Fire Watch
Policy and Procedures

In Accordance With
New Jersey Fire Code
and
National Fire Protection Association
# Fire Watch

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Introduction

Fire Safety compliance has always been and continues to be a high priority at Ramapo College. We continue to assess what more can be done to raise our preparedness and to assure the safety of all members of the Ramapo College Community.

Toward that end, the following updated Fire Watch Policy and Procedures address the New Jersey Fire Code requirements and National Fire Protection Association (NFPA) codes and standards applicable when all or part of the required fire protection systems are intentionally interrupted for repairs and maintenance, not functioning properly, not functioning at all or they are damaged or destroyed by fire or other disaster.

When the required fire protection systems are determined not to be functioning properly and repairs require the intentional shut down of all or a portion of the systems, the risks to life safety and property increase substantially. Accordingly, the New Jersey Fire Code requires that the local fire department and the State Fire Marshal's Office be notified. When the loss of the functionality of fire protection systems creates an Imminent Hazard, the New Jersey Fire Code authorizes the State Fire Marshal or his designee to close the affected building. In various situations, the State Fire Marshal or his designee may approve a Fire Watch as an alternative to closing the affected building.

There are at least three general types of circumstances that require Fire Watches: Emergency Repairs, Scheduled Repairs and Unexpected Repairs. The State Fire Marshal or his designee has, by virtue of the New Jersey Fire Code, jurisdiction over all Fire Watches; from the authorization to initiate through the authorization to terminate a Fire Watch. However, in most situations, the extent of involvement of the State Fire Marshal or his designee shall be significant for Fire Watches for Emergency Repairs and limited for most Fire Watches in connection with Scheduled Repairs. Accordingly, the following Fire Watch Policy and Procedures is separated into six General Sections: Section I – Emergency Repairs, Section II – Scheduled Repairs, Section III – Routine Maintenance and Repairs. The three General Sections include the Policy and Procedures applicable and unique to each section. The remaining sections of this policy and procedures include information that is applicable to the first three sections of this policy: Emergency, Scheduled and Routine Maintenance and Repairs.

The Fire Watch Policy and Procedures contained within this document were developed by the College Fire Marshal in concert with several ranking members of the College Administration, Campus Security (Security), Campus Planning and Facilities (Facilities), Residence Life, Environmental Health and Safety (EH&S), the State Fire Marshal's Office, the Mahwah Fire Department (MFD), Mahwah Police Department (MPD); and by referencing the fire safety code requirements of the New Jersey Uniform Fire Safety Act, N.J.S.A. 52:27D-192 et seq. approved November 12, 1983 and the applicable NFPA codes and standards.

For assistance in clarifying the fire code terms used throughout this document, Appendix E, Definitions includes a listing of those terms with the respective definition. These terms are in italics throughout this document.
Purpose

The Fire Watch Policy and Procedures were developed to assist members of the Campus Community, especially the Residence Life, Security, Facilities, and Environmental Health & Safety Departments in creating an environment that:

1. Raises our fire safety preparedness.
2. Helps to ensure the safety of all members of the Ramapo College Community.
3. Upgrades our system of alerting building occupants about smoke, fires or other emergencies.
4. Provides alternate fire safety protection to the buildings, other structures and premises on Campus.
5. Facilitates communications among the stakeholders involved in the Fire Watch Policy and Procedures.
6. Initiates the use of the Fire Watch Form as the exclusive document used to communicate Fire Watches on Campus.

See Appendix A "Fire Watch Form"

Scope

All members of the campus community, vendors and contractors involved in Emergency, Scheduled, and Routine Maintenance and Repairs work that require the shut down of the required fire alarm systems are responsible for compliance with this policy and procedures.
I. Emergency Repairs

Emergency Repairs may involve situations that endanger the life and safety of the building occupants and expose the building to a substantial increased risk of a fire going undetected in its early stages. To help ensure the health and safety of the occupants and the safety of the building involved; and ensure that a fire does not go undetected and possibly get out of control, those situations shall require a Fire Watch as an alternative to closing a building or a significant portion thereof.

A. An Emergency Repair is a condition that requires immediate attention and requires the intentional shut down of the entire or a significant portion of the fire protection systems. An Emergency Repair may include but not be limited to:
   1. A broken water line that supplies the fire suppression systems.
   2. A prolonged power outage.
   3. Vandalism or malicious mischief.
   4. An Imminent Hazard

B. Types

There are at least two general types of Fire Watches in connection with Emergency Repairs.

1. Building Wide which may include all interior and exterior areas of a building. The following matrix is provided to clarify conditions under which a Building Wide Fire Watch shall be required.

