



CITY OF NEWPORT BEACH

Fire Department

Fire Prevention Division

GUIDELINES AND STANDARDS

GUIDELINE A.05 – Establishment of a Fire Watch

A.05.1 PURPOSE

The purpose of this guideline is to assist business owners, building managers and others with the proper establishment of a fire watch when required by the Fire Department.

A.05.2 SCOPE

This guideline shall apply to any structure that has any type of fire protection equipment or life safety system that is placed out of service or experiencing multiple false alarms in the City of Newport Beach. A fire watch can be appointed by the fire department when a building, portion of a building, special operation or hazardous condition can arise. This shall be in accordance with current edition of the California Fire Code.

A **FIRE WATCH** is defined in the California Fire Code as: 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.

A.05.3 AUTHORITY

California Fire Code, Fire Protection Systems; Systems out of Service: “In the event of a failure of a fire protection system or an excessive number of accidental activations, the chief is authorized to require the building owner or occupant to provide fire watch personnel until the system is repaired. Such individuals 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.”

National Fire Protection Association – NFPA 101, Fire Watch states: “The assignment of a person or persons to an area for the express purpose of notifying the fire department, the building occupants, or both of an emergency; preventing a fire from occurring; extinguishing small fires; or protecting the public from fire or life safety dangers.”

California Fire Code, Hot Work, Fire Watch: “A fire watch shall be provided during hot work activities and shall continue for a minimum of 30 minutes after the conclusion of the work. The fire code official or the responsible manager under a hot work program, is authorized to extend the fire watch based on the hazards or work being performed. A fire watch is not required when the hot work area has no fire hazards or combustible exposures.” Fire watch personnel shall have fire-extinguishing equipment readily available and shall be trained in the use of such equipment. Individuals assigned to fire watch duty shall be responsible for extinguishing spot fires and communicating an alarm.

California Fire Code, Fire safety During Construction, Alteration or Demolition of a Building; Alterations of Buildings: When alterations require modification of a portion of a fire protection system, the remainder of the system shall be kept in service and a fire watch shall be established at the deficient areas. When it is necessary to shut down the entire system, a fire watch shall be kept on site until the system is returned to service. *Exception: A single device such as a pull station or detector, or a single sprinkler head, may not necessitate a fire watch. Contact the Fire Prevention Division for approval.* Where a building is being demolished and a standpipe is existing within such a building, such standpipe shall be maintained in an operable condition so as to be available for use by the fire department. Such standpipe shall be demolished with the building but shall not be demolished more than one floor below the floor being demolished.

NFPA 241 Safeguarding Construction, Alteration, and Demolition Operations, Chapter 9 Safeguarding Roofing Operations, Fire Watch: "A fire watch shall be conducted for at least one hour after torches have been extinguished."

NFPA 303 Marinas and Boatyards, Chapter 7 Berthing and Storage, Wet Storage and Berthing: "Each berth shall be arranged such that a boat occupying the berth can be removed in an emergency without the necessity of moving other boats." A fire watch shall be implemented if multiple berthing is permitted as a result of an approved Action Plan or an approved Special Event permit.

A.05.4 PROCEDURE

- Fire watch personnel shall be provided with at least one approved means for notification to contact the fire department in an emergency (cell phone)
- The fire watch personnel shall also be approved by the Newport Beach Fire Department and perform the listed tasks:
 - Must always maintain and possess a Fire Watch Log.
 - Have access to an approved means of sounding an alarm to evacuate the occupants of the building.
 - Have the means to notify and evacuate the tenants and customers in the building via whistle, air-horn, accessibility to intercom, activate notification system, or other similar methods.
 - Must be competent, both physically and mentally.
 - Must be at least 21 years of age.
 - Must have no other duties or responsibilities (constant patrols of protected premises and keep watch for fires).
- Assigned personnel shall patrol the area every 30 minutes where a required fire protection system is out of service or where a hazardous process is being conducted. If a facility cannot be completely patrolled with this frequency, extra personnel shall be assigned to fire watch duties.
- A fire watch shall be required to be placed on the premise immediately, if fire protection system cannot be placed back into normal working order: Fire watch shall be maintained 24 hours a day until lifted.

- Fire watch shall be approved by Fire Department only and contact information of designated fire watch shall be provided. Fire watch log shall be emailed to Newport Beach Fire Prevention Division every morning for record / documentation purposes to FDprevention@nbfd.net
- Failure to comply with Fire Watch requirements can require the building to be evacuated until buildings fire protections system(s) are verified operable / and place back into normal operation.
- Assigned personnel shall maintain a log documenting fire watch activities. A sample "Fire Watch Log" provided at end of guideline.
- Buildings with inoperable or impaired fire protection systems and undergoing fire watch must display notices at specific locations to inform tenants and guests about the system's status. These notices should be posted at main entry doors, elevator lobbies, hallways, and outside stairwells. A sample "Fire Watch Post" provided at end of guideline.
- The owner/tenant can submit alternate methods of fire watch if approved by the Fire Chief.

Note: A letter or work order from the service company shall be forwarded to the Fire Department and shall indicate that system has been placed back into service and is in compliance with applicable codes.



CITY OF NEWPORT BEACH FIRE DEPARTMENT

FIRE PREVENTION DIVISION

100 Civic Center Drive | P.O. Box 1768 | Newport Beach, CA 92658-8915
(949) 644-3106

FIRE WATCH LOG

Address of Fire Watch: _____

Fire Watch Activation Date: _____ Time of Activation: _____

Fire Watch Deactivation Date: _____ Time of Deactivation: _____

Reason for Fire Watch: _____

Life Safety Services Personnel Issuing Fire Watch: _____

FIRE WATCH PERSONNEL

Name(s): _____

Employer Name: _____

Employer Address: _____

Patrol Time	Initial	Area Patrolled and Status	Corrections

Name: _____ Signature: _____ Date: _____

THIS IS AN OFFICIAL NOTIFICATION

ATTENTION OCCUPANT'S / CUSTOMERS

**FIREWATCH
IN
PROGRESS**

Fire alarm, fire sprinkler or other life safety system is currently out-of-service.

There is a designated Fire Watch person(s) continuously walking the common areas of the building. A Fire Watch person will remain on-site until the fire life safety system has been placed back into normal operation.

Call 911 for any immediate emergencies and notify the Fire Watch person on-site @ _____.

*Evacuate the building immediately upon hearing an air horn, whistle, or other means of alerting occupants / customers.

This notice is to be placed in all common areas such as main entry doors, elevator lobbies, hallways, and outside stairwells.