



Cedar Hammock Fire Rescue

Standard Operational Guidelines

Fire Watch

Procedure and Log

1. Purpose and Authority

This procedure establishes the minimum requirements for a fire watch within the Cedar Hammock Fire Rescue District. A fire watch is the assignment of one or more qualified persons to continuously monitor a building or designated area for fire and life-safety hazards, promptly notify occupants and emergency services, and assist with evacuation when necessary.

This procedure is administered under the currently adopted edition of the Florida Fire Prevention Code and any other applicable laws, rules, ordinances, and standards. Requirements may be modified by the Authority Having Jurisdiction (AHJ) based on the extent of an impairment, the occupancy, the hazards present, and the level of protection remaining in service.

2. When a Fire Watch May Be Required

A fire watch or another protective measure approved by the AHJ may be required when a required fire protection system is impaired or out of service, or when another condition creates an unacceptable fire or life-safety risk. Conditions may include:

- A required fire alarm, sprinkler, standpipe, fire pump, suppression, smoke-control, or other fire protection system is impaired or out of service.
- Repeated unwanted or nuisance alarm activations have compromised the reliable operation of a required system or created an unsafe condition.
- A hazardous condition, emergency, construction activity, or special event warrants additional surveillance.
- The AHJ determines that a fire watch is necessary to provide an appropriate level of temporary protection.

A trouble, supervisory, or unwanted alarm signal does not automatically require a fire watch. The owner or responsible party shall promptly evaluate the condition, determine the extent of any impairment, initiate repairs, and follow the direction of the AHJ and the currently adopted edition of the Florida Fire Prevention Code.

3. Fire Watch Personnel

Fire watch personnel shall be designated by the owner or responsible party and shall be acceptable to the AHJ. A professional security company is not required unless specifically directed by the AHJ. Each assigned person shall:

- Be trained in the facility's emergency procedures, occupant notification methods, evacuation procedures, and the use of portable fire extinguishers.
- Know the location of exits, fire protection equipment, alarm controls, hazardous areas, and any occupants who may require assistance.
- Have a reliable and immediately available means of calling 911.
- Have no other duties that interfere with continuous performance of the fire watch.
- Not perform firefighting duties beyond those reasonably expected of an ordinary person using a portable fire extinguisher and only when it is safe to do so.

4. Owner or Responsible Party Duties

The owner, owner representative, or person responsible for the premises shall:



1. Establish and continuously maintain the fire watch with qualified personnel for the entire required period.
2. Immediately notify the alarm monitoring company, affected occupants, property management, and other parties required by the AHJ.
3. Notify Cedar Hammock Fire Rescue at (941) 751-7090 of the impairment and provide the address, affected system or area, expected duration, repair company, and fire watch contact information.
4. Arrange for prompt inspection, repair, and testing by a qualified and properly licensed contractor, as applicable.
5. Maintain the Fire Watch Log at the premises and make it available to Cedar Hammock Fire Rescue upon request.
6. Keep the AHJ informed of repair progress.
7. Ensure all required systems are restored, tested, and returned to service before requesting termination of the fire watch.

5. Fire Watch Duties

Fire watch personnel shall:

1. Remain alert for smoke, fire, unusual heat or odors, blocked or locked exits, unsafe storage, ignition sources, and any other fire or life-safety hazard.
2. Correct minor hazards when it is safe and within their authority to do so and immediately report all other hazards to the owner or responsible party.
3. Keep exits, exit access, fire lanes, fire department connections, hydrants, alarm equipment, sprinkler control valves, and portable fire extinguishers unobstructed and accessible.
4. Record each completed patrol and all significant observations or actions on the Fire Watch Log.
5. Remain on duty until properly relieved by another qualified person or until the fire watch is authorized to end.

6. Emergency Actions

Upon discovering smoke, fire, or another emergency, fire watch personnel shall take the following actions without delay:

1. Call 911 and provide the exact address, location and nature of the emergency, known hazards, and any other requested information.
2. Activate the building fire alarm or other approved occupant notification method, if available.
3. Direct occupants to evacuate and provide reasonable assistance to persons who may need help.
4. Notify the owner or responsible party after emergency notification and occupant protection actions have begun.
5. Meet responding fire department personnel, provide access and keys when available, and report the location of the emergency and any known hazards or missing occupants.

7. Patrol Frequency

Unless the AHJ specifies a different interval in writing, patrols shall be completed as follows:

Condition	Minimum Patrol Frequency
Any facility or area where occupants are sleeping	Every 15 minutes
Institutional occupancy	Every 15 minutes
Occupied assembly occupancy	Every 15 minutes
All other facilities or areas	Every 30 minutes

The AHJ may require continuous surveillance, shorter patrol intervals, additional personnel, evacuation, or other protective measures when conditions warrant.



8. Recordkeeping

A Fire Watch Log shall be maintained on site for the entire fire watch. Entries shall be made at the time each patrol is completed and shall not be completed in advance. The log shall include:

- Facility name, address, date, reason for the fire watch, and impaired system or affected area.
- Owner or responsible party contact information and the name of the lead fire watch person.
- The start and completion time of each patrol; the floor or area inspected; the printed name and signature or initials of the assigned person; and any comments.
- All hazards, alarm activations, emergencies, repair activity, changes in system status, notifications, corrective actions, and shift changes.
- The date and time the system was restored and the fire watch was authorized to end.

9. Termination of the Fire Watch

The owner or responsible party shall maintain the fire watch until the impaired system or hazardous condition has been fully corrected, required testing has been completed, and all required notifications have been made. If Cedar Hammock Fire Rescue ordered the fire watch, or required approval before termination, the fire watch shall not be discontinued until authorized by the AHJ.

After the fire watch is authorized to end, the owner or responsible party shall notify the monitoring company, affected occupants and staff, and Cedar Hammock Fire Rescue at (941) 751-7090. The completed Fire Watch Log shall be retained by the owner and provided to the AHJ upon request.



CEDAR HAMMOCK FIRE RESCUE FIRE WATCH LOG

Facility Name		Date	
Address		Phone	
Reason / System Impaired		Start Time	
Lead Fire Watch Person		AHJ Contact	

Patrol Start	Patrol End	Floor / Area	Printed Name	Signature / Initials	Comments / Conditions Found

System Restored Date		Time	
Repair Company / Technician		Work Order	
Fire Watch End Authorized By		Date / Time	

For an actual fire or emergency, CALL 911. For non-emergency fire watch notifications, call Cedar Hammock Fire Rescue at (941) 751-7090.