<table>
<thead>
<tr>
<th>Condition Number</th>
<th>Status of Sprinkler System in an Occupied or Unoccupied Building</th>
<th>Status of Fire Alarm System in an Occupied or Unoccupied Building</th>
<th>Initiate a Fire Watch</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>System Working</td>
<td>System Working</td>
<td>X</td>
</tr>
<tr>
<td>2</td>
<td>System Working</td>
<td>System Not Working</td>
<td>X</td>
</tr>
<tr>
<td>3</td>
<td>System Not Working</td>
<td>System Working</td>
<td>X</td>
</tr>
<tr>
<td>4</td>
<td>System Not Working</td>
<td>System Not Working</td>
<td>X</td>
</tr>
</tbody>
</table>

2. Partial Building Fire Watch shall involve a significant area, floor, wing, atrium, theater, lobby, cafeteria or some other significant portion of a building.
C. Duration

A Fire Watch for an Emergency Repair that affects the fire protection systems shall not exceed 24 continuous hours; unless an extension of time is granted by the State Fire Marshal or his designee.

D. Authority

1. Emergency Repair

Although it is most likely that the Director of Facilities, the Associate Director of Facilities or their designees will implement Emergency Repairs, anyone of the following personnel or their respective designees can initiate a Fire Watch in connection with Emergency Repairs; and shall follow the instructions or conditions that may be applied to a specific Fire Watch by the State Fire Marshal or his designee. The following listing is not indicative of any order of authority or priority:

   a. The Director of Facilities
   b. The Associate Director of Facilities
   c. The Director of Security
   d. The Assistant Director of Security
   e. The Director of Residence Life
   f. The On Call Administrator (OCA)
   g. The Director of Environmental Health and Safety
   h. The Campus Fire Marshal
   i. The Chief of the Mahwah Fire Department.

2. The College Fire Marshal prefers that the Chief of the Mahwah Fire Department (MFD) or his designee will direct all initial requests for Emergency Fire Watches to the College Fire Marshal, the Director of Campus Security or their respective designees. It shall be at the discretion of the Chief of the MFD or his designee to contact the State Fire Marshal directly in order to request an Emergency Fire Watch when circumstances necessitate direct contact with the State Fire Marshal. Then, the Chief of the MFD or his designee shall immediately contact the College Fire Marshal and the Director of Campus Security or their respective designees.
E. Communications to the State

Communications with the State Fire Marshal in connection with a Fire Watch for Emergency Repairs that affect the fire protection systems shall be in accordance with the following guidelines.

1. During the hours of 8 a.m. to 4 p.m., communications shall be directed to the State Fire Marshal, Josh Lazarus or his designee at the following, in order of preference:
   a. Telephone number 609.633.6130
   b. Email to: Josh Lazarus at jlazarus@dca.state.nj.us
   c. Fax to Attn: Josh Lazarus at 609.633.6330.

2. During any other time a telephone call shall be directed the State Fire Marshal via the Mercer County Central Communications Center at following telephone number: 1.877.NJFIRES or 1.877.653.4737.

3. The Mercer County Central Communications Center dispatcher will:
   a. Record the call.
   b. "Open a Card"(Call Ticket).
   c. Assign a "Card Number". The caller should request and record the "Card Number" on all subsequent documentation.
   d. Follow the pre-designated contact call listing as designated by the State Fire Marshal. It shall be at the sole discretion of the State Fire Marshal, his designee or the New Jersey State Fire Marshal Arson Unit if any of their personnel will be dispatched to the College.

Note: During the hours of 8 a.m. to 4 p.m., the College Fire Marshal shall be the primary contact with the State Fire Marshal to coordinate Emergency Fire Watches. When the College Fire Marshal is not readily available, any one of the persons listed in Section I D1 above can contact the State Fire Marshal regarding Emergency Fire Watches. However, proper notifications must be made in accordance with Section I F.
F. Notifications

For a quick reference and a summary presentation of required notifications, refer to Appendix B, *Fire Watch Notification Matrix*.

The following details the notifications included in the matrix. The notifications shall be made via the *Fire Watch* form and the form shall be included as an email attachment.

1. Emergency Repair
   In most cases, the Director or the Associate Director of Facilities or their designees will initiate the request for a *Fire Watch* in connection with an Emergency Repair; unless the State Fire Marshal or his designee declares an *Imminent Hazard*. In the event that someone other than the Director or Associate Director of Facilities initiates a request for a *Fire Watch*, that person shall first notify the Director or Associate Director of Facilities about the request; and then the notifications that follow shall be made:
   a. The College Fire Marshal and the Director of Campus Security or their respective designees.
   b. The College Fire Marshal shall notify the *State Fire Marshal*, the Chief of the MFD via MPD Dispatch. (During the hours of 8 a.m. to 4 p.m.; otherwise Security makes the notifications)
   c. The Director of Campus Security or his designee shall make all of the necessary notifications to the appropriate College Administrators as may be indicated in Campus Security Policies and Procedures.
   d. The Desk Officer and the Tour Commander shall be responsible for communicating all notices of Emergency *Fire Watches* to all Campus Security Personnel during each shift spanning the *Fire Watch* period.
   e. If a residential building is involved, prompt notification will also be made to the Director of Residence Life from the Director of Campus Security or his designee.
   f. Then, the Director of Residence Life or her designee will make the appropriate notifications to Residence Life Administration and Staff in accordance with Residence Life Policies and Procedures.
   g. The individual initiating the request for a *Fire Watch* shall also notify the following:
      1. The respective Dean or Administrator and Operations Manager in charge of the building placed under *Fire Watch*.
      2. The Assistant Vice President of Institutional Relations and Special Projects.
      3. The Coordinator of Events and Conferences.
The above individuals listed in section "g" shall make the appropriate notifications to their respective staff at their discretion.

