



# CITY OF EL RENO FIRE DEPARTMENT

## Fire Watch

This information is provided to clarify the requirements for a fire watch. A fire watch is the action of an on-site person whose sole duty is to watch for the occurrence of fire.

### Fire Watch Requirements

If a fire protection system fails, is out of service, demolition/additions to a building occur, there have been an excessive number of preventable activations or \*nuisance alarms, a building owner (or their representative) may be required by the Fire Department to provide a fire watch until the system is repaired. Personnel to conduct the fire watch are determined by the building owner.

Note: A professional security company may not always be needed, but may be required by the Fire Department when life safety conditions warrant such action.

\*A nuisance alarm is defined as "any alarm caused by mechanical failure, malfunction, improper maintenance, or any alarm activation by a cause that cannot be determined." (NFPA 72) El Reno City Code § 120-6– *Excessive False Alarms* – discusses preventable alarms, fees charged and owner responsibilities.

### Owner Responsibilities

- a) Establish, instruct and maintain fire watch personnel.
- b) Notify the monitoring company.
- c) Follow City of El Reno Fire Department requirements.
- d) Contact a service company to repair the fire protection system(s).
- e) Notify the Fire Department when the system has been repaired.

### Fire Watch Duties

Personnel serving as a fire watch have the following duties:

- a) Conduct periodic patrols of the entire facility as specified.

- b) Identify any fire, life or property hazards.
- c) Notify the El Reno Fire Department if a fire is discovered by calling 9-1-1 with the exact address and type of emergency.
- d) Notify occupants of the facility of the need to evacuate. If the sirens or public address function of the alarm system are still functional, use them to assist with the evacuation.
- e) Determine at least one means of communication with the Fire Department. A telephone is acceptable.
- f) Maintain a log of the fire watch activities.
- g) Have knowledge of the location and use of fire protection equipment, such as fire extinguishers.
- h) Fire Watch Personnel cannot have other duties besides their assigned fire watch. However, the Fire Department may designate other duties.

Note:

The fire watch will not perform fire-fighting duties beyond the scope of the ordinary citizen.

### Frequency of Inspections

Fire watch personnel shall patrol the entire facility every 15 minutes in the following situations:

- a) The facility has people sleeping.
- b) The facility is an institutional occupancy.
- c) The facility is an occupied assembly occupancy.

Facilities that do not meet the requirements for a 15 minute patrol frequency should have a fire watch patrol every 30 minutes. If a facility can not be completely patrolled by a fire watch person in 15 or 30 minutes, extra personnel shall be assigned fire watch duties to assure that the complete facility is patrolled in the required time frame.

### Record Keeping

A fire watch log shall be maintained at the facility. The log must be available to the El Reno Fire Department at all times during the fire watch.





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Facility Name- \_\_\_\_\_

Address- \_\_\_\_\_

I hereby agree to comply with all conditions and provisions of this Fire Watch. I understand and agree that my failure to comply with all requirements set forth by this document will result in a citation and closing of the facility, until the fire protection system is repaired.

\_\_\_\_\_  
Facility Representative

\_\_\_\_\_  
Date