



CITY OF WOODLAND - FIRE DEPARTMENT

Community Risk Reduction Division

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FIRE WATCH TECHNICAL POLICY

Effective Date: 01/01/2019

Revision Date: 02/01/2026

Scope

It is the purpose of this standard to define a uniform guide for providing a fire watch, when required, to protect life, property and enhance the safety and well-being of residents, businesses, customers, and partners by the Woodland Fire Department.

This standard shall set forth the requirement of a fire watch when a building or premise presents a hazard to life or property as a result of fire or other emergency, or when it is determined that any fire protection equipment or life safety system is inoperable, defective, inadequate, has been taken out of service, is not approved, or when deemed necessary by the Woodland Fire Department.

Background

Historically, fire departments implement a fire watch requirements to augment or substitute certain fire protection requirements to allow certain uses, occupancies, or operations to occur for a short period of time. Significant problems arise from the use of a fire watch where the purpose or direction for the fire watch is vague or non-existent.

Although it is not possible to cover all of the potential uses for a fire watch, this standard provides specific guidelines for the most commonly encountered use of a fire watch, which fall into three main categories:

1. Fire watch for augmenting fire protection (i.e. Special events or operations).
2. Fire watch to temporarily substitute for required fire protection that is inoperable or not consistent with the level required for any reason until such system has been approved for service (i.e. Shutting down a fire protection appliance for repair or maintenance, wanting occupancy prior to the approval of a fire protection system).
3. Fire watch to temporarily substitute for non-compliance or maintenance services due to change of the original approved system.

Definitions

1. Fire protection systems – Approved devices, equipment and systems or combination of systems used to detect a fire, activate an alarm, extinguish or control a fire, control or manage smoke and products of a fire or any combination thereof.
2. Fire Watch – A temporary measure intended to insure continuous and systematic surveillance of a building or portion thereof by one or more qualified Individuals for the purpose of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising alarm of fire and notifying the fire department.

Required Fire Watch

A permit or plan is not required for a fire watch. However, a representative from the Woodland Fire Department may, at any time, require a fire watch. The Community Risk Reduction Division shall be informed as soon as possible at the time of or immediately after the implementation of the fire watch.



Fire Watch

1. *Fire watch personnel shall:*

- A. Be able to communicate effectively.
- B. Have a reliable method of communicating an emergency to the local Dispatch center via 9-1-1.
- C. Be thoroughly familiar with the area they are patrolling.
- D. Fire watch shall be **performed by personnel solely dedicated to the fire watch** and no other facility related activities or events.
- E. Patrol their designated area at least once each half hour (24-hours a day).
- F. Make reports as instructed including suspicious persons on the site. A written record of patrol rounds and any significant information shall be recorded in a logbook.
- G. Relay any special orders or pertinent information to relief personnel.
- H. Remain on duty and *awake* until properly relieved.
- I. Alert building occupants of an emergency and direct evacuation when required.

2. *Responsibility:*

The owner, property manager, or project manager has the sole responsibility for the fire watch. The responsible party in conjunction with the authority having jurisdiction shall assign to the fire watch as many personnel as necessary and such person shall provide:

- A. A means of reliable communication to the fire department
- B. Detailed instruction of the method, location and frequency to be patrolled.
- C. Two-way radios to facilitate communication and evacuation.
- D. Instruction in the procedure for reporting emergencies to the Fire Department.
- E. A method of alerting building occupants and an evacuation procedure when two or more fire watch personnel are required.
- F. Any other instruction required by the authority having jurisdiction.

3. *Log Book:*

- A. The owner, property manager, or project manager in charge or control of the premises shall provide a logbook that contains a directory of names, telephone numbers, and other information to assist in making emergency calls and calls to key personnel.
- B. The logbook shall be maintained on the premises and be immediately available for inspection by the Woodland Fire Department.
- C. The logbook shall be used to record a history of patrol rounds.



Occurrences

In the event of a fire *or* medical emergency:

1. Dial 9-1-1
2. Tell the dispatch center your name, call back phone number, location of emergency and the circumstances of the emergency. *Do not hang up the phone.*
3. Alert occupants and or direct evacuation procedures.
4. Contain and or extinguish fire if safe to do so.

Note: Random checks may be made by fire department personnel to insure compliance with above standard (day or night).

The fire watch shall not be stopped until the fire department provides authorization to stop.

The undersigned accepts the requirements within this standard and will follow the guidelines as written.

Reason for fire watch:

Facility:

Person responsible to oversee fire watch procedures:

Title: _____

Cell Phone: _____

Company Conducting Fire Watch, if applicable
