



STATESVILLE FIRE DEPARTMENT

MARSHAL'S OFFICE

02-03

FIRE WATCH REQUIREMENTS/PROCEDURES

A "fire watch" is a temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by no less than two qualified individuals 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. This occurs during times when any fire protection systems (i.e. fire alarm system, fire sprinkler system, etc.) are out of service or "off-line."

Fire protection systems provide the general public with protection and warning in the event of a fire. In order to accomplish this, fire protection equipment must be in service at all times. In the event of a malfunction of a system, proper safeguards must be implemented to provide protection to the general public. These safeguards are accomplished through either the prompt, orderly evacuation of a building or requiring the building owner/representative to conduct a fire watch of the facility.

The purpose of this directive is to establish guidelines for the evacuation and/or fire watch being required by the Fire Marshal's Office.

Procedure

The procedure to determine whether or not a fire watch is necessary is to simply ask the question; are the occupants of a building or is a structure going to be left unprotected by a fire protection system being out of service?

In order to properly implement a fire watch, Section 403 of the Fire Code states where utilized, fire watches shall be provided with at least one means of notification for the fire department and their only duty shall be to perform constant patrols of the protected premises and keep watch for fires. A working telephone or cell phone would satisfy this requirement.

Items to be checked during a fire watch would include;

A. The entire area shall be continuously monitored by roving Fire Watch Personnel at all times, with all areas being observed at a minimum of once per hour.

B. A log must be kept showing the date, time and signature of the person conducting the fire watch. Any abnormal conditions should be noted on the log.

C. All fire protection systems not affected by the system out of service must be checked and any abnormalities noted on the log.

D. All exits and paths of egress must be checked to ensure they are not blocked and/or obstructed.

E. All emergency light fixtures and exit signs are properly functioning.

F. Any fire/smoke/emergency condition shall be immediately reported to 911.



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Forms

In order to facilitate this procedure, two forms have been developed. The "Fire Watch Requirements" form is designed to inform the occupancy representative of the need to conduct a fire watch and the procedures to be carried out during the fire watch. The property name, property address, and property representative name must be filled out on the bottom of the form. If the representative refuses to sign the form, the "Officer-in-Charge" initiating the Fire Watch shall fill out as much information as possible on the form, note on the form the representative refused to sign, attempt to leave a copy with the representative and forward all information to the Fire Marshal's Office.

The second form "Fire Watch Log Sheet" is the log sheet the representative is to fill out during their fire watch tour. After completion of the fire watch the representative is required to mail a copy to the Fire Marshal's Office

The decision to implement a fire watch can be determined by the Fire Marshal's staff and Suppression personnel. Suppression personnel encountering a system out of service should request the appropriate Code Official and ascertain if a fire watch is necessary. If it is determined a fire watch is necessary, the appropriate forms should be left with the property representative.



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Anytime a fire alarm system or sprinkler system is out of service a Fire Watch is to be conducted in the affected areas. Below is a list of items to be checked while making rounds through the affected area(s).

1. The entire area shall be continuously monitored by roving fire watch personnel at all times, with all areas to be observed at a minimum of once per hour.
2. A log must be kept showing the date, time and signature of the person conducting the Fire Watch. Any abnormal conditions are to be logged on this form.
3. Items to be checked (if applicable)
 - Sprinkler System: Heads, Values, Gauges, Air Pressure
 - Manual Pull Stations, for activations
 - Smoke Detectors, for activations (Red light On)
 - Exit Paths, Doors, Steps: Aisles cleared and not obstructed
 - Exit Lights, Emergency Lights working
 - Fire Alarm panel(s) and remote annunciator panel(s) (Someone is to be with the fire alarm panel at all times)

**ANY FIRE/SMOKE CONDITION MUST BE REPORTED IMMEDIATELY BY CALLING 9-1-1.
ALL AREAS OF THE BUILDING WILL BE EVACUATED!**

Please call 704-878-3425 or 704-878-3401 when placing systems back into service.

Property Name: _____

Property Address: _____

Property Representative: _____

Fire Department Representative: _____

Date: _____

Time: _____

FIRE WATCH LOG

