

City of Roanoke Fire-EMS Information Bulletin



FIRE WATCH

This information is provided to clarify the requirements for a fire watch. A fire watch is the action of an on-site person whose sole duty is to watch for the occurrence of fire.

Fire Watch Requirements

If a fire protection system fails, or there are an excessive number of accidental activations or nuisance alarms, a building owner (or their representative) may be required by the Fire-EMS Department to provide a fire watch until the system is repaired. Personnel to conduct the fire watch are determined by the building owner.

Note: A professional security company is not required. A fire watch is also required whenever fire protection systems are in a trouble or a supervisory mode for more than eight hours. A nuisance alarm is defined as "any alarm caused by mechanical failure, malfunction, improper installation, or lack of proper maintenance, or any alarm activated by a cause that cannot be determined." (NFPA 72)

Owner Responsibilities

- a) Establish, instruct and maintain fire watch personnel.
- b) Notify Impairment Coordinator
- c) Notify the monitoring company.
- d) Notify the City of Roanoke Fire-EMS Department by using our on-line notification system at www.roanokeva.gov/firemarshal
NOTE: See Service and Maintenance for Fire Protection System Bulletin
- e) Contact the repair company to fix the fire protection system(s).
- f) If a Notice of Violation has been written, contact the City of Roanoke Fire Marshal Office at 540-853-2795 or e-mail to fire.marshall@roanokeva.gov when the system has been repaired.

Fire Watch Duties

Personnel serving as a fire watch have the following duties:

- a) Conduct constant patrols of the entire facility as specified.
 - b) Identify any fire, life or property hazards.
 - c) Notify the City of Roanoke Fire-EMS Department by calling 9-1-1 with the exact address and type of emergency if a fire is discovered.
 - d) Notify occupants of the facility of the need to evacuate. If the sirens or public address function of the alarm system are still functional, use them to assist with evacuation of the building.
 - e) Determine at least one means of direct communication with the Fire Department. A telephone is acceptable.
 - f) Maintain a log of fire watch activities.
 - g) Have knowledge of the location and use of fire protection equipment, such as fire extinguishers.
- NOTE:** The fire watch will not perform fire-fighting duties beyond the scope of the ordinary citizen.

Frequency of Inspections

Fire watch personnel should patrol the entire facility constantly covering all areas every 15 minutes in the following situations:

- a) The facility has people sleeping.
- b) The facility is an institutional occupancy.
- c) The facility is an occupied assembly or educational occupancy.

Facilities that do not meet the requirements for a 15-minute patrol frequency should have a fire watch patrol every 30 minutes.

NOTE: Number of personnel needed is determined by number of personnel needed to cover the entire affected area of the outage by above time requirements.

Record Keeping

A fire watch log should be maintained at the facility. The log must be available to the City of Roanoke Fire-EMS Department at all times during the fire watch. The log should show the following:

- a) Address of the facility.
- b) Times that the patrol has completed each tour of the facility.
- c) Name of the person conducting the fire watch.
- d) Record of communication(s) to the Fire Department and monitoring company.
- e) Record of other information as directed by Fire Department personnel.
- f) All Fire Watch logs must be kept on file for one year.

Cancellation of Fire Watch

It is the owners' responsibility to cancel the fire watch once the fire protection system has been fully restored. Once the fire watch has been cancelled, the owner or representative must notify the monitoring company, the Fire Marshal Office. The Fire Marshal Office shall be notified through our on-line notification system listed above.

NOTE: If fire watch was required by Fire Marshal's Office, the fire watch must stay in place until approval to discontinue is approved by Fire Marshal Office.

For additional information about fire protection systems or Fire Watches, contact the Fire Marshal Office at 540-853-2795

Fire Watch Required by Fire Marshal Office

The Fire Marshal Office official initiating the fire watch shall be notified of the system condition daily either by email at fire.marshall@roanokeva.gov or by calling 540-853-2795.

References

- The International Fire Code 1404.5—Fire Safety During Construction and Demolition
- The International Fire Code 901.7—Systems Out of Service
- NFPA 72

This and other City of Roanoke Fire-EMS Department Information Bulletins can be downloaded from the Department's Web site at <http://www.roanokeva.gov/firemarshal>

Use the Attached Fire Watch Form if/when necessary

City of Roanoke Fire-EMS
Information Bulletin



Fire Watch Log Sheet

Address: _____ Name of building: _____

Person performing fire watch duties: _____

Contact number: _____

I have read the instructions about conducting this Fire Watch and understand that I am responsible to follow those instructions and patrol my designated area at least once every 15 minutes if the facility has people sleeping, is an institutional facility, or is an occupied assembly facility. Patrols are required every 30 minutes for all other facilities.

Date: ____/____/____

Time	Area patrolled		Time	Area patrolled

Comments: _____

Signature: _____ Date: ____/____/____

City of Roanoke Fire Marshal Office - 713 Third Street SW, Roanoke, Virginia 24016 - 540-853-2795

www.roanokeva.gov/firemarshal