



California State University, Chico  
Department of Environmental Health & Safety

## **Fire Watch- Fire Safety System Impairment Procedures**

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In accordance with the California Code of Regulations Title 19, Division 1 and the California Fire Code, Chapter 9, Section 901.7 "Systems out-of-Service", an Impairment Program which may include fire watch will be implemented in all campus buildings wherein the fire protection systems are either undergoing improvements, are being repaired, or are taken out-of-service for any reason including system malfunction or failure.

The following steps shall be taken prior to the system being removed from service:

1. Notification is to be provided to the Department of Environmental Health and Safety (EHS).
2. An Impairment Coordinator will be designated to ensure compliance to applicable regulations. The impairment coordinator must be capable of ensuring all listed requirements are met. This person will be a member of EHS, FMS, or UHFS or be designated by FMS or EHS dependent on the type and duration of the impairment.
3. As feasible, a tag shall be placed to indicate that a system or portion of the system has been removed from service.
4. The tag shall be placed at each fire department connection, system control valve, fire alarm control unit, and/or fire alarm annunciator indicating which system or portion thereof has been taken out-of-service. The Fire Code Official shall specify where the tag is to be placed.

### **Pre-Planned Impairments such as Repairs, Testing, etc. (§901.7.4)**

The impairment coordinator shall authorize the work to commence once an authorized individual has determined and completed the following:

1. The extent and expected duration of the impairment.
2. The areas or building have been inspected and increased risks determined.
3. Notified both University Police and Chico Fire Department. (Chico Fire is only notified of fire sprinkler impairments.)
4. Notified supervisors and building occupants (courtesy notification to occupants.)
5. Tag impairment system has been implemented.

Normally, EHS will provide the above notifications; however authorized FMS or UHFS representatives may also perform these duties if authorized by EHS, and notification is provided to EHS prior to the work being done.

### **Restoration of Service (§901.7.6)**

The Impairment Coordinator shall ensure that notification has been provided to EHS, who will in cooperation with FMS or UHFS, ensure the following items have been completed.

1. Necessary inspections have been conducted by qualified, authorized personnel to ensure system(s) are operational.
2. Supervisors and building occupants have been notified that protection is restored.
3. University Police and Chico Fire (sprinklers only) have been advised that protection is restored.
4. Impairment tags have been removed.

**Emergency Impairments (§901.7.5)**

When unplanned impairments occur, appropriate emergency actions shall be taken to minimize potential injury and damage.

The Impairment Coordinator shall implement steps as outlined above (Ref. Section 901.7.4.)

**Fire Watch (§ 901.7)**

When a system is out-of-service, the building is to be evacuated **or** fire watch shall be provided until the fire protection system is returned to service.

The fire watch person(s) shall be provided with at least one approved means for notification of the Fire Department (via University Police) and their only duty shall be to perform **constant patrols** of the building and keep watch for fires.

**FIRE WATCH RECORD**

Impairment Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Building / Area: \_\_\_\_\_

Reason for Impairment: \_\_\_\_\_

Date:_____	Start time:_____	AM/PM	End Time:_____	AM/PM
Date:_____	Start time:_____	AM/PM	End Time:_____	AM/PM
Date:_____	Start time:_____	AM/PM	End Time:_____	AM/PM
Date:_____	Start time:_____	AM/PM	End Time:_____	AM/PM

**Notes:**