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Procedure
for
**Fire Watch During Fire Protection System
Impairments**

REVISION

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1	DCN1265	Initial Release	12-23-15	M.Rose	P.O'Dea

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1 PURPOSE

This procedure will outline the steps for personnel to follow when performing a fire watch.

2 DEFINITIONS

2.1 FW – Fire Watch

2.2 SCC – Security Control Center

3 RESPONSIBILITIES

3.1 FW personnel will understand and follow the requirements of a FW including but not limited to: preparation and location of required tools/documentation, responsibilities upon arrival at FW area, and responsibilities upon completion of FW.

4 ASSOCIATED DOCUMENTS

- CFM-00017-F1 - CNSE Fire-Watch Log Sheet

5 PROCEDURE

5.1 Before Beginning Fire Watch (FW), Personnel Will:

- 1) Report to the Security Control Center (SCC) and sign-out a Security radio and receive the CNSE Fire-Watch Log Sheet.
- 2) Review floor plan of impairment area; plans available at SCC.
- 3) If necessary, sign out keys required to conduct FW.
- 4) Wear FW identifier vest or armband when on tour. This will be provided by Security.

5.2 Begin Fire Watch

- 1) Report to FW area and begin ongoing tours of the impairment area.
- 2) Identify locations of pull stations, fire extinguishers, emergency exits, and emergency telephones in the impairment area within your first tour of the impairment area.
- 3) Test portable radio at various locations within the area of the FW; SCC will acknowledge transmissions. Review radio procedures. Emergency transmissions to occur only. If communicating a large amount of information call the SCC via telephone.
- 4) Complete documentation of required tours on CNSE Fire-Watch Log Sheet; note completion times.

5.3 Breaks

- 1) DO NOT leave the impairment area for any reason unless approved by the SCC and a person has been assigned to provide relief.
- 2) Document the relief/break times on the CNSE Fire-Watch Log Sheet (CFM-00017-F1).
- 3) Confirm all breaks and transfer of FW personnel via radio.

5.4 Fire Watch Completion

- 1) Confirm that the FW impairment no longer exists before leaving the area for the day; confirmation will be made by the SCC, "Fire Watch is complete".
- 2) Upon completion of the FW, report to the Security Control Center to hand-in CNSE Fire-Watch Log Sheet, radios, and keys.

5.5 Security Officers Assigned to the SCC Will:

- 1) Use the camera system to assist FW operations.
- 2) Announce via radio the initiation and conclusion of a FW; emergency transmissions only.
- 3) Document all FW operations in the computer log.
- 4) Immediately advise the Impairment Coordinator/Shift Lead of any changes in the FW.

5.6 Security Supervision Will:

- 1) Constantly monitor FW operations and periodically conduct site inspections.
- 2) Ensure that Security Officers assigned to shift duties patrol the impairment area on a frequent basis.

NOTE: Fire alarm devices (heat/smoke detectors) remain operational during Level 1 and Level 2 impairments.