



## FIRE WATCH

**DATE:** January 6, 2020

**INFORMATION BULLETIN:** E-19-006

**APPROVED BY:** J. McDowell

### **2019 California Fire Code Section 202; Section 901.7**

#### **Definition of Fire Watch:**

A temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising an alarm of fire and notifying the fire department. (CFC Section 202)

#### **Responsibility for Instruction:**

The owner, manager, or person in charge of the building or premises shall assign to the fire watch as many personnel as required, and shall instruct fire watch personnel as to:

- A. The approved procedure for notifying the fire department. (CFC Section 901.7)
- B. Where utilized, fire watch shall be provided with not less than one approved means for notification of the fire department and their only duty shall be to perform constant patrols of the protected premises and keep watch for fires.
- C. A procedure shall be provided for reactivating sprinkler valves in the event of a fire which required the sprinkler system to be taken out of service, and any other instruction required.

#### **Log Book**

- A. The owner, manager, or person in charge of the premises shall provide a log book consisting of a directory of names, telephone numbers and other information to make emergency calls, calls to key management personnel, and which also shall be used to record patrol rounds.
- B. The log book shall be maintained on the premises and be available for inspection by the authority having jurisdiction.

#### **Specific Duty Requirements**

Assigned fire watch personnel shall:

- A. Notify monitoring company when system is taken out of service and when it is placed back in service, if applicable.
- B. Familiarize themselves with the area they are patrolling.
- C. Perform patrol operations according to instructions and local fire department.
- D. Patrol their designated area at least once each hour.
- E. Record patrol rounds and any other significant information in the log book.
- F. Relay any special orders or pertinent information to relief personnel and management.
- G. Remain on duty until properly relieved.
- H. Check the entire building, including all rooms, basements and penthouses, per "C" above.

## FIRE WATCH SCHEDULE

<b>Date:</b> _____	<b>Reason:</b> _____	
<b>Time:</b>	<b>Fire Watch Designee</b>	<b>Administration/House Supervisor</b>
12:00 AM		
1:00 AM		
2:00 AM		
3:00 AM		
4:00 AM		
5:00 AM		
6:00 AM		
7:00 AM		
8:00 AM		
9:00 AM		
10:00 AM		
11:00 AM		
12:00 PM		
1:00 PM		
2:00 PM		
3:00 PM		
4:00 PM		
5:00 PM		
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7:00 PM		
8:00 PM		
9:00 PM		
10:00 PM		
11:00 PM		
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