

 <p>Fire Prevention</p>	AFD Fire Prevention Division	
	POLICY	
	Fire Watch Guidelines	
	Number	01-22
	Created	1/28/2019
Revised	6/16/2023	
Pages	5	
Approved By:	<i>B. Dean, Fire Marshal</i>	

Reference: 2018 IFC 202, 901.7, 3304.5.1, 3504.2

- I. A fire watch is a short-term, emergency measure intended to provide an acceptable level of life-safety in a building that has an impaired fire safety system. It's purpose is to allow continued occupancy of a building or facility during the time period required for implementing appropriate changes or repairs where otherwise the building would be vacated. **A fire watch is primarily implemented when a fire protection system is impaired or out of service** (IFC 901.7). The fire code official may also require a fire watch under the following additional circumstances:
 - 1) Sleep-overs in non-residential occupancies.
 - 2) Other hazards as identified by the fire code official.

- II. When a fire watch is implemented, AFD Dispatch must be notified at 907-267-4950. Additionally notify AFD Fire Prevention by email at afd-fireprevention@ci.anchorage.ak.us or by phone (907-267-4901) during business hours.

- III. Pre-planned fire watch proposals shall be submitted in writing to the fire code official at least 2 weeks in advance of any planned system shutdown or special event.

- IV. Both Emergency and Pre-Planned fire watch must adhere to the following:
 1. Personnel conducting fire watch shall be independent from the ownership and management of the facility. Fire watch personnel may not be employed by the building owner or manager unless specifically approved by the fire code official.
 2. Notification must be provided to all occupants that a fire watch is in place and signage must be posted informing of the fire protection systems that are out of service.
 3. The proposed fire watch plan must consist of at least 2 personnel. Additional personnel may be required depending on the building size and occupancy/hazards.
 4. Fire watch personnel must have the ability to communicate a fire alarm and effectively order an evacuation of the building.
 5. Fire watch personnel must be in continual contact with each other by 2-way radio (not cell phone), and must have a reliable means of communication with AFD dispatch in case of emergency.
 6. Fire watch personnel must be familiar with the premises and trained in evacuation procedures and emergency response plans.

7. Fire watch personnel must check all areas of the building at least one (1) time every 30 minutes for fire/life-safety emergencies and also prevent fires by identifying and controlling fire hazards.
8. Fire watch personnel shall be trained in the use of and have access to an approved portable fire extinguisher at all times.
9. Fire watch shall conduct continuous roving patrols and document times of patrol and any irregularities on a daily fire watch log. Fire watch logs are to be provided daily to AFD Fire Prevention at FirePrevention@muni.org
10. Fire watch logs shall be kept on-site at all times and available to the fire code official upon request.

Failure to provide an approved fire watch may result in building posting and closure subject to 2018 IFC section 112.2 and 104.5.

In the event of an unexpected emergency shutdown, building owners and operators are required to notify AFD Dispatch immediately.

Attachments:

- Fire Watch Log Sheet
- Out of Service Signage

FIRE WATCH LOG SHEET

In the event that any of the following fire protection systems are off-line, a FIRE WATCH is to be implemented IMMEDIATELY – **Fire Alarm System, Sprinkler System, Standpipe System, Fire Pump, Emergency Power System, Specialized Fire Suppression System, other specialized building systems.**

Persons assigned to Fire Watch duties shall follow the requirements listed on the Fire Watch Duties sheet and shall patrol all unprotected areas of the building every hour to check for signs of fire or smoke conditions. All patrols are to be recorded on this Fire Watch Log Sheet immediately following each round. Records of Fire Watch shall be retained on site and shall be made available upon request by the fire code official. Additionally, Fire Watch logs are to be provided daily to AFD Fire Prevention at FirePrevention@ci.anchorage.ak.us

NOTE: Start a new Fire Watch Log Sheet for each new day of Fire Watch

If fire or smoke conditions are discovered, alert all building occupants by activating and alarm pull station, sounding a portable air horn, whistle or another device approved by the fire code official.

_____	System OUT OF SERVICE	Date: _____	Time: _____
_____	System OUT OF SERVICE	Date: _____	Time: _____
_____	System OUT OF SERVICE	Date: _____	Time: _____

_____	System BACK IN SERVICE	Date: _____	Time: _____
_____	System BACK IN SERVICE	Date: _____	Time: _____
_____	System BACK IN SERVICE	Date: _____	Time: _____

NAMES & POSITIONS OF PERSONS CONDUCTING FIRE WATCH:	INITIALS
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1.	
2.	
3.	
4.	

See Reverse for Fire Watch Patrol Log Sheet

FIRE WATCH PATROL LOG SHEET

NOTE: Start a new Fire Watch Log Sheet for each new day of Fire Watch

Fire Watch Duties Conducted By: _____
 (print name & position)

Fire Watch Commenced: _____ **Date:** _____ **Time:** _____

ROUNDS	DATE (m/d/y)	START TIME (circle a.m./p.m.)	FINISH TIME (circle a.m./p.m.)	AREAS PATROLLED & COMMENTS	INITIALS
1.	/ /	a.m. p.m.	a.m. p.m.		
2.	/ /	a.m. p.m.	a.m. p.m.		
3.	/ /	a.m. p.m.	a.m. p.m.		
4.	/ /	a.m. p.m.	a.m. p.m.		
5.	/ /	a.m. p.m.	a.m. p.m.		
6.	/ /	a.m. p.m.	a.m. p.m.		
7.	/ /	a.m. p.m.	a.m. p.m.		
8.	/ /	a.m. p.m.	a.m. p.m.		
9.	/ /	a.m. p.m.	a.m. p.m.		
10.	/ /	a.m. p.m.	a.m. p.m.		
11.	/ /	a.m. p.m.	a.m. p.m.		
12.	/ /	a.m. p.m.	a.m. p.m.		
13.	/ /	a.m. p.m.	a.m. p.m.		
14.	/ /	a.m. p.m.	a.m. p.m.		
15.	/ /	a.m. p.m.	a.m. p.m.		
16.	/ /	a.m. p.m.	a.m. p.m.		
17.	/ /	a.m. p.m.	a.m. p.m.		
18.	/ /	a.m. p.m.	a.m. p.m.		

OUT OF SERVICE SIGNAGE

INSTRUCTIONS: Note what fire protection system is out of service and post copies
of this sign at main entrance and on all floor areas

(fire protection system out of service)

OUT OF SERVICE

**A FIRE WATCH IS PATROLLING THE
AFFECTED AREAS OF THE BUILDING**

IN CASE OF FIRE

CALL 911

**FOLLOW POSTED
EMERGENCY
PROCEDURES**