2. **Imminent Hazard**

Although it is unlikely but possible that the State Fire Marshal issues a violation of *Imminent Hazard*, the College Fire Marshal is most likely to be the recipient of the violation and the first to know that an Emergency *Fire Watch* has to be implemented. Accordingly, the following notifications shall be made:

a. The College Fire Marshal shall immediately notify the Director of Campus Security or his designee, the Chief of the Mahwah Fire Department (MFD) via the Mahwah Police Department Dispatch (MPD) and the Director of Environmental Health and Safety.

b. Then, the Director of Campus Security or his designee shall make all of the necessary notifications to the appropriate College Administrators and the Associate Director of Facilities as may be indicated in Campus Security Policies and Procedures.

c. The Desk Officer and the Tour Commander shall be responsible for communicating all notices of Emergency *Fire Watches* to all Campus Security Personnel during each shift spanning the *Fire Watch* period.

d. If a residential building is involved, prompt notification will also be made to the Director of Residence Life or her designee from the Director of Campus Security or his designee.

e. Then, the Director of Residence Life or her designee will make the appropriate notifications to Residence Life Administration and Staff in accordance with Residence Life Policies and Procedures.

f. The individual initiating the request for a *Fire Watch* shall also notify the following:
   i. The respective Dean or Administrator and Operations Manager in charge of the building placed under *Fire Watch*.
   ii. The Assistant Vice President of Institutional Relations and Special Projects.
   iii. The Coordinator of Events and Conferences.

All of the above individuals listed in item F 2f shall make the appropriate notifications to their respective staff at their discretion.

See Appendix B, "*Fire Watch* Notification Matrix" and Appendix C, "Process Flow Chart for *Fire Watches*" for a summary of the above notifications and a flow of the notification process.
G. Special Requirements and Conditions

The New Jersey Fire Code indicates that the State Fire Marshal or his designee shall have jurisdiction over all Fire Watches; especially an Imminent Hazard. Consequently, the State Fire Marshal or his designee may specify requirements and conditions under which a Fire Watch for Emergency Repairs and Imminent Hazards shall be implemented and conducted. Those requirements may include but not be limited to:

1. Ensuring that only Fire Safety Maintenance Contractors permitted by the New Jersey Department of Community Affairs, Division of Fire Safety can work on the emergency repairs. However, emergency repairs are allowed to be made by Campus Facility's Personnel but shall be verified with a Work Ticket by a permitted Fire Systems Maintenance Contractor within 48 hours.
2. A completed Work Ticket from a permitted Fire Systems Maintenance Contractor shall be transmitted to the State Fire Marshal for review and approval; before anyone can initiate the steps to end a Fire Watch for Emergency Repairs or Imminent Hazards. The Work Ticket shall certify that the required fire protection systems have been fully tested and restored to proper operating status.
3. The State Fire Marshal is empowered, under the New Jersey Fire Code, to close a building when an Imminent Hazard exists.

After the State Fire Marshal approves that a Fire Watch with special requirements and conditions can be terminated, then the same persons listed in Section ID1 can commence the processes to end the Fire Watch.
II. Scheduled Repairs

Scheduled Repairs shall be coordinated and pre-planned tasks that include Facilities Personnel and/or vendors or outside contractors.

A. Scheduled Repairs may include but not be limited to the following:
   1. Preventative maintenance, alterations or renovations; excluding *Hot Work*.
   2. Testing and maintenance of *fire protection systems*.

B. Types

There are at least two general types of *Fire Watches* in connection with Scheduled Repairs.

1. Building Wide which may include all interior and exterior areas of a building. The following matrix is provided to clarify conditions under which a Building Wide *Fire Watch* shall be required for a Scheduled Repair.

