

## Guideline: Fire Watch Orders

Issue Date: July 1, 2025

Revision: 1

**Applies to:** A Fire Watch Order shall be implemented when more than one fire alarm or fire protection system is scheduled to be impaired; experiences an unscheduled impairment, or at the direction of the University Fire Marshal or his / her designee (Impairment Coordinator) involving properties that are owned by the University of Michigan on the Ann Arbor, Athletic, Dearborn, Flint, and Michigan Medicine campuses, including special events and construction and maintenance projects. Exemptions of a Fire Watch Order can include any construction or renovation / maintenance project that has completed a Fire Safety Services' Plan Review process that does not require a Fire Watch Order. Additional Fire Watch Order exemptions can be issued by the University Fire Marshal or his / her designee on a case-by-case basis.

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### Summary:

The University's Fire Code (International Fire Code, 2021 edition) as adopted states that a Fire Watch is "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." NFPA 25, 2014 edition – Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems in section A.15.5.2.4.b states, "... During the patrol of the area, the person should not only be looking for fire, but making sure that the other fire protection features of the building such as egress routes and alarm systems are available and functioning properly."

EHS Fire Safety Services is authorized by University Standard Practice Guide 605.2 Fire / Life Safety Programs and the International Fire Code, 2021 edition (IFC) to require the issuance of Fire Watch Orders involving all University owned properties, special events, and construction and maintenance projects. As an established University practice, EHS Operational Health & Safety is responsible for the issuance of Fire Watch Orders involving University Hot Work Permits.

This guideline outlines the policy and procedures related to the requirements, content, documentation of, and the training of those performing an issued University Fire Watch Order.

### Scope:

This guideline applies when more than one (1) fire alarm and fire protection system in a University building has been impaired, deactivated, existence of circumstances / conditions that warrant a Fire Watch Order, or at the direction of the University Fire Marshal or his / her designee, a Fire Watch Order can be ordered at any time.

## Procedure:

### **Notification Time Requirements to Request a Fire Watch Order**

- Scheduled Impairments
  - Email notification shall be sent to EHS-Fire Safety Services ([ehs-firesafety@umich.edu](mailto:ehs-firesafety@umich.edu)) by a Requesting Party for the need of a Fire Watch Order no later than 21-days to the execution of a Fire Watch Order.
- Emergency Impairments
  - EHS Fire Safety Services shall be contacted at (734) 881-7073 by a Requesting Party for the need of a Fire Watch Order in the event of but not limited to, interruption of water supply, frozen or ruptured piping, and equipment failure, and is inclusive of impairments found during inspection, testing, or maintenance activities.

### **Requirements of a Fire Watch Order**

#### *Michigan Bureau of Fire Services (MBFS) University Buildings*

- Where a required fire alarm system is out of service for more than 4 hours in a 24-hour period, the authority having jurisdiction shall be notified, and an approved Fire Watch Order shall be provided for all parties left unprotected by the shutdown until the fire alarm system has been returned to service. NFPA 101 (2012, edition) Chapter 9 – Building Services and Fire Protection Equipment, section 9.6.1.6.
- Where a fire protection system, e.g. fire sprinkler system is out of service for more than 10 hours in a 24-hour period, an approved Fire Watch Order shall be implemented. NFPA 25- Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems, section 15.5.2.4.b.
- At the direction of the Michigan Bureau of Fire Services or the University Fire Marshal or his / her designee.

#### *Non-Michigan Bureau of Fire Services University Buildings, Construction / Renovation / Maintenance Projects, or Special Events Exceeding an Attendance of 99 People*

- All scheduled impairments shall be authorized by the University Fire Marshal or his / her designee.
- Where a required fire alarm system is out of service for more than 4 hours in a 24-hour period, EHS Fire Safety Services be notified at (734) 881-7073 and an approved Fire Watch Order shall be provided for all parties left unprotected by the shutdown until the fire alarm system has been returned to service. NFPA 101 (2012, edition) Chapter 9 – Building Services and Fire Protection Equipment, section 9.6.1.6.
  - Maintenance projects involving map and ground fault conditions placed in a trouble status do not require a Fire Watch Order due to the availability of the existing fire alarm system to detect and activate as designed in the event of a fire emergency.
- Where a fire protection system, e.g. fire sprinkler system is out of service for more than 10 hours in a 24-hour period, an approved Fire Watch Order shall be implemented. NFPA 25- Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems, section 15.5.2.4.b.

