



Fire Watch Procedures

Fire Protection Systems Out of Service

Life Safety Code states a fire watch shall be utilized when a fire protection system is out of service, such as a fire alarm or a sprinkler system.

Defined: A fire watch is a person or persons assigned to monitor either a portion of or the whole building for the purpose of protecting the occupants from fire or similar emergencies.

Duties: Below is a list of duties that a fire watch is responsible for. The assigned person shall only conduct the fire watch and **shall not be assigned to any other duties.**

- Assigned person/s shall conduct systematic surveillance each hour of the property, building or a portion of the building.
- Assigned person/s shall have the means to contact 911 when a fire or other similar emergencies occur.
- Assigned person/s must notify occupants of the emergency and must instruct occupants to evacuate from the building.
- Assigned person/s shall have the knowledge to operate a fire extinguisher for the purpose of extinguishing small fires.
- Assigned person/s shall be responsible for keeping a log book for recording the following information:
 - Name of assigned person
 - Date of surveillance
 - Time of surveillance
 - Conditions (i.e. no fire detected at this time)
- The daily log must be filled out hourly during the time in which the building is occupied. This log shall be emailed to firewatch@mariettaga.gov or faxed to 770-794-5465 daily. Additional copies can be found at www.MariettaFire.com
- If a company is hired to conduct a fire watch, their contact information shall be forwarded to MFD.
- Once the fire protection system is returned to service, a letter of certification stating that the system is back in service and is compliant with the applicable code must be received by MFD. **All required documentation can be faxed to 770-794-5465 or emailed to: firewatch@mariettaga.gov by the contracted company or business.**

Please use attached Log Sheet for recording the fire watch.

If you have any questions please feel free to contact the Fire Department at (770) 794-5466.

Dial 911 for emergencies.



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I, _____, being the _____
(Name) (Position)

Of _____, understand that I am to initiate a fire
(Business Name)

Watch at _____
(Address)

until the fire protection system is returned to service by a certified company. The system will be brought into compliance as soon as possible and without hesitation. **A letter of certification must be sent to the Marietta Fire Department upon completion either by fax at 770-794-5465 or by emailing firewatch@mariettaga.gov.**

I am also aware of the procedures required with a fire watch and will maintain an hourly log that will be submitted **DAILY** to the **Marietta Fire Department until the fire watch is terminated, as adopted by Marietta City Code: 2-6-010.**

Name (Printed) Date

Signature Date

Witness Date

Responsible Party:		Telephone Number:			
Email Address:					
Address:		City:		State:	Zip:
Sex:	Race:	DOB:	Reporting Officer:	Case Number:	

FORWARD TO FIRE PREVENTION

