## FIRE WATCH GUIDE

**Purpose**

This guide is provided to clarify the requirements for fire watch. A fire watch is the assignment of a person or persons to an area for the express purpose of notifying the fire department, the building occupants, or both of an emergency; preventing a fire from occurring; extinguishing small fires; or protecting the public from fire or life safety dangers. When a fire protection system is out of service for more than 4 hours in a 24-hour period, the Authority Having Jurisdiction (AHJ) shall be permitted to require the building to be evacuated or an approved fire watch to be provided for all portions left unprotected by the fire protection system shutdown until the fire protection system has been returned to service.

**Fire Watch Requirements**

A fire watch should consist of trained personnel who continuously patrol the affected area. Ready access to fire extinguishers and the ability to promptly notify the fire department are required. During the fire watch patrol, fire watch personnel should not only be looking for fire but making sure that the other fire protection features of the building such as egress routes and alarm systems are available and functioning properly. Personnel to conduct the fire watch may be determined by the building owner. A professional security company is not required.

**Owner/Agent Responsibilities**

1. Notify the West Sacramento Fire Department (WSFD) that the system is out of service.
2. Establish, instruct, and maintain fire watch personnel at all times the system is out of service.
3. Begin repairs on the fire protection system(s).
4. Contact the Building Department for the appropriate permits, if necessary.
5. Notify the monitoring company, if applicable.
6. Notify the WSFD when the system has been repaired.

**Fire Watch Personnel Duties**

1. Conduct periodic patrols of the entire facility as specified.
2. Identify any fire, life, or property hazards.
3. Notify the Yolo Emergency Communications Agency (YECA) by calling 9-1-1 if a fire or other pertinent emergency is discovered.
4. In case of a fire or other pertinent emergency, notify all occupants and tenants of the facility to evacuate.
5. Maintain a written log of all fire watch activities.
6. Have knowledge of the location and use of fire protection equipment such as fire extinguishers, etc.

**Fire Watch Patrol Requirements**

1. Patrols shall be conducted once every hour. If patrols take longer than one hour to conduct, additional fire watch personnel will be required, until the patrol can be completed within one hour.
2. For buildings with more than 250 occupants, one fire watch personnel shall be assigned to every 250 occupants or as approved by the AHJ.

**Record Keeping**

A written fire watch log shall be maintained on the premise at all times while in effect and made available to the WSFD upon request. The fire watch log should document at a minimum the following items:

1. Address of the facility.
2. Type of fire protection system that is impaired.
3. Name(s) of personnel conducting the fire watch.
4. Start and end times of each patrol tour of the facility.
5. Record of communication(s) to the WSFD or YECA.
6. Record of other information as directed by the WSFD.