



FIRE WATCH GUIDELINE

Please attach this document to the Firewatch Log.

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 and their sole duty shall be to perform constant patrols and watch for the occurrence of fire.

RESPONSIBILITY AND INSTRUCTIONS

The owner, manager, or person in charge or control of the building/premises shall designate a person to be the fire prevention program superintendent who shall be responsible for the fire prevention program and ensure that it is carried out through the completion of the project. The fire prevention program superintendent 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 OSHPD/HCAI and the UCDH Fire Marshal's Office (FMO). **Fill out the following answers to these questions and return to the FMO with the Firewatch Application.**
 - 1.) What is the hazard?
 - 2.) What instructions have been given to mitigating a fire? For example, close fire doors, remove equipment, etc.
 - 3.) Where are the 2 closest fire extinguishers? Identify an extinguisher on each side of the hazard.
 - 4.) Where is the closest manual pull station to activate the hospital fire alarm system?

LOGBOOK

1. The fire prevention program superintendent shall provide a logbook that contains a directory of names, telephone numbers, and other information to assist in making emergency calls. The logbook shall be the official document used to record a history of patrol rounds.
2. The logbook shall be maintained on the premise and be available for inspection by the authority having jurisdiction (OSHPD/HCAI, FMO, or State Fire Marshal).



Assigned fire watch personnel shall:

1. Be thoroughly familiar with the area they are patrolling.
2. Perform patrol operations according to instructions from OSHPD and the local Fire Code Official.
3. Patrol their designated area at least once each 30 minutes.
4. Make reports as instructed. A written record of patrol rounds and any significant information shall be recorded in a logbook provided by the fire prevention program superintendent.
5. Relay any special orders or pertinent information to relief personnel and the fire prevention program superintendent.
6. Remain on duty until properly relieved.
7. The entire building, all rooms (offices, spaces, areas) including basements and penthouses, shall be checked per above Item "3" unless otherwise specified by OSHPD/HCAI and/or the FMO.
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 written authorization by the Authority Having Jurisdiction.