

UNIVERSITY FIRE DEPARTMENT

CLASSIFICATION: UAF FIRE MARSHAL DIRECTIVE			NUMBER: 21-01
TITLE: Fire Watch Requirements			
ISSUED: 03/01/2021	REVISED: 02/13/2023	EFFECTIVE: 02/13/2023	EXPIRATION: N/A

I. INTRODUCTION

1.1 The University Fire Department Fire Marshal is the Authority Having Jurisdiction for the University of Alaska Fairbanks campus, including rural campuses and remote sites used for research, teaching, and outreach as delineated in the most current *Agreement for Deferral and Exemption* with the State of Alaska Division of Fire and Life Safety (State Fire Marshal).

II. SCOPE

2.1 This directive will establish the rules for and provide guidance to buildings and infrastructure when a required fire detection, alarm, or suppression system is out of service, or when a fire watch is otherwise ordered by the Fire Marshal for due cause.

III. PURPOSE

3.1 This directive outlines the requirements of a fire watch if the fire detection, fire alarm, and/or sprinkler systems in any University building become inoperative or otherwise have deficiencies classified by 13 AAC 50.25(72) as *Status 1* or *Status 2*. This directive shall also be applicable when a fire watch is otherwise ordered by the Fire Marshal for due cause.

A fire watch allows buildings to be temporarily occupied when the above mentioned systems are out of service. Fire watch service is a group of qualified people who patrol the affected areas of the building. They function as the fire alarm system to report fires or similar emergencies to the fire department and alarm monitoring company. Fire watch personnel must be trained in the *Procedure for Reporting Emergencies (Attachment A)*, conducting building evacuations, practicing fire prevention techniques, and using portable fire extinguishers.

IV. DEFINITIONS

4.1 **Fire Watch.** A temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising an alarm of fire and notifying the fire department (*21 IFC Chapter 2*).

4.2 **Fire code official.** The fire chief or other designated authority charged with the administration and enforcement of the fire code, or a dually authorized representative (*21 IFC Chapter 2*). In Alaska generally this is the State Fire Marshal, however, this could also be such persons as deferred to in municipalities including the local fire chief of the registered fire department. For UAF, this is generally the University Fire Department Fire Marshal (herein after referred to as "Fire Marshal"). **Jurisdictions run concurrently.**

4.3 **Owner.** Any person, agent, operator, entity, firm, or corporation having any legal or equitable interest in the property; or recorded in the official records of the state, borough, or

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municipality as holding an interest or title to the property; or otherwise having possession or control of the property, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court (21 IFC Chapter 2).

- 4.4 **Fire protection system.** *Approved* devices, equipment and systems or combinations of systems used to detect a fire, activate an alarm, extinguish or control a fire, control or manage smoke and products of a fire or any combination thereof (21 IFC Chapter 2).

V. ADMINISTRATION

- 5.1 **Application Required.** Where a required *fire protection system* is out of service for more than 10 hours in a 24-hour period, an impairment plan shall be submitted to the fire department and the *fire code official* immediately. Where required by the Fire Marshal, the building shall either be evacuated or an approved fire watch shall be provided for all occupants left unprotected by the shutdown until the fire protection system has been returned to service (13 AAC 50.25(23)). The Impairment Plan and Agreement for Fire Watch shall be provided on forms furnished or otherwise approved by the Fire Marshal (**Attachment C**).

- 5.1.1 **Status 1.** A system meets the definition of “Status 1” under 13 AAC 50.25(72) if *fire protection systems* are out of service or have major deficiencies. The fire service company (and owner) shall immediately contact the Fire Marshal if the system cannot be returned to service. On a weekend or after hours, contact the Fire Marshal through University Police Department Dispatch at 474-7721. Written notification shall be sent by Email within 24 hours in addition to verbal contact.

Status 1 deficiencies shall be repaired immediately. A fire watch is likely required. For examples of Status 1 deficiencies, see 13 AAC 50.25(72) (**Attachment B**).

- 5.1.2 **Status 2.** A system meets the definition of “Status 2” under 13 AAC 50.25(72) if systems have critical deficiency reports; the critical deficiency reports shall be provided to the Fire Marshal within 14 days.

Status 2 deficiencies shall be repaired within 14 days. A fire watch may be required. For examples of Status 2 deficiencies, see 13 AAC 50.25(72) (**Attachment B**).

- 5.1.3 **Status 3.** A system meets the definition of “Status 3” under 13 AAC 50.25(72) if systems have minor deficiencies; the reports of the deficiencies shall be provided to the Fire Marshal within 30 days.