- Any event or special event with an attendance greater than 99 people that utilizes a temporary structure (tent) with the absence of fire alarm and fire protection systems shall require a Fire Watch Order.
- University Hot Work permits and related Fire Watch Orders shall be coordinated and managed by the EHS Operational Health and Safety unit at [EHS-OHands@umich.edu](mailto:EHS-OHands@umich.edu)
- At the direction of the University Fire Marshal or his / her designee.

*General*

- Execution of Fire Watch Orders can be fulfilled by University staff members or vetted University Preferred Vendors who are only dedicated to the issued Fire Watch Order and have been trained on this Fire Watch Order Guideline and specific Emergency Response Plan for the facility, project, or special event.
- During an issued Fire Watch Order, maintenance / construction service operations involving welding, cutting, burning, heating, grinding, or similar spark, slag, or intense heat producing activities that are capable of igniting combustible materials or flammable atmospheres or providing a source of ignition for a fire shall be suspended in floors above and below, and adjacent spaces of the affected University property.
- Laboratory work involving combustible and / or flammable chemicals or liquids shall be suspended on floors above and below of the affected University property.
- Building occupants shall be notified through a reasonable communication medium when a Fire Watch Order is instituted and at the conclusion of the issued Fire Watch Order.

***Duration of a Fire Watch***

- A Fire Watch Order shall be initiated one (1) hour prior to the start time and one (1) after the end time of the issued Fire Watch Order, or at the direction of the University Fire Marshal or his / her designee until such systems or conditions have been fully restored to normal operations or a designated space is no longer occupied by people.
- On a case-by-case basis, as determined by the University Fire Marshal or his / her designee, circumstances may involve the extension of a Fire Watch Order when involved spaces are still unoccupied by people.
- Frequency of Fire Watch Order patrols shall be completed in the following occupancy uses:
  - Academic and Business occupancies – every 60-minutes
  - Residential Halls – every 30-minutes
  - Areas of Assembly – every 30-minutes
  - Michigan Medicine – every 30-minutes

***Termination of a Fire Watch***

- A Fire Watch Order is terminated once impaired or deactivated fire and life safety systems have been restored to normal status and EHS Fire Safety Services has received email ([ehs-firesafety@umich.edu](mailto:ehs-firesafety@umich.edu)) confirmation stating the same from the Requesting Party.
- Dependent on circumstances involving conditions in designated spaces, a Fire Watch Order may be terminated when the designated space(s) is / are no longer occupied by people.

### **Required Fire Watch Equipment**

*Personnel assigned to a Fire Watch Order shall have the following equipment:*

- Two-way communications (Radio or Cellular Telephone).
- Flashlight
- Whistle or Aerosolized Air Horn
- Access to a site-specific fire extinguisher
- A printed EHS Fire Watch Order Reporting form per protected building or per protected floor(s).

### **General Emergency Response Plan / Procedures**

- Maintain operational readiness to execute Emergency Response Plan / Procedures
- Upon the discovery of hazardous conditions, quickly verify conditions are not part of the work or event being monitored.
- Emergency Communication / Notification Procedures
  - If the hazardous conditions are not related to the work or event, immediately contact a staffed Fire Command Center or call 9-1-1 and report the following:
    - Identify location, floor, and room number of the emergency situation
    - Provide description of the emergency situation.
    - Communicate any immediate needs.
- Activate the building's fire alarm system (if operational).
- Alert building occupants of the emergency situation to evacuate by a provided whistle or aerosolized air horn.
- If safely possible, isolate hazardous conditions (i.e. close a door(s)).
- The University of Michigan has no expectation of an assigned Fire Watch Order staff member(s) to make any attempt to extinguish fire conditions with a portable fire extinguisher.
  - Exception: Fire Watch staff member(s) who have received basic portable fire extinguisher training from any entity, is personally comfortable with the dynamic fire conditions, and is in a safe position to attempt extinguishment of initial (small / beginning) fire conditions, a Fire Watch staff member can attempt to extinguish such fire conditions with one (1) portable fire extinguisher only of appropriate type and size for the involved fire conditions.
  - Fire Watch Order staff members should never crouch beneath fire or smoke conditions in an attempt to discharge a portable fire extinguisher. A crouching position places the Fire Watch Order staff member in an unsafe position and an exposure risk to fire conditions.
- Assist in occupant evacuation in the event of a declared emergency.
- If safely possible, wait on assigned floor to direct emergency first-responders to the hazard location.

