

## Fire Watch Guidelines

**Background:** The Riverside Community College District adheres to the California Fire Code for fire watch conditions when a district building/premises presents a hazard to life or property as the result of:

1. Construction, Alteration, Demolition
2. Fire or other emergency, any fire protection equipment/system has been rendered inoperable.

The fire watch is used to mitigate a hazardous condition.

According to the California Fire Code of Regulations Title 24, Part 9 901.7 Systems out of service. Where a required fire protection system is out of service, the fire department and the fire code official shall be notified immediately and, where required by the fire code official, the building shall be either evacuated or an approved fire watch shall be provided for all occupants left unprotected by the shutdown until the fire protection system has been returned to service. Where utilized, fire watches shall be provided with not less than one approved means for notification of the fire department and their duty shall be to perform constant patrols of the protected premises and keep watch for fires.

**Fire Watch:** The assignment of a qualified person or persons having the responsibility for the continuous patrol of a building or the premises for the purpose of detecting fires and transmitting an immediate alarm to the building occupants and the Fire Department.

**Procedure:** When conditions occur which necessitate the activation of a fire watch, the following guideline shall be utilized.

### RESPONSIBILITY FOR INSTRUCTION:

The Vice President of Business Services, Director of Facilities, or person in charge or control of the building premises shall assign to the fire watch as many personnel as are required, and shall instruct fire watch personnel as to:

1. Notify the Fire Department (911) and the RCCD Police (951-222-8171)
2. The areas to be patrolled.
3. A method of alerting building occupants and an evacuation procedure. This can be done by notifying RCCD Police who will then activate the Mass notification system.

Any special instructions required by either the Riverside County Fire Department and/or the State Fire Marshal.

**LOG BOOK: Complete and retain for inspection by Riverside County Fire Department and or the State Fire Marshal, if requested.**

1. The Vice President of Business Services, Director of Facilities , or person in charge or control of the premises shall provide this logbook, which contains a directory of names, telephone numbers, and other information to assist in making emergency calls. The logbook shall be the document used to record a history of patrol rounds.
2. The logbook shall be maintained on the premises and be available for inspection by the authority having jurisdiction (Riverside County Fire Department, Cal Fire, State Fire Marshal, etc.)

**Assigned fire watch personnel shall:**

1. Have a device (such as a cell phone) to contact/notify the fire department immediately.
2. Have a method of alerting the building occupants and an evacuation procedure. This can be achieved by calling RCCD police to activate Mass notification.
3. Be thoroughly familiar with the area(s) they are patrolling
4. Patrol their designated area at least once each hour.
5. Make reports as instructed. A written record of patrol rounds and any significant information shall be recorded in a logbook provided by management. This shall include relaying any special orders or pertinent information to relief personnel and management.

**FIRE WATCH INFORMATION**

CAMPUS: \_\_\_\_\_ BUILDING/S UNDER FIRE WATCH: \_\_\_\_\_

MANAGER ON DUTY: \_\_\_\_\_ PHONE: \_\_\_\_\_

FACILITIES DIRECTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

VICE PRESIDENT BUSINESS SVS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CAMPUS ADDRESS: \_\_\_\_\_

NAMES OF PERSONNEL PROVIDING FIRE WATCH

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Terminating fire watch:

The fire watch conditions shall not be terminated until all fire protection equipment/system(s) have been rendered operable and tested by a licensed technician.

Received by: \_\_\_\_\_ Title: \_\_\_\_\_

FIRE WATCH LOG

DATE:	EACH TIMED SIGNATURE ACKNOWLEDGES A COMPLETE CHECK OF THE BUILDING UNDER FIRE WATCH CONDITIONS.	ADDRESS:
TIME:	FIRE WATCH SIGNATURE	PRINT NAME
MIDNIGHT		
1:00 AM		
2:00 AM		
3:00 AM		
4:00 AM		
5:00 AM		
6:00 AM		
7:00 AM		
8:00 AM		
9:00 AM		
10:00 AM		
11:00 AM		
12 NOON		
1:00 PM		
2:00 PM		
3:00 PM		
4:00 PM		
5:00 PM		
6:00 PM		
7:00 PM		
8:00 PM		
9:00 PM		
10:00 PM		
11:00 PM		

# Attention Occupants

## FIREWATCH IN PROGRESS

*Fire alarm or suppression system is out-of-service.*

Inspectors are conducting a continuous tour of common areas to provide smoke and/or fire detection. Please be alert to evidence of smoke or fire. Contact District Police at **(951) 222-8171** or **911** immediately if fire is seen or suspected.

Evacuate the building immediately upon hearing an air horn, whistle, receiving mass notification or direction from safety or emergency personnel.