



Santee Fire Department Policies

Rev. 6/25
Fire Watch Packet

FIRE PROTECTION SYSTEM: OUT OF SERVICE NOTICE

Out of Service Date: _____

Business/Property Name: _____

Business/Property Address: _____

Business/Property Phone: _____ Email: _____

Owner/Property Manager: _____

Owner/Property Address: _____

Owner/Property Manage Phone: _____ Email: _____

The fire protection system(s) marked below are currently out of service. The responsible party shall see that they are returned to service immediately. System(s) are to be restored by a qualified/licensed contractor.

☐ Fire Sprinkler System ☐ Kitchen Hood Extinguishing ☐ System Standpipe System

☐ Fire Alarm System ☐ Fixed Fire Protection (Spray booths, etc.) ☐ Private Fire Hydrant(s)

☐ Other: _____

The responsible party shall also notify occupants of all affected spaces that the fire sprinkler system, fire alarm system, or any other fire protection system(s) are out of service. This will provide them with the opportunity to arrange for protection of their property until fire protection system(s) can be restored.

☐ You shall provide a "Fire Watch" until systems are back in service.

Access the Fire Watch Policy/Log online by visiting www.cityofsanteeca.gov/departments/fire-life-safety-services/fire-prevention/fire-watch

Immediately notify the Santee Fire Department at 619-258-4100 ext. 207 when systems are back in service or email fireinfo@cityofsanteeca.gov

RESPONSIBLE PARTY:

Name: _____ Phone: _____

Email: _____

☐ RESPONSIBLE PARTY NOT AVAILABLE. Out of Service Notice was posted/left at the following location:

ISSUING SNT OFFICER NAME: _____ ID#: _____



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.
- 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.

