



POLICY INTENT NOTICE

PIN: 14

SUBJECT

Fire Watch

Effective: 5/16/1995

Revised: 2/14/2023



PURPOSE

Approval of the safety precautions required for buildings being constructed, altered or demolished may be required by the fire code official in addition to other approvals required for specific operations or processes associated with construction, alteration or demolition.

BACKGROUND

HCAI/OSHPD enforces the California Fire Code for **fire watch** conditions when a building/premises presents a hazard to life or property as the result of construction, alteration, demolition, fire or other emergency, or when any fire protection equipment/system has been rendered inoperable. The fire watch is used to mitigate a hazardous condition which, if not corrected, would normally require the evacuation of the structure or a portion thereof.

POLICY

Fire Watch

Fire watch is generally defined as, “A temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals for the purpose of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising an alarm of fire and notifying the fire department”.

Where a required fire protection system is placed out-of-service or rendered inoperable, HCAI/OSHPD and the fire department shall be notified immediately and 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 and termination of the fire watch is approved by HCAI/OSHPD.

A fire watch shall be provided in accordance with the California Fire Code during hot work activities and shall continue for a minimum of 30 minutes after the conclusion of the work.

PROCEDURE

When conditions occur which necessitate the activation of a fire watch, the attached guideline shall be utilized. Fire watch personnel shall be provided with at least one approved means for notification of the fire department. The primary duty of fire watch personnel shall be to perform constant patrols and

watch for the occurrence of fire. The combination of fire watch duties and site security duties is acceptable.

Where a required fire protection system is out of service, the only duty of fire watch personnel shall be to perform constant patrols and watch for the occurrence of fire.

Original signed _____ 2/14/2023
Chris Tokas Date

FIRE WATCH GUIDELINE

RESPONSIBILITY AND INSTRUCTIONS

The owner, manager, or person in charge or in control of the building/premises shall designate a person to be the site safety director who shall be responsible for the site safety plan including the fire prevention program. The site safety director shall ensure that the site safety plan and the fire prevention program are carried out through all phases of the project. The site safety director shall assign to the fire watch as many personnel as are required and shall instruct fire watch personnel as to:

1. The procedure for notifying the Fire Department.
2. The areas to be patrolled.
3. A method of alerting building occupants and an evacuation procedure.
4. Training necessary to ensure Fire Watch personnel are capable of reactivating disabled systems, when required.
5. Any special instructions required by HCAI/OSHPD and the local Fire Code Official.

LOG BOOK

1. The site safety director 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.
2. The log book shall be maintained on the premises and be available for inspection by the authority having jurisdiction (HCAI/OSHPD, local Fire Code Official or State Fire Marshal).

FIRE WATCH GUIDELINE

(Complete this document and it return to HCAI/OSHPD.)

Assigned fire watch personnel shall:

1. Be thoroughly familiar with the area they are patrolling.
2. Perform patrol operations according to instructions from HCAI/OSHPD and the local Fire Code Official.
3. Patrol their designated area at least once each hour.
4. Make reports as instructed. A written record of patrol rounds and any significant information shall be recorded in a log book provided by the site safety director.
5. Relay any special orders or pertinent information to relief personnel and the site safety director.
6. Remain on duty until properly relieved.
7. The entire building, all rooms (offices, spaces, areas) including basements, penthouses, shall be checked per Item "3" above unless otherwise specified by HCAI/OSHPD.
8. A hot work fire watch shall be provided during hot work activities and for not less than 30 minutes after the conclusion of the work.
9. A hot work fire watch shall include the entire hot work area and shall include additional personnel where vertical or horizontal exposures are involved.
10. The hot work fire watch shall have fire-extinguishing equipment readily available and shall be trained in the use of such equipment and shall be responsible for extinguishing spot fires and communicating an alarm.

NOTE: The fire watch conditions shall not be terminated without HCAI/OSHPD written authorization.

FACILITY	FIRE WATCH FOR ENTIRE BUILDING
	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
	Specific Area: _____

RESPONSIBILITY TO OVERSEE WATCH

Name: _____
Time: _____
Date: _____