



## FIRE WATCH GUIDELINE

Fire watch is a temporary measure intended to ensure continuous and systematic surveillance of a building to detect early signs of fire, sound an alarm, and notify the Fire Department

### OWNER/MANAGER RESPONSIBILITY:

- Select fire watch personnel (may use building staff or hire a security company)
- Notify each occupant that the fire protection system is currently not working.
- Notify monitoring company that the system is not working, and again once repaired.
- Contact fire protection company to repair the system.
- Send email (within 24 hrs.) to request an inspection with Fire Prevention: **prevention@ccfd.org**

### FIRE WATCH PERSONNEL DUTIES:

- Patrol the entire facility once every hour.
- In event of emergency, **CALL 9-1-1**, then notify all occupants to evacuate.
- Hold no duties other than fire watch (may perform site security as well)
- Keep a fire watch log with name, time of patrol, and any findings.
- Have a noise-making device if alarm system is inoperable (e.g. air horn, whistle, PA)
- Be trained in the use of a portable fire extinguisher.
- Do not perform fire-fighting duties beyond the scope of an ordinary citizen.

### PRIOR TO CANCELLATION OF FIRE WATCH:

- Schedule a re-inspection with Fire Prevention once the system is operational.
- **Fire watch may ONLY be discontinued once the fire protection system has been fully restored, verified by Fire Prevention, and permission to stop fire watch is given in writing.**
- **If fire watch is stopped for any reason, the building must be immediately vacated until fire watch is started again.**

If fire watch personnel violate these guidelines, the building owner, manager, or representative will be required to vacate the building or hire a security company to provide the fire watch. If the security company violates these guidelines, the building owner or representative will be required to vacate the building or hire a different security company.