



# Fire Watch Procedures

International Fire Code 901.7 states a fire watch shall be utilized when a fire protection system is out of service, such as a fire alarm or a sprinkler system.

**Defined:** A fire watch is a person or persons assigned to monitor either a portion of or the whole building for the purpose of protecting the occupants from fire or similar emergencies.

**Duties:** Below is a list of duties that a fire watch is responsible for. The assigned person shall only conduct the fire watch and **shall not be assigned to any other duties.**

- Assigned person/s shall conduct systematic surveillance each hour of the property, building or a portion of the building.
- Assigned person/s shall have the means to contact 911 when a fire or other similar emergencies occur.
- Assigned person/s must notify occupants of the emergency and must instruct occupants to evacuate from the building.
- Assigned person/s shall have the knowledge to operate a fire extinguisher for the purpose of extinguishing small fires.
- Assigned person/s shall be responsible for keeping a log book for recording the following information:
  - Name of assigned person
  - Date of surveillance
  - Time of surveillance
  - Conditions (i.e. no fire detected at this time)
- The daily log must be filled out hourly during the time in which the building is occupied. This log shall be emailed to [fireprevention@pocatello.gov](mailto:fireprevention@pocatello.gov) Additional copies can be found at [www.pocatello.gov/189/Fire](http://www.pocatello.gov/189/Fire)
- If a company is hired to conduct a fire watch, their contact information shall be forwarded to Pocatello Fire Department.
- In order to discontinue the fire watch once the fire protection system is returned to service, **your service provider must report to the Pocatello Fire Department through [www.livsafe.com](http://www.livsafe.com) Fire watch must continue until properly reported by your service provider.**

Please use attached Log Sheet for recording the fire watch.

If you have any questions please feel free to contact the Fire Department at (208) 234-6201.

**Dial 911 for emergencies.**



# PFD Fire Watch Log

I, \_\_\_\_\_, being the \_\_\_\_\_  
 (Name) (Position)

Of \_\_\_\_\_, understand that I am to initiate a fire  
 (Business Name)

Watch at \_\_\_\_\_  
 (Address)

until the fire protection system is returned to service by a fire and life safety company that is permitted through the City of Pocatello. The system will be brought into compliance as soon as possible and without hesitation. In order to discontinue fire watch **your service provider must report to the Pocatello Fire Department through [www.livsafe.com](http://www.livsafe.com)** . Fire watch shall continue until properly reported by your service provider.

I am also aware of the procedures required with a fire watch and will maintain an hourly log that will be submitted **DAILY** to the **Pocatello Fire Department until the fire watch is terminated.**

\_\_\_\_\_  
 Name (Printed) Date

\_\_\_\_\_  
 Signature Date

\_\_\_\_\_  
 Witness Date

Responsible Party:		Telephone Number:			
Email Address:					
Address:		City:		State:	Zip:
Sex:	Race:	DOB:	Reporting Officer:	Case Number:	

**FORWARD TO FIRE PREVENTION**



# PFD Fire Watch Log

Name of Business			
Address			
Name	Date	Time	Conditions

Please state "All Systems Normal" in the Conditions column once issue has been resolved.  
fireprevention@pocatello.gov