<table>
<thead>
<tr>
<th>Condition Number</th>
<th>Status of Sprinkler System in an Occupied or Unoccupied Building</th>
<th>Status of Fire Alarm System in an Occupied or Unoccupied Building</th>
<th>Initiate a Fire Watch</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>System Working</td>
<td>System Working</td>
<td>X</td>
</tr>
<tr>
<td>2</td>
<td>System Working</td>
<td>System closed for scheduled repairs or maintenance and testing.</td>
<td>X</td>
</tr>
<tr>
<td>3</td>
<td>System closed for scheduled repairs or maintenance and testing.</td>
<td>System Working</td>
<td>X</td>
</tr>
<tr>
<td>4</td>
<td>System closed for scheduled repairs or maintenance and testing.</td>
<td>System closed for scheduled repairs or maintenance and testing.</td>
<td>X</td>
</tr>
</tbody>
</table>

2. Partial Building *Fire Watch* shall involve a significant area, floor, wing, atrium, theater, lobby, cafeteria or some other significant portion of a building.
C. Duration

1. In general, Scheduled Repairs, maintenance or testing procedures shall oblige the repairman to return the required fire systems to normal operating condition by no later than 5 p.m. each day unless an extension of time is granted by the Associate Director of Facilities or his designate.
2. Scheduled Repairs that may exceed a continuous 8 hour period shall require notification of the College Fire Marshal or his designee.

D. Authority

Fire Watches in connection with Scheduled Repairs will be initiated by the Director or Associate Director of Facilities or their designees. Approval from the State Fire Marshal is not mandatory.

E. Communications to the State

Communications with the State Fire Marshal in connection with Scheduled Repairs that close the required fire alarm systems shall be in the form of a notification rather than a request; and generally will be communicated via an email.

F. Notifications

The following personnel or their designees shall be notified via the Fire Watch form included as an email attachment.

1. The Director of Security
2. The Assistant Director of Security
3. The Director of Residence Life when a Residence Life building is involved
4. The College Fire Marshal who will then notify the following when the required fire alarm systems are closed and again notify them when the systems are returned to normal operation:
   a. The Mahwah Fire Department via the Mahwah Police Dispatch
   b. The State Fire Marshal

See Appendix B, "Fire Watch Notification Matrix" and Appendix C, "Process Flow Chart for Fire Watches" for specific notifications and a flow of the notification process.
III. Routine Maintenance and Repairs

Routine Maintenance and Repairs shall include minor work conducted by Facilities during daily operations. The nature of this work shall be minimal and only require the disabling of certain fire detection devices in order to prevent the inadvertent activation of the fire alarm system. Since this type of work shall not require the disabling of the fire alarm systems, there should be no need for a Fire Watch. It shall be the responsibility of the repairman to monitor his location for anything that may activate the fire alarm. In the event that the alarm is inadvertently activated, the repairman shall immediately notify Campus Security.

A. Routine Maintenance and Repairs may include, but not be limited to:
   1. Cutting ceramic tiles.
   2. Sanding or scraping walls or ceiling.
   3. Any other work that may cause an inadvertent activation of the fire alarm system.

B. Duration
   In general, Routine Maintenance and Repairs shall oblige the repairman to return the required fire detection device to normal operating condition by no later than 5 p.m. each day unless an extension of time is granted by the Facilities Supervisor.

C. Authority
   The Facilities Supervisors or their designees shall have the approval to authorize the disabling of fire detection devices. Approval from the State Fire Marshal is not required.

D. Communications to the State
   Communications with the State Fire Marshal in connection with Fire Watches for Routine Maintenance and Repairs shall not be necessary unless the entire or a greater portion of fire alarm system needs to be closed.

E. Notifications
   Routine Maintenance and Repairs that may exceed a continuous 8 hour period shall require notification of the College Fire Marshal or his designee.

F. It shall be the responsibility of the respective Facilities Supervisor to ensure that all fire protection devices intentionally covered and disabled by Facilities personnel or contractors are properly uncovered and enabled upon completion of repairs.

Note: Modern fire alarm systems provide the capability to disable a particular fire detection device or a number of devices from the fire alarm control panel; thereby avoiding the necessity to put covers over devices. It shall be the responsibility of the Associate Director of Facilities designee to ensure that the disabled devices are enabled when the work is completed.
IV. Universal Requirements

The following may be applicable to Emergency, Scheduled and Routine Maintenance and Repairs and their respective Fire Watches.

A. The Fire Watch form shall be the College's exclusive document used to make requests for and notifications of Fire Watches; and it shall be included as an email attachment and copied to all stake holders involved in that particular Fire Watch.

B. Every feasible effort shall be made to expedite repairs, maintenance and testing and return the fire protection systems to operating order; thereby helping to avoid extended Fire Watch periods.

C. In the case of a sprinkler or standpipe system shutdown, it is required by the New Jersey Fire Code that a sign shall be posted by the contractor or facilities on each fire department connection, indicating the portion of the system that is out of service.

D. If the reason for disabling all or part of a fire alarm system is in connection with cutting, welding or any other type of Hot Work activity, the Associate Director of Facilities will require the requestor to follow the "Hot Work" policy. See the Hot Work Policy for details.

E. The Director of Campus Security and the Associate Director of Facilities and Campus Planning or their respective designees shall remove their personnel from Fire Watches only after it is clearly established that the disabled system or device is properly authorized to be enabled; and it is confirmed with the receipt of a Work Ticket from United certifying that the system is functioning properly.

