

FIRE PROTECTION SYSTEM IMPAIRMENT PROCEDURE

Revision Date: 4/8/25

A fire watch or building-wide evacuation is implemented to ensure life safety of occupants in a building or area when fire systems are impaired. The term "fire watch" is used to describe a dedicated person or persons whose sole responsibility is to look for fires within an established area.

RESPONSIBILITIES

University Safety and Assurances (US&A) is responsible for the maintenance of this procedure as needed, training on the procedure, and providing training to fire watch personnel.

Facility Services, University Housing, and the Student Union are responsible for following the notification procedures and coordinating the fire watch or building evacuation as far in advance as possible with appropriate agencies, departments, building chairs, and other personnel for work that they coordinate in their departments or with contractors. An Impairment Coordinator shall be assigned.

State of Wisconsin Division of Facilities Development or other state entities that may be managing projects in UWM buildings will be responsible for managing the impairment and notifications. UWM Department of Campus Planning & Management, Facility Services, Housing and Student Union may assist with notifications as liaisons to projects.

DEFINITIONS

Fire Watch Personnel- Appropriately trained personnel, security service, or police that have been trained on fire safety and extinguisher operation, UWM emergency procedures, notification procedures and fire detection methods (see, smell, feel). Fire watches shall be provided with at least one approved means for notification of the police and fire departments and their only duty shall be to perform patrols of the protected premises and keep watch for fires.

Impairment Coordinator- Individual from the responsible UWM department for coordinating the repair of the impaired fire system, initiating the fire watch or building evacuation, making the required notifications, and complying with the other requirements of this procedure.

Emergency Impairment- An emergency impairment occurs when an unexpected event impairs the normal function of the fire protection system. Examples include a section of frozen sprinkler piping bursting, or a forklift truck damaging sprinkler piping.

Planned Impairment- A planned impairment is a scheduled impairment. It is usually an improvement or modification to the present system. In these situations, fire protection can be shut down in a controlled manner and in such a way as to cause the least impairment to protection systems. Examples include adding a new section of sprinkler piping or replacing old sprinklers.

WHEN IS A FIRE WATCH REQUIRED?

Building-wide

When a required fire protection system is out of service and where required by the fire code official, 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.

A fire watch or building-wide evacuation is required for the following impairments:

- Fire Detection that is disabled or out of order for more than 4 hours in a 24-hour time period, or
- Sprinkler Protection that is impaired for more than 10 hours in a 24-hour time period.

Partial Building

A partial building fire watch or evacuation will be initiated if a significant portion of the fire alarm system is not in operation, such as an entire signaling line or notification appliance circuit. These measures do not pertain to an impairment of a single nonoperating device or appliance or if appropriate protection can be provided for which the system was designed.

Area-specific – Hot Work

A fire watch may be required when Hot Work is being performed. Details are specified in the [UWM Hot Work Written Program](#).

NOTIFICATIONS

Notifications shall be made immediately about emergency impairments and as far in advance as possible (48 hours if possible) for planned impairments.

Notifications shall be made to the following entities at the start of the impairment and upon completion providing details of the impairment:

- *Milwaukee Fire Department Station 27* located at 2647 N. Bartlett Avenue, Milwaukee, WI 53211, phone 414-286-8927 (eng27@milwaukee.gov)
- *City of Milwaukee, Department of Neighborhood Services, Commercial Code Enforcement* located at 841 N. Broadway, Milwaukee, WI 53202, phone 414-286-3874, (contact emails located at https://city.milwaukee.gov/DNS/Inspections_Sections/commercial)
- *AIG Global Property Impairment (ONLY IF IMPAIRMENT OF 8 HOURS OR MORE)*- Email GlobalProperty.Impairment@aig.com a copy of the completed [Fire Protection Impairment Notification Form](#) or phone (877) 705-7287 (impairment hotline)
- *UWM Police*- email uwmpolice@uwm.edu or call 414-229-4627
- *Building Chair(s)*- email or call using contact info from the [Roster of Building Chairs](#)
- *Alarm Monitoring Company (if applicable)*- Facility Services, Housing, and Student Union will know who to contact
- *Building Occupants*- Communication through building email or via building chair. Communicate if alternate fire alarm notification means will be used.
- *University Safety and Assurances*- email safety-office@uwm.edu

The [Fire Protection Impairment Tag](#) shall be used to indicate that a system, or portion thereof, has been removed from service. The tag shall be posted at each fire department connection, system control valve, fire alarm control unit, fire alarm annunciator and fire command center, indicating which system, or part thereof, has been removed from service. If not sure where to place tag, the fire code official shall specify where the tag is to be placed.

Preplanned impairments are subject to a fire watch if meet the requirements outlined above. The impairment shall be authorized by the Impairment Coordinator only after verifying that the following conditions have been met.

1. The extent and expected duration of the impairment have been determined.
2. The areas or buildings have been inspected and any increased risks determined.
3. Required notifications have been made to pertinent entities noted above.
4. A fire watch has been planned for and established by the Impairment Coordinator.
 - a. Fire watch personnel shall be trained as stated below in "Conducting a Fire Watch."
 - b. If UWM personnel cannot serve as fire watch, Appendix A provides State contract security guard services that can be hired as a fire watch. They must be trained like any fire watch.
5. The [Fire Protection Impairment Tag](#) system has been implemented.
6. Ensure fire extinguishers are located in impairment area. Supply extra extinguishers if needed.
7. Necessary tools and materials have been assembled at the impairment site.

