

EMERGENCY SERVICES DIVISION

Procedure No. FR-ADM-1.1.6

PROCEDURE

Revision No. 2

BROOKHAVEN NATIONAL LABORATORY

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Title: INFORMATION EXCHANGE AT THE CHANGE OF WATCH

1. PURPOSE/SCOPE

- 1.1 Information exchange at the change of Watch in the Watchroom should provide the oncoming firefighter with an accurate picture of the overall status of the Site Fire Alarm System and Facility to assure the continuity of operations.
- 1.2 Personnel should not assume operational duties in the Watchroom unless they are physically and mentally fit to do so and until the outgoing personnel have a confidence that the appropriate transfer of information has taken place.
- 1.3 This Procedure establishes the specific responsibilities and conduct of operations at Watch change to ensure that the important operations, history and present status of all systems and events are understood.

2. RESPONSIBILITIES

- 2.1 Individual **firefighters** are responsible for reviewing written logs, alarm status of the Site Fire Alarm System, status board and indicate they are cognizant of the overall operation by stating so and noting such in the Watchroom Log.
 - 2.1.1 Any discrepancies or questionable activities that may not be clear at the exchange of Watch shall be brought to the attention of the **Fire Captain** immediately.
- 2.2 It is the responsibility of the **Fire Captain** to review the status of the facility and systems at 0800 and 1600 hrs to audit to ensure that the provisions of this Procedure are followed without exception.

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3.0 DEFINITIONS

3.1 Scheduled turnover - scheduled turnover occurs when the formal change of watch occurs at the times listed on the Watch Relief form. Scheduled turnover does not include coffee and other breaks.

4.0 PREREQUISITES

None.

5.0 PRECAUTIONS

- 5.1 Attention to detail should be paramount when there are communication failures or a computer switchover that causes the re-reporting of alarm details. Procedure FR-ADM-1.1.5, "Site Fire Alarm System Response", should be referenced as a guide.
- 5.2 Upon returning from an Alarm or Run particular emphasis should be concentrated to ascertain that there have not been any system changes. Verification of the Site Fire Alarm System status shall be made with Security and a notation made as such in the Watchroom Log.

6.0 PROCEDURES

- 6.1 Attachment #1, **Watch Relief Checklist**, shall be reviewed, verified and signed at all scheduled turnovers of the Watch.
- 6.2 Discusses the outgoing Watch providing a verbal description of the current status of systems and the operation.
 - 6.2.1 The results of any significant verbal interchange that affect operations between the ongoing/offgoing Watch should be noted in the comments section of the **Watch Relief Checklist**.
- 6.3 The oncoming Watch should perform a comprehensive review of the following:
 - 6.3.1 The Watchroom Log, by reviewing, noting and signing.
 - 6.3.2 The Site Fire Alarm System alarm list in the upper right hand corner of the monitor.
 - 6.3.3 The status of outstanding impairments in the Impairment Log.
 - 6.3.4 The Impairment Tag Log.
- 6.4 The oncoming Watch shall perform a walkdown in concert with the offgoing Watch of all equipment and instrumentation in the Watchroom. This is to include but not limited to the following:
 - 6.4.1 Site Fire Alarm System printer, paper and ribbon.
 - 6.4.2 RIS Panel status.

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- 6.5 At shift turnover the oncoming **Fire Captain** shall review the previous shifts **Watch Relief Checklists** to thoroughly understand the important history, present status and planned events.
- 6.6 The Watch Relief Checklist filing code is FR10QR and is to be placed in the **Watch Relief Checklist** binder in the Watchroom. Monthly, at the end of the month, the **Fire Captain** will re-file them in the Captain's office. These records are to be retained for one year.
- 6.7 Upon remaining of the housewatch after a response, system status shall be reviewed including:
- SFAS computer
 - SFAS printer
 - Watch turnover sheet
 - RIS panel

7.0 IMPLEMENTATION AND TRAINING

8.0 REFERENCES

- 7.1 DOE Order 5480.19, "Conduct of Operations Requirements for DOE Facilities."
- 7.2 SOP FR-1.1.5, "Site Fire Alarm System Response."

9.0 ATTACHMENTS

- 9.1 Attachment #1, **Watch Relief Checklist**.

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**Fire/Rescue
WATCH RELIEF FORM**

DATE: _____ **SHIFT:** RED ___ WHITE ___ BLUE ___

IMPAIRMENT NO.	QTY.	STATE	BLDG.	AREA	COMMENTS

Scheduled Turnover

Watch	Fire Fighter	Check Down Items O.K./ N.O.K.
<i>0800/1200</i>		
<i>1200/1600</i>		
<i>1600/2000</i>		
<i>2000/2400</i>		
<i>0000/0300</i>		
<i>0300/0600</i>		
<i>0600/0800</i>		

Check Down Items:

- 1- Impairment books checked
- 2- Fire Alarm printer, paper, ribbon
- 3- RIS Panel
- 4- Desktop computer

Duty Captain Review:

1600 Sign _____ **Date** _____

