

## Administrative Policy

- 1 When a required fire alarm system or sprinkler system is out of service for more than four hours in a twenty four hour period, the fire department shall be notified, and the facility will be put on fire watch until the system has been returned to service.
- 2 When a Fire Watch is put into affect and the sprinkler system is out of service for more than four hours, the facility will notify the authority having jurisdiction over the facility. If the facility is an ICF-ID/H home, OPTIONS staff will notify the Licensing and Certification division of the California Department of Public Health.
- 3 The fire watch shall consist of a dedicated staff person walking through the facility every 30 minutes. They will visually check all rooms for any signs of smoke or fire hazards. The fire watch will continue until the fire system is returned to service.
  - 3.1 Staff will document their observations on a fire watch observation log
- 4 If there are any signs of fire or smoke during a fire watch, the building shall be evacuated and the fire department will be contacted to assess the site before persons shall return to the home.

Adopted: June 2010  
Revised: May 2012  
Reviewed: April 2014  
Revised April 2015  
Reviewed October 2015  
Revised: November 2016  
Revised: October 2017  
Reviewed: October 2018  
Reviewed: November 2019  
Reviewed: November 2020

**Administrative Policy**

Fire Watch

Policy No. 200.1.22

Page 2

---