



HOW TO CONDUCT A FIRE WATCH

The persons performing the Fire Watch are not to be permitted to perform any other duties, and will perform the following functions:

- Keep diligent watch for fires throughout the building.
- Conduct continuous patrols to visually inspect the building for fire or other dangerous situations.
- Fire watch activities must be recorded once every 15 minutes for residential and day program settings, and every 30 minutes for office or other business related occupancies.
- Identify any fire, life or property hazards including blocked egress.
- Immediately report or remedy any dangerous situation they encounter while conducting the Fire Watch.
- Notify occupants of the facility of the need to evacuate. This requires a plan to notify all people in the building to evacuate if a fire occurs.
- Assist in evacuation of all occupants of the building.
- Notify the Fire Department if a fire is discovered by calling 9-1-1 (or other local emergency notification phone number) with the exact address and type of emergency.
- Understand and be able to explain to occupants why the Fire Watch has been established and how that impacts the notification of occupants of the building.
- Have knowledge of the location and use of fire protection equipment, such as fire extinguishers.
- Maintain a log of Fire Watch activities including:
 - 1) Name and Address of the facility.
 - 2) Dates and times that the patrol has completed each tour of the facility.
 - 3) Name of the person conducting the Fire Watch.
 - 4) Record of communication(s) related to the Fire Watch.
 - 5) Reason for the Fire Watch
 - 6) Name of person who authorized the Fire Watch
 - 7) Name of person who authorized termination of the Fire Watch

The order to terminate an active fire watch can only be given by:

- Administrator (DDPS IV or Above)
- Bureau of Program Certification (BPC/DQI) or Department of Health (DOH)
- Fire Safety Representative
- Office of Fire Prevention & Control (OFPC)
- Safety Department Supervisor