



FIRE WATCH GUIDELINE

A temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising an alarm of fire and notifying the fire department. The building owner (or their representative) may be required by the Fire Department to provide a fire watch until fire protection systems are restored. Personnel to conduct the fire watch are determined by the building owner. Note: A professional security company may not be required where there are trained 24-hour facility or maintenance crews.



OWNER RESPONSIBILITIES

<input type="checkbox"/>	Establish, instruct and maintain fire watch personnel.
<input type="checkbox"/>	Notify each occupant that the fire protection system is currently not working.
<input type="checkbox"/>	Notify the Fire Department and the monitoring company that the system is not working and again when the system has been repaired.
<input type="checkbox"/>	Contact repair company immediately to repair the protection system(s).



FIRE WATCH DUTIES: PERSONNEL SERVING AS FIRE WATCH

<input type="checkbox"/>	Conduct patrols of the entire facility once every hour and maintain a log of Fire Watch activities
<input type="checkbox"/>	Identify any life or property hazards
<input type="checkbox"/>	Must have a phone with signal. When 2 or more fire watch personnel are required, 2 way radios are required to facilitate communication and evacuation.
<input type="checkbox"/>	In the event of an emergency, shall immediately notify all occupants using the designated means of notification (i.e. whistle, air horn, PA system) and call 9-1-1 . Assist in evacuation if necessary.
<input type="checkbox"/>	The Fire Watch will not perform fire-fighting duties beyond the scope of the ordinary citizen. Shall have knowledge / training of portable fire extinguishers CPR / First Aid training (current certification card required)



RECORD KEEPING: FIRE WATCH LOG

<input type="checkbox"/>	Fire watch log shall be maintained at the facility and available to the Fire Department at all times during the fire watch.
<input type="checkbox"/>	Shall include: Address of the facility, directory of occupant names and phone numbers
<input type="checkbox"/>	Name of the person conducting the fire watch
<input type="checkbox"/>	Record of the communication(s) to the Fire Department and monitoring company
<input type="checkbox"/>	Record patrol rounds, times and any other significant information in the log book
<input type="checkbox"/>	Log to be faxed every 24 hours: 650.344.9950

CANCELLATION OF FIRE WATCH. The fire watch conditions shall not be terminated without the authorization of the Fire Department. It is the owner's responsibility to cancel the fire watch once the fire protection system has been fully restored **and verified by the Fire Department**. Once the fire watch has been cancelled, the owner or representatives must notify the monitoring company.

Security Companies Providing Fire Watch Services

The following list of security companies have been prescreened by our office and are provided for your assistance in hiring a standby fire watch service. Each security company listed below can provide enforcement of all fire and life safety provisions of the California Fire Code and is Licensed, Insured and Bonded. They also have personnel at their disposal to meet basic medical emergencies that may arise. Once you have contracted one of these companies, please provide a copy of the contract to the Fire Department at the fax number below.

BayStar Security Patrol, Inc.

423 Broadway, Suite 402
Millbrae, CA 94030
Phone 650-259-7661
<http://baystarpaatrol.com>
Contact: Mike Chandra

National Security Industries

2081 Curtner Avenue
San Jose, CA 95124
Phone 800-770-3440
www.nationalsecurityind.com
Contact: Ron Laney

Diehard Security, Inc

1151 Harbor Bay Parkway, Ste 140
Alameda, CA 94502
Phone 415-385-5354
www.diehardsecurity.com
Contact: Joseph Bando

Personal Protective Services, Inc.

398 Beach Road
Burlingame, CA 94010
Phone 650-344-3302
www.personalprotective.com
Contact: Michael Allum

First Alarm Security and Patrol, Inc.

1731 Technology Drive
San Jose, CA 95501
Phone 800-400-1110
www.firstalarm.com
Contact: Tom Bush