



## Fire Watch Policy

### Purpose

The purpose of this policy is to ensure the safety of life and property by implementing a fire watch whenever required fire protection systems are impaired or when directed by the Fire Marshal. The policy establishes procedures for the assignment, duties, and documentation of fire watch personnel in accordance with the currently adopted California Fire Code.

### Definitions

- **Fire Watch:** The assignment of a qualified person or persons to continuously patrol a building or premises for the purpose of detecting fires and immediately notifying building occupants and the fire department
- **Fire Protection System:** Includes fire alarm systems, automatic sprinkler systems, standpipes, fire pumps, water supplies, or other life safety systems required by code.
- **Fire Watch Personnel:** Individuals assigned to perform fire watch duties, who may be employed by a state-bonded and insured security service, or approved by the Fire Marshal.
- **Fire Marshal:** The Fire Marshal or their authorized agent responsible for enforcing fire safety regulations.

### Procedures

#### 1. Activation of Fire Watch

- A fire watch shall be implemented when a fire protection system is out of service, during construction or demolition as required, or when otherwise directed by the Fire Marshal.
- The property owner, owner's designee, or occupant shall notify the Fire Marshal when a fire protection system is out of service.
- Fire watch shall be in effect 24 hours per day, 7 days per week, unless otherwise specified by the Fire Marshal.

#### 2. Assignment of Fire Watch Personnel

- Fire watch personnel shall be assigned in sufficient numbers to ensure all required areas are patrolled at least once per hour.
- Personnel shall be employed by a state-bonded and insured security service or approved by the Fire Marshal.
- Fire watch personnel shall have no other duties during their assignment.

#### 3. Duties of Fire Watch Personnel

- Patrol all floors, common areas, and required locations at least once per hour.
- Maintain a diligent watch for fires, obstructions to means of egress, and other hazards.



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- Have a reliable means to immediately notify the fire department and alert building occupants of an emergency (i.e. loudspeaker, air-horn, etc.)
- Be familiar with the location and use of on-site portable fire extinguishers.
- Implement evacuation procedures as necessary.
- Maintain a written log of all patrols and observations.

#### 4. Documentation

- A written log shall be maintained, documenting each patrol, including the time, route, and any observations or incidents.
- The log shall be signed by the fire watch personnel and submitted to the Fire Marshal daily in person at 10601 Magnolia Ave. Santee, CA 92071 or by email at [fireinfo@cityofsanteeca.gov](mailto:fireinfo@cityofsanteeca.gov).
- The log shall always be available for inspection by the Fire Marshal.

#### 5. Termination of Fire Watch

- Fire watch shall continue until authorized for termination by the Fire Marshal.
- Termination authorization must be in writing or via electronic communication; verbal termination is not permitted.