

Hard copy of this document, if not marked "CONTROLLED" in red,  
is by definition uncontrolled and may be out of date.

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

**REVISION**

Rev No.	DCN No.	Change Summary	Release Date	DCN Initiator	Document Owner
2	DCN2721	Update for nomenclature, branding, document owner, and bringing up to current document standards.	8-11-23	M. Kochan	J. Melino

Prior revision history, if applicable, is available from the Document Control Office.

## 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 – Fire-Watch Log Sheet

## 5 PROCEDURE

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

- 1) Report to the Security Control Center (SCC), sign-out a Security radio, and receive the 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.

## 5.1 **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 Fire-Watch Log Sheet ([CFM-00017-F1](#)); note completion times.

## 5.2 **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 Fire-Watch Log Sheet.
- 3) Confirm all breaks and transfer of FW personnel via radio.

## 5.3 **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 Fire-Watch Log Sheet, radios, and keys.

## 5.4 **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.

5.5 **Security Supervision Will:**

- 5) Constantly monitor FW operations and periodically conduct site inspections.
- 6) 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.