

Scope and Purpose

This information handout is intended to inform and educate developers, business owners, property owners and citizens of the codes and standards for a fire watch within the City of Everett. This guide 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.

Definition

Fire Watch – A temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising an alarm of fire and notifying the fire department (911).

Fire Watch Requirements

If one or more of the following circumstances exist a fire watch may be warranted:

- Fire Protection System Out of Service (IFC 901.7)
- Construction/Demolition Hazards (IFC 3304.5)
- Special Requirements for Places of Assembly (IFC 403.12.1)
- Hot Work Activities (IFC 3504.2.1)
- Nuisance Alarms (NFPA 3.3.307.2)

Fire Protection System Out of Service

When a required fire protection system is out of service the building shall be either evacuated or an approved fire watch shall be provided for all areas of the building left unprotected by the shutdown. The impairment can be planned; for example, a fire alarm system being put out of service for scheduled maintenance. If a fire protection system experiences an excessive number of accidental activations or nuisance alarms, a building owner, or their representative, may be required by the Fire Code Official to provide a fire watch until the system is repaired.

Systems out of service for LESS THAN EIGHT HOURS

Whenever a fire safety system is to be out of service for less than eight hours, building owners, or their representative, shall ensure the following actions take place:

- Notify the Everett Fire Department that the system is not working and again when the system has been repaired. Call the Fire Marshal's Office at (425) 257-8120
- Notify the fire alarm monitoring company
- Notify occupants of the building that are affected by the impairment.
- Follow the procedures set forth in this document.

- Contact a service company to repair the fire protection system(s).
- Establish a fire watch in compliance with the following section

Fire Watch Personnel: For system, out of service for less than eight hours the assigned fire watch personnel can be one of the following:

- A member of the service company performing maintenance of the fire protection system.
- An employee of the owner or business that is at least 21 years of age.

Fire Watch Duties: Personnel serving as a fire watch have the following duties:

- Conduct periodic patrols of the entire facility (minimum of once every 30 minutes).
- Determine at least one means of communication with the Fire Department (a telephone is acceptable).
- Identify any fire, life, or property hazards.
- Notify the Everett Fire Department if a fire is discovered by calling 9-1-1 with the exact address and type of emergency.
- Notify occupants of the facility of the need to evacuate.
- Have knowledge of the location and use of fire protection equipment, such as fire extinguishers.
- Fire watch patrol is not expected to enter private apartments or hotel units.

Note: The fire watch will not perform firefighting duties beyond the scope of the ordinary citizen.

Systems Out of Service for MORE THAN EIGHT HOURS.

Whenever a fire safety system is to be out of service for more than eight hours building owners, or their representative, shall ensure the following actions take place:

- Notify the Everett Fire Department that the system is not working and again when the system has been repaired. Call the Fire Marshal's Office at (425) 257-8120
- Once the system is operational, submit a letter of certification to the Everett Fire Department.
- Notify the fire alarm monitoring company.
- Notify the insurance carrier.
- Notify occupants of the building that are affected by the impairment and provide an estimate of how long the systems are likely to be out of service.
- Contact a service company to repair the fire protection system(s).
- Provide a signed Fire Watch Acknowledgement form to the Everett Fire Department. (See attached Fire Watch Acknowledgement)
- Establish a fire watch in compliance with the following section

Fire Watch Personnel: For systems, out of service for more than eight hours the assigned fire watch personnel can be one of the following:

- A licensed security guard from a third-party company, with an invoice verifying employment.
- Under special circumstances, Everett Fire Personnel may be assigned as a fire watch. All costs associated with personnel and equipment will be the responsibility of the property owner.

Fire Watch Duties: Personnel serving as a fire watch have the following duties:

- Conduct periodic patrols of the entire facility (minimum of once every 30 minutes).
- Determine at least one means of communication with the Fire Department (a telephone is acceptable).
- Fire Watch personnel's only duty shall be to perform constant patrols of the protected premises and keep watch to identify any fire, life or property hazards.
- Notify the Everett Fire Department if a fire is discovered by calling 9-1-1 with the exact address and type of emergency.
- Notify occupants of the facility of the need to evacuate.
- Have knowledge of the location and use of fire protection equipment, such as fire extinguishers.
- Fire watch patrol is not expected to enter private apartments or hotel units.
- Maintain a log of fire watch activities. See the attached Fire Watch Log. The log shall be submitted to the Everett Fire Department's Fire Marshal's Office daily until the fire watch is terminated.

Note: The fire watch will not perform fire-fighting duties beyond the scope of the ordinary citizen.

Construction/Demolition Hazards

Where required, by the fire code official, for building demolition or building construction during working hours, hazardous in nature, qualified personnel shall be provided to serve as an on-site fire watch. Fire watch personnel shall be provided with not less than one approved means for notification of the fire department. Their sole duty shall be to perform constant patrols and watch for the occurrence of fire.

Special Requirements for Places of Assembly

A fire watch will be required where, as determined by the fire code official for the City of Everett, it is essential for public safety in a place of assembly or any other place where people congregate, because of one or both of the following:

- Number of persons
- Nature of a performance, exhibition, display, contest, or activity

*See the requirements for an Operational Fire Permit for "Exhibits and Trade Shows/Special Assemblies".

Hot Work Activities

A fire watch shall be provided during hot work activities and shall continue for not less than 30 minutes after the conclusion of the work.

"Hot Work" operations including cutting, welding, thermite welding, brazing, soldering, grinding, thermal spraying, thawing pipe, installation of torch-applied roof systems, or any other similar activity.

*See the requirements for an Operational Fire Permit for "Hot Work Operations".

FIRE WATCH ACKNOWLEDGEMENT

I, _____ being the representative for _____
Print name *Business name*

at the location of _____ and is hereby taking on the
Address where life safety system is inoperable

responsibilities of Impairment Coordinator as set forth by the International Fire Code Section 901.7.1.

I understand as the Impairment Coordinator that I am responsible for the following;

- To conduct a fire watch that meets the requirements of the Everett Fire Marshal’s Office at the above listed building(s).
- To continue the fire watch with no interruptions until the _____ system has been returned to service by a certified company and verified by the Everett Fire Marshal’s Office.
- To maintain a log of the fire watch, which will be submit to the Fire Code Official listed below daily until the fire watch is terminated.

I understand the information listed above as well as the requirements set forth by the Everett Fire Department which I acknowledge that I have received a copy of.

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|------------------------------------|--|--------------|
| <i>Signature:</i> | <i>Phone Number:</i> | <i>Date:</i> |
| <i>Fire Code Official (Print):</i> | <i>Fire Code Official (Signature):</i> | <i>Date:</i> |