



GUIL-RAND FIRE DEPARTMENT
FIRE MARSHAL'S OFFICE
Fire Watch Packet

Fire Watch Sign-Off Form

NAME OF BUILDING: _____

ADDRESS OF BUILDING: _____

TYPE OF OCCUPANCY: _____

NAME-BLDG OWNER: NAME-BLDG REP: _____

MAILING ADDRESS: ADDRESS OF REP: _____

PHONE (OFFICE #): _____ PHONE (CELL #): _____

FIRE ALARM COMPANY: _____

PHONE #: _____

AREA OF FIRE WATCH: _____

REASON FOR FIRE WATCH: _____

NUMBER OF FIRE WATCH PERSONNEL REQUIRED: _____

FIRE WATCH START TIME: _____ DATE: _____

I have received and agree to the terms outlined in the Fire Watch Information Packet provided by
Guil-Rand Fire Department. _____

Signature of Owner's Rep: _____ Date: _____

Print Name/Title: _____

Signature of Fire Dept. Rep: _____ Date: _____

Print Name/Title: _____

Additional Comments:

Follow-up Inspection: Date: _____ By FI: _____ Date: _____ By FI: _____



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Fire Watch Requirements

Note: This information is provided to clarify the requirements for a Fire Watch. A Fire Watch is the action of an on-site person whose sole responsibility is to watch for the occurrence of fire.

A Fire Watch may be required for any of the following reasons:

- Fire alarm system fully or partially out of service.
- Sprinkler system or components fully or partially out of service.
- Fire pump is out of service.
- Special hazards.
- Other conditions as required by the Fire Department.

If any of these conditions occur and cannot be corrected immediately, the building owner, or their representative is required by the North Carolina Fire Prevention Code (NCFPC) to either vacate the building or provide a Fire Watch until the system is repaired or the hazard mitigated.

Owner Responsibilities

1. Notify the Fire Department that the system is not working and again when the system has been repaired.
2. The insurance carrier, the alarm company, building owner/manager and authorities having jurisdiction have been notified.
3. Contact a licensed contractor to repair the system and pull any required permits (Contact Guil-Rand Fire Department Fire Marshal's Office if necessary.) (336)431-2512
4. Personnel who are to conduct the Fire Watch are hired by the building owner. Fire Watch Personnel must be of legal age of accountability and have no other assigned duties. A copy of an identification card/license must be provided to the Inspection/Investigation Department.
5. Establish, instruct and maintain Fire Watch Personnel.
6. Train Fire Watch Personnel to ensure that they are knowledgeable about the property being protected, including the following:
 - A. Floor layout of all buildings, floors, occupancies, and hazards
 - B. Hazardous materials and processes, if any, and location of Material Safety Data Sheets (MSDS)
 - C. Emergency shutdown procedures and equipment
 - D. Fixed fire protection systems
 - E. Manual and automatic detection and alarm systems
 - F. Portable fire protection equipment
 - G. Facility emergency action plan and procedures
 - H. Any construction operations
7. If the Fire Watch is not being conducted as required, the Fire Department can/will revoke the option of Fire Watch, issue a stop work order, and institute an evacuation of the structure. The Owner/Occupant may also receive a citation/fine/criminal charge issued by the Fire Marshal's Office or the Police Department or Sheriff's Office for not following proper Fire Watch procedures.



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Fire Watch Duties

Persons serving as Fire Watch cannot have any other duties except the Fire Watch. Fire Watch duties will consist of the following:

1. Conduct periodic patrols of the affected areas.
2. Identify any fire, signs of fire, life or property hazards.
3. Knowledge of building floor layout, hazardous areas, emergency shut down procedures, emergency evacuation plan, etc.
4. Check all exits and exit access corridors to ensure means of egress are clear and unobstructed.
5. Check sprinkler system valves are in open position, if applicable.
6. Check for any smoking violations, or other sources of ignition.
7. The Fire Watch must have at least one means of direct communication with the Fire Department and/or 911. (A cell phone is acceptable)
8. **If a fire is discovered, the Fire Watch must first notify the Fire Department immediately by calling 9-1-1 and give the exact address and location of the fire.**
9. The Fire Watch personnel must then notify occupants of the need to evacuate. If the fire alarm horns or public address system are still functional, use them to notify occupants. If appliances are not functional, then other means of notification must be available (i.e., bull horns).
10. Have knowledge of the location and use of fire protection equipment, such as fire extinguishers and occupant hose lines. (The Fire Watch will not perform firefighting duties beyond the scope of ordinary citizens)
11. Maintain a logbook of Fire Watch activity.

Frequency of Patrols

Fire Watch personnel shall patrol the entire area affected **every 1 hour**. In large buildings additional Fire Watch personnel shall be assigned in order to achieve the required frequency.

Record Keeping

A Fire Watch log book must be maintained at the building. The log book must be available to the Fire Department at all times during the Fire Watch. The log book should contain the following information:

1. Address of the building.
2. Date and time of each hourly patrol through the affected area.
3. Name of person(s) conducting Fire Watch with copy of security guard license.
4. Records of communications with the Fire Department and licensed contractor doing the repairs.
5. Other information as required by the Fire Department. (i.e., equipment, inspection logbooks)

The completed Fire Watch Log must be maintained on site and made available to the fire code official upon request. This packet is to be emailed to inspections@guil-randfire.com on a daily basis until the issue with the fire protection system is corrected.



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It is the responsibility of the owner, or their representative, to contact Guil-Rand Fire Department once the fire protection systems are repaired or the hazard has been mitigated. After the Fire Marshal's Office has confirmed that systems requiring the Fire Watch are fully operational, then the Fire Marshal's Office will terminate the Fire Watch. The Fire Inspections/Investigation Division can be reached at (336)431-2512 from 8:00 am to 5:00pm Monday-Friday.

Sample Fire Watch Log Below:

Time	Watch Person	Notes
2:00 a.m.	Jane Doe	Started watch
3:00 a.m.	Jane Doe	Complete tour, no problem
4:00 a.m.	Jane Doe	Repair company arrival



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Fire Watch Log

Building Name: _____ Building Address: _____

I hereby swear & affirm the above duties and report have been performed by me and/or the above person and that attached statements, if any, are correct and true to the best of my knowledge.

Signature: _____ Print Name: _____ Date: _____

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