



SANTA CLARA FIRE DEPARTMENT
Fire Prevention and Hazardous Materials Division

1675 Lincoln Street, Santa Clara, CA 95050
 PHONE: (408) 615-4970 FAX: (408) 241-3006



FIRE WATCH STANDARD

PURPOSE:

Fire watch requirements apply whenever a building or premises presents a hazard to life or property as the result of a fire or other emergency, or when it is determined that any fire protection or life safety equipment (e.g. fire sprinkler system down due to a broken main, fire alarm panel out of service, etc.) is inoperable, defective, inadequate, has been taken out of service, is not approved, or when deemed necessary by the Fire Department.

DEFINITION:

Fire Watch: A temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals 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.

Nuisance Alarm: Any alarm caused by mechanical failure, malfunction, improper installation, or lack of proper maintenance, or any alarm activated by a cause that cannot be determined.

CONTRACTORS:

The following is a list of security companies that have performed fire watch services during an impairment of a building fire protection system. The Fire Department does not endorse any particular company, and any qualified company may be chosen. The company must be able to provide enforcement of all fire and life-safety provisions of the California Fire Code as directed. The company shall be licensed, insured, & bonded. Once a company has been retained, a copy of the contract shall be submitted to the Fire Prevention and Hazardous Materials Division for review.

Creative Security Concepts, Inc. 150 So. Autumn St. San Jose, CA 95110 Phone: 408-295-2600 www.creativesecurity.com	Securitas Security Services USA, Inc. 2121 So. El Camino Real, Ste. C 110 San Mateo, CA 94403 Phone: 650-358-1556 www.securitasinc.com
First Alarm Security & Patrol, Inc. 1731 Technology Drive, Ste. 800 San Jose, CA 95110 Phone: 408-364-1110 www.frrstalarm.com	C& C Security Patrol 1684 Decato Rd. #161 Union City, CA 94587 Phone: 510-713-1260 www.ccsecuritypatrol.net
National Security Industries 940 Park Avenue San Jose, CA 95126 Phone: 800-770-3440 www.nationalsecurityvind.com	Security Code 3 1735 N. First St., Ste. 104 San Jose, CA 95112 Phone: 408-978-9111 www.securitycode3.com

REQUIREMENTS:

1. The duration and times per day for a fire watch shall be determined by the Santa Clara Fire Department. Fire Watch Personnel shall conduct periodic patrols of the entire building and/or facility. Patrols shall be conducted every 15 minutes if the building/facility has people sleeping, is an institutional facility or an occupied assembly facility. Facilities not meeting the previous conditions shall be patrolled every 30 minutes.
2. Fire watch personnel shall be pre-approved by the Fire Department. Assigned fire watch personnel shall:
 - a. Be able to communicate effectively;
 - b. Be thoroughly familiar with the area they are patrolling;
 - c. Patrol their designated area at least once each half hour;
 - d. Make reports as instructed. A written record of patrol rounds and any significant information shall be recorded in accordance with the Fire Watch log below;
 - e. Alert building occupants of an emergency and direct evacuation when required.
3. Fire watch personnel shall have access a working cell phone; know the exact address of the property, and how to report a fire or other emergency condition by **Calling 9-1-1**.
4. Fire watch personnel shall be trained in the use of fire extinguishers, shall have access to all facility fire extinguishers, and know the fire extinguisher locations.
5. Fire watch personnel shall have knowledge of and be trained in the facility's evacuation plan in the event of a fire. They shall be able to communicate with occupants well enough to give an evacuation order.
6. Fire watch personnel shall not be permitted, while on duty, to perform any other duties.
7. Fire watch personnel shall not be impaired and shall remain awake and alert at all times.
8. Personnel shall remain on duty until properly relieved and shall relay any special orders or pertinent information to relief personnel and/or management.
9. Fire watch personnel shall keep a log of fire watch related activities. This log shall include; address of the facility, time of each patrol, name of the fire watch person, comments and other related activities preformed, findings (i.e. all clear, checked hallways, kitchen clear, and exits operational). The log shall be faxed to 408-241-3006 or delivered daily to the Fire Prevention and Hazardous Materials Division.
10. Fire watch shall be maintained, until released in writing by the Fire Department.
11. When system repairs or alterations are being conducted, the responsible parties need to notify the Fire Prevention and Hazardous Materials Division when plans are being submitted for review. This will allow the Fire Department to better track the plans and provide a timely review process.

RECORD KEEPING:

A fire watch log shall be maintained at the facility. The log must be available to the Santa Clara Fire Department at all times during the fire watch (**Pages 4-5**).

Note:

Random checks may be made by Fire Department personnel to insure all of the above provisions are being complied with. Such individuals shall not be required or permitted, while on duty, to perform any other duties than those herein specified.

CANCELLATION OF A FIRE WATCH:

It is the property Owner or their designated representative's responsibility to cancel the fire watch once the fire protection system(s) have been fully restored, or hazard has been mitigated. Once the fire watch has been cancelled, the owner or their designated representative must notify the monitoring company and the Fire Prevention and Hazardous Materials Division. The Fire Prevention and Hazardous Materials Division office can be reached during normal business hours at (408) 615-4970. If repairs are completed after normal business hours, or on the weekend or a holiday, you may notify the office the next business day.

FIRE WATCH LOG

Business Name/DBA:			
Street:	City: Santa Clara	State: CA	Zip Code:
Fire/Life Safety Impairments:			
Name & Title of Person with Overall Responsibility:	E-mail:	Cell Number:	
Name & Title of Person(s) Conducting Fire Watch:	E-mail:	Cell Number:	
Shift Start (time):		Shift Ends (time):	
Date:	Patrol Time:	Notes:	Initials:
	6:00 am		
	6:30 am		
	7:00 am		
	7:30 am		
	8:00 am		
	8:30 am		
	9:00 am		
	9:30 am		
	10:00 am		
	10:30 am		
	11:00 am		
	11:30 am		
	12:00 pm		
	12:30 pm		
	1:00 pm		
	1:30 pm		
	2:30 pm		
	3:00 pm		

	3:30 pm		
	4:00 am		
	4:30 pm		
	5:00 pm		
	5:30 pm		
	6:00 pm		
	6:30 pm		
	7:00 pm		
	7:30 pm		
	8:00 pm		
	8:30 pm		
	9:00 pm		
	9:30 pm		
	10:00 pm		
	10:30 pm		
	11:00 pm		
	11:30 pm		
	12:00 am		
	12:30 am		
	1:00 am		
	1:30 am		
	6:30 am		
	2:00 am		
	2:30 am		
	3:00 am		
	3:30 am		
	4:00 am		
	4:30 am		
	5:00 am		
	5:30 am		