- Support appropriate responding staff, i.e. emergency first-responders: DPSS officers, Fire Department personnel, or Medical Staff at a Michigan Medicine Fire Watch Order location.

***Training Requirements of EHS Fire Watch Orders***

- The University Fire Marshal or his / her designee shall provide additional procedure requirements to the previously specified General Emergency Response Plan / Procedures, if needed to the Requesting Party within 7-days of initial notification of a Fire Watch Order.
- The Requesting Party is responsible for coordinating a University Fire Watch Order to include providing the Fire Watch Order Training as specified in this guideline along with any additional requirements set forth by the University Fire Marshal or his / her designee in the issued Fire Watch Order.
  - Requesting Party Defined:
    - University Academic, Athletic, Michigan Medicine Facility Management (e.g. a Facility Asset Supervisor)
    - AEC Project Manager(s)
    - EHS Directors of Dearborn and Flint campuses
- Prior to being assigned Fire Watch Order duty, assigned Fire Watch Order staff member(s) shall be trained in all of the following listed below:
  - Understanding the need for operational readiness and application of EHS' Fire Watch Orders Guideline and applicable Emergency Response Plan / Procedures.
  - Types of Available Communication Systems
    - Radios and cell phones
    - Emergency communication / notification procedures contained with this guideline.
  - Issuance of Required Fire Watch Order Equipment
  - Building Information
    - Familiarization of assigned floor plan(s), emergency exits; AED, fire extinguisher, and fire alarm pull-station locations, and primary and secondary evacuation stairwells / routes.
  - Specified Emergency Response Plan / Procedures for the issued Fire Watch Order.
  - Fire Watch Order Documentation
    - How to maintain and legibly complete an EHS Fire Watch Orders Report Form.

## **Fire Watch Orders Responsibilities and Duties**

### *EHS Fire Safety Services*

- Upon receipt of a Fire Watch Order request.
  - Review conditions / circumstances of Fire Watch Order request.
  - Determine and develop criteria of Fire Watch Order, including a Needs Assessment of the Emergency Response Plan / Procedure for additional procedures to be added to the established Emergency Response Plan / Procedures contained in this guideline.
  - Issue Fire Watch Order to the requesting party within 7-days of original notification receipt.
    - Note: The remaining 14-days of the requested 21-day notification is made available for the Requesting Party to organize, coordinate, and train assigned Fire Watch Order staff members on this guideline and the Emergency Response Plan / Procedures.
- Notifications
  - All internal and external email notifications pertaining to a Fire Watch Order shall include a carbon copy to the University Fire Marshal.
    - Internal
      - Notify the appropriate University of Michigan Department of Public Safety & Security Dispatch Centers (Ann Arbor, Dearborn, or Flint) of the issued Fire Watch Order and upon receiving confirmation the issued Fire Watch Order has been terminated.
      - Upon initial notification of a Fire Watch Order request, Fire Safety Services shall email Facilities and Operations Life Safety Systems Manager for notification of FM Global through their Red Tag System and the University's Office of Insurance and Claims Director to provide situational awareness of the issuance of a Fire Watch Order.
    - External
      - Email the City of Ann Arbor Fire Chief.
      - Email the MBFS Fire Inspector assigned to the respective University property.
  - File Management
    - Place copies of all email notifications in appropriate folders listed in the following section, "Documentation".
    - Copies of all acquired documentation shall be placed in EHS Fire Safety Services folders:
      - S-Drive > Building Documentation > Events

