

City of Santa Fe Fire Prevention Division

FIRE WATCH LOG SHEET AND PROCEDURES

FIRE WATCH SHALL BE PERFORMED AT 1 HOUR INTERVALS MINIMUM

The primary role of the Fire Watch personnel is to serve as a "human smoke detector" and to call 911 at the first sign of smoke/fire.

The Fire Watch Log will need to be updated **EVERY HOUR** by Fire Watch personnel.

You will need to post the Fire Watch Door Notice that is provided in this document.

- Post notices in lobby, elevators, on exterior doors, on bulletin boards, and bathroom doors throughout the building.

Being a "Human Smoke Detector":

- Patrol your designated area at least once every fifteen minutes (time intervals can be modified with approval of fire code official).
- Look for observable signs of smoke and/or fire.
- Fire watch personnel shall not be permitted, while on duty, to perform any other activities.
- Fire watch personnel shall not be impaired and shall remain awake and alert at all times.
- Conduct a continuous patrol of the building, including corridors and hallways.

At first sign of smoke or fire, Fire Watch personnel must:

- Pull the nearest fire alarm pull station.
- Exit the building, calling the City of Santa Fe Fire Department at 911.

Building Name under Fire Watch: _____

Address of Building under Fire Watch: _____

Restoring systems to service: Immediately notify the Fire Prevention Office after the necessary repairs have been made to all affected life safety equipment and when all systems are returned to normal. *[2015 IFC 901.7.6 #4 the fire department has been advised that protection is restored].* 505-955-3310.

I have read the instructions about conducting this Fire Watch and understand that I am responsible for following those instructions and direct the person/s performing the Fire Watch to patrol their designated area/s at least every hour.

Fire Safety Coordinator: _____ (please print name)

Signature _____ **Date:** _____



Attention

Occupants

FIREWATCH

IN

PROGRESS

Fire watch personnel 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 the City of Santa Fe Fire Department at 911 immediately if flames or smoke is seen or suspected.

**Evacuate the building
immediately upon activation
of fire alarm or other alert**