



POSTING A FIRE WATCH

BACKGROUND:

A Fire Watch is a physical inspection conducted when a building's fire alarm, automatic sprinkler, or other fire protection systems, are temporarily impaired and/or out of service. Posting a Fire Watch is the responsibility of the building owner and/or their designated representative, which may include general contractors, construction superintendents, on-site security, or maintenance staff. Fire Watch personnel are required to continually patrol the facility for evidence of smoke, fire, or any abnormal conditions. Whenever a life-threatening situation is discovered, the fire watch personnel must immediately contact emergency personnel (via 911), alert occupants, and assist in the orderly evacuation of the facility.

REQUIREMENTS:

N.F.P.A. 101, Life Safety Code, requires that a Fire Watch be instituted anytime a fire alarm, automatic sprinkler, or other fire protection systems are temporarily impaired and/or out of service. The Office of the Fire Marshal (O.F.M.) must be contacted via email (osceolafiremarshal@osceola.org) or phone (407-742-6700) advising a fire protection system is impaired and/or out of service and a fire watch has been posted.

NOTE:

Whenever a fire pump is impaired and/or out of service, O.F.M. must be contacted to assess and provide guidance on an acceptable level of protection, such as having a fire engine company perform standby duties. When utilized, the engine company will make hose connections to the system F.D.C. and fire hydrant in preparation for supplementing system water pressure, capacity, and flow. This is in addition to the required Fire Watch being posted.

SELECTING FIRE WATCH PERSONNEL:

Competent, responsible, and able bodied-individuals shall be selected to conduct Fire Watches. Typically, hired security guards, maintenance personnel, and/or facility managers who are familiar with the building are preferred. All fire watch personnel is subject to approval by the AHJ.

FIRE WATCH LOG:

A separate log identifying each building, facility, or area, under Fire Watch, by name and address shall be kept. Log entries shall be made hourly at the completion of each inspection. Log entries shall provide the date, inspection start time, inspection completion time, a summary of what was observed, and the name and signature of the individual conducting the fire watch. The Fire Watch Log shall be kept readily accessible for review by the Fire Marshal's Office.



Requirements for Posting a Fire Watch
Osceola County Department of Fire Rescue and Emergency Medical Services
Office of the Fire Marshal
2586 Partin Settlement Road, Kissimmee, Florida 34744
Phone: 407 742 6700 Email: osceolafiremarshal@osceola.org



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DUTIES OF FIRE WATCH PERSONNEL:

Individuals who are selected for Fire Watch details shall be briefed so as to have a thorough understanding of the purpose and responsibilities of their assignment. Procedures and instructions given shall be specific with respect to the actions required. They shall also have a basic understanding of the location, function, and normal status of the fire alarm, automatic sprinkler (including fire pumps), and other fire protection systems. Fire Watch personnel shall conduct hourly rounds by walking throughout the entire building or affected area, looking for evidence of smoke, fire, or any abnormal conditions. The specific route shall be laid out so that the Fire Watch person is required to pass through the entire area being covered. Where special circumstances exist, such as the presence of exceptional hazards or large areas, additional patrols may be required by the Fire Marshal. Individuals selected shall know the location and operation of all portable fire extinguishers on site.

EMERGENCY COMMUNICATIONS:

The individual conducting the Fire Watch shall be equipped with a cell phone for prompt notification of emergency forces (via 911) in the case of an emergency. Alternate methods of communication (radios to security/command centers) with the means to immediately dial 911 may be approved by the Fire Marshal upon request.

WRITTEN NOTIFICATION:

Written notification of intention to post a Fire Watch when planned, or the actual posting of a Fire Watch necessitated by an unplanned event, shall be forwarded to O.F.M. This correspondence shall be put on the official letterhead of the business, general contractor, or subcontractor assuming responsibility for the detail. The letter shall specify the business name and address; the buildings or portions thereof affected; the purpose of the Fire Watch (i.e. -fire alarm, automatic sprinkler, or other fire protection systems that are impaired and/or out of service); the dates and times these systems will be out of service; the proposed dates the Fire Watch will be in effect; the qualifications of the individual(s) selected; and the specific type of communication device that will be immediately available to personnel (i.e. -Cell phone or portable radio).



Office of the Fire Marshal
Kellie M. Martin, Fire Marshal
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