

CITY OF BEND FIRE RESCUE  
STANDARD OPERATING GUIDELINES

Author:
Dan Derlacki
Date:
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Reviewed By:
Reviewed Date:
5/24

TITLE: Firewatch Procedure

NUMBER: F-3

### **A. SIZE-UP/ASSESSMENT OF CONDITIONS**

- 1) When required fire protection is out of service or during system impairment a building owner or his representative shall be required to provide a fire watch until the system is repaired.
- 2) Fire watch may be required under the following circumstances:
  - Outage or significant impairment of the fire alarm signaling system.
  - Outage or significant impairment of the automatic fire suppression system.
    - ♦ (IE: sprinklers, commercial cooking suppression, special extinguisher systems)
  - Outage or significant impairment of the facility water supply.
  - For safety during events in a space that differs from its intended use.

### **B. SAFETY CONSIDERATIONS AND CHECKLIST**

- 1) A fire watch is required for occupancies whose fire / life safety system(s) is impaired or out of service for reasons other than routine maintenance with a service company on site.

### **C. OPERATIONAL GUIDELINES**

- 1) Implementation of fire watch
  - Identify a responsible person to fulfill the duties of fire watch and verify identification via a formal piece of governmental or institutional issued identification.
  - Ensure that the fire protection service company has been contacted.
  - Determine firewatch frequency based on the occupancy and hazards.
  - Provide the responsible person the Fire Watch form.
  - Explain the procedure they are to follow and how to document their efforts on the fire department provided form as a legal document.
  - The fire marshal or on-call fire inspector can be contacted 24/7 for assistance with unique or challenging situations.
  - Notify dispatch that the building is in Firewatch and what systems are out of service.

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- Fire Officer Completing Report:
  - ♦ Document responsible party from the Firewatch form in the fire incident report.
  - ♦ Take a photo of the completed Firewatch form and attach to the fire incident report. Forward the hard copy to the SRV, interoffice mail is acceptable.
  - ♦ Note Firewatch in the narrative of the fire report such as responsible party contacts, servicing company and any other pertinent information.
- Discontinuation of firewatch – The responsible party needs to contact fire prevention during regular business hours to arrange an inspection in order to have firewatch removed. This is detailed on the firewatch form.

2) Frequency of patrols

- 15-minute intervals for all care facilities, residential or other high life-safety/fire-danger occupancies.
- 60-minute intervals for all other occupied buildings and/or buildings with moderate fire danger
- Firewatch intervals at the building owners and/or insurance companies' discretion for unoccupied buildings.
- If the building becomes occupied later on, firewatch shall be done at a regular interval during that period.
- If the facility is such size or complexity these frequencies cannot be accomplished with one-person, additional persons shall be assigned to the Fire Watch Patrol duty and/or as determined by the fire department.
- Any other interval shall be approved by the fire code official before being assigned. Other occupancies that do not meet these criteria may be patrolled at longer time intervals.
- Owner takes responsibility for not completing firewatch.

3) Follow up and termination of firewatch

- The SRV will identify incidents involving Firewatch and will coordinate follow up on site.
- Change the status of the report to Under Investigation until all repairs are complete and the building is off Firewatch.
- The next business day, follow up with the occupancy to ensure restoration of the system and / or ensure fire watch compliance. The fire watch shall continue until fire prevention provides authorization to discontinue.

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- Document changes, corrections, and other relative information in the fire incident report as a follow up narrative.
- Create an inspection report in the departments inspection system for the Firewatch.
- Random checks may be made by Fire Department personnel to ensure all the above provisions are being complied with.
- A fire watch shall continue until the initiating circumstances identified in the notice of violations have been abated and the fire code official has been notified and has approved its termination.
- When completed, document all corrections and actions in the fire incident report and inspection report.

4) Building owner or property management responsibilities

- Establish, instruct, and maintain firewatch personnel.
- Notify monitoring company.
- Notify the building occupants.
- Notify the building insurance company.
- Contact service company to restore alarm or suppression system(s) as soon as possible.