



## **Fire Watch**

**Effective Date: January 1, 2020**

### **PURPOSE:**

It is the purpose of this policy to define a uniform guide for providing a fire watch when required by the San Jose Fire Marshal or their designee.

### **SCOPE:**

This policy shall set forth the requirements of a fire watch when a building or premises presents a hazard to life or property as the result of a fire or other emergency, or when it is determined that any fire protection equipment or life safety system is inoperable, defective, inadequate, has been taken out of service, is not approved, or when deemed necessary by the San Jose Fire Marshal or their designee.

### **AUTHORITY:**

The 2019 California Fire Code (CFC) Sections: 403.2.3; 403.12.1; 901.7; 907.2 ex2; 3304.5; 3504.2; 4805.3.3; 4811.14.3.

### **BACKGROUND:**

Historically, fire departments utilize a fire watch requirement to augment or substitute certain fire protection requirements, or to allow certain uses, occupancies, or operations to occur for a short period of time. Significant problems arise from the use of a fire watch where the purpose or direction for the fire watch is vague or nonexistent.

Although it is not possible to cover all of the potential uses of a fire watch, this policy provides specific guidelines for the most commonly encountered uses of a fire watch, which fall into two main categories:

1. Fire watch for augmenting fire protection.  
Examples: Special events or operations/uses. When, in the opinion of the San Jose Fire Marshal, it is essential for public safety.
2. Fire watch to temporarily substitute for required fire protection that is inoperable or not consistent with the level required for any reason until such system has been approved for service.  
Examples: Shutting down a fire protection system/appliance for repair or maintenance, wanting occupancy prior to the approval of a fire protection system.

## **PROCEDURE:**

### RESPONSIBILITY

The owner, manager, or responsible person in charge of the building or premises shall assign to the fire watch as many personnel as deemed necessary. Such person shall be approved by the Fire Marshal and be subject to the Fire Marshal's orders at all times.

Responsible party to provide:

1. a means of reliable communication to SJFD as approved by the San Jose Fire Marshal or their designee,
2. two-way radios to facilitate communication and evacuation,
3. instruction in the procedure for reporting emergencies to SJFD,
4. detailed instruction of method, location and frequency to be patrolled,
5. a method of alerting building occupants and an evacuation procedure (when two or more fire watch personnel are required),
6. a procedure for reactivating sprinkler valves in the event of a fire (when the sprinkler system has been taken out of service), and
7. any other instruction required by the authority having jurisdiction.

### LOGBOOK

1. The owner, manager, or responsible person in charge or control of the premises shall provide a logbook which contains a directory of names, telephone numbers, and other information to assist in making emergency calls and calls to key management personnel (exception: special events as approved by the Chief).
2. The logbook shall be maintained on the premises and be immediately available for inspection by SJFD.
3. The logbook shall be used to record a history of patrol rounds (see attached sample log). The frequency of rounds shall be as approved by the San Jose Fire Marshal.

### SPECIFIC DUTY REQUIREMENTS

Assigned fire watch personnel shall:

- A. be able to communicate effectively,
- B. be thoroughly familiar with the area they are patrolling,
- C. perform patrol operations according to employer's instructions,
- D. patrol their designated area at least once each half hour,
- E. make a written record of patrol rounds and any significant information, recorded in a logbook provided by management,
- F. relay any special orders or pertinent information to relief personnel and management,
- G. remain on duty until properly relieved,
- H. patrol the entire building, all rooms, including offices, basements, penthouses, etc,
- I. have some visible means of identification, such as an armband or nametag as approved by SJFD, and
- J. alert building occupants of an emergency and direct evacuation when required by the San Jose Fire Marshal.

NOTE: Random checks may be made by SJFD personnel to insure all of the above provisions are being complied with. Fire watch personnel shall not be required or permitted, while on duty, to perform ANY other duties than those herein specified.

The fire watch shall not be stopped until SJFD provides authorization to stop or discontinue.

The undersigned accepts the requirements within this standard and will follow the guidelines as written.

Facility:

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Responsibility to supervise fire watch:

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

# FIRE WATCH – SAMPLE LOG

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

Building (s) \_\_\_\_\_

HOUR	EXTERIOR	BLDG/ SUITE #1	BLDG/ SUITE #2	BLDG/ SUITE #3	BLDG/ SUITE #4	BLDG/ SUITE #5	BLDG/ SUITE #6	BLDG/ SUITE #7
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Sample

COMMENTS: \_\_\_\_\_  
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