- Documentation
  - Upon receipt, the assigned EHS fire inspector shall file copies of the related communications, specified Fire Watch Order, and the completed EHS Fire Watch Order Report(s) in the respective EHS Fire Safety Building Inventory Folder under “Events”.
    - Labeling convention of a completed Fire Watch Order
      - Execution Date of Fire Watch Order: XX/XX/XXXX, i.e. 06302025
      - Nature: Fire Watch Order
      - Building Name: i.e. Weiser Hall
      - Example: 06302025 Fire Watch Order Weiser Hall
  - The assigned EHS Fire Inspector shall enter data in the Fire Watch Order Tracking Document (Google Sheets)
    - Complete
      - <https://docs.google.com/spreadsheets/d/1iG-Zzp7gTjMeR5403HBf-4qseLC-5RVC3xn-YoH1OxU/edit?usp=sharing>

*Fire Watch Order Staff Member(s)*

- Fire Watch Order staff shall be dedicated to Fire Watch Order assignments only.
- Never vacate Fire Watch Order assignment unless relieved by another trained Fire Watch Order staff member.
- Receive Fire Watch Order training from Requesting Party.
- Develop operational understanding and maintain compliance with the EHS’ Fire Watch Orders Guideline and Emergency Response Plan / Procedures.
- Familiarization to assigned area.
  - Review floor plans, if available.
  - Location of pull stations and how to activate them.
  - Ensure all Fire Doors remain closed.
  - Location of portable fire extinguishers.
  - Location of egress pathways and stairwell locations
- While on Fire Watch Order duty, maintain vigilant patrol of assigned area(s) looking for fire, smoke, or other hazardous conditions and ensure egress pathways and firefighting equipment are readily accessible.
- Immediately act upon confirmation of emergency conditions according to this Fire Watch Orders Guideline, and any additional Emergency Response Plan / Procedure assigned for the specific Fire Watch Orders duty.
- Legibly complete one (1) Fire Watch Order Report per date or a 24-hour period of operation and Return to the Requesting Party for the respective Fire Watch Order.

#### *AEC Project Managers*

- Ensure compliance with EHS' Fire Watch Guideline.
- If applicable, coordinate and provide initial email notification to EHS Fire Safety Services ([ehs-firesafety@umich.edu](mailto:ehs-firesafety@umich.edu)) for the need of a Fire Watch Order within 21-days of prescribed Fire Watch Order.
- Coordinate the shutdown and reactivation of the fire alarm and fire protection systems with respective Maintenance Services Regional Managers and Facility and Operations' Life Safety Systems Manager within 14-days of the Fire Watch Order's execution.
- If applicable, ensure compliance and training of assigned Fire Watch Order staff member(s) according to the specific Fire Watch Order issued by EHS Fire Safety Services.
- If applicable, print a copy or copies of the EHS Fire Watch Order Training Report form at <https://docs.google.com/spreadsheets/d/1oPb4TaCe1XZSo3Fq2317yM-SQ3AsMDBmr3hVDKcvPk0/edit?usp=sharing> and provide completed training documentation to EHS Fire Safety Services ([ehs-firesafety@umich.edu](mailto:ehs-firesafety@umich.edu)) one (1) day prior to the Fire Watch Order execution.
- If applicable, email EHS Fire Safety Services ([ehs-firesafety@umich.edu](mailto:ehs-firesafety@umich.edu)) when the effected fire and life safety systems have been fully restored, and the Fire Watch Order has been terminated.
- If applicable, print a copy or copies of each EHS Fire Watch Order Report form per day or 24-hour period of operation at (<https://docs.google.com/spreadsheets/d/1dJZOg7cBmF3aeO59mFWtF-snJ3ki2JpiXgQHz-K4u9g/edit?usp=sharing>) and email completed Fire Watch Order Report documentation (Logs) to EHS Fire Safety Services ([ehs-firesafety@umich.edu](mailto:ehs-firesafety@umich.edu)) within 7-calendar days from date of the Fire Watch termination.

#### *Maintenance Services Regional Managers*

- Ensure compliance with EHS' Fire Watch Order Guideline.
- Provided needed resources to fulfill EHS Fire Watch Order requirements.

