



## **FIRE WATCH**

**Royse City Fire Department - Fire Marshal's Office**  
305 N Arch St. • Royse City, TX 75189 • Phone: 972.524.4819  
Website: <http://www.roysecity.com/departments/fire/>  
Email: [rcfd@roysecity.com](mailto:rcfd@roysecity.com)

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These guidelines are to be followed when a building or facility, within the City of Royse City, provided with a required fire protection system is out of service or any other time a fire watch has been required by the Fire Chief or Fire Marshal. Fire Watches for the purposes of these guidelines and any other requirements of the Fire Department shall conform to the 2018 International Fire Code, as adopted and amended by the City of Royse City.

### **Definitions**

**Fire Watch** – A temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals or standby personnel when required by the fire code official, 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.

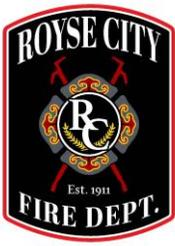
**Standby Personnel** – Qualified fire service personnel, approved by the Fire Chief. When utilized, the number required shall be as directed by the Fire Chief.

### **General Fire Watch Requirements**

- ❖ Upon determination that a required fire protection system is rendered inoperable or its continued operation is questionable, the Royse City Fire Department shall be notified immediately. It shall be the responsibility of the Fire Chief and/or Fire Marshal to determine the level of protection required and prescribes such actions necessary to secure public safety and timely restoration of the required fire protection system.
- ❖ Where required by the fire department, an approved fire watch shall be provided until the fire protection system has been returned to service.
- ❖ Persons providing fire watch shall be provided with at least one approved means for notification of the fire department and their only duty shall be to perform constant patrols of the protected premises and keep watch for fires.
- ❖ A fee of \$50.00 per hour for a minimum of two hours is charged for each required fire watch personnel, when it is determined by the Fire Department that Standby Personnel are necessary.
- ❖ A fee of \$400.00 per hour is charged per fire apparatus when it is determined by the Fire Chief and/or Fire Marshal that Standby Apparatus is necessary.
- ❖ A representative of the building, or facility, shall contact the Fire Marshal's Office a minimum of 72 hours prior to a planned impairment, or immediately when impairment is not planned, to coordinate personnel for the Fire Watch.

### **Fire Watch Log**

- ❖ When required, the Fire Watch Log form shall be completed at the time intervals required by the Fire Chief or Fire Marshal.
- ❖ Upon completion of repairs to the fire protection system and termination of the Fire Watch, a copy of this log shall be faxed or delivered to the Fire Marshal's office.



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### **Fire Watch Personnel Duties**

- ❖ The personnel assigned to Fire Watch Duties shall meet the following criteria:
  - Shall sign the Notification of Fire Watch Responsibilities Form.
  - Shall not be required or permitted to perform any other duties.
  - Shall tour all the compromised area(s) of the building at intervals specified in the Fire Watch order.
  - Shall be physically capable of performing the duties of a Fire Watch
  - Have means of summoning the Fire Department if a fire is discovered – cellular telephone, portable radio, etc.
  - Shall be familiar with the layout and arrangement of the building being toured
  - Shall have any and all keys necessary to properly and effectively check all affected areas of the building, and admit the emergency responders
  - Shall be familiar with the Fire Alarm system and how to activate it
  - Shall be familiar with the location and use of portable fire extinguishers
  - Shall be familiar with the exits from the area he/she is touring
  - Shall remain awake and alert for the entire period he is expected to provide such services
  - Shall be familiar with the procedures to be followed if a fire is discovered, and the methods of notification of building occupants

### **Termination of Fire Watch**

- ❖ Fire Watch shall ONLY be terminated by the Fire Chief or Fire Marshal, upon restoration of the Fire Protection System and certification that it is now 100% operational. The Fire Watch Log shall be completed, including the names of those performing such duties, and the name of the person who authorized the termination of same. A copy of the entire Fire Watch Log, Notification of Fire Watch Responsibilities Form from each person assigned to fire watch, and documentation reflecting that the required fire protection system has been restored must be forwarded to Royse City Fire Department. Faxed to 972-635-2434, emailed to [cakkerman@roysecity.com](mailto:cakkerman@roysecity.com), or delivered in person to City Hall at 305 N Arch St., Royse City, TX 75189.



