

# Charlotte County Fire & EMS

Fire Prevention Division

Scott P. Morris, Fire Marshal



## Fire Watch Procedure

Purpose: For the continued use and occupancy of any structure or business that has fire protection equipment installed in the building.

Fire Watch: Per NFPA 1 (Florida Fire Prevention Code) "When a fire protection system is out of service for then 4 hours in a 24 hour period, the AHJ shall be permitted to require the building to be evacuated or an approved fire watch to be provided for all portions left unprotected by the fire protection system shutdown until the fire protection system has been returned to service". NFPA 1 13.1.9

Definition: Per NFPA 1 (Florida Fire Prevention Code) "The assignment of a person to an area for the express purpose of notifying the fire department, the building occupants, or both of an emergency; preventing a fire from occurring; extinguishing small fires; or protecting the public from fire or life safety dangers." NFPA 1 3.3.114

### Procedure:

1. Your fire protection system has been declared "DOWN" and you are therefore ordered to do a **FIRE WATCH**.  
**Start Date**\_\_\_\_\_ **Start Time**\_\_\_\_\_  
**End Date**\_\_\_\_\_ **End Time**\_\_\_\_\_
2. The person(s) assigned to the fire watch shall be competent and shall not perform any other duties; also they shall have a way to contact the fire department.
3. All areas of the building shall be checked at least once each hour and logged on the Fire Watch Procedure form.
4. **To notify the Fire Department CALL 911.**
5. **Notify all occupants of the building to evacuate in the event of an emergency.**
6. **FAX** Fire Watch Procedure form daily to [941-833-5630](tel:941-833-5630) **ATTN: Fire Prevention.**
7. If you have any questions contact our office at [941-833-5600](tel:941-833-5600)
8. Inspection of the down system shall be done before fire watch is lifted.

Facility Name: \_\_\_\_\_

Date: \_\_\_\_\_

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## Fire Watch Procedure Form

<u>Time</u>	<u>Initials</u>	<u>Comments</u>
Midnight		
1:00 AM		
2:00 AM		
3:00 AM		
4:00 AM		
5:00 AM		
6:00 AM		
7:00 AM		
8:00 AM		
9:00 AM		
10:00 AM		
11:00 AM		
NOON		
1:00 PM		
2:00 PM		
3:00 PM		
4:00 PM		
5:00 PM		
6:00 PM		
7:00 PM		
8:00 PM		
9:00 PM		
10:00 PM		
11:00 PM		

Extra comments may be added on the back of this form as needed.

**FAX this form DAILY to our office at 941-833-5630 (ATTN: Fire Prevention).**

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How long: The occupancy only needs a fire watch during operational hours; if you have a hotel, apartments, etc. that would require a 24 hour fire watch.

Who can do a fire watch: Per NFPA 1 (Florida Fire Prevention Code) **“The assignment of a person to an area for the express purpose of notifying the fire department, the building occupants, or both of an emergency; preventing a fire from occurring; extinguishing small fires; or protecting the public from fire or life safety dangers.” NFPA 1 3.3.114**

After a fire watch has been put in place: Call or email the Fire Prevention office to let us know that you put a building on fire watch and we will follow up on the next business day.