



FIRE WATCH PROCEDURES

1. Purpose:

To establish requirements for an owner or responsible party to provide fire watch personnel when performing hot work (welding/cutting) or a fire alarm, sprinkler system or other detrimental life safety device are in **disrepair** or **non-functional**.

2. Regulations:

The fire marshal is authorized to require the owner or the responsible party to provide a fire watch when the fire marshal determines it is essential for public safety, when the building demolition is hazardous in nature, when a fire protection system is out of service, when there has been an excessive number of fire alarm activations, where hot work is being performed, or when conditions (in the opinion of the fire marshal) lead to a situation that puts the buildings occupants at risk.

3. Fire Watch Requirements:

- a. For **Hot Work** the fire watch will be stood up and maintained until 60 minutes after the hot work has ceased.
- b. Conduct periodic patrols for the entire facility. Patrol the facility every 30 minutes if the building is occupied.
- c. The fire marshal may designate additional safety duties for fire watch personnel
- d. Fire watch designee shall be approved by fire department personnel

4. Fire Watch Duties:

- a. Fire watch personnel shall have access to one approved means of communication; know the exact address of the property and how to report a fire or other emergency condition by calling 911
- b. Fire watch personnel shall be familiar with the buildings and property
- c. Fire watch personnel shall be trained in the use of fire extinguishers and shall have access to all facility fire extinguishers and know their location.
- d. Fire watch personnel shall have knowledge of and be trained on the facility's evacuation plan in the event of a fire. They shall be able to communicate with non-English speaking residents well enough to give and evacuation order.
- e. Fire watch personnel shall not be permitted, while on duty to perform any other duties
- f. Fire watch personnel shall not be impaired and shall remain awake and alert at all times
- g. Fire watch personnel shall keep a log of fire watch related activities. The log shall include; name and address of facility; time of each patrol, name of the fire watch person and notes of any other related activities.

Reference: 2015 International Fire Code Sections 403.12 and 901.7