Fire Watch Log

Name of Building Under Fire Watch _____

Address _____

Occupancy/Use of Building/Area _____

Emergency Contact _____ Phone Number _____

Fire Watch Patrol Intervals ☐Continuous ☐15 Minutes ☐30 Minutes ☐Other _____

Person(s) Performing Fire Watch_____

AFPD Personnel Issuing Fire Watch_____

FIRE WATCH REQUIREMENTS

- Only fire department approved persons and/or companies may perform the duties of a fire watch. A designee may be on-site maintenance personnel, qualified occupants, or a third-party company approved by the Fire Marshal or designee. The sole responsibility will be maintaining continuous patrols of the affected property, area, floor, or building and alerting the fire department in case of emergency.
- During a Fire Watch, a responsible trained person(s) actively looks for evidence of smoke and fire, and if found, contacts emergency personnel and evacuates the building. This person(s) must remain near the alarm panel at all times while the system is "off line" to the supervising station.
- A representative of the building or facility shall:
    - Contact the fire department a minimum of 72 hours prior to a planned impairment or need, or immediately when impairment is not planned, to coordinate for the Fire Watch at 303-980-3491.
    - Be equipped with a fully charged means of communication with which they must contact 911 immediately upon recognizing an emergency situation.
    - Be equipped with a means to notify building occupants in the event of an emergency.
    - Be trained in the use of a fire extinguisher and capable of extinguishing a small incipient stage fire.
    - Be familiar with the building and procedure for sounding an alarm and alerting the fire department in the event of an emergency.
    - Be visibly distinguishable from patrons and facility/event employees.
- The duties of a Fire Watch shall be as follows, but not limited to:
    - As outlined in IFC Section 403.
    - A log, indicating dates and times of completed rounds must be initiated when the fire system(s) go out of service and kept current until all systems have been returned to full service.
    - Fire Watch personnel shall patrol the affected area(s) once per half hour during the fire watch period. Depending on the specific situation and occupancy, intervals may be extended or reduced based on the situation present.

- Identify and control fire and other life safety hazards.
- Detect early signs of fire, notifying the occupants of the facility/event of a fire, and notifying the fire department.
- Be familiar with the facility/event and the procedures for notifying occupants of an emergency within the facility.

A business representative is required to notify Jeffcom Dispatch 303-980-3491 and the building's alarm system monitoring company when the system functions are restored, and the system is "back on line". Where the District determines, in its sole discretion, that qualified "Standby Personnel" are required for inspection and oversight in connection with a public or private assembly, this fee will be charged where off-duty paid personnel are utilized. Maintain the fire watch checklist in the appropriate log book until notification of correction has been made.

I have read the instructions about conducting this Fire Watch and understand that I am responsible to follow those instructions and patrol my designated area as specified in the frequency of tour section of the Fire Watch handout.

Signature:

Date:____/____ Time: ____/____am pm Area patrolled: _____

Date:____/____ Time: ____/____am pm Area patrolled: _____

Date:____/____ Time: ____/____am pm Area patrolled: _____

Date:____/____ Time: ____/____am pm Area patrolled: _____

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Date:____/____ Time: ____/____am pm Area patrolled: _____

Date:____/____ Time: ____/____am pm Area patrolled: _____

Begin patrol time: _____   End patrol time: _____