



COALINGA FIRE DEPARTMENT

GREG DUPUIS, FIRE CHIEF

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| CITY OF COALINGA FIRE DEPARTMENT | | |
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| FIRE PREVENTION STANDARD | | |
| STANDARD TITLE: | 402.012 FIRE WATCH REQUIREMENTS | |
| STANDARD NUMBER: 402.012 | EFFECTIVE DATE: 1 October 2022 | REVISION DATE: 1 October 2022 |

PURPOSE

This policy has been established to provide direction for a short-term alternative that allows the continued use and occupancy of any structure or business when it has been determined a component of the fire protection system is inoperative or that the use is different than the classified occupancy type.

APPLICATION

A fire watch applies as a mitigation measure when fire protection systems/features are out of service or damaged/altered; during construction and demolition of a structure or site; for welding and other hot work operations; for occasions when the use of the building is different than the classified occupancy type; or, for special events.

OPERATIONAL POLICY

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OPERATIONAL GUIDELINE

When a fire protection system or feature is found to be damaged or inoperative:

- Determine the extent and expected duration of the impairment.
- Immediately obtain a contractor to initiate system or feature repairs.
- Notify the Coalinga Fire Department (CFD or Department) Prevention Division for assistance in determining if a fire watch will be required. The need for a fire watch is based on an assessment of the operational status of a fire alarm, sprinkler system, and/or fire protection feature.

When the use of the building is different than the classified occupancy:

- Notify the CFD for assistance in determining if a fire watch will be required. The need for a fire watch is based on an assessment of the current or temporary use of the building in relation to the classified occupancy type of the building.



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PROCESS

Requirements for hiring fire watch personnel:

- Fire watch personnel are scheduled and on-site from the time building/premises is unlocked until the building/premises are unoccupied and secured.
- In cases where a fire protection system is impaired, the fire watch is continuous, night and day, until the impairment is repaired, unless prior approval by the CFD is given to modify this requirement.
- Fire watch personnel are physically capable of performing fire watch duties.
- Fire watch staff and procedures are subject to random review and/or inspection by the CFD at any time and additional requirements may be imposed as necessary.
- Discontinued use of the fire watch is subject to CFD.
- Additional specific fire watch requirements can be found in the *California Fire Code (CFC)*, Chapter 4, Emergency Planning and Preparedness.

Fire watch personnel are provided with written instructions, all job duty details and procedures to conduct their assignment. Fire watch personnel must create and maintain records as specified below:

- a. Each employee must be provided training, which includes receiving a copy of this policy.
- b. Duties to be performed.
- c. Equipment to be used.
- d. Any personal protective equipment required to be made available and worn.



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Equipment and knowledge for fire watch personnel:

- a. Cell phone, reliable flashlight, and whistle.
- b. Fire watch logs and records.
- c. Knowledge of all exit paths and the location and proper use of portable fire extinguishers.

During operating hours, duties of fire watch personnel:

- a. Watch for fire hazards and incipient fires and exit obstructions.
- b. An inspection of the entire building must be conducted at least once per hour.
- c. Staff must be continuously awake and in the building at all times during their shift.
- d. A written log of the fire watch must be maintained. The log must include the date, time, status, and legible signature of the person performing the fire watch.
- e. The log may be picked up by the CFD when the impairment is restored.
- f. If the reason for the fire watch is due to the impairment of a fire protection system, the fire watch must be continuous, night and day, until the impairment is repaired.
- g. Call 9-1-1 immediately in the event of fire or other emergency.
- h. If the building is occupied, immediately notify the occupants as best as possible and evacuate the building at the first evidence of any fire or smoke.
- i. If necessary, contact other fire watch personnel (if any), sound alarm via whistle and fire alarm pull station (if any); assist occupants in exiting the building.
- j. Be the first contact for emergency personnel responding to the building.
- k. If safe to do so, attempt to extinguish fire with a portable fire extinguisher.



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- I. Continue the fire watch until it is cancelled.

INFORMATION

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DEFINITIONS

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CROSS REFERENCES

California Fire Code

Chapter 4, Emergency Planning and Preparedness