## **FIRE WATCH PROCEDURES**

**Scope** – These procedures shall be followed when a Fire Watch is required by the Royse City Fire Department.

**Purpose** – Fire Watch is a temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals or standby personnel when required by the Fire Chief or Fire Marshal, 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. This procedure is to provide uniform direction for the use, application, and documentation of a Fire Watch program where a required fire protection system for occupancy has been compromised or incapacitated.

### **Procedures**

#### **Notification**

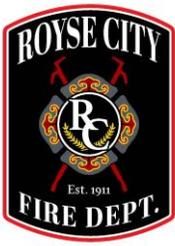
- ❖ Upon determination that a required fire protection system is rendered inoperable or its continued operation is questionable, the Royse City Fire Department shall be notified immediately. It shall be the responsibility of the Fire Chief and/or Fire Marshal to determine the level of protection required and prescribes such actions necessary to secure public safety and timely restoration of the required fire protection system.

#### **Fire Watch Log**

- ❖ The affected premises, upon being directed to perform a Fire Watch, will fill out the Fire Watch Log and make entries on that form at the time intervals required by the Fire Chief or Fire Marshal. Upon completion of repairs to the fire protection system and termination of the Fire Watch, a copy of this log shall be faxed or delivered to the Royse City Fire Department. Failure to maintain a log will result in a penalty assessment and possible evacuation of the building.

**Duties** – The personnel assigned to Fire Watch Duties shall meet the following criteria:

- ❖ Shall sign the Notification of Fire Watch Responsibilities Form
- ❖ Shall not be required or permitted to perform any other duties
- ❖ Shall tour all the compromised area(s) of the building at intervals specified in the Fire Watch order
- ❖ Shall be physically capable of performing the duties of a Fire Watch
- ❖ Have means of summoning the Fire Department if a fire is discovered – cell phone, portable radio, etc
- ❖ Shall be familiar with the layout and arrangement of the building being toured
- ❖ Shall have all keys necessary to properly and effectively check all affected areas of the building, and admit the emergency responders
- ❖ Shall be familiar with the Fire Alarm system and how to activate it
- ❖ Shall be familiar with the location and use of portable fire extinguishers



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- ❖ Shall be familiar with the exits from the area he/she is touring
- ❖ Shall remain awake and alert for the entire period he is expected to provide such services
- ❖ Shall be familiar with the procedures to be followed if a fire is discovered, and the methods of notification of building occupants

**In Event of Fire** – If a fire is discovered, the Fire Watch personnel shall be responsible to:

- ❖ Notify the building occupants **immediately**
  - This may be accomplished by:
    - Activation of the fire alarm system (if those components are not compromised)
    - Voice communication of need to leave building by use of Public Address System
    - Voice hailing, door to door, or by runners
- ❖ Notification of the Fire Department
  - This may be accomplished by:
    - Telephone call to 9-1-1 reporting the physical address, location, type and extent of fire, his/her name and telephone number and any other pertinent information
    - Use of portable radio monitored by a constantly attended location that will make a telephone call for him/her
    - Other approved means
- ❖ Ensure that building is evacuated
  - Check all areas for occupants
  - Provide assistance to those evacuating
  - Direct persons as to where they must assemble
  - Attempt to locate the fire
  - Note location of occupants either unable or unwilling to evacuate and report same to Fire Department
- ❖ Meet with the arriving Fire Department members
  - Advise the status of occupants
  - Advise location and extent of fire
  - Accompany them if requested
  - Provide access or keys to area if secured

### **Frequency of Tours**

- ❖ Tours of all compromised areas of the building shall be conducted at intervals not to exceed sixty (60) minutes from completion of the previous tour. Frequency of tours can be increased at the discretion of the Fire Chief or Fire Marshal based on the hazards present and shall be reflected as such on the Fire Watch Log.



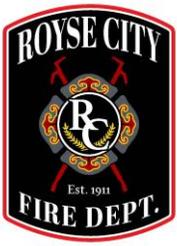
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### **Termination of Fire Watch**

- ❖ Fire Watch shall ONLY be terminated by the Fire Chief or Fire Marshal, upon restoration of the Fire Protection System and certification that it is now 100% operational. The Fire Watch Log shall be completed, including the names of those performing such duties, and the name of the person who authorized the termination of same. A copy of the entire Fire Watch Log, Notification of Fire Watch Responsibilities Form from each person assigned to fire watch, and documentation reflecting that the required fire protection system has been restored must be forwarded to Royse City Fire Department. Faxed to 972.635.2434, emailed to [cakkerman@roysecity.com](mailto:cakkerman@roysecity.com), or delivered in person to City Hall at 305 N Arch St., Royse City, TX 75189.