F. A Type 1 permit, from the Division of Fire Safety, shall be obtained BEFORE the use of a torch or flame producing device to remove paint from or seal membrane roofs on any building or structure. Contact the College Fire Marshal at 201.684.6252 for the permit requirements.

G. Contacting Fire Protection Contractor

1. United Fire Protection Corporation (United) is our current permitted fire maintenance and repair contractor. Telephone No. 908.688.0300.

2. United is obligated under contract to respond no later than 4 hours from the initial call for service.

3. In most situations, Facilities will be the primary contact with United. However, in an emergency, anyone of the persons listed in Section I D, 1a through 1h above can initiate a call to United for service.

4. The person initiating contact with United shall prepare and submit to Facilities a repairs@ramapo.edu email to initiate a Work Order request and copy the email to the FIRECOM Mailbox at firecom@ramapo.edu.

5. When anyone of those persons calls United for service, the individual shall record the date and time that United was called and note that information on the Fire Watch form in the Section: 19. Other. Please Specify.
6. In most situations that occur during regular working hours, the Work Tickets provided by United for maintenance or repairs shall be provided from the United Technician to Facilities.

7. In all other situations that occur during non-regular working hours, the Work Tickets provided by United for maintenance or repairs shall be provided from the United Technician to Campus Security. Subsequently, Campus Security will continue to hand deliver those Work Tickets to Facilities by no later than 8 a.m. the following morning.

8. Facilities shall continue to be the central repository for all of United's original Work Tickets. In accordance with the Fire Code, Work Tickets shall be readily available to the State Fire Inspector upon request.

H. Notifications under Unforeseen Circumstances:
   1. It may not always be practical to immediately complete a Fire Watch form. Accordingly, a completed form shall, at the next earliest possible opportunity, be distributed as an email attachment when making the proper notifications.
   2. It is expected that in almost all situations, the individual who initiates and terminates the College's Fire Watch procedures will be the same individual. However, the policy recognizes that there may be unforeseen circumstances whereby the person who initiates Fire Watch procedures may not be the same person who terminates the procedures. In either situation, communications are critical; especially during Fire Watch for Emergency Repairs and Imminent Hazards. Accordingly, it is important that all of the proper notifications are made. Therefore, it shall be the responsibility of the person initiating the College's Fire Watch procedures to ensure that all of the required notifications are made.
   3. In addition, there may be unforeseen circumstances when one or several individuals may not be reachable or available especially during non-business hours. Under those circumstances, the designee shall be contacted. It shall be the responsibility of the designee to make the appropriate notifications and then promptly notify his or her designator at the next available opportunity.

I. Fire Watch Personnel Qualifications

In order to be designated to be qualified to be a Fire Watch, Fire Watch Personnel should be trained annually in the following:

1. Fire extinguisher procedures.
2. Procedures for reporting an emergency.
3. Evacuation procedures.
4. Knowledge of the building and the various rooms contained within the building.
5. Fire awareness and recognition of obvious hazards.
V. Personnel Guidelines and Procedures

The following are guidelines and procedures for personnel to follow while conducting a Fire Watch.

A. Fire Watch procedures require on site inspections of the affected areas in and/or around the perimeter of the building by qualified personnel in order to detect any signs of smoke, fire or any other life safety hazards.

B. The quantity of personnel involved in the Fire Watch shall be adequate so that each floor, level, and room in the building without fire protection is patrolled on a continuous schedule; or as specified by the State Fire Marshal or his designee.

C. The person or his relief person conducting the Fire Watch in residence halls shall remain in the building, night and day, until the fire protection system is repaired.

D. The person or his relief person conducting the Fire Watch around College Park Apartments and the Village residences shall remain on foot patrol around the perimeter of the affected building, night and day, until the fire protection system is repaired.

E. This Fire Watch person shall be replaced during breaks with another qualified individual who shall remain in the building until relieved by a replacement or until the Fire Watch is terminated.

F. Fire Watch Personnel shall:

1. Conduct continuous inspections of the entire building while focusing their inspections on searching for smoke and fire. However, the State Fire Marshal or his designee may, at his discretion, specify a more definitive inspection plan.

2. Make Incident Reports per shift. The Incident Reports shall include, but not be limited to, the following:

   a. Date of the Fire Watch.
   b. Building involved in the Fire Watch.
   c. Time Fire Watch began.
   d. Time that the hourly check of each floor, level, and room was conducted.
   e. Record any emergencies or other notable items.
   f. The date and time that the Fire Watch ended.
   g. Indicate the total length of time of the Fire Watch.
   h. Include the legible signature of the person performing the Fire Watch.
   i. Conduct an hourly radio check with the Campus Security Central Desk.
j. Complete the Fire Watch Log form.

