

Fire Watch

Purpose:

This information is provided to clarify the requirements for a “fire watch”. A fire watch is the action of an on-site person or team whose sole duty is to watch for the occurrence of fire.

Fire Watch Requirements

If a fire protection system fails, or there are an excessive number of accidental activations or nuisance alarms, a building owner (or their representative) will be required by the Fire Department to provide a fire watch until the system is repaired. Personnel to conduct the fire watch are determined by the building owner or property manager.

A fire watch is also required whenever a fire protection system is in a trouble or supervisory mode for more than eight hours. A nuisance alarm is defined as “any alarm caused by mechanical failure, improper installation, lack of proper maintenance, or any activation by a cause that cannot be determined (NFPA 72 2019 10.21.5).

Owner/Manager Responsibility

1. Develop a plan of action and instruct adequate personnel to maintain a fire watch.
2. Notify the monitoring company of the status of the system.
3. Notify Fremont Fire Dispatch @ (510) 793-3434 that the system is not working and again when the system has been repaired.
4. Contact your repair company to fix the system(s).
5. If a Notice of Violation has been written, contact the Fire Prevention Bureau (510) 494-4200 when the system has been repaired.

Fire Watch Duties

Personnel serving as a fire watch have the following duties:

1. Conduct periodic patrols of the entire facility as specified.
2. Identify any fire, life or property hazard.
3. Notify the Fremont Fire Department if a fire is discovered by dialing either 9-1-1 or if using a cellular telephone, dial (510) 793-3434. Be prepared to identify the type of emergency and provide the address if requested.

4. Notify the occupants of the facility of the need to evacuate. If any sirens or public address functions of the alarm system are still functional, they may be used to assist in evacuation of the building.

5. Establish and maintain at least one method of direct communication with the Fire Department. A telephone is acceptable.

6. Maintain a log of fire watch activities.

7. **Fire Watch personnel cannot have other duties besides their assigned fire watch without the approval of the Fremont Fire Department. Note:** The fire watch will not perform fire-fighting duties beyond the scope of the ordinary citizen.

Frequency of Inspection

Fire Watch personnel should patrol the entire facility every 15 minutes in the following situations:

1. The facility has people sleeping.
2. The facility is an institutional occupancy.
3. The facility is occupied assembly occupancy.

Facilities that do not meet the requirements for a 15-minute patrol frequency should have a fire watch patrol every 30 minutes minimum.

Record Keeping

A fire watch log should be maintained at the facility. The log must be available to the Fremont Fire Department at all times during the fire watch. The log should display the following:

1. The address of the facility
2. Times that the patrol has completed each tour of the facility.
3. Name(s) of the person conducting the fire watch.
4. Records of communication(s) to the Fire Department and monitoring company.
5. Record of other information as directed by Fire Department Personnel

Cancellation of Fire Watch

It is the owner's responsibility to cancel the Fire Watch once the fire protection system has been fully restored. Once the fire watch has been canceled, the owner or representative must notify the monitoring company, Fire Alarm and the Fire Marshal's Office. The Fire Marshal's Office is reached during normal business hours at (510) 494-4200. (NFPA 2019 10.21.6)

References

The 2019 California Fire Code (C.F.C.) 3304.5, CFC 901.7, CFC 3504.2, CFC 403.12.1

FIRE WATCH LOG

Business Name/OBA:			
Street:		City:	State: CA Zip
Code: Fire/Life Safety Impairments:			
Name & Title of Person with Overall Responsibility:		E-mail:	Cell Number:
Name & Title of Person(s) Conducting Fire Watch:		E-mail:	Cell Number:
Shift Start (time):		Shift End (time):	
Date:	Patrol Time:	Notes:	Initials:
	6:00 run		
	6:30		
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