

Charlotte County Fire/EMS

Fire Prevention Division
Scott P. Morris, Fire Marshal

Fire Watch Procedure

Purpose: For the continued use and occupancy of any structure or business that has fire protection equipment installed in the building.

Fire Watch: Per NFPA 1 (Florida Fire Prevention Code) “When a fire protection system is out of service for more than 4 hours in a 24-hour period, the AHJ shall be permitted to require the building to be evacuated or an approved fire watch to be provided for all portions left unprotected by the fire protection system shutdown until the fire protection system has been returned to service”. NFPA 1 13.1.9

Definition: Per NFPA 1 (Florida Fire Prevention Code) “The assignment of a person 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.” NFPA 1 3.3.126

Procedure:

1. Your fire protection system has been declared “DOWN” and you are therefore ordered to do a **FIRE WATCH**.

Start Date _____ **Start Time** _____

End Date _____ **End Time** _____

NAME/ADDRESS of Occupancy on Fire Watch:

2. The person(s) assigned to the fire watch shall be competent and shall not perform any other duties; also, they shall have a way to contact the fire department.
3. All areas of the building shall be checked at least once each hour and logged on the Fire Watch Procedure form.
4. **To notify the Fire Department CALL 911.**
5. **Notify all occupants of the building to evacuate in the event of an emergency.**
6. **FAX** or Email Fire Watch Procedure form daily to [941-833-5630](tel:941-833-5630) **ATTN: Fire Prevention or email to FirePrevention@CharlotteCountyFL.gov.**
7. If you have any questions, contact our office at [941-833-5600](tel:941-833-5600)
8. **Inspection** of the down system **shall** be done before fire watch is lifted.

Charlotte County Fire/EMS

Fire Prevention Division

Scott P. Morris, Fire Marshal

Fire Watch Procedure Form

Time	Initials	Comments
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		
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		

Extra comments may be added on the back of this form as needed.

FAX or email this form DAILY to our office at 941-833-5630 (ATTN: Fire Prevention) or FirePrevention@CharlotteCountyFL.gov.