   See Appendix D "Fire Watch Log"

k. In the event of an emergency, direct all the occupants to exit the building via the nearest available safe exit. Occupants shall be directed to use the stairs instead of the elevators. Avoid having occupants use the main lobby doors unless the side emergency exits are blocked by fire and/or debris.

l. Completed Fire Watch Logs shall be faxed from Campus Security to the State Fire Marshal the next day following the Fire Watches in connection with Emergency Repairs and Imminent Hazards. They should be faxed to: Attn: Josh Lazarus, to Fax Number: 609.633.6330.

G. When Fire Watch personnel encounter any kind of smoke or fire emergency, they shall immediately notify Campus Security Dispatch of the nature and location of the emergency. Campus Security shall dispatch personnel to the scene concurrent with contacting the Mahwah Police Dispatch to report the location of the smoke or fire related emergency. If the buildings fire alarm is functional, any available person shall activate the nearest manual pull station.

H. Personnel conducting a Fire Watch in a building where the fire alarm system is not functioning, shall have readily available a bull horn or other type of loud communication device that can be used to alert the occupants that the building must be evacuated.

I. All Fire Watch Personnel shall be instructed to be mindful of their personal safety while performing their duties when responding to an incident. Fire Watch Personnel shall, upon the arrival of the Emergency Response Personnel, inform them of any known location(s) where occupants have not yet evacuated.

J. The Fire Watch Personnel duties DO NOT include extinguishing the fire, if such action may place Fire Watch Personnel in any danger.
VI. Changes to Policy and Procedures

Any and all changes to this policy shall:
A. Meet the minimum fire safety code requirements of the New Jersey Uniform Fire Safety Act, N.J.S.A. 52:27D-192 et seq. and the applicable National Fire Protection Association (NFPA) codes and standards.
B. Involve the participation of at least the following the:
   1. College Administration
   2. Campus Security
   3. Facilities
   4. Residence Life
   5. Environmental Health and Safety
   6. College Fire Marshal
   7. State Fire Marshal's Office
   8. Mahwah Fire Department
   9. Mahwah Police Department

Approved by: Campus Security, Environmental Health & Safety, Facilities, Residence Life
The State Fire Marshal, Mahwah Fire and Mahwah Police Departments

Date Adopted: February 28, 2007
All Emergency Fire Watches must be approved by the State Fire Marshal, or his representative in accordance with the New Jersey Uniform Fire Safety Act. The State Fire Marshall can be contacted directly at: 609.633.6130 or via Fax at: 609.633.6330. When the State Fire Marshal or his designee is not readily available, contact the Mercer County Central Communications Center at 1.877.NJFIRES or 1.877.653.4737. Refer to the Fire Watch Policy and Procedures for further details.

### Fire Watch Form

**Print All Information Clearly and Legibly**

1. Requestor's First Name:
2. Requestor's Last Name:
3. Telephone Number: (   )
4. Cell Phone Number: (   )
5. Department Name:
6. Telephone Number: (   )
7. Fax Number: (   )
8. Building Name
9. Indicate the location within the building

**Indicate the reason for the Fire Watch by checking the appropriate box that is applicable**

10. Building maintenance, alterations or renovations: excluding Hot Work
11. Hot Work - STOP - Use Hot Work Form and refer to Hot Work Policy and Procedures
12. Testing and maintenance of fire protection system(s)
13. A fire system breakdown or malfunction
14. Prolonged power outage that caused a failure of the fire protection system(s)
15. Vandalism or malicious mischief
16. Three or more repeated fire alarm activations at the same premises within a continuous 24 hour period
17. Any undetermined cause
18. Damage to the fire protection due to fire or other related emergencies
19. Other, Please Specify

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### Date and Time of Fire Watch

20. Start Date:
21. Start Time:
22. End Date:
23. End Time:

24. Requested By:

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Signature | Date Signed
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Reviewed By:

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Signature | Date Approved
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*See Reverse Side 2 of 2 For Notification Matrix*
## Fire Watch Notification Matrix

The Person Initiating Or Terminating Fire Watch Procedures Shall Notify The Following, Unless Where Exceptions Are Noted In Italic.

<table>
<thead>
<tr>
<th>When A Fire Watch is Initiated Or Terminated By:</th>
<th>The State Fire Marshal</th>
<th>Campus Fire Marshal</th>
<th>The Director of Facilities or Designee</th>
<th>The Associate Director of Facilities or Designee</th>
<th>Director of Security or Designee</th>
<th>Assistant Director of Security or Designee</th>
<th>Campus Security Tour Commander</th>
<th>Director of Residence Life (for Residence Life Buildings only)</th>
<th>Director of Environmental Health &amp; Safety or Designee</th>
<th>Coordinator of Events &amp; Conferences or Designee</th>
<th>Mahwah Police Department Dispatch</th>
<th>Mahwah Fire Department Chief</th>
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<tr>
<td>The State Fire Marshal</td>
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<td>The Associate Director of Facilities or Designee</td>
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<td>Director of Residence Life (Emergency Fire Watch)</td>
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</table>

