

# Model for Fire Watch Policy



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## **Purpose;**

To provide Fire Watch requirements for an owner or responsible party when a Fire Watch is deemed to be necessary.

What is a Fire Watch?

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

## **Requirements;**

The individual assigned as Fire Watch shall conduct periodic patrols of the entire facility. They shall be knowledgeable of the Fire Plan for the site. Patrol of the facility should provide an opportunity to observe all areas within a 15 minute travel time. Fire Watch's shall be responsible for observing the perimeter for any security violations.

## **Duties; Fire Watch Personnel Shall:**

- Have access to one approved means of communication with emergency responders.
- Know the exact address of the property, how to report a fire or other emergency by calling 911.
- Know the proper procedure for interfacing with responding fire companies and law enforcement.
- Be familiar with the buildings and the property and have an approved written plan for patrolling the property
- Be informed of all Hot Work conducted on-site, special emphasis should be placed on these locations
- Checking on areas affected by any fire system outage, to include storage areas, hazardous areas, resident rooms, employee work areas, break rooms and exit corridors.
- Be properly trained in fire behavior and fire causes, and the use of fire extinguishers and shall have access to all facility fire extinguishers and know their locations
- Keep a log of all Fire Watch related activities. The log shall include; address of the facility, time out and time in of each patrol, name of the Fire Watch designee and notes regarding other related activities observed.
- NOT** be permitted, while on duty, to perform any other duties.
- NOT** be impaired and shall remain awake and alert at all times.

Property Address: \_\_\_\_\_

Designated Fire Watch:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date Issued: \_\_\_\_\_

*Note: If in the opinion of the Fire Chief, the life safety hazard is too great, the Chief may require a licensed/bonded security company be utilized in lieu of staff members. Also, the Chief has the authority to place a Fire Apparatus staffed with Firefighters as standby fire protection at the expense of the owner/ occupant.*