



Stony Brook University Hospital  
**Environmental Health & Safety**  
**Policy & Procedure Manual**



|                          |           |           |      |
|--------------------------|-----------|-----------|------|
| Title: <b>Fire Watch</b> |           |           |      |
| Number                   | EH&S -5-8 | Revision: | 1/09 |
| Date                     | 11/99     | Pages     | 2    |

**PURPOSE:** To provide a mechanism for monitoring a building or portions of a building for potential or actual fire and smoke conditions during fire protection system shutdown or operational failure.

**SCOPE:** Hospital, Ambulatory Surgery Center, and Ambulatory Care Pavilion

**PROCEDURES:**

**I. Implementation**

- A. In the event that the fire alarm system or sprinkler system must be shut down by the Hospital Physical Plant, fire alarm system maintenance contractor or construction project manager, or is out of service due to unforeseen circumstances, the fire protection system impairment policy will be implemented.
- B. Upon notification of a system outage that is anticipated to last more than four hours in a 24 hour period, Environmental Health and Safety (EH&S) will initiate the following fire watch procedures:
  - 1. EH&S will contact Setauket Fire Department to alert them to the condition, following EH&S Policy 5-5, Fire Protection System Impairments.
  - 2. Hospital Fire Marshals will be the primary individuals conducting the fire watch.
  - 3. Hospital Security (SSAs) will be notified of the condition and will assist the Fire Marshals as needed.
  - 4. During the patrol of the area, the fire watch should not only be looking for fire, but make sure that the other fire protection features of the building such as egress routes and any other fire protection systems are available and functioning properly.
  - 5. Fire watch inspection tour will be made at least hourly throughout the affected areas.
- C. If a fire or smoke condition is identified, RACE will be initiated and the fire watch will radio to University Police (UPD) advising of the condition. UPD will contact the Setauket Fire Department.

**II. Closeout**

- A. Fire Safety will determine the need to extend the fire watch into the next shift and will make appropriate arrangements with additional SSAs or overtime fire marshals as needed.
- B. During routine maintenance system outages, every effort will be made to accomplish work within the operational shift period so that the need for fire watch won't exceed an 8 hour period, re-enabling the system(s) for the off-shift.
- C. When the system is restored to normal operation, a Hospital Fire Marshal will close out the system impairment and confirm that the fire watch activities may be discontinued.

**INQUIRIES/REQUESTS:** Environmental Health and Safety  
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**RELATED FORMS:** Fire Watch Checklist

**RELATED DOCUMENTS:** Fire Protection System Impairments, Policy 5-5  
Hospital Fire Response Plan, Policy 2-1  
Ambulatory Surgery Center Fire Response Plan, 2-2  
Ambulatory Care Pavilion Fire Response Plan, 2-3

**STONY BROOK UNIVERSITY HOSPITAL  
FIRE WATCH INSPECTION – DOCUMENTATION SHEET**

|                  |          |                          |
|------------------|----------|--------------------------|
| Location:        |          | Date:                    |
| System affected: |          |                          |
| Time down:       |          | Time back in service:    |
| Times            | Initials | Problems found on rounds |
| 0000             |          |                          |
| 0100             |          |                          |
| 0200             |          |                          |
| 0300             |          |                          |
| 0400             |          |                          |
| 0500             |          |                          |
| 0600             |          |                          |
| 0700             |          |                          |
| 0800             |          |                          |
| 0900             |          |                          |
| 1000             |          |                          |
| 1100             |          |                          |
| 1200             |          |                          |
| 1300             |          |                          |
| 1400             |          |                          |
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| 1600             |          |                          |
| 1700             |          |                          |
| 1800             |          |                          |
| 1900             |          |                          |
| 2000             |          |                          |
| 2100             |          |                          |
| 2200             |          |                          |
| 2300             |          |                          |

During the patrol of the area, the fire watch will be looking for fire and/or hazardous conditions, and making sure that the other fire protection features of the building such as egress routes and any other fire protection systems are available and functioning properly.