See Fire Watch Request /Notification Form on the Reverse Side 1 of 2

Note: Anyone of the Key Stake Holders listed above can appoint a designee when they may not be readily available. The Key Stake Holder shall inform his or her designee about the Notification Responsibilities. When a designee is appointed, it shall be the responsibility of the designee to make the required notifications.
Process Flowchart
For
Fire Watch

This Flow Chart represents the process when the Fire Watch is initiated by a contractor to the Associate Director of Facilities. For all other scenarios, start at Box 4. Enter the Requestor's Name in Box 4 and 13 and then make appropriate substitutions in the rest of the Boxes.

1. Request to Disable System from Requestor to Associate Director of Facilities (ADF)

2. Associate Director of Facilities (ADF) either Approves or Rejects Request

3. Associate Director of Facilities Returns Rejected Forms to the Requestor

4. Associate Director of Facilities E Mails Approved Requests to:
- 6. Director of Campus Security or Designee
- 6. Fire Marshal Notifies Mahwah Police Dispatch
- 6. Coordinator Events and Conferences
- 6. Director of Residence Life or Designee

5. ADF gives Approved Request to Appropriate Personnel to Disable System

6. Coordinator Events and Conferences

7. Establishes Fire Watch

8. Mahwah Police Dispatch Notifies

9. Mahwah Fire Department Chief Notified

10. Coordinates Events Accordingly

11. Fire Protection System is Disabled

12. DCA Approved Contractor Enables Fire Protection Systems and notifies ADF

13. DCA Approved Contractor informs ADF that Fire Protection System is Enabled and ADF notifies:
- 14. Director of Residence Life or Designee
- 14. Director of Campus Security or Designee
- 14. Fire Marshal Notifies:
- 14. Coordinator Events and Conferences

15. Removes Fire Watch and Informs…

16. Mahwah Police Dispatch Who Notifies

17. Mahwah Fire Department Chief Notified

18. Coordinates Events Accordingly
Ramapo College
Fire Watch Log

The following log is to be completed by the Fire Watch designated to be posted at
the location of the building placed under a Fire Watch. This form must be faxed to
609.633.6330 Attn Josh Lazarus at the end of each business day.

Building/Location: _____________________________________________________

Fire Watch's Name (Please Print): ________________________________________

Fire Watch's Signature: _________________________________________________

<table>
<thead>
<tr>
<th>Date that Fire Watch started</th>
<th>Time that each area of building visited</th>
<th>Indicate the Areas Visited</th>
<th>Check Here if Area Status Found OK</th>
<th>Check Here if Area Status Not OK and explain in next section</th>
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</table>

Indicate in the following space any actions taken and any fire safety related or
emergency problems that occurred during the Fire Watch. Use additional forms as
needed.

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Definitions

The following definitions are intended to be exclusive to this Fire Watch Policy and Procedures and therefore should be limited to use only within the context of this Policy and Procedures.

1. **Authority Having Jurisdiction** (AHJ) is the person or office enforcing the Code. In the State of New Jersey, the AHJ for all State Colleges and Universities is the **Division of Fire Safety**.

2. **Emergency Response Personnel** are persons trained and qualified in their area of expertise to respond to emergencies. They include:
   a. Campus Security
   b. Environmental Health and Safety
   c. College Fire Marshal
   d. Facilities
   e. Police
   f. Fire
   g. EMT (Emergency Medical Technicians)
   h. OEM (Office of Emergency Management)

3. **FIRECOM Mailbox** is a unique e-mail address and e-mail site established to enhance communications among Campus Security, Facilities, Residence Life, Environmental Health and Safety and the College Fire Marshal. E-mail messages related to Fire Safety are posted for reference by members of the FIRECOM Mailbox. The e-mail address is firecom@ramapo.edu

4. **Fire Alarm Systems** See Fire Protection Systems

5. **Fire Protection Systems** are devices, equipment and systems utilized to detect a fire, activate an alarm, suppress or control a fire, or combination thereof. Fire protection Systems include, but are not limited to:
   a. Fire Sprinkler Systems
   b. Smoke Detectors
   c. Heat Detectors
   d. Fire Alarm Control Panels
   e. Audio/Visual Strobe Alert Devices
   f. Fire Hydrants
   g. Standpipe Systems

6. **Fire Safety Maintenance Contractors** are contractors and vendors who are certified to operate throughout New Jersey by the Department of Community Affairs, Division of Fire Safety. A list of certified contractors and vendors, as well as non certified contractors and vendors, can be found on the Division of Fire Safety website at: [http://www.state.nj.us/dca/dfs/contractorslisting.pdf](http://www.state.nj.us/dca/dfs/contractorslisting.pdf)
7. **Fire Watch** is a short-term alternative to vacating and then denying access to a building while the fire protection systems are disabled, have failed or are not functioning properly. Conducting a Fire Watch, when permitted by the State Fire Marshal, allows for the continued access and occupancy of a building while the Fire Watch is maintained and the necessary action steps are initiated to bring the fire protection back into full service. A Fire Watch involves the assignment of qualified personnel to patrol all affected areas of the building in order to detect any fire related emergencies; and upon discovery of same cause the building to be promptly evacuated and the Fire Department to be notified immediately.

