

CENTRAL PIERCE FIRE & RESCUE
STANDARD OPERATING GUIDELINE
NUMBER 7.11

ORIGINATED: July 1, 2011
APPROVED: October 25, 2023
EFFECTIVE: October 25, 2023

SUBJECT: FIRE WATCH

PURPOSE: Provide an understanding and criteria for instituting a Fire Watch.

AUTHORITY & RESPONSIBILITY:

The Assistant Chief of Prevention shall have authority and all Central Pierce Fire & Rescue Personnel have the responsibility to see that all of the components of this SOG are carried out as outlined.

POLICY:

- I. The International Fire Code requires a Fire Watch be instituted anytime:
 - A. A sprinkler system, fire alarm, or other suppression system is out of service in a public or commercial occupancy.
 1. Where a required fire protection system is out of service.
 - a. The fire department and the fire code official shall be notified immediately where required by the fire code official, the building shall be either evacuated or an approved fire watch shall be provided for all occupants left unprotected by the shutdown until the fire protection system has been returned to service.
 - B. Building demolition or construction that is hazardous in nature.
 1. Where required by the fire code official or the pre-fire plan established in accordance with Section 3308.3, a fire watch shall be provided for building demolition.
 2. Building construction that is hazardous in nature, such as temporary heating or hot work.
 - C. Special Events
 1. Where, 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.

PROCEDURE:

- I. 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 the purposes of identifying and controlling fire hazards,
 - A. Detecting early signs of unwanted fires
 - B. Raising an alarm of fire
 - C. Notifying the fire department
- II. Where utilized, fire watches shall be provided with not less than one approved means for notification of the fire department.
 - A. Their only duty shall be to perform constant patrols of the protected premises and keep watch for fires.
- III. Posting of a Fire Watch is the primary responsibility of the building owner or their designated representative, which may include tenants or construction superintendents.
- IV. The building owner or their designated representative shall notify the fire alarm monitoring company of a Fire Watch.
 - A. Request the fire protection system be put in test.
 - B. When a Fire Watch is instituted, the appropriate Fire Marshal's office must be notified (CPFR DFM or PC DFM).
- V. FIRE WATCH PERSONNEL:
 - A. Trained personnel shall be provided to serve as an on-site fire watch.
 - B. Fire watch personnel shall be provided with no fewer than one approved means for notification of the fire department.
 - C. The sole duty of such personnel shall be to perform constant patrols.
 - D. Watch for the occurrence of fire.
 - E. The combination of fire watch duties and site security duties is acceptable.
 - F. Fire watch personnel shall be trained in the use of portable fire extinguishers.
- VI. DUTIES of FIRE WATCH PERSONNEL:
 - A. Individuals who are selected for Fire Watch details shall be briefed so as to have a thorough understanding of the purpose and responsibilities of their assignment. On-duty fire watch personnel shall have the following responsibilities.
 1. Keep a diligent watch for fires, obstructions to means of egress, and other hazards.
 2. Take prompt measures for remediation of hazards and extinguishment of fires that occur. Take prompt measures to assist in the evacuation of the public from the structures.
 3. Notify 9-1-1 if a fire or other emergency is discovered with the exact address and type of emergency.

VII. FIRE WATCH LOG:

- A. The fire watch personnel shall keep a record of all time periods of duty, including a log entry each time the site was patrolled and each time a structure under construction was entered and inspected.
 - 1. If Fire Watch covers multiple buildings or areas, a separate log identifying each building, or area, by name and address shall be kept. Log entries shall be made hourly and at the completion of each shift.
 - 2. Log entries shall consist of:
 - a. Name of the person(s) conducting the Fire Watch
 - b. Record of any communication(s) to the Fire Department and/or monitoring company.
 - c. Record of other information as directed by the Fire Marshal's Office.

- B. The Fire Watch Log shall be kept readily accessible for review by the Fire Marshal.

VIII. CANCELLATION OF FIRE WATCH:

- A. It is the owner or the representative's responsibility to cancel the Fire Watch once the fire protection system has been fully restored.
- B. Once the system is fully restored and the Fire Watch is canceled, the owner or representative shall notify the fire alarm monitoring company and the appropriate Fire Marshal's office.
- C. The completed Fire Watch Log Sheet shall be sent to: CPFR Prevention Division 902 7th St NW Puyallup, WA 98371, or Email to: Prevention@Centralpiercefir.org

ATTACHMENTS: Fire Watch Log

APPROVED:

DocuSigned by:
Dustin Morrow
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DUSTIN MORROW
FIRE CHIEF

