



RUSSELLVILLE FIRE DEPARTMENT  
POLICY MANUAL

Policy Number:  
Section:  
Original Date:  
Revised Date:

## **PURPOSE**

To outline requirements for managing incidents where a fire protection system is impaired and/or out of service; including measures for the implementation of fire watch procedures.

## **POLICY**

All personnel shall be familiar with the Fire Watch program. It shall be the responsibility of the Fire Marshal, Battalion Chief or his designee to establish a Fire Watch program.

**Fire Watch** – A temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals for the purposes of identifying and controlling fire hazards or similar emergencies, detecting early signs of unwanted fire, raising an alarm of fire and notifying the fire department.

**Fire Protection System** – Any component, system or combination thereof, that uses approved devices or equipment to detect a fire, activate an alarm, extinguish or control a fire or control or manage smoke and products of a fire. For the purpose of this guideline, smoke detectors within individual dwelling units shall be treated separately.

The Arkansas Fire Prevention Code outlines the requirements for managing fire protection systems that are out of service.

Whenever a fire protection system is out of service, the fire department and fire code official shall be notified immediately.

The fire code official is authorized to require the evacuation of the building or an approved fire watch shall be provided for all occupants left unprotected by the shutdown until the fire protection system has been returned to service.

### **Fire Watch Procedure**

If a Fire Official, Company Officer (CO) or Incident Commander (IC) finds or places a fire protection system out of service, he shall notify the Pope County 911 Emergency Communications Center (ECC), regardless of any notification made by the responsible party.

The ECC or the responsible party shall be directed to notify Central Station Alarm that the system is out of service and should be placed off-line.

When dealing with an occupied building and if warranted by the delay in the system repair, the Fire Official, CO, or IC shall be authorized to order the building management to implement a fire watch during the hours when the building is occupied.

Certain system impairments may not require a fire watch, only the notification of ECC and Fire Marshal.

Approved

Fire Chief

1 of 2



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The CO/IC may consult or request the Fire Marshal upon an impending fire watch condition.

If fire watch is implemented, the procedures are outlined as follows:

1. Designate an impairment coordinator responsible for managing the fire watch until the system is repaired.
2. Ensure proper notification of occupants that the system is inoperative.
3. Ensure the development of procedures for patrolling the premises.
4. Ensure the development of procedures for evacuation or manual alarm activation.
5. Ensure a reliable and effective means to notify the ECC (via 911) of a fire.
6. Ensure the fire protection systems company via the responsible party, notifies the Fire Marshal and ECC when the system is restored.
7. Review and issue the Fire Watch Acknowledgment Form, Fire Watch Instructions and Fire Watch Log to the Impairment Coordinator.
8. Communicate to the ECC that a Fire Watch has been implemented.

The CO shall ensure the information regarding the implementation of the fire watch program and/or the condition and status of the fire protection system is documented in Firehouse Software.

The CO/IC shall notify the Fire Marshal via email whenever a fire protection system is impaired.

The Fire Marshal shall follow up on the impairment as soon as possible to initiate and/or confirm restoration of operations.

The Fire Marshal shall collect a copy of the Fire Watch Log.

Approved

Fire Chief

2 of 2