



### **What is a fire watch?**

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

### **When do I need to have a fire watch?**

2016 California Fire Code Section 403.12.1

When, in the opinion of the fire code official, it is essential for public safety in a place of assembly or any other place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the owner, agent or lessee shall provide one or more fire watch personnel, as required and approved, to remain on duty during the times such places are open to the public, or when such activity is being conducted.

2016 California Fire Code, Section 901.7

Where a required fire protection system is out of service, the fire department and fire code official shall be notified immediately and where required the fire code official, the building shall either be evacuated or an approved fire watch shall be provided for all the occupants left unprotected by the shutdown until the fire protection system has been returned to service.

Where utilized, fire watches shall be provided with at least one approved means for notification of the fire department and their only duty shall be to perform constant patrols of the protected premises and keep watch for fires.

### **Instructions:**

The individual assigned to the fire watch shall:

- Fire watch personnel cannot have other duties besides their assigned fire watch.
- Be familiar with the means of egress of the building.
- Understand how to activate the fire protection systems if necessary.
- Have a procedure for notifying the building or facility occupants.
- Have a method for contacting the fire department in case of emergency.
- Maintain written documentation of the date, time, and person completing the fire watch.
- Be aware of any special instruction from the fire department.



Fire Watch (continued)

**Record Keeping:**

A fire watch log is required to be attached and submitted with this document upon completion of the fire watch.

A fire watch log shall be maintained at the facility. The log must always be available to Stanislaus County Fire Prevention Bureau during the fire watch. The log must contain the following:

- The address of the facility.
- Times the patrol has commenced for each tour of the facility.
- Name of the person(s) conducting the fire watch.
- Record of any communication(s) to the Fire District and/or monitoring company.
- Record of any unsafe conditions.
- Record of any corrective actions taken to remedy any unsafe conditions.
- Record of other information as directed by the Fire District.
- The log shall be faxed daily to the Stanislaus County Fire Prevention Bureau office daily at (209) 525-5757 or emailed to [fireprevention@stanoes.com](mailto:fireprevention@stanoes.com)

**Note: The fire watch shall not be terminated without the approval of Stanislaus County Fire Prevention Bureau.**

**FACILITY:** \_\_\_\_\_

**Facility address/location (street address, city, state, zip)**

\_\_\_\_\_

**PERSON RESPONSIBLE TO OVERSEE FIRE WATCH:**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\*\*\*\*Send a completely filled out, signed & dated copy of this page to Stanislaus County Fire Prevention Bureau via e-mail at [fireprevention@stancounty.com](mailto:fireprevention@stancounty.com) or fax to 209-525-5757.

# Fire Watch Log

Facility name: \_\_\_\_\_

Facility Address (street, city, state, zip) \_\_\_\_\_

Date of patrol	Time of patrol	Name of person conducting fire watch	Communication record to Fire district or monitoring company	Unsafe Condition(s)	Corrective actions taken to remedy unsafe condition(s)	Record of other information as directed by Fire District

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Send log **DAILY** to Stanislaus County Fire Prevention Bureau via e-mail: [fireprevention@stancounty.com](mailto:fireprevention@stancounty.com) or fax to: 209-525-5757