**Fire Watch Procedures**

A "Fire Watch" is required whenever, for any reason, any component of the system is disabled and no redundant device exists in the effected zone, or when system notification to the central monitoring station is disrupted. In all cases, only the minimum possible number of devices or zones shall be disabled. Only those zones directly affected by construction shall be disabled.

Building personnel must notify the Fire Department Communications Center at (add local fire dept. number) and the building's alarm system monitoring company to report the condition, extent, and expected duration of alarm disruption.

**Requirements**:

In the event that any or all portions of fire protective and detection services are disabled the fire watch must be assigned with the following minimum requirements. Access to phone, clearly communicate in an emergency in a language that can be understood, physically able to perform walk throughs.

**Duties**:

* Enter the date, time, and names of persons spoken with on the fire watch checklist/log.
* One trained building representative must remain in close proximity of the alarm panel at all times while the system is "off line" to the central monitoring station and the Fire Department.
* Each affected floor must be patrolled once per hour during the fire watch period and patrols documented on the fire watch checklist. In the event the entire system is taken off line, all floors and areas of the building must be patrolled hourly.
* Identify any fire, life safety or property hazards.
* Notify occupants of need to evacuate and transmit alarm to emergency services.
* Have Knowledge of the location and use of fire protection equipment i.e. fire extinguishers.
* Fire watch personnel shall not have other duties to perform while on fire watch.
* When the system is restored, complete the fire watch checklist, ensuring all system functions are restored.
* Notify the Fire Department Communications Center at (same as above) and building's alarm monitoring company to report the system back "on line".
* Enter the date, time, and names of persons spoken with on the fire watch log.
* File the fire watch checklist in the appropriate log book.

**Record Keeping**:

* A fire watch log should be maintained at the facility. This log must be available at all times during the fire watch. The following items to be recorded.
* Facility address
* Date time and initials indicating that the patrol was completed and any conditions found.
* Name of person responsible for fire watch.
* Fire watch will be cancelled only when all systems have been returned to service. The fire watch is to continue until authority having jurisdiction permits cancellation.