The [Fire Watch Checklist](#) assists Impairment Coordinators to ensure that the appropriate steps are taken in setting up a fire watch.

CONDUCTING A FIRE WATCH

1. Fire watch personnel are to keep diligent watch for fires in the affected areas. The people performing the fire watch are not permitted to perform any other duties.
2. Fire watch personnel are to be familiar with the building(s) and procedures for sounding an alarm (if operable) or notifying building occupants in the event of a fire.
3. Fire watch personnel are to have fire extinguishing equipment readily available and be trained in its use.
4. The quantity of personnel involved in the fire watch is to be adequate such that each floor, level, and room of the fire area is covered through constant, hourly patrols of the facility.
5. Fire watch personnel are to complete the [Fire Watch Log](#) indicating when areas were checked. Impairment Coordinator should retain a copy of the completed log and submit to US&A at safety-office@uwm.edu.
6. In the event a fire is detected, fire watch personnel shall:
 - a. Make a mental note of the location of the fire and what is on fire.
 - b. Notify all building occupants to alert them to evacuate the building.
 - i. Fire watch personnel will activate working fire protection systems by activating a fire pull station in the facility.
 - ii. If alarms or PA System are inoperable, the fire watch personnel shall use whistle, airhorn, and/or voice (megaphone, if available) to notify occupants.
 1. US&A has whistles or air horns, if needed.
 2. Instructions shall be sent to the building occupants regarding the alternate fire alarm method, so they know what method to be alert for and how to react if they hear it.
 - c. If fire is a small, incipient stage fire and UWM Police have been notified per step 7, fire watch personnel may attempt to put fire out with an extinguisher as long as safe to do so.
 - d. Fire watch personnel shall evacuate.
7. Fire watch personnel shall have at least one approved means for notification of the police and fire department in the event of a fire. (cell phone (UWM Police- 414-229-9911 or RAVE Guardian) or two-way radios (US&A has 3, if needed))
 - a. UWM Police may initiate a RAVE Alert to notify occupants when contacted.
8. Fire watch personnel shall report to a predetermined location, preferably near the fire alarm panel, to provide police and fire departments with details regarding the fire (i.e., location, what was on fire).

ADDITIONAL INFORMATION

If occupants assist with fire watch duties, they must meet the definition of fire watch personnel. They must be provided with the procedures for evacuating the building and contacting emergency personnel. For planned outages, the procedures are to be sent to the Building Chair or RPSOD (Housing) for distribution. For unplanned outages, e-mail, fax or other means are to be used to quickly inform occupants of the situation and provide necessary directions/procedures. Refer to the following link for emergency and evacuation response procedures. <https://uwm.edu/safety-and-assurances/emergency-preparedness/>

REFERENCES

International Fire Code- Chapter 9- Fire Protection and Life Safety Systems

NFPA 101- Life Safety Code

NFPA 25- Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems

NFPA 72- Fire Alarm and Signaling Code

APPENDIX A

Security Guard Service State Contract Quick Guide

Security Guard Services

[Contract #505ENT-M21-SECGRDSVS-00](#)

[RFB #28325-JM](#)

Mandatory: YES (for State Entities)
Cooperative: YES (WI municipalities may use this contract)

Contract Term:

Initial Contract Term: July 1, 2020 thru June 30, 2022
1st Renewal Term: July 1, 2022 thru June 30, 2023
2nd Renewal Term: July 1, 2023 thru June 30, 2024
3rd (Final) Renewal Term: July 1, 2024 thru June 30, 2025

Contract Manager:

Chris Tucker
DOA – State Bureau of Procurement
101 E. Wilson Street, 6th Floor, Madison, WI 53703
608-286-5047 chris.tucker@wisconsin.gov

Scope

This contract is for Security Guard Services (unarmed and armed) throughout 8 regions in the State. This contract is required for State agencies and optional for UW campuses. This contract may be used by municipalities.

Using the Contract

- Authorized users with a need for security guard services will contact DOA, Division of Capitol Police (See [PRO-512](#) for more info). Requirement for Armed Security Guard services must be justified through a formal risk assessment process and approved by Capitol Police.
- Determine which supplier is awarded in the Region in which the facility is located and for the classification required by the agency.
- Contact one of the awarded suppliers directly with a clear list of expected duties, patrol routes, etc. Work with the supplier to complete a Statement of Work Form.

Security Guard Classifications

- Security Guard I – unarmed, minimum of 6 mos. experience
- Security Guard II – unarmed advanced and/or higher risk services, min of 2 years experience
- Security Guard III – Armed, high risk services, min of 3 years armed experience

Supplier Contract Numbers

Per Mar Security

505ENT-M21-SECGRDSVS-03

Awarded:

- Security Guard I Regions 1-6 and 8, Secondary Supplier; Region 7, Primary Supplier
- Security Guard 2 Regions 1-8, Secondary Supplier

Contact: Mark Schaefer

Email: mark.schaefer@permarsecurity.com

Office: 414-483-2239 Cell: 414-345-7027

Star Protection and Patrol, LLC

505ENT-M21-SECGRDSVS-04

Awarded:

- Security Guard I Regions 1-6 and 8, Primary Supplier; Region 7, Secondary Supplier
- Security Guard 2 Regions 1-8 Primary Supplier
- Security Guard 3 Regions 1-8 Primary Supplier

Contact: Zachary H. Taft

Email: ztaft@starprotectionandpatrol.com

Office: (920) 309-8377 Cell: (920) 461-5862