

Fire Watch Requirements/Procedures

A “fire watch” is a temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof for the purpose of identifying and controlling fire hazards, detecting early signs of unwanted fires, raising an alarm of fire and notifying the fire department during times when any fire protection system (i.e. fire alarm system, fire sprinkler system, etc.) is out of service or “off-line”

Fire Watch Duties

Persons serving as Fire Watch cannot have any other duties except the Fire Watch. Fire Watch Duties will consist of the following:

1. Conduct periodic patrols of the affected areas.
2. Identify fire, signs of fire, and life or property hazards.
3. Maintain knowledge of building floor layout, hazardous areas, emergency shutdown procedures, emergency evacuation plan, etc.
4. Check all exits and exit access corridors to ensure means of egress are clear and unobstructed.
5. Check sprinkler system valves are in open position, if applicable.
6. Check for any smoking violation, or other sources of ignition.
7. The Fire Watch must have at least one means of direct communication with the Fire Department and/or 911. (A cell phone is acceptable)
8. **If a fire is discovered**, the Fire Watch must notify the Fire Department immediately by calling **9-1-1** and give the exact address and location of the fire.
9. The Fire Watch personnel must then notify the occupants of the need to evacuate. If the fire alarm horns or public address system are still functional, use them to notify occupants. If appliances are not functional, then other means of notification must be available (i.e. bullhorns).
10. Have knowledge of the location and use of fire protection equipment, such as fire extinguishers.
11. Maintain a logbook of Fire Watch activity.

Frequency of Patrols

Fire Watch personnel shall patrol the entire area affected every hour. In large buildings additional Fire Watch personnel shall be assigned in order to achieve the required frequency.

Record Keeping

A Fire Watch log book must be maintained at the building. The log book must be available to the Fire Inspector at all times during Fire Watch. The log book should contain the following information:

1. Address of the building.
2. Date and time of each hourly patrol through the affected area.
3. Name of person(s) conducting Fire Watch.
4. Records of communications with the Fire Department and licensed contractor doing the repairs.