Status 3 deficiencies shall be repaired within 30 days. A fire watch is not likely required. For examples of Status 3 deficiencies, see 13 AAC 50.25(72) (**Attachment B**).

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5.1.4 Status 4. A system meets the definition of “Status 4” under 13 AAC 50.25(72) if systems have no deficiencies. The report of the service/inspection report shall be forwarded to the Fire Marshal within 30 days. No fire watch is required.

5.2 Where required for due cause. A condition of a building, process therein, or as any other occurring condition which creates a hazard to the safety of the building or occupants, shall be subject to a Fire Watch as required by the Fire Marshal as due cause. When such fire watch is ordered the procedures within this directive shall be followed.

VI. PROCEDURE

6.1 Personnel. The **SOLE DUTY** of the persons selected for fire-watch personnel shall be to serve as an on-site fire watch. The fire-watch consists of a person dedicated to perform the fire-watch and capable of:

- Be of sound mind and capable physical faculty without influence of drugs, alcohol, or other impairments;
- Have the ability and capability to inspect all areas of the building affected by the *fire protection system* outage or areas as otherwise identified by the Fire Marshal;
- Initiating the *Procedure for Reporting Emergencies (Attachment A)*;
- Have training in the use of fire extinguishers and capable of using the fire extinguisher;

6.2 Documentation. The person(s) in charge of fire watch shall document their Fire Watch activities on a form furnished by the Fire Marshal (**Attachment C**). A separate form shall be used for each person completing fire watch duties. These forms shall be submitted to the Fire Marshal daily.

6.3 Duration. These procedures and any conditions outlined in the fire watch agreement and/or impairment plan shall be followed during **ALL HOURS OF OCCUPANCY PLUS ONE ADDITIONAL HOUR BEFORE AND AFTER.**

Occupancies serving occupants on a 24-hour basis shall have Fire Watch for the entire 24-hours. The persons responsible for fire watch shall not exceed twelve (12) consecutive hours on-duty and shall have a minimum of a 12-hour break between duty periods.

6.4 Inspection. A thorough inspection of all areas affected by the fire watch shall be conducted by the person(s) in charge of fire watch every hour for the duration of the established fire watch.

(continued...)

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6.5 Termination.

6.5.1 Systems returned to service. Fire watch is not permitted to be terminated until the *fire protection system* is back online, certified, and approval from the permitted systems technician has been received by the Fire Marshal.

Once the affected systems are returned to a functional status (deficiencies have been corrected), you may contact the Fire Marshal at 907-474-5757. Contact the Fire Marshal through University Police Department Dispatch (907-474-7721) after regular business hours.

6.5.2 For fire watches so otherwise ordered. Once one hour after occupancy of the space so ordered for a fire watch to be conducted has concluded, the referenced forms shall be finalized and transmitted to the Fire Marshal. The University Police Department Dispatch (907-474-7721) and University Fire Department On-Duty Battalion Chief (907-455-3473) shall be notified. Voice mail type messaging shall be permitted for the closure of a fire watch.

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Attachment A PROCEDURE FOR REPORTING EMERGENCIES

IN THE EVENT OF a Fire, Hazardous Material Spill, etc.

- **ACTIVATE FIRE ALARM SYSTEM LOCATED ALONG EXIT ROUTES. If the alarm is sounding turn off all hazardous experiments or procedures before evacuating. If possible, take or secure all valuables, wallets, purses, keys, etc.**
- **EVACUATE THE BUILDING USING THE NEAREST EXIT OR EXIT STAIRWAY. DO NOT USE ELEVATORS.** Individuals requiring assistance should proceed to the designated area of rescue and seek assistance from other evacuees to notify emergency personnel of their location.
- **CALL 9-1-1 FROM A SAFE AREA** and provide name, location, and nature of emergency.
- **REMAIN AT A SAFE LOCATION AT LEAST 100 FT FROM THE BUILDING** until you are told to reenter. Do not impede access of emergency personnel to the area.

EVACUATION PLAN

- Know the location of your primary and secondary exits.
- Know the location of the nearest fire alarm pull station and fire extinguisher.
- Read and understand the emergency and building evacuation plan.
- Know the area considered the safe location for the building.

