



**Cherokee County
Fire Marshal's Office
1130 Bluffs Parkway
Canton, Georgia, 30114
678-493-6290
678-493-6111 Fax**

Fire Watch Requirements

A fire watch is a temporary measure taken when deemed necessary by the Fire Marshal. A fire watch may be required in the event that an automatic fire protection system is impaired or is out of service, when overcrowding is expected; the nature of the activities warrants it, or other necessary reasons. This service is intended to ensure continuous and systematic surveillance of a building or its protected portion(s) by one or more qualified individuals who are responsible for identifying and controlling fire hazards, maintaining means of egress, detecting early signs of fire, raising an alarm of fire, and notifying the fire department.

Owner/Management Responsibilities

The owner/manager is responsible for providing the required fire protection from hazards and to ensure the necessary protection is made ready and reliable.

Fire Watch Duties and Responsibilities

The primary function of a fire watch is to detect fire, notify occupants and the fire department, and evacuate the protected area or building. Firefighting activities are NOT the primary purpose of the fire watch.

Fire watch personnel are to remain on the property to assist the fire department with information and establishing contact with the owner/manager.

The duties of the fire watch are:

- Post "Out of service-Fire watch" signage as directed to notify occupants that a fire watch is being conducted.
- Conduct periodic patrols of the protected area(s) or the entire facility, as appropriate.
- Identify any life, fire, or property hazards.
- Prevent obstruction of means of egress. Notify the local Fire Department when a fire is suspected or discovered.
- Use the emergency 911 number and provide the emergency operator with the exact address, type of emergency, and if applicable, advise that the fire protection system is impaired.
- Notify building occupants of the need to evacuate; if a building alarm system is functional, ensure it is activated to assist with the evacuation.
- Establish and maintain at least one means of direct communication with the 911 Emergency Communication Center.
- Maintain a log of the fire watch tours and activities.
- Be knowledgeable in the location and use of fire protection equipment, including portable fire extinguishers.
- Fire watch personnel have the sole duty of providing a fire watch.



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Frequency of Tours, Continuous Intervals

Fire watch personnel should patrol the entire protected area continuously when the following conditions exist:

1. Where the fire alarm is not alerting occupants.
2. Where the occupants are sleeping
3. Where occupants are incapable of self-preservation or require assistance
4. In occupancies where high numbers or concentrations of people are expected (i.e., places of assembly and educational occupancies)

Thirty Minute Intervals

Fire watch personnel should patrol high hazard areas of protected buildings every 30 minutes.

Sixty Minute Intervals

All other occupancies not meeting the requirements for continuous or 30 minute intervals will be patrolled by the fire watch on a 60 minute interval. All unoccupied protected buildings may be patrolled on a 60 minute interval.

Recordkeeping

A fire watch log shall be maintained at the protected facility and available to the Fire Department at all times during the fire watch.

The fire watch log should contain the following information:

- Address of the facility/protected area.
- Name of person(s) on-duty conducting the fire watch.
- Date and time of fire watch duty.
- Beginning and ending times of each patrol.
- Name of fire watch member conducting a specific patrol.
- Record of communication(s) with the Fire Department and alarm monitoring company; including time(s) and nature of communication.
- Record of other information, as directed by Fire Department personnel. Records of Fire Watch Shall be retained on site for 3 years after they are made.

Conclusion of Fire Watch Operations

The owner/manager is responsible for requesting conclusion of the fire watch, once the fire protection system has been



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restored and functional or the hazardous conditions no longer exists. Once fire watch has been concluded, with the permission of the Fire Marshal, the owner or their representative must notify the alarm monitoring company if applicable.

FIRE WATCH ACKNOWLEDGEMENT

I, _____ being the, _____ of
Print name Position

Business name & address of where the life safety system is inoperable

Building number(s)/Suite number(s) Local Office Phone Number

I understand that I am to initiate a fire watch at the above listed building(s) until the _____
Type system
is returned to service by a certified company.

The system will be brought into compliance as soon as possible and without hesitation. Once the system is operational, a letter of certification shall be sent to the Cherokee County Fire Marshal's Office upon completion, by fax to 678-493-6111 or e-mailed to firemarshal@cherokeega.com.

I understand the procedures required for standing a fire watch. I will maintain a log of the watch which I will submit to the Cherokee County Fire Marshal's Office daily until the fire watch is terminated. Fax to 678-493-6111.

Signature

Date

Phone number

CCFES Representative (print)

CCFES Representative (signature)