

University of Maryland
Fire Watch Procedures

If a sprinkler or fire alarm system in a University of Maryland Baltimore building is taken off line more than four hours, a fire watch shall be implemented according to the following procedures.

I. Notifications

1. UMB Fire Marshal 410-706-3490 (If unavailable, EHS Occupational Safety Division).
2. UMB Police (410-706-6882)
3. UMB Plumbing Shop (410-706-7929) or Work Control (410-706-7570).
4. UMB Electronics Shop (410-706-3897) or Work Control (410-706-7570).
5. Baltimore City Fire Department (Coordinate with University Fire Marshal).

II. Fire Watch Duties

1. Person(s) on fire watch duty should not have any other responsibility during the time the fire watch is in effect.
2. Patrol the entire area affected by the service outage every 30 minutes.
3. Keep a log of fire watch patrols.
4. If a fire is discovered:
 - i. Activate the building fire alarm system if in service.
 - ii. Call 711 on a University Phone or 410-706-6882 on Cell or outside phones, and report the location of the fire.
 - iii. If the building fire alarm system is out of service, ask the University Police to activate the Emergency Fire Warden Notification System for evacuation of the building.
 - iv. Notify other occupants on the floor of the fire.
 - v. Do not attempt to fight the fire unless you have been trained on the use of portable fire extinguishers.