INDIVIDUALS REQUIRING ASSISTANCE

- Individuals requiring assistance should seek refuge near the closest stairway and request assistance from others.
NOTE: *It is recommended individuals requiring assistance prepare for emergencies ahead of time by learning the locations of exit corridors and exit stairways, by planning an escape route, and by showing a co-worker or instructor how to assist them in case of emergency. In addition, people who cannot speak loud should carry a whistle or have some other means of attracting the attention of others.*
- Able-bodied persons should assist in the evacuation of the individuals who require assistance. The assistance may be in the form of the following:
 - Be familiar with the people requiring assistance who are routinely in your work area.
 - Inform hearing impaired people that they have to evacuate.
 - Assist visually impaired people to an exit stairway.
 - Inform emergency personnel of the location of people inside the building who have not been evacuated.
 - In the extreme case that you must physically evacuate a person, ask how to safely carry/assist them.

Naturally Inspiring.



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Attachment B

13 AAC 50.25(72): the appendices of the *IFC* are amended by adding Appendix K to read:

APPENDIX K FIRE STATUS REPORTING

K101 Scope. All fire service companies providing services in this state shall provide a legible copy of all fire system service reports to the authority having jurisdiction or closest state division of fire and life safety office as adopted and amended in the *IFC 2012 Edition* as listed in this appendix.

Exception: Industrial occupancies with a fire system preventive maintenance program approved by the division of fire and life safety. This appendix contains contact information.

K102 Status 1. Systems out of service or major deficiencies. The fire service company shall immediately contact the authority having jurisdiction or closest state division of fire and life safety office if the system cannot be returned to service. On a weekend or after hours, contact the authority having jurisdiction or closest state division of fire and life safety office on the first business day. Written notification shall be sent by facsimile transmission to the authority having jurisdiction or closest state division of fire and life safety office within 24 hours. Notification may be made by electronic mail.

K102.1 Corrective action time. Status 1 reports shall be repaired immediately.

K102.1.1 For example but not limited to

K102.1.1.1 Fire sprinkler or water based systems:

1. Non- working flow/pressure switches.
2. Damage to fire department connections.
3. No water system.
4. Frozen or otherwise damaged system.

K102.1.1.2 Fire pumps:

1. Non-working fire pumps.
2. Fire pump controls not working or malfunctioning.

K102.1.1.3 Fire alarm systems (detection and alarm):

1. Non-working fire alarm panel.



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2. Malfunctioning fire alarm panel.
3. Audio and visual devices not working entire loop.
4. Detection not working entire detection loop.
5. Loss of programming.

K102.1.1.4 Kitchen hood fire systems:

1. System cylinder is not charged or leaking.
2. Appliance not properly covered due to rearrangement of appliances.
3. Plugged discharge nozzles.
4. Automatic detection not functional.
5. Gas or electric not shutting down.

K102.1.1.5 Clean agent or special hazard system:

1. System cylinder is not charged or leaking.
2. Releasing panel not functional.

K103 Status 2. Critical deficiencies. If systems have critical deficiency reports, the critical deficiency reports shall be provided to the authority having jurisdiction or closest state division of fire and life safety office within 14 days.

K103.1 Corrective action time. Status 2 systems shall be repaired within 14 days.

K103.1.1 For example but not limited to

K103.1.1.1 Fire sprinkler or water based system:

1. Five or more painted sprinkler heads in a concentrated area or more than 10 in a facility.
2. Change of use that will affect the performance of the sprinkler system.
3. Low water pressure.
4. No monitoring on required systems.
5. Any other major problem that will affect the performance.

K103.1.1.2 Fire pumps:

1. Low fuel
2. Pump packing leaking beyond specifications.
3. Fire pump room below 40 degrees.
4. Fire pump not meeting its rated discharge pressure or GPM flow over a 10 percent difference.
5. Any other major problem that will affect the performance.



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K103.1.1.3 Fire alarm systems (detection and alarm):

1. Batteries overdue for replacement.
2. No monitoring on required system.
3. Audio and visual devices not working - up to three devices, over three devices Status 1.
4. Detection not working - up to three devices, over three devices Status 1.
5. Any other major problem that will affect the performance.

K103.1.1.4 Kitchen hood fire systems:

1. Hood and ducts with heavy grease buildup.
2. Any other major problems that will affect the performance.

K104 Status 3. Minor deficiencies. Minor deficiency reports shall be provided to the authority having jurisdiction or closest state division of fire and life safety office within 30 days. These deficiencies will not affect the performance of the system.

K104.1 Corrective action time. Status 3 systems shall be repaired within 30 days.

K105 Status 4. No deficiencies. Systems with no deficiencies shall be reported to the authority having jurisdiction or closest state division of fire and life safety office within 30 days.

