



## FIRE WATCH

### **Sprinkler and/or Fire Alarm Systems Out of Service**

These guidelines are to be followed when a building, or facility, within the Town of Highland Park, provided with a required fire protection system is out of service. In addition, any other time a fire watch has been required by the Fire Code Official or his designee. Fire Watches for the purposes of these guidelines and any other requirements of the Fire Prevention Division shall conform to the 2021 International Fire Code, as adopted and amended by the Town of Highland Park.

### **Definitions**

**Fire Watch.** A temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals or standby personnel when required by the fire code official or his designee, for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising an alarm of fire and notifying the fire department.

**Standby Personnel.** Qualified fire service personnel, approved by the Fire Code Official or his designee. When utilized, the number required shall be as directed by the Fire Code Official or his designee. Charges for utilization shall be as normally calculated by the jurisdiction.

### **General Fire Watch Requirements**

- 1) Upon determination that a required fire protection system is rendered inoperable or its continued operation is questionable, the Highland Park Fire Prevention Division shall be notified immediately. It shall be the responsibility of the Fire Code Official or his designee to determine the level of protection required and prescribes such actions necessary to secure public safety and timely restoration of the required fire protection system.
- 2) Where required by the Fire Code Official or his designee, an approved fire watch shall be provided until the fire protection system has been returned to service.
- 3) Persons providing fire watch shall be provided with at least one approved means for notification of the fire department and their only duty shall be to perform constant patrols of the protected premises and keep watch for fires.
- 4) A fee of \$100.00 per hour for a minimum of four hours is charged for each required fire watch personnel, when it is determined by the Fire Code Official or his designee that Standby Personnel are necessary.
- 5) A representative of the building, or facility, shall contact the Fire Prevention Division a minimum of 72 hours prior to a planned impairment, or immediately when impairment is not planned, to coordinate personnel for the Fire Watch.



## FIRE WATCH

### Fire Watch Log

- 6) When required, the Fire Watch Log form shall be completed at the time intervals required by the Fire Code Official or his designee.
- 7) Upon completion of repairs to the fire protection system and termination of the Fire Watch, a copy of this log shall be emailed or delivered to the Fire Prevention Division.

### Fire Watch Personnel Duties

- 8) The personnel assigned to Fire Watch Duties shall meet the following criteria:
  - a) Shall sign the Notification of Fire Watch Responsibilities Form.
  - b) Shall not be required or permitted to perform any other duties.
  - c) Shall tour all the compromised area(s) of the building at intervals specified in the Fire Watch order.
  - d) Shall be physically capable of performing the duties of a Fire Watch
  - e) Have means of summoning the Fire Department if a fire is discovered – cellular telephone, portable radio, etc.
  - f) Shall be familiar with the layout and arrangement of the building being toured
  - g) Shall have any and all keys necessary to properly and effectively check all affected areas of the building, and admit the emergency responders
  - h) Shall be familiar with the Fire Alarm system and how to activate it
  - i) Shall be familiar with the location and use of portable fire extinguishers
  - j) Shall be familiar with the exits from the area he/she is touring
  - k) Shall remain awake and alert for the entire period he is expected to provide such services
  - l) Shall be familiar with the procedures to be followed if a fire is discovered, and the methods of notification of building occupants

### Termination of Fire Watch

- 9) Fire Watch shall ONLY be terminated by the Fire Code Official or his designee, upon restoration of the Fire Protection System and certification that it is now 100% operational. The Fire Watch Log shall be completed, including the names of those performing such duties, and the name of the person who authorized the termination of same. A copy of the entire Fire Watch Log, Notification of Fire Watch Responsibilities Form from each person assigned to fire watch, and



## **FIRE WATCH**

documentation reflecting that the required fire protection system has been restored must be forwarded to Highland Park Fire Prevention Division.

## **FIRE WATCH NOTIFICATION AND FIRE WATCH RESPONSIBILITY**

**HIGHLAND PARK FIRE PREVENTION DIVISION**



## FIRE WATCH

I \_\_\_\_\_, hereby acknowledge that the fire protection system or a portion thereof protecting the property located at \_\_\_\_\_ Highland Park, TX has been rendered ineffective and a fire watch must be posted until such a time that the fire protection system is fully operational. I further acknowledge that I am responsible to ESTABLISH AND MAINTAIN the required fire watch throughout the building or property. Failure to follow this order will make me subject to prosecution. If a fire or injuries result from a failure to comply with this order, I may be liable for damages to persons or property under provisions of the Town Ordinance adopting the Fire Code.

I have received a copy of the Fire Watch Notification and Fire Watch Responsibility Form that must be signed by a designated building representative. The approved individual conducting Fire Watch will receive the Fire Watch Procedures and Fire Watch Log that must be maintained throughout the duration of the fire watch.

I understand that the fire watch may only be terminated upon approval from the Highland Park Fire Code Official or his designee.

\_\_\_\_\_  
Building Representative (Print Name) \_\_\_\_\_  
Date

\_\_\_\_\_  
Building Representative Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Fire Marshal or Designee \_\_\_\_\_  
Date

### **FIRE WATCH NOTIFICATION OF FIRE WATCH RESPONSIBILITY**