

# Seattle Permits

—part of a multi-departmental series on City services & permitting

## Fire Watch

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A “fire watch” is a temporary measure intended to ensure continuous and systematic surveillance of a building or part of a building by one or more qualified individuals. The purpose of a fire watch is to control fire hazards, detect early signs of unwanted fire, raise an alarm in case of fire and notify the fire department. A fire watch is generally required when fire protection systems are out of service.

The building owner determines the personnel who conduct the fire watch. A professional security company is not required.

### When is a Fire Watch Required?

A fire watch is required whenever a fire protection system will be out of service for more than eight hours. The impairment can be a planned impairment (for example, a planned decision to take a fire alarm system off line for several hours to perform scheduled maintenance) or the system may experience an emergency impairment (for example, when a fire pump fails).

In addition, if a fire alarm system experiences an excessive number of accidental activations or nuisance alarms, a building owner (or their representative) may be required by the Seattle Fire Department to provide a fire watch until the system is repaired.

### Owner Responsibilities

Building owners are responsible for ensuring that their building’s fire protection systems are tested at required intervals (see [CAM 5971](#)) and maintained in good working order.

Building owners are also responsible for ensuring they have identified personnel who are available and trained to serve as fire watch personnel in case of need.

Whenever a fire safety system will be out of service for more than eight hours, building owners must ensure the following actions take place. These steps may be performed by the building owner, a designated impairment coordinator, or by an SFD-certified technician:

1. Notify the Seattle Fire Department that the system is out of service. See [CAM 5971](#) for information on the notification process and required timelines.
2. Notify the alarm monitoring company.
3. Notify the insurance carrier.
4. Notify the building manager, if applicable.
5. Notify tenants in the areas of the building that are affected by the impairment, and provide an estimate of how long the systems are likely to be out of service.
6. Contact the repair company to fix the fire protection system(s).
7. Implement a fire watch.

### Fire Watch Duties

One or more qualified personnel shall be on duty during the period a fire watch is in effect. Fire watch personnel shall remain on duty during the times affected buildings are open for general occupancy, open to the public, occupied by more than 10 persons, or as otherwise required by the Seattle Fire Department.

Fire watch personnel shall perform the following duties:

1. Continuously patrol all areas of the building where the fire protection system is impaired, or the entire building if the fire alarm system is impaired. All applicable areas of the building shall be visited at least once every 15 minutes. NOTE: Fire watch patrols are limited to the building common areas and building facilities such as laundry, maintenance, and storage areas in residential (R) occupancies. Fire



watch patrol is not expected to enter private apartment or hotel units.

2. Identify any fire, life or property hazards.
3. Notify the Seattle Fire Department if a fire is discovered by calling 9-1-1 with the exact address and type of emergency.
4. Notify occupants of the facility of the need to evacuate. If the sirens or public address function of the alarm system are still functional, use them to assist with evacuation of the building.
5. Determine at least one means of direct communication with the Fire Department. A telephone is acceptable.
6. Maintain a log of fire watch activities. See “Record Keeping” below for more information.
7. Have knowledge of the location and use of fire protection equipment, such as fire extinguishers.
8. In A, R, I and E occupancies, fire watch personnel cannot have other duties besides their assigned fire watch. In other words, building occupants performing their regular duties cannot serve as a fire watch.

The fire watch will not perform fire-fighting duties beyond the scope of the ordinary citizen.

### Record Keeping

A fire watch log should be maintained at the facility. The log must be available to the Seattle Fire Department at all times during the fire watch. The log should show the following:

- 1) Address of the facility.
- 2) Description of fire watch duties (e.g. patrol route, systems to check, hazards to check).
- 3) Running list of persons conducting patrol, including name, starting and ending time of patrol shift, and signature.
- 4) Record of communication(s) to the Fire Department and monitoring company.
- 5) Record of other information as directed by Fire Department personnel.

See SFD [Administrative Rule 9.04](#) for more information

on record keeping and the fire watch log.

### Cancellation of Fire Watch

It is the owners’ responsibility to cancel the fire watch once the fire protection system has been restored to service. A fire protection system is considered restored to service when a test conducted by an SFD-certified technician confirms that the system functions as designed. At this point, the technician should remove the red tag and place a white tag on the system. The technician is also required to email a copy of the normal test record to [SFD\\_Impairments@seattle.gov](mailto:SFD_Impairments@seattle.gov).

For additional information about fire protection systems or impaired systems notification procedures, visit the Fire Marshal’s Office website at: <http://www.seattle.gov/fire/systemstesting> or contact the Engineering Captain at (206) 386-1450.