

# Fire Watch Procedure



## PURPOSE

**The continued use and occupancy of any structure or business is dependent on all installed fire protection systems being maintained in an operational mode.**

Protection of persons and property against the hazards of fire is a management responsibility. The requirements of this procedure are intended to aid management in the selection, requirements, duties and training of individuals when systems are down and a fire watch is required to protect personnel and property.

## MANAGEMENT RESPONSIBILITIES

1. The management of a business or property shall supervise the fire watch service or designate a responsible person to provide supervision of the fire watch. A fire watch is a 24 hour requirement, the same as the alarm or sprinkler provided for the structure. If the supervisor is to be absent from the site, a clear line of responsibility must be given to the fire watch designee in writing. Fire watch personnel shall be employees of management or outside firms, such as private security firms.
2. Notify the alarm monitoring company if required.
3. Notify the Fire Marshal's Office when the system is not working and again when the system has been repaired. (407-665-7422)
4. Verify that a log is kept for all inspections and the completed form is forwarded to the Fire Marshal's Office via FAX. (407-665-7407)
5. Provide fire watchers access to all areas of the building(s)
6. Provide fire watchers reliable means of communicating with 9-1-1.

## PROCEDURE

A sufficient number of fire watch personnel shall be assigned to fire watch service throughout the structure or site as applicable. Fire watch personnel may perform other duties assigned by management as long as the fire watch duty is the primary function and the other duties do not interfere with the fire watch.

Fire watch personnel shall be familiar with the property to be protected or escorted through the property to be made familiar with the site or structure so when reporting a fire they give proper directions and information to the fire department. They shall become familiar with manufacturing switches if applicable, all electrical shut off devices and main power cut-offs as well as shut-offs for gas, oil, process water and any other areas that may be either hazardous to fire personnel or add fuel to any fire situation. Fire watch personnel must know the location of any fire extinguisher, sprinkler system controls, hose connections and all fire protection equipment in the structure or site.

Fire watch personnel shall be familiar of all hazardous material locations and dangerous processes within the structure and site, along with storage areas for products that add fuel to combustion. Fire watch personnel shall be familiar with any pre-emergency plans and emergency plans that exist for the structure. Fire watch personnel must know their responsibility under any emergency plan in effect.

## **FIRE ALARMS BY FIRE WATCH**

If the fire watch personnel discover a fire their first response is to notify the fire department by calling 9-1-1. They will report the exact location of the fire and the extent of fire involvement.

Fire watch personnel shall then notify the occupants of the facility of the need to evacuate. If the fire alarm horns are still functional they shall be utilized to assist.

**Fire Watch Personnel shall not perform fire-fighting duties beyond the scope of the ordinary citizen.**

## **GENERAL**

Fire watch personnel shall make rounds of the structure(s) and grounds at intervals determined by the Fire Marshal. Each site or building may require different timed rounds. Hourly rounds will be the minimum requirement. Special conditions such as areas with people sleeping, occupied assembly occupancies, or hazardous material storage or processes may require additional rounds. A log of the rounds, times of rounds, and conditions noted for attention shall be kept by all fire watch personnel.

Fire watch personnel shall begin as soon as possible any time the system(s) are out of service for four (4) or more hours. During the rounds, fire watch personnel shall make a thorough inspection of the building or spaces assigned to him/her noting at a minimum the following:

1. Outside doors and windows are closed and locked; fire doors are closed and not chained or tampered with to prevent exiting the structure.
2. All oily waste rags, paint residue, rubbish, etc., are in proper closed containers or removed from the building.
3. All fire apparatus such as extinguisher hose lines, etc., are in place and not obstructed.
4. Aisles and exit ways are clear and not obstructed.
5. Motors and machines not required to be running are shut off.
6. All offices, conference rooms, file rooms, shall be checked.
7. All gas and electric heaters or other heating equipment checked regularly.
8. All hazardous processes or manufacturing processes are in safe condition.
9. Flammable and combustible materials are properly stored in containers or in storage areas.
10. All sprinkler valves required to be open are chained in the open position.
11. Particular attention shall be given to any areas of new construction or alteration areas for fire.

Fire watch personnel shall report promptly any conditions that need immediate attention. Reports of this nature shall be covered by written management directions. Conditions that appear to be fire hazards shall be reported and noted on the fire watch hourly report of rounds. Fire watch personnel shall conduct themselves in such a way as not to interfere with the normal activities of the business and they must be capable of performing their tasks.

Management shall provide fire watch personnel with written instructions on rounds, notification of personnel and names of supervisory personnel and ways to contact supervisory personnel.

References: Florida Fire Prevention Code, NFPA25:14.5.2, NFPA 72:4.6

# Fire Watch Log

**Business Address:** \_\_\_\_\_

Fire alarm horns and pull stations **CAN** or **CAN NOT** be used to assist in evacuation.

TIME	I N	NOTES	TIME	I N	NOTES	TIME	I N	NOTES	TIME	I N	NOTES
Mid night			6AM			NOON			6PM		
1AM			7AM			1PM			7PM		
2AM			8AM			2PM			8PM		
3AM			9AM			3PM			9PM		
4AM			10AM			4PM			10PM		
5AM			11AM			5PM			11PM		

**Name of Person(s) conducting Fire Watch** \_\_\_\_\_

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

**Date of Fire Watch** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Supervisor's Signature** \_\_\_\_\_

**Please FAX completed form to:(407) 665-7407**

**Non- Emergency numbers: Sheriff's Dept: 407-665-6600 / Fire Dept: 407-665-5100**