



## **Davis Fire Department**

### **Fire Prevention Division**

530 5<sup>th</sup> Street, Davis, CA 95616  
(530) 757-5682

[www.cityofdavis.org/fire](http://www.cityofdavis.org/fire)  
[fireprevention@cityofdavis.org](mailto:fireprevention@cityofdavis.org)

### **Fire Watch Guideline**

#### **Objective**

This guide is provided to clarify the requirements for fire watch. When a fire protection system is out of service, the Davis Fire Department (DFD) will require the building to be evacuated or an approved fire watch to be established. A fire watch is the assignment of a person or persons to an area for the express purpose of notifying the Davis Emergency Dispatch Center and the building occupants of an emergency. This is intended to provide for the safety all occupants remaining in portions of buildings left unprotected by the fire protection system shutdown until the fire protection system has been returned to service.

#### **Authority**

California Fire Code, 2022 edition, Section 901.7 - Systems Out of Service:

*Where a required fire protection system is out of service, the fire department and the fire code official shall be notified immediately and, 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.*

*Where utilized, fire watches shall be provided with not less than one approved means for notification of the fire department and their only duty shall be to perform constant patrols of the protected premises and keep watch for fires.*

#### **Fire Watch Requirements**

A fire watch shall consist of trained personnel who continuously patrol the affected area. Fire watch personnel must have ready access to fire extinguishers and the ability to promptly notify the Davis Emergency Dispatch Center and building occupants of emergencies. During the fire watch patrol, fire watch personnel shall not only look for fire, but shall ensure that the other fire protection features of the building, such as egress routes, fire alarm systems and fire sprinkler 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 DFD that the system is out of service.
2. Establish, instruct, and maintain fire watch personnel at all times while the system is out of service.
3. Begin repairs of the fire protection system(s).
4. Notify the monitoring company, if applicable.
5. Notify the affected occupants that fire watch has been initiated.
6. Notify the DFD when the system has been repaired.

## **Fire Watch Personnel Duties**


1. Conduct patrols once every hour of the entire facility as specified. 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. Remain awake and vigilant for the entire required fire watch period.
3. Identify any fire, life, or property hazards.
4. Notify the Davis Emergency Dispatch Center by calling 9-1-1 or (530) 756-3400 if a fire or other pertinent emergency is discovered.
5. In case of a fire or other pertinent emergency, notify all occupants and tenants of the facility to evacuate.
6. Maintain a written log of all fire watch activities.
7. Have knowledge of the location and use of fire protection equipment such as fire extinguishers, etc.
8. For buildings with more than 250 occupants, one fire watch shall be assigned to every 250 occupants.
9. Each person assigned to fire watch duties must be provided with the following equipment:
  - a. Suitable means of communication (cell phone, portable radio, etc.)
  - b. Copy of Fire Watch Duties sheet
  - c. Copy of the Fire Watch Log sheet
  - d. Keys and/or access codes to provide entry to all rooms/spaces

## **Fire Watch Record Keeping**

A written fire watch log shall be continuously maintained on the premise during the required fire watch. It must be readily available and be made available to the DFD upon request. The fire watch log shall document at a minimum the following items:

1. Address of the facility.
2. Name(s) and contact information of personnel conducting the fire watch.
3. Start and end times of each patrol tour of the facility.
4. Description of the patrol tour route including building numbers or locations.
5. Identification and specific location of any fire or life safety hazards found during the patrol.
6. Record of communication(s) to the DFD or dispatch.

# FIRE WATCH LOG

	Date:		Person(s) Conducting Fire Watch:	
	Start Time			
	End Time:	Contact Phone #		
	Business/Complex Name & Address:		# of Floors:	

Time	Location	Conditions Noted/Comments

In Case of Emergency Call: 9 - 1 - 1  
 From a Cell Phone Call: (530) 756-3400

# FIRE WATCH LOG

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7. Record of other information as directed by the DFD.

Any questions regarding Fire Watch may be directed to the Fire Marshal during regular business hours at (530) 757-5682. For after-hours questions contact the Davis Dispatch Center, non-emergency line at (530) 747-5400.



# FIRE WATCH LOG

By signing below, I understand and accept the responsibilities of fire watch for the assigned address. I will perform the duties of fire watch until such time that I am relieved by another trained person or until the fire protection system is repaired and returned back to working order.

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Name of Person Conducting Fire Watch Title

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Signature Date Cell

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Fire Watch Location Address

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Fire Captain Name Engine Company

**RETAIN THIS FORM AND RETURN IT TO THE FIRE MARSHAL**