Procedure

for

Fire Watch During Fire Protection System
Impairments

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 - 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.