

**HACKETTSTOWN REGIONAL MEDICAL CENTER
ADMINISTRATIVE POLICY MANUAL**

FIRE WATCH

Effective Date:	04/09	Policy No:	FA05
Cross Referenced:		Origin:	Facilities
Reviewed Date:	5/15, 3/16	Authority:	COO
Revised Date:	5/15	Page:	1 of 2

SCOPE

All departments and areas within Hackettstown Regional Medical Center

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.

POLICY

I. Implementation

- A. In the event that the fire alarm system or sprinkler system must be shut down by the Plant Operations Department or an authorized contractor 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, the Plant Operations Department and Safety will initiate the following fire watch procedures:
 - 1. The Director of Plant Operations or its designee will contact the Office of the Fire Marshal in Mt Olive Township to alert them to the condition by Calling 973-691-0900 x7325 and calling Warren County Communications at 908-852-3300
 - 2. Hospital's Plant Operations and Security departments will conduct the fire watch during their respective shifts.
 - 3. Hospital Staff will be notified via e-mail that there is impairment to the fire alarm and or sprinkler system and in case of an emergency they should Dial 6000.
 - 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 hourly throughout the affected areas.
- C. If a fire or smoke condition is identified, RACE will be initiated and the switchboard operator will dial 911 to request the Fire department

II. Closeout

- A. The Plant Operation Director or designee will determine the need to extend the fire watch into the next shift and will make appropriate arrangements.
- 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, the Plant Operations Director or designee confirms the system is operational and confirms that the fire watch activities may be discontinued.
- D. The Plant Operations Director or its designee will contact the Hackettstown Fire Prevention Bureau to let them know the system is restored by calling the Office of the Fire Marshal in Mt Olive Township at 973-691-0900 x7325.

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**HACKETTSTOWN REGIONAL MEDICAL CENTER 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		
1500		
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.

Fax this form to Fire Marshall at Mt. Olive Township at 973-347-5331, and contact Warren County Control Center at 908-852-3300 when finished with fire watch.