



Fire Watch Procedures

NFPA 101-3.3.91 Fire Watch. The assignment of a person or persons to an area for the express purpose of notifying the fire department, the building occupants, or both of an emergency; preventing a fire from occurring; extinguishing small fires; or protecting the public from fire or life safety dangers.

NFPA 1-A-13.3.3.6.5.2(4)(b) A fire watch should consist of trained personnel who continuously patrol the affected area. Ready access to fire extinguishers and the ability to promptly notify the fire department are important items to consider. During the patrol of the area, the person should not only be looking for fire, but making sure that the other fire protection features of the building such as egress routes and alarm systems are available and functioning properly. [25:A. 15.5.2(4)(b)]

NFPA 101-A.9.6.1.7 A fire watch should at least involve some special action beyond normal staffing, such as assigning an additional security guard(s) to walk the areas affected. These individuals should be specially trained in fire prevention and in occupant and fire department notification techniques, and they should understand the particular fire safety situation for public education purposes.

NFPA 101-9.6.1.6* Where a required fire alarm system is out of service for more than 4 hours in a 24-hour period, the authority having jurisdiction shall be notified, and the building shall be evacuated or an approved fire watch shall be provided for all parties left unprotected by the shutdown until the fire alarm system has been returned to service.

NFPA 101-9.7.6.1 Where a required automatic sprinkler system is out of service for more than 4 hours in a 24-hour period, the authority having jurisdiction shall be notified, and the building shall be evacuated or an approved fire watch shall be provided for all parties left unprotected by the shutdown until the sprinkler system has been returned to service.

The Fire Watch Shall:

- **Continually patrol the area, structure or facility and document the patrol a minimum of once every hour.**
- **Be trained in the use of a fire extinguisher and have one accessible at all times.**
- **Be capable of communicating with building occupants and the fire department to notify them about fires or other emergencies.**
- **Maintain a record of the Fire Watch for inspection by the Authority Having Jurisdiction.**

These procedures are to be followed during **ALL HOURS OF OCCUPANCY** until such time as the systems are back online and certified and approval has been received by the Normal Fire Department.

Once the affected systems are returned to a functional status, you may call the Normal Fire Department Prevention Division at 309-454-9616. Contact Normal Fire Department Headquarters at 309-454-9689 after business hours.

FAILURE TO FOLLOW FIRE WATCH GUIDELINES MAY RESULT IN FINES AND/OR THE AFFECTED AREAS BEING RESTRICTED FROM OCCUPANCY UNTIL SUCH TIME AS REPAIRS ARE COMPLETED.