DeSoto Fire Rescue Fire Watch Guidelines

DeSoto Fire Rescue Community Risk Reduction Division

Name of Business: _____

Address: _____

Date & Time: _____

Name of Person accepting Fire Watch Guidelines Packet and notified that Fire Watch is

required: _____

Title: _____

Signature: _____

Name and Signature of Fire Officer giving notice:_____

DFR PERSONNEL DETATCH THIS PAGE AND RETURN TO FIRE PREVENTION DIVISION

FIRE WATCH SHALL BE CONDUCTED AND DOCUMENTED EVERY 15 MINUTES

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General: This guideline provides some of the basic requirements for conducting fire watch in the event a fire alarm or sprinkler system is out of service for an unspecified period of time. It is not possible to cover all the requirements; therefore, the appropriate codes and standards shall be researched prior to conducting fire watch.

Procedures: DeSoto Fire Rescue shall be notified immediately when the required fire alarm or fire-extinguishing system is placed out of service via email to bparker@desototexas.gov or phone (972) 230-9607. If immediate assistance is needed you can contact dispatch at (972) 223-6111.

Once notified, the Fire Department and Management must decide whether the facility should be evacuated or fire watch/standby personnel can supplement the fire alarm system and still provide protection from the hazards of fire for persons and property.

When permitted by the authority having jurisdiction the following guideline shall apply:

Fire Watch/Standby:

- Rounds every 15 minutes to check for fires or anything that could cause an unsafe environment and document checks on provided log.
- Outside doors and gates closed and secured, skylights, fire doors, and fire shutters closed.
- All oily waste, rags, paint residue, rubbish, and similar combustible items removed from the building.
- All fire protection equipment in place and not obstructed.
- Motors or machines not required to run continuously should be shut down.
- Aisles Clear.
- All unsecured offices, conference rooms, and smoking areas checked for carelessly discarded smoking materials.
- All gas and electrical heaters, coal or oil stoves, and other heating devices in open or unsecured areas on the premises checked.
- Flammable and combustible materials properly stored.
- All sprinkler valves open and sealed, with gauges indicating proper pressures. If not open, the fact should be reported immediately.
- Areas checked to determine if heating and air conditioning is working properly.
- Water faucets and air valves checked for leaks.
- Pay particular attention to areas under construction.
- Control Pedestrian and vehicular traffic.
- Facilitate access by FD Vehicles.
- **Report Fires immediately to 911.**

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- Sound the alarm.
- Go to the aid if possible.

When in the opinion of the code official, it is essential for public safety in a place of assembly or any other place where people congregate, because of the number of persons, or nature of the performance, exhibition, display, contest or activity, the owner agent or lessee shall employ standby personnel, to remain on duty during the times such places are open to the public, or when such activity is being conducted.

Before each performance or start of such activity, standby personnel shall keep diligent watch for fires during the time such place is open to the public or such activity is being conducted and take prompt measures as directed by the Fire Chief. Such duties may include, but not limited to, extinguishment of fires that occur and assist in the evacuation of the public from the structure.

Notify the fire department when the fire watch/standby is no longer needed and that a licensed fire alarm contractor has certified the fire alarm operational via email to bparker@desototexas.gov or phone (972) 230-9607.

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FIRE WATCH LOG

Wing if applicable_____

Date	Time	Staff Conducting Fire Watch (Print Name)	Signature	Comments

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