 feet from hot work;
- Walls, open railing and floor openings that could expose combustible materials in adjacent areas are more than 35 feet from hot work;
- Combustible materials, such as, supply storage, trash, and landscaping materials are more than 35 feet from hot work; and
- Flammable or combustible liquid or gas storage/usage is more than 100 feet from the hot work.

b. Medium Risk Area (1 Hour Watch Required):

- Combustible building construction;
- Combustible building materials and contents less than 35 feet from hot work;
- Walls, open railing and floor openings that could expose combustible materials in adjacent areas less than 35 feet from hot work;
- Combustible materials, such as, supply storage, trash, and landscaping materials are than less than 35 feet from hot work; and

The University of Chicago Medical Center

- Flammable/combustible liquids, compressed gas cylinders, or stored fuel is more than 50 feet from the hot work.
- c. High Risk Area (2 Hour Watch Required):
- Flammable/combustible liquids, compressed gas cylinders, or stored fuel is less than 50 feet from the hot work; and
 - Torch applied roofing activities.

If personnel performing hot work activities have any questions about the location or the risk category the Environmental Health and Safety Department should be consulted prior to starting any hot work activity.

2. Fire Watch Procedure – Hot Work

The following procedures will be implemented at the completion of all hot work activities:

- a. After completion of the Hot Work activity the hot work site shall be constantly under watch for the first 30 minutes from the time Hot Work has stopped. The 30 minute constant watch requires the person performing the watch to never leave the worksite and will include checks for signs of fire, looking in areas that may be hidden or covered up, floors below the work site, and in openings like pipes or shafts.
- b. If the hot work activity is located in an area classified as a medium, high or very high hazard area, the proceeding watch shall include a series of quick check(s) conducted every 30 minutes after the constant watch has been completed for the duration specified for the area type. The quick check(s) will include checks for signs of fire, looking in areas that may be hidden or covered up, floors below the work site, and in openings like pipes or shafts.
- c. If smoke and/or fire is identified during the fire watch, **R**escue anyone in immediate danger, **A**larm/Activate the nearest manual fire alarm pull station, Call 773-702-6262 to report the location of the fire, **C**ontain the smoke/fire by closing all doors in the area, **E**xtinguish the fire if this can be done safely with a portable fire extinguisher and **E**vacuate the area.
- d. The Fire Watch will be documented on the Post-Hot Work Fire Watch section located on the back side of the Hot Work Permit.
- e. The name, date and time shall be documented in this section for each Fire Watch time period as required for the type of hazard area.
- f. The Hot Work Permit will be turned in at the end of the Fire Watch to the Physical Plant Command Center. The Physical Plant Command Center will sign the permit and indicate the date and time received.
- g. The completed Hot Work Permits will be maintained by Physical Plant Command Center.
- h. EHS will review and audit compliance with this process.

PERFORMANCE MONITORING / EVALUATION

The performance and effectiveness of management plans and supporting safety policies are monitored by the Institutional Safety and Environment of Care Committee. Key Performance Indicators (KPIs) using measurable values are established to identify opportunities to improve or demonstrate the effectiveness of maintaining or reaching desired targets. Responsible managers collect and evaluate data for KPIs and report associated data to the Institutional Safety and Environment of Care Committee on quarterly basis via a scorecard reporting system. The KPIs are monitored over time and management plans, policies and programs are adjusted as needed to improve the KPIs in support of the Environment of Care Program's strategic goals.

Contractors not following this policy shall be immediately dismissed from working at UCMC. Non-compliance of this policy by UCMC employees is subject to disciplinary action.

POLICY REVIEW / REVISIONS

The Institutional Safety and Environment of Care Committee shall review this policy at least every three years or as needed to improve process and/or comply with applicable regulatory requirements.

APPENDICIES

Appendix A – Fire Watch Notification & Log
Appendix B – Fire Watch Occupant Notification
Appendix C – Fire Watch CFD Notification

REFERENCES

S06-10 Interim Life Safety Risk Assessment
S06-21 Hot Work Precautions
S06-23 Fire System Impairments

Marco Capicchioni
Vice President, Facilities Planning, Design and Construction

Sharon O'Keefe
President

The University of Chicago Medical Center

Fire Watch Notification & Log

Part 1 – Fire Watch Notification

Instructions: To be completed by person requesting system impairment. Fax or Email completed Part 1 to the Environmental Health & Safety Dept. Fax 773-834-0037 | Email SafetyOffice@uchospitals.edu

Date: ____/____/____ Requestor Name: _____

Project Name/Department: _____

Building: Billings CCD Comer I Comer II
 DCAM Gilman Smith Mitchell Rubloff
 Other (specify) _____

List Areas Impacted Requiring Fire Watch Areas (Floors, Rooms, etc.): _____

Reason(s) for Fire Watch (Check all that apply)

Fire Alarm System Impairment Sprinkler System Impairment
 Regular Maintenance Regular Maintenance
 Inspection/Testing Inspection/Testing
 Renovation/Construction Renovation/Construction
 Other (specify) _____ Other (specify) _____

List Personnel Assigned To Fire Watch (Fire Watch Officers)

Name	Contact Information (Cell Number)

FIRE WATCH NOTIFICATION & LOG

Part 2 – Fire Watch Log

Instructions: To be completed by Fire Watch Officer. Conduct fire watch in accordance with procedures and document patrols using the table below. Fax or Email completed Part 2 form(s) to the Environmental Health & Safety Dept. Fax 773-834-0037 | Email Safety.Office@uchospitals.edu

Building: _____ Floor(s): _____ Location(s): _____

Fire Watch Procedure:

1. Ensure that Fire Watch Occupant Notification is posted.
2. Patrol your designated area(s) at least every hour.
3. Look for observable signs of smoke and/or fire.
4. Verify exit corridors are free from obstructions.
5. Verify exit stairwells are free from obstructions.
6. Verify fire extinguishers are accessible.

Smoke or Fire Discovered:

1. Remove anyone in immediate danger.
2. Pull the nearest fire alarm pull station.
3. Contact UCMC Public Safety via radio or 2-6262
4. Close all doors in the area to confine fire/smoke.
5. Extinguish the fire if you can do so safely.
6. Evacuate the area.

HR	Date mm/dd/yr.	Time 00:00	Initials	Observations/Findings
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				

Attention Occupants

FIRE WATCH IN PROGRESS

*Fire alarm or sprinkler system is out-of-service
for repairs, construction or maintenance.*

Qualified individuals are conducting a continuous tour of common areas to provide smoke and/or fire detection. Please be alert to evidence of smoke or fire. Contact UCMC Public Safety at **2-6262** immediately if fire or smoke is seen or detected.

**Be prepared to take direction upon
hearing a notification or other alert.**

Attention

Chicago Fire Department

FIRE WATCH IN PROGRESS

The Fire Protection System(s) are temporarily out of service for repairs, maintenance or construction.

The following system(s) are impaired:

- | | |
|--|---|
| <input type="checkbox"/> Sprinkler System | <input type="checkbox"/> Standpipe System |
| <input type="checkbox"/> Fire Detection System | <input type="checkbox"/> Fire Alarm Panel |
| <input type="checkbox"/> Fire Pump | <input type="checkbox"/> Other (Specify): _____ |

Area(s) of the building impaired: _____

Date | Time Fire Watch Initiated: _____/_____/_____|_____:_____