



# Irvine Unified School District

## ***Fire Alarm - Theatre - Protocol Fire Watch Report***

### Introduction

The Irvine Unified School District developed this protocol after receiving guidance from the Orange County Fire Authority (Bryan Healey, Assistant Fire Marshal) regarding the temporary bypass of theatre fire alarm systems. No unauthorized employee or other person shall, at any time, bypass or disable a theatre fire alarm panel, except for those specifically authorized in this protocol. This protocol does not apply and no authorization is given to bypass any fire alarm system not connected to District theatres, nor does this protocol apply to a contractor licensed to perform alarm service and/or repairs.

### **Fire Alarm Bypass Protocol** - Documentation must be kept for a minimum of 3 years

1. Authorized employees shall be trained on the basic operation of the District’s fire alarm system. The training shall consist of the employee being able to demonstrate competency in the proper procedure to bypass the system by accessing the fire panel. Such training shall be documented by the District Communication Department or by Campus Safety personnel who are responsible for conducting such training.
2. Before an employee is authorized to bypass the fire alarm system, the employee must have completed the training listed above. The employee, once authorized, shall be the same person responsible to temporarily bypass the system and to enable the system. This is not a shared responsibility. The fire alarm system shall be bypassed only if there is a concern that the use of fog machines or similar equipment to create artificial smoke/fog could activate the fire alarm system in the theatre.
3. The term temporarily bypass is defined as 15 minutes before the scheduled performance or practice and no longer than 15 minutes after the performance or practice. At no time shall the fire system remain bypassed during overnight hours or between performances or practices.
4. During the period of time when the fire system is temporarily bypassed, an employee or authorized person shall be assigned fire watch duty. The sole responsibility is to patrol areas inside and outside of the theatre, keeping a watchful eye for any signs of smoke or heat related to fire. If fire is detected, the person assigned to fire watch shall immediately activate the nearest fire pull station and make several loud and clear announcements to the audience to leave the building using the posted evacuation routes.

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### **Fire Watch Report**

**Assigned Person:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Performance Location:** \_\_\_\_\_

**Performance Date:** \_\_\_\_\_

**Performance Start Time:** \_\_\_\_\_

**Time Bypassed:** \_\_\_\_\_

**Time Reactivated:** \_\_\_\_\_

Completed reports shall be housed at the theatre office for a period of 3 years.