



CANBY FIRE DISTRICT

Fire Watch Guidelines & Implementation Procedures

Fire watch is required by Oregon Fire Code and must be performed during impairments to fire alarm systems or fire sprinkler systems lasting more than 4 hours and shall be contained in a detailed written plan. Upon the completion of the written plan, the building contact/responsible party shall retain the written plan on the premises for a minimum of 7 years.

All Fire Watch documentation must be submitted to Canby Fire District at the conclusion of each shift via email at: CFDInspector@canbyfire.org.

Plans

The fire watch plan shall include, but not be limited to, the following information:

1. Either designation of employee trained in fire watch procedures, or a contract with a licensed monitoring /physical security company providing fire watch duties, and notation that personnel will only be utilized for fire watch duties.
2. Estimated duration of fire watch, estimated time for completion of repairs, estimated time for removal of hazardous conditions, or other specific situations which required the implementation of the fire watch. Note: In general fire watch in residential buildings will remain in place for 24 hours a day, and for commercial buildings will only be required while the building is occupied.
3. Methods that will be utilized for identifying the fire watch personnel. The method of identification can be a vest, armband, highly visible shirt, or any other approved means.
4. Methods of communication to be used by multiple fire watch personnel. Multiple fire watch personnel are required to have reliable communication between each other. This may be accomplished by the use of cell phones, direct connection, portable radios, etc.
5. Procedure to be used to rapidly notify the local responding fire department and building occupants in the event of an emergency.

6. Number of personnel required to sufficiently conduct inspection of all affected areas of the building, and allow for employee breaks. Fire watch personnel shall check the building at least hourly. More frequent checks may be mandated if required by the Fire Marshal.
7. Special attention shall be paid to effected storage areas, janitor closets, utility spaces, basements, attics, penthouses, etc. and other normally unoccupied areas.
8. Identification of inspection routes to be utilized by fire watch personnel. Note: No partial fire watch patrols are permitted. The entire building must be patrolled.
9. Experience of personnel being utilized for fire watch. Fire watch personnel shall be familiar with the property being protected, including” hazards, occupancies, fixed fire protection systems, manual and automatic detection and alarm systems.
10. Provide method to be utilized to record history of fire watch activities. (Provide example of log book, inspection forms, etc.).
11. Plan shall include a written acknowledgement statement that indicates the building contact/responsible party understands that the guidelines must be adhered to as approved, appropriate action will be taken in accordance with IFC.

Owner’s Responsibility/Discontinuation of Fire Watch

It is the owner’s responsibility to discontinue ‘fire watch” once the fire protection system has been fully restored or the hazardous situation has been abated and immediately notify Canby Fire District via email at:

CFDInspector@canbyfire.org

If the owner has received a “Notice of Violation,” re-inspection must be requested through the Canby Fire District prior to suspending or discontinuing fire watch. Random checks may be made by Canby Fire District personnel to ensure all of the above provisions are being complied with.



Facility _____

24-HOUR FIRE WATCH LOG

ASSIGNED AREA: _____ DATE: _____

FIRE-WATCHER: _____ INITIALS: _____

FIRE WATCH SHIFT TIMES: START: _____ END: _____

Fire watch personnel must perform continuous tours such that each room in the facility is checked at not less than 30-minute intervals. The first entry in this log must be made within 30 minutes of the start of the fire watch and every 30 minutes thereafter. Times must be recorded using the 24-hour clock and initialed. Any problems found during the fire watch must be documented (along with the time found and initialed) and reported to facility management for immediate correction.

I certify (by my initials below) that I completed a tour of the facility at the following times:

| Time Tour Completed | Initials | | Time Tour Completed | Initials | | Time Tour Completed | Initials |
|---------------------|----------|--|---------------------|----------|--|---------------------|----------|
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Problems noted during fire watch:

ABC BUSINESS **EXAMPLE**

****EXAMPLE****

FIRE WATCH LOG

ASSIGNED AREA: Second and third floors

DATE: 07/15/08

FIRE-WATCHER: John J. Smith

INITIALS: JJS

FIRE WATCH SHIFT TIMES: START: 1110 hours END: 1710 hours

Fire watch personnel must perform continuous tours such that each room in the facility is checked at not less than 30-minute intervals. The first entry in this log must be made within 30 minutes of the start of the fire watch and every 30 minutes thereafter. Times must be recorded using the 24-hour clock and initialed. Any problems found during the fire watch must be documented (along with the time found and initialed) and reported to facility management for immediate correction.

I certify (by my initials below) that I completed a thorough tour of my entire assigned area at the following times:

| Time Tour Completed | Initials | | Time Tour Completed | Initials | | Time Tour Completed | Initials |
|---------------------|----------|--|---------------------|----------|--|---------------------|----------|
| 1140 | JJS | | 1510 | JJS | | | |
| 1210 | JJS | | 1540 | JJS | | | |
| 1240 | JJS | | 1610 | JJS | | | |
| 1310 | JJS | | 1640 | JJS | | | |
| 1340 | JJS | | 1710 | JJS | | | |
| 1410 | JJS | | | | | | |
| 1440 | JJS | | | | | | |

Problems noted during fire watch:

(1117) utility room door wedged open, Second Floor, East Wing – wedge removed JJS

(1128) Burned out bulb in EXIT sign, west end of Second Floor – reported to maintenance JJS

(1436) Smoke barrier doors on Third Floor held open with chairs – chairs removed JJS