



**City of Vernon Fire Department**  
**4305 S. Santa Fe Avenue, Vernon, CA 90058**  
**(323) 583-4821**

## **Fire Watch Requirements and Instructions**

### **Fire Watch Duties**

The fire marshal may require a building owner to provide a fire watch if a fire protection system fails, if there are an excessive number of accidental activations or nuisance alarms, or a special circumstance or event. Personnel to conduct the fire watch are determined by the building owner. A professional security company is not required.

### **Fire Codes Requiring Fire Watch**

#### **Fire Alarm / Sprinkler System Shutdown**

*NFPA 101 - 9.6.1.7 & 9.7.6 Where a required Fire Alarm or Automatic Sprinkler System is out of service for more than 4 hours in a 24-hour period, the authority having jurisdiction shall be notified, and the building shall be evacuated or an approved fire watch shall be provided for all parties left unprotected by the shutdown until the fire alarm or sprinkler system has been returned to service.*

#### **Fire Protection Systems / Systems Out of Service**

*CFC 901.7 Where a required fire protection system is out of service, the fire department and the fire code official shall be notified immediately and, where required by the fire code official, the building shall either be evacuated or an approved fire watch shall be provided for all occupants left unprotected by the shut down until the fire protection system has been returned to service.*

### **Owner Responsibilities**

- a) Establish, instruct and maintain fire watch personnel at your facility.
- b) Notify your fire alarm monitoring company.
- c) Notify the Vernon Fire Prevention Division that the system is not working and again when the system has been repaired(323 583-4821 extension 247).
- d) Contact the repair company to fix the fire protection system(s).
- e) If a Notice of Violation has been written, contact the Vernon Fire Prevention Division when the system has been repaired.

### **Definition of a Fire Watch**

The assignment of a person or persons to an area for the express purpose of notifying the fire department and/or building occupants of an emergency, preventing a fire from occurring, extinguishing small fires, or protecting the public from fire or life safety dangers.

### **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 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 evacuation of the building.
- e) Determine at least one means of direct communication with the fire department. A telephone is acceptable.
- f) Maintain a log of 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 will patrol the entire facility every 30 minutes.