#### *Asset Maintenance Services Facility and / or Construction Service Project Managers*

- Ensure compliance with EHS' Fire Watch Order Guideline.
- If applicable, coordinate and provide initial email notification to EHS Fire Safety Services ([ehs-firesafety@umich.edu](mailto:ehs-firesafety@umich.edu)) for the need of a Fire Watch Order within 21-days of prescribed Fire Watch Order.
- If applicable, coordinate the shutdown and reactivation of the fire alarm / detection and fire protection systems with respective Maintenance Services Regional Managers and Facility and Operations' Life Safety Systems Manager.
- If applicable, ensure compliance and training of assigned Fire Watch Order staff member(s) according to the specific Fire Watch Order issued by EHS Fire Safety Services.

- If applicable, print a copy or copies of the EHS Fire Watch Order Training Report form at <https://docs.google.com/spreadsheets/d/1oPb4TaCe1XZSo3Fq2317yM-SQ3AsMDBmr3hVDKcvPk0/edit?usp=sharing> and provide completed training documentation to EHS Fire Safety Services ([ehs-firesafety@umich.edu](mailto:ehs-firesafety@umich.edu)) one (1) day prior to the Fire Watch Order execution.
- If applicable, email EHS Fire Safety Services ([ehs-firesafety@umich.edu](mailto:ehs-firesafety@umich.edu)) when the effected fire and life safety systems have been fully restored, and the Fire Watch Order has been terminated.
- If applicable, print a copy or copies of each EHS Fire Watch Order Report form per day or 24-hour period of operation at (<https://docs.google.com/spreadsheets/d/1dJZOg7cBmF3aeO59mFWtF-snj3ki2JpiXgQHz-K4u9g/edit?usp=sharing>) and email completed Fire Watch Order Report documentation (Logs) to EHS Fire Safety Services ([ehs-firesafety@umich.edu](mailto:ehs-firesafety@umich.edu)) within 7-calendar days from date of the Fire Watch termination.

*Dearborn and Flint Directors of EHS*

- Ensure compliance with EHS' Fire Watch Order Guideline.
- If applicable, coordinate and provide initial email notification to EHS Fire Safety Services for the need of a Fire Watch Order within 21-days of prescribed Fire Watch Order.
- If applicable, coordinate the shutdown and reactivation of the fire alarm / detection and fire protection systems with respective Director of Facilities within 14-days of the Fire Watch Order's execution.
- If applicable, ensure compliance and training of assigned Fire Watch Order staff members according to the specific Fire Watch Order issued by EHS Fire Safety Services.
- If applicable, print a copy or copies of the EHS Fire Watch Order Training Report form at <https://docs.google.com/spreadsheets/d/1oPb4TaCe1XZSo3Fq2317yM-SQ3AsMDBmr3hVDKcvPk0/edit?usp=sharing> and provide completed training documentation to EHS Fire Safety Services ([ehs-firesafety@umich.edu](mailto:ehs-firesafety@umich.edu)) one (1) day prior to the Fire Watch Order execution.
- If applicable, email EHS Fire Safety Services ([ehs-firesafety@umich.edu](mailto:ehs-firesafety@umich.edu)) when the effected fire and life safety systems have been fully restored, and the Fire Watch Order has been terminated.
- If applicable, print a copy or copies of each EHS Fire Watch Order Report form per day or 24-hour period of operation at (<https://docs.google.com/spreadsheets/d/1dJZOg7cBmF3aeO59mFWtF-snj3ki2JpiXgQHz-K4u9g/edit?usp=sharing>) and email completed Fire Watch Order Report documentation (Logs) to EHS Fire Safety Services ([ehs-firesafety@umich.edu](mailto:ehs-firesafety@umich.edu)) within 7-calendar days from date of the Fire Watch termination.



**FIRE WATCH LOG**

<b>Name of Person Completing Fire Watch Log:</b>	
<b>Building # and Name:</b>	
<b>Date:</b>	
<b>Time Started:</b>	
<b>Reason for Fire Watch:</b>	

Signature at the end of each time period signifies conditions are normal. Anything outside normal conditions must be entered in detail of any abnormal conditions in the comments section.

<b>Time Periods</b>	<b>Signature</b>	<b>Comments</b>
0000-0030		
0030-0100		
0100-0130		
0130-0200		
0200-0230		
0230-0300		
0300-0330		
0330-0400		
0400-0430		
0430-0500		
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0930-1000		
1000-1030		
1030-1100		
1100-1130		
1130-1200		