8. **Hot Work** is any temporary operation involving open flames or producing heat and/or sparks. This includes, but may not be limited to: Brazing, Cutting, Grinding, Soldering, Torch Applied Roofing and Welding. Some Hot Work operations require a Type 1 Permit from the Division of Fire Safety.

9. **Imminent Hazard** is an act or condition that is judged by the State Fire Marshal or his designee to present a danger to persons or property that is so urgent and severe that it requires immediate corrective or preventive action. The State Fire Marshal shall be the Authority Having Jurisdiction to issue an Imminent Hazard violation as per the New Jersey Fire Code. The following conditions, by their nature, constitute Imminent Hazards to health, safety or welfare of the occupants or intended occupants of a building, structure or premises, of firefighters, or of the general public:
   a. Unsafe structural conditions.
   b. Locking or blocking of any means of egress.
   c. Presence of explosives, explosive fumes or vapors.
   d. Presence of toxic fumes, gases or materials, or flammable or combustible liquids.
   e. Inadequacy of any required fire protection system.

10. **Means of Egress** is a continuous and unobstructed path of travel from any point in a structure to a public way. A means of egress consists of three separate and distinct parts: the exit access; the exit; and the exit discharge. A means of egress comprises the vertical and horizontal means of travel and shall include: intervening room spaces; doors; hallways; corridors; passageways; balconies; ramps; stairs; enclosures; lobbies; escalators; horizontal exits; courts and yards.

11. **Mercer County Central Communications Center** is the central location under the New Jersey Division of Fire Safety where all fires in the state are to be reported; after they have been reported to the local fire departments. The center has an Emergency Hotline Telephone Number: 1.877.NJFIRES or 1.877.653.4737. The State Fire Marshal has directed that all NJ State Colleges report all incidents of fires and explosions to the center after the local fire department has been notified.
12. National Fire Protection Association NFPA is an international nonprofit membership organization founded in 1896 as the National Fire Protection Association. Today, with more than 75,000 members representing nearly 100 nations and 320 employees around the world, NFPA serves as the world's leading advocate of fire prevention and is an authoritative source on public safety. In fact, NFPA's 300 codes and standards influence every building, process, service, design, and installation in the United States, as well as many of those used in other countries.

13. New Jersey Fire Code is an ACT establishing a uniform, minimum fire safety code enacted by the Senate and General Assembly of the State of New Jersey. The Code is remedial legislation necessary to protect life and property within the State from danger of destruction by fire and explosion and shall be liberally construed to effectuate these purposes. The Director of the Division of Fire Safety shall administer and enforce the Code.

14. Permit shall constitute permission from the Division of Fire Safety to maintain, store or handle materials, or to conduct processes which produce conditions hazardous to life and property, or to install equipment used in connection with such activities in accordance with the provisions of the Fire Code. Such permission shall not be construed as authority to violate, cancel, or set aside any of the provisions of the Fire Code. Contact Dennis Harrington, the College Fire Marshal for Applications for Permits and for the applicable permit fee.

15. State Fire Marshal is the top ranking official appointed by the Governor to be in charge of the New Jersey Division of Fire Safety. The State Fire Marshal is the Authority Having Jurisdiction (AHJ) over New Jersey State Colleges for all fire safety matters. The term shall also include any of the State Fire Marshal's designees.

16. Type 1 Permit includes, but is not limited to, permission from the Division of Fire Safety to safely:
   a. Use a torch or flame producing device to remove paint from, or seal membrane roofs on, any building or structure
   b. The use of any open flame or flame producing device, in connection with any public gathering, for purposes of entertainment, amusement, or recreation.
   c. Welding or cutting operations except where the welding or cutting is performed in areas approved for welding by the fire official and is registered as a type B (Business including Institutions of Higher Education) life hazard use.
   d. The possession or use of explosives or blasting agents, other than for rocketry engines regulated under N.J.A.C. 12:194.
   e. The current Type 1 Permit fee is $42.00 and shall be made payable by a check to: The Treasure State of New Jersey
17. **Work Order** is an electronic document that is generated from the TMA system after an email is sent to the repairs@ramapo.edu mailbox. The TMA System is operated by Facilities and is used to control and manage the Work Orders which are used to communicate to the respective Trades the various repairs and maintenance that needs of the Campus Community.

18. **Work Ticket** is a document provided by United Fire Systems to Facilities as a means to communicate work on fire protection systems that was completed or may need additional work and follow up.