K105.1 Information to be provided. System service reports shall have the following information as follows:

1. The inspection company name shall be printed on all reports with the company's address and telephone number.
2. The inspector's first and last name shall be printed with the permit number of the inspector's fire systems permit required under AS 18.70.090 and 13 AAC 50.035.
3. The inspector's office telephone number shall be printed, and the inspector's cellular telephone number, if available, shall also be printed.
4. Deficiencies shall be typed or written and shall be printed text. No cursive or longhand handwriting is acceptable. Typed reports shall use at least 10 point font and handwritten reports shall use at least 3/8 inch spacing between lines.
5. All reports shall have the building name, occupancy inspected, and address clearly identified on the first page, and all subsequent pages shall have the building name and date of inspection on the top of the page.
6. All reports shall have the building contact person's name with telephone number on the front page.
7. Only white and yellow copies will be accepted by the state division of fire and life safety for reports submitted.



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8. Deficiency write ups must include the code citation that is in violation and a description of the problem.

Items having minor deficiencies shall be mailed within 30 days to:

Department of Public Safety

State Division of Fire and Life Safety

5700 E. Tudor Road, Anchorage, AK 99507; Phone 907-269-5637, Fax 907-269-5018

1979 Peger Road, Fairbanks, AK 99709; Phone 907-451-5200, Fax 907-451-5218

2760 Sherwood Lane, Suite 2-B, Juneau, AK 99801; Phone 907-465-4331 Fax 907-465-5521

Systems out of service and those with major deficiencies shall have a report faxed to the authority having jurisdiction or closest state division of fire and life safety office and mailed immediately within one day to the address listed in this appendix.

History: Eff. 1/14/81, Register 77; am 8/2/86, Register 99; am 10/28/90, Register 116; am 6/10/93, Register 126; am 8/31/96, Register 139; am 3/27/99, Register 149; am 9/15/2001, Register 159; am 8/27/2004, Register 171; am 9/12/2007, Register 183; am 11/16/2012, Register 204; am 5/19/2017, Register 222

Authority: AS 18.70.080



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Attachment C FIRE WATCH APPLICATION

Building / Business Name:	
Building / Business Representative:	
Physical Address:	Mailing Address:
Phone:	Email:

Associated UAF Project Number & Name:

1. Impairment Coordinator:	2. Local Fire Department Representative:
Signature	Signature
Printed Name	Printed Name
Date	Date

3. UAF Project/Shop Liaison:	4. UFD <i>Fire Code Official</i> (final approval):
Signature	Signature
Printed Name	Printed Name



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Date	Date
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PAGE 2 – FIRE WATCH APPLICATION

5. Describe emergency actions taken to minimize potential injury and damage:

6. Describe the extent and expected duration of the impairment:

7. Describe how the areas or buildings involved have been inspected and the increased risks determined:

8. Describe the recommendations submitted to management or building owner / manager:

9. Insurance Company Name: _____

a. Has the insurance company been notified? YES NO

10. Alarm Company Name: _____

a. Has the alarm company been notified? YES NO

11. Supervisors in the affected area are: _____

a. Have these supervisors been notified? YES NO

12. Has a tag been placed on the out of service fire protection system? YES NO

FOR OFFICIAL USE ONLY					
Page 2 Received?	YES	NO	Approved?	YES	NO



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Date Received: _____

Date of Decision: _____



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FIRE WATCH LOG - Attachment C

Building / Business Name:
Physical Address:
Person in charge of fire watch:

Associated UAF Project Number & Name:

I understand the roles and responsibilities for the job of fire watch. I understand I am to perform the duties of fire watch and will inspect this (these) locations diligently in order to maintain a fire safe environment. I have received training in the use of fire extinguishers and feel I am capable to perform these duties. I am not under the influence of any alcohol or drug(s) which may reduce my ability to perform these duties. I certify these facts under penalty of perjury.

Signature	Date
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Time	Date	Problems Found
2400 (12 AM)		
0100 (1 AM)		
0200 (2 AM)		
0300 (3 AM)		
0400 (4AM)		
0500 (5 AM)		
0600 (6 AM)		
0700 (7 AM)		
0800 (8 AM)		
0900 (9 AM)		
1000 (10AM)		
1100 (11 AM)		
1200 (12 PM)		
1300 (1 PM)		
1400 (2 PM)		
1500 (3 PM)		
1600 (4 PM)		
1700 (5 PM)		
1800 (6 PM)		
1900 (7 PM)		
2000 (8 PM)		
2100 (9 PM)		
2200 (10 PM)		
2300 (11 PM)		

**FIRE WATCH LOG IS REQUIRED TO BE SENT TO THE UAF FIRE MARSHAL
AT THE END OF EACH SHIFT**



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