



## Fire Watch Guideline

### INSTRUCTIONS:

The owner, manager, or person in charge or control of the building/premises shall assign to the fire watch as many personnel as are required by the Deputy and shall instruct fire watch personnel as to:

- The procedure for notifying the State Fire Marshal
- The area(s) to be patrolled
- Training necessary to insure Fire Watch personnel are capable of activating fire alarm/sprinkler systems when required or necessary
- Any special instructions required by the State Fire Marshal
- Procedures for notifying the building or facility occupants
- A method of calling or notifying the fire service of an emergency

### LOG BOOK:

- The owner, manager, person in charge, or in control of the premises shall provide a log book which contains a directory of names, telephone numbers and other information to assist in making emergency calls.
- The log book shall be the official document used to record a history of patrol rounds.
- The log book shall be maintained on the premises and be available for inspection by the Deputy State Fire Marshal.



# Fire Watch Guideline

(Complete and return to the Deputy State Fire Marshal)



Assigned fire watch personnel shall:

1. Be thoroughly familiar with the area they are patrolling.
2. Perform patrol operations according to instructions from State Fire Marshal.
3. Utilized the attached fire watch log to document patrol rounds any significant findings.
4. Assigned fire watch personnel shall perform fire watch duties only and have no other responsibility.
5. Relay any special orders or pertinent information to relief personnel and management.

**NOTE:** The fire watch conditions shall not be terminated without the Deputy State Fire Marshal's written authorization.

**FACILITY:**

\_\_\_\_\_  
\_\_\_\_\_

**FIRE WATCH FOR ENTIRE BUILDING:**

YES

NO

\_\_\_\_\_ SPECIFIC AREAS \_\_\_\_\_  
\_\_\_\_\_

**PERSON RESPONSIBLE TO OVERSEE FIRE WATCH:**

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_