

## ADMINISTRATIVE POLICY AND PROCEDURE

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**Subject:** FIRE WATCH

**Policy No.:** A428

Supersedes: February 29, 2016

Review Date: March 22, 2023

Origin Date: July 15, 2002

Revision Date:

### **PURPOSE:**

To provide an alternate method of communication to the Rancho Los Amigos National Rehabilitation Center Operator, City of Downey Fire Department, and the Facility that there is a Code Red situation in the Facility.

### **POLICY:**

It is the policy of Rancho Los Amigos National Rehabilitation Center to provide an alternate means of fire detection (Fire Watch) should a portion or all of the automated fire alarm system become inoperable, including portions of the system that would be disabled during construction, for minimizing unnecessary alarms in a construction area.

### **PROCEDURE:**

Upon notification from the Contractor/Vendor that a portion of system should be shut down:

1. *The Safety Office will be notified prior to the system being disconnected and will be responsible for beginning and terminating the Fire Watch.*
2. Before the zone alarm is disconnected from the system, notification will be given to:
  - Administration
  - Nursing Administration
  - Nursing Administration Supervisors
  - Security
  - The Department Heads of the affected areas
3. Facilities Management will disconnect the zone affected.
4. Upon notification, Fire Watch will then begin an hourly check of the area. This would include checking behind any barricades that may have been erected and throughout the construction area. Radio contact with the Operator is preferred but telephone contact can be used.

Upon notification, Department Heads will notify their employees that a Fire Watch has been implemented and particular attention should be given to the locations of fire alarms and extinguishers within the area.

The Fire Watch procedure will continue until the fire alarm system has been reactivated and is operating. Notice to the appropriate areas will be given through the Facilities Management Department or the Safety Officer.

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Revised: 5/05, 6/13, 2/16

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Approved By:

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Facilities Management will log on the Safety Office Fire Watch log, the date and time that the department head was notified that the Fire Watch began and ended.

5. **Should a fire be detected by anyone within the area, they will immediately implement the Fire Plan procedure for a Code Red. Observer will call the Downey Fire Department on ext. 522. Rancho Los Amigos Operator will monitor the call and will make the Code Red announcement on the overhead paging system. If calling from an outside line, call Downey Fire Department on 562-861-9221, then call Rancho Los Amigos Operator on 562-401-7041 to report the fire, inform the Operator the fire has been reported to Downey Fire Department.**

**Note: Alarm pull boxes remain functional even in a zone that has been disabled.**

6. Facilities Management will be responsible for providing staff for the Fire Watch.
7. Personnel assigned to a Fire Watch shall have fire extinguisher equipment readily available and be trained in its use.
8. Personnel assigned to Fire Watch shall watch for fire in all areas and try to extinguish fires when the fire is within the capacity of the fire extinguishment equipment available, or otherwise sound the alarm by pulling the nearest fire alarm pull station.
9. If the Fire Watch is activated because of welding, cutting or other hot work, the Fire Watch shall be maintained for at least a half-hour after the completion of the Hot Work.
10. The Safety Office shall be responsible for the training of personnel used for a Fire Watch. The training will cover, at a minimum, the assignment and location, proper use and location of fire extinguishers. The training will also cover the responsibilities when finding fire, or smoke or other emergencies.

Fire watch personnel shall be required to sign a Trainers Form acknowledging that training has been completed and the Fire Watch personnel understands the scope of their work assignment.

11. Fire watch personnel will be required to wear a vest that designates that they are the Fire Watch detail.
12. Fire watch personnel are required to locate all fire pull stations and be familiar with their use and location of all fire extinguishers in the fire watch areas.
13. Fire watch personnel will be provided instructions of fire or smoke reporting procedures and shall be issued a radio for priority communications.
14. Fire Watch personnel cannot leave their post unless authorized to do so by the Safety Office or relieved by other Fire Watch personnel.
15. When personnel are assigned to a Fire Watch, you are to perform the duties of the Fire Watch only.

**REFERENCES:**

The Joint Commission Standards: LS.01.02.01