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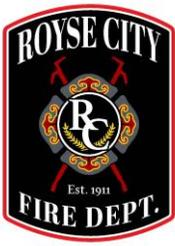
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# **FIRE WATCH TERMINATION**

(Please Print or Type)

**PREMISES** \_\_\_\_\_ **DATE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**RESPONSIBLE PERSON PHONE** \_\_\_\_\_

**ORDERED BY** \_\_\_\_\_ **RECEIVED BY** \_\_\_\_\_

**CIRCUIT INTERVALS:**                      **60-min**                      **30-min**                      **15-min**

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**BUILDING REPRESENTATIVE WHO TERMINATED** \_\_\_\_\_

PRINT NAME

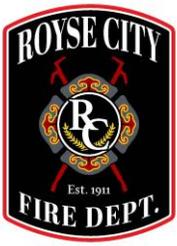
**FIRE DEPARTMENT REPRESENTATIVE  
WHO APPROVED TERMINATION** \_\_\_\_\_

PRINT NAME

**DATE AND TIME TERMINATED** \_\_\_\_\_

**NAME OF FIRE ALARM/SPRINKLER  
COMPANY COMPLETING REPAIRS** \_\_\_\_\_

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# **FIRE WATCH DESIGNEE**

## **NOTIFICATION OF FIRE WATCH RESPONSIBILITIES**

I, \_\_\_\_\_, hereby acknowledge that the fire protection system protecting the property located at \_\_\_\_\_ Royse City, TX has been rendered ineffective and a fire watch must be posted until such a time that the fire protection system is fully operational. I further acknowledge that I am responsible to conduct the required fire watch throughout the building or property. Failure to follow this order will make me subject to prosecution. If a fire or injuries result from a failure to comply with this order, I may be liable for damages to persons or property under provisions of the City Ordinance adopting the Fire Code.

I have received a copy of the fire watch procedures and fire watch log that must be maintained throughout the duration of the fire watch.

I understand that the fire watch may only be terminated upon approval from the Royse City Fire Chief or Fire Marshal.

\_\_\_\_\_  
Fire Watch Designee (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fire Chief / Fire Marshal

\_\_\_\_\_  
Date

**To be signed by each and every employee performing Fire Watch Duties**

**Make Copies as Necessary**



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\_\_\_\_\_  
Fire Watch Designee (Print Name)

\_\_\_\_\_  
Date

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Fire Chief / Fire Marshal

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I have received a copy of the fire watch procedures and fire watch log that must be maintained throughout the duration of the fire watch.

I understand that the fire watch may only be terminated upon approval from the Royse City Fire Chief or Fire Marshal.

\_\_\_\_\_  
Fire Watch Designee (Print Name)

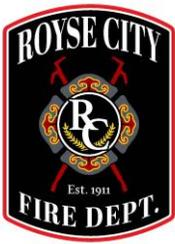
\_\_\_\_\_  
Date

\_\_\_\_\_  
Fire Chief / Fire Marshal

\_\_\_\_\_  
Date

**To be signed by each and every employee performing Fire Watch Duties**

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# **BUILDING REPRESENTATIVE NOTIFICATION OF FIRE WATCH RESPONSIBILITIES**

I, \_\_\_\_\_, hereby acknowledge that the fire protection system protecting the property located at \_\_\_\_\_ Royse City, TX has been rendered ineffective and a fire watch must be posted until such a time that the fire protection system is fully operational. I further acknowledge that I am responsible to ESTABLISH, INSTRUCT, AND MAINTAIN the required fire watch throughout the building or property. Failure to follow this order will make me subject to prosecution. If a fire or injuries result from a failure to comply with this order, I may be liable for damages to persons or property under provisions of the City Ordinance adopting the Fire Code.

I have received a copy of the Fire Watch Designee Notification of Fire Watch Responsibilities Form that must be signed by each person designated to conduct the fire watch. I have also received the Fire Watch Procedures and Fire Watch Log that must be maintained throughout the duration of the fire watch.

I understand that the fire watch may only be terminated upon approval from the Royse City Fire Chief or Fire Marshal.

\_\_\_\_\_  
Building Representative (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fire Chief / Fire Marshal

\_\_\_\_\_  
Date