OLYMPIA FIRE DEPARTMENT

Fire Watch Form

A fire watch is an on-site person whose sole duty is to watch for the occurrence of smoke or fire. A "System" refers to a fire alarm or sprinkler system.

Owner Responsibilities

a) Establish, instruct, and maintain fire watch personnel.
b) Contact the repair company to fix the fire protection system(s).
c) Notify the Olympia Fire Department at 360-753-8348 if a system is inoperable or to report a system is back in service.

Fire Watch Duties

a) Conduct periodic patrols of the entire facility as specified under Frequency, in this document.
b) Identify any fire, life or property hazards.
c) Notify the Olympia Fire Department by calling 9-1-1 with the exact address and type of emergency if a fire is discovered.
d) Notify occupants of the facility of the need to evacuate. If the sirens or public address function of the alarm system are still functional, use them to assist with evacuation of the building.
e) Fire watch person shall have a phone immediately available to call 911.
f) Maintain a log of fire watch activities on the provided form.
g) Have knowledge of the location and use of fire protection equipment, such as fire extinguishers.

NOTE: The fire watch will not perform fire-fighting duties beyond the scope of the ordinary citizen.

Frequency of Inspections

Fire watch personnel should patrol the entire facility every 15 minutes in the following situations:
a) The facility has people sleeping.
b) The facility is an institutional occupancy.
c) The facility is an occupied assembly or educational occupancy.

Occupied facilities that do not meet the requirements for a 15-minute patrol frequency should have a fire watch patrol every 30 minutes.

Cancellation of Fire Watch

It is the owners' responsibility to cancel the fire watch once the fire protection system has been fully restored. Once the fire watch has been cancelled, the owner or representative must notify the monitoring companies.

References

- The International Fire Code 3304.5—Fire Safety During Construction and Demolition
- The International Fire Code 901.7—Systems Out of Service
- NFPA 72

This form is also available on the Department's Web site at:

https://www.olympiawa.gov/services/fire_department/fire_prevention/index.php

(over)

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Fire Watch Form

Per Olympia Municipal Code 16.44.200, a fire watch is required at:

BUSINESS NAME:		PHONE NUMBER:	
BUILDING ADDRESS:			
SYSTEM TYPE:	SPRINKLER ☐	FIRE ALARM ☐	OTHER:
Fire Watch Required By:		Starting Time:	Date:

Person Responsible for Fire Watch:	Name (Print):	Signature:

Time	Initials	Time	Initials	Time	Initials	Time	Initials	Time	Initials	Time	Initials

Name of the Fire Alarm Company:	Time fire alarm placed in service:	Phone Number:

Name (Print):	Signature:

Upon completion of fire watch:

1. Notify the Olympia Fire Department @ 360-753-8348
2. Return this form to the Olympia Fire Department @ 100 Eastside St NE, Olympia WA 98506. Fax it to 360-753-8054 or email to fire@ci.olympia.wa.us