



**ANCHORAGE FIRE DEPARTMENT  
FIRE PREVENTION  
4700 Elmore Anchorage, Alaska 99507  
(907) 267-4900**

**Policy# 08-010 Fire Watch; IFC 202, 901.7, 1404.5, 2604.2**

This bulletin presents a summary and explanation of the International Fire and Building Codes regarding occupancies and operations that require a fire watch and minimum qualifications for personnel. Fire Marshal may require a fire watch under the following conditions:

- 1) Fire protection system is out of service (IFC 901.7).
- 2) Sleep-overs in non-residential occupancies (in conjunction with AFD Prevention 08-001).
- 3) Other hazards as identified by the Fire Marshal.

A proposal for Fire Watch shall be submitted in writing to the Fire Marshal at least 2 weeks in advance of any planned system shutdown or special event.

The proposal must include the following information:

1. A list of the proposed fire watch personnel and their qualifications. Those personnel shall be independent from the ownership and management of the facility. They may not be employed by the building owner or manager unless specifically approved by the Fire Marshal.
2. The proposed fire watch plan must employ at least 2 personnel. Additional personnel may be required depending on the building size and occupancy/hazards.
3. 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.
4. Fire Watch personnel must be trained in the evacuation and emergency response plan for the specific building that the proposal is written for. That plan must be submitted with the proposal.
5. Regular reports shall be transmitted via FAX to Fire Prevention at 249-7788. The frequency of the reports shall be determined at the plan review stage. The reports shall be initialed by the Fire Watch personnel each hour of the fire watch after rounds are completed.

Failure to provide an approved Fire Watch program may result in building posting and closure subject to 2006 IFC section 110.3 and 104.5.

***In the event of an unexpected emergency shutdown, building owners and operators are required to call 9-1-1 immediately.***