



Serving the Cities of Burlingame and Millbrae and the Town of Hillsborough

## FIRE WATCH GUIDELINE

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. The building owner (or their representative) may be required by the Fire Department to provide a fire watch until fire protection systems are restored. Personnel to conduct the fire watch are determined by the building owner. Note: A professional security company is not required.



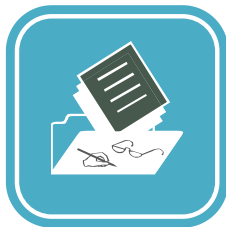
### OWNER RESPONSIBILITIES

<input type="checkbox"/>	Establish, instruct and maintain fire watch personnel.
<input type="checkbox"/>	Notify each resident that the fire protection system is currently not working
<input type="checkbox"/>	Notify the Fire Department and the monitoring company that the system is not working and again when the system has been repaired.
<input type="checkbox"/>	Contact repair company immediately to repair the protection system(s)
<input type="checkbox"/>	Implement alternate method of alerting building occupants of an emergency and evacuation procedure: such as (air horn, blow horn, knocking on all the doors, PA system if available)



### FIRE WATCH DUTIES: PERSONNEL SERVING AS FIRE WATCH

<input type="checkbox"/>	Conduct patrols of the entire facility once every hour and maintain a log of Fire Watch activities
<input type="checkbox"/>	Identify any life or property hazards
<input type="checkbox"/>	Must have a phone with signal. When 2 or more fire watch personnel are required, 2 way radios are required to facilitate communication and evacuation.
<input type="checkbox"/>	In the event of an emergency, shall immediately notify all occupants using the designated means of notification and <b>call 9-1-1</b> . Assist in evacuation if necessary.
<input type="checkbox"/>	The Fire Watch will not perform fire-fighting duties beyond the scope of the ordinary citizen.
<input type="checkbox"/>	Be the liaison should the Fire Department show up



### RECORD KEEPING: FIRE WATCH LOG

<input type="checkbox"/>	Fire watch log shall be maintained at the facility and available to the Fire Department at all times during the fire watch.
<input type="checkbox"/>	Shall include: Address of the facility, directory of occupant names and phone numbers
<input type="checkbox"/>	Name of the person conducting the fire watch
<input type="checkbox"/>	Record of the communication(s) to the Fire Department and monitoring company
<input type="checkbox"/>	Record patrol rounds, times and any other significant information in the log book
<input type="checkbox"/>	Log to be faxed every 24 hours: 650.344.9950

## CANCELLATION OF FIRE WATCH

The fire watch conditions shall not be terminated without the authorization of the Fire Department. It is the owner's responsibility to cancel the fire watch once the fire protection system has been fully restored **and verified by the Fire Department**. Once the fire watch has been cancelled, the owner or representatives must notify the monitoring company.