

Greenville City Fire Department

Duties of Fire Watch personnel:

International Fire Code (IFC) outlines the requirements for fire protection systems are taken out of service, including emergency and preplanned impairments.

1. When a structure is approved for fire watch, an individual must be assigned specifically to these duties by the owner or responsible party. They cannot be assigned any other tasks or work functions outside of fire watch.
2. Fire watch personnel shall be on duty at all times that fire watch is required for that building. Fire watch personnel shall be responsible for (IFC 403.12.1.2):
 - a. Keeping diligent watch for fires, obstructions to means of egress and other hazards
 - b. Take prompt measures for remediation of hazards and extinguishment of fires that occur
 - c. Take prompt measures to assist in evacuation of the public from the structure.
3. Fire watch personnel shall have a means of approved communication to report any fires or hazardous conditions to the appropriate agency and know the exact address of the property.
4. Fire watch personnel must perform continuous tours so that each room in their assigned area(s) is checked at approved intervals. In no case should intervals exceed 30 minutes.
5. Entries should be made into the approved Fire Watch Log at the appropriate time intervals and kept current throughout duration of fire watch.
6. Each person assigned to fire watch should complete their own copy of the approved Fire Watch Log.
7. All times should be recorded using the 24-hour clock format (see image below) and initialed by the fire watch personnel.
8. Any non-emergency issues or problems found during fire watch should be reported to the appropriate party and documented on the fire watch log.
9. Fire watch personnel shall have knowledge of and be trained in the facility's evacuation plan in the event of fire.
10. Personnel must remain awake and alert at all times while on duty.
11. Fire watch personnel shall conduct a verbal, face-to-face hand-off report when being relieved of their duties by another person.
12. If fire watch is required in a structure where the public may be sleeping, signs must be posted in conspicuous locations to inform the public that fire protection systems are not operational.

Example of a 24-hour clock:

0:00	=	12:00 AM	12:00	=	12:00 PM
1:00	=	1:00 AM	13:00	=	1:00 PM
2:00	=	2:00 AM	14:00	=	2:00 PM
3:00	=	3:00 AM	15:00	=	3:00 PM
4:00	=	4:00 AM	16:00	=	4:00 PM
5:00	=	5:00 AM	17:00	=	5:00 PM
6:00	=	6:00 AM	18:00	=	6:00 PM
7:00	=	7:00 AM	19:00	=	7:00 PM
8:00	=	8:00 AM	20:00	=	8:00 PM
9:00	=	9:00 AM	21:00	=	9:00 PM
10:00	=	10:00 AM	22:00	=	10:00 PM
11:00	=	11:00 AM	23:00	=	11:00 PM

Fire Watch Log form is located at F:/shared/fillable forms. A sample is found below.

Greenville City Fire Department

FIRE WATCH LOG

BUSINESS NAME: _____ DATE: _____

ADDRESS: _____ PHONE: _____

TIME STARTED: _____ ENDED: _____

FIRE-WATCH PERSONNEL: _____ INITIALS: _____

GCFD OFFICER HELMET #: _____ ASSIGNED FIREWATCH INTERVAL TIME: _____

Fire watch personnel must perform continuous tours such that each room in their assigned area is checked at not less than 30-minute intervals. The first entry in this log must be made within 30 minutes of the start of the fire watch and at the specified interval time thereafter. Times must be recorded using the 24-hour clock and initialed. Any nonemergency problems found during the fire watch must be documented (along with the time found and initialed) and reported to the head of maintenance for immediate correction. For emergencies, evacuate the structure and dial 9-1-1.

I certify (by my initials below) that I completed a tour of my entire assigned area at the following times:

Time Tour Completed	Initials		Time Tour Completed	Initials		Time Tour Completed	Initials

Problems noted during fire watch should be recorded below or on the back of this form.

By order of the Fire Marshal this form shall be returned to the Fire Prevention Bureau by email Firewatch@greenvillesc.gov.