

Placentia Fire & Life Safety Department

Community Risk Reduction Division

401 E Chapman Ave
Placentia, CA 92870
(714) 993-8135

Fire Watch

CFC 901.7



Approved & Authorized By:

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Fire Marshal

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Fire Watch

PURPOSE

This standard is prepared for the use and guidance of providing a fire watch when required by Placentia Fire and Life Safety Department.

SCOPE

This standard shall set forth the requirement of a fire watch when a building or premise presents a hazard to life or property; or when it is determined that any fire protection equipment or life safety system is inoperable, defective, inadequate; or has been taken out of service and such hazard will exist for a period of greater than 4 hours; or when deemed necessary by Placentia Fire and Life Safety Department.

RESPONSIBILITY

The owner, manager, or responsible person in charge of the building or premises shall notify Placentia Fire and Life Safety Department where a required fire protection or life safety system is impaired. When required by Placentia Fire and Life Safety Department the building shall either be evacuated, or an approved fire watch shall be provided. The responsible person shall maintain the fire watch until Placentia Fire and Life Safety Department provides written authorization to stop or discontinue. *California Fire Code, Chapter 9, Section 901.7*

PERMIT

A construction permit is required for the repair or modification to any fire protection equipment or life safety system. *California Fire Code, Chapter 1, Section 105.1.2(2)*

DEFINITIONS

Fire Watch

A temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified adult individuals for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising an alarm of fire and notifying the fire department.

Impairment Coordinator

The person responsible for the maintenance of a particular fire protection system.

GENERAL REQUIREMENTS

General

A Fire Watch Request Letter shall be submitted to Placentia Fire and Life Safety Department Community Risk Reduction Division as indicated elsewhere in this document.

Fire Department Construction Permits

Obtain any applicable permits from Placentia Fire and Life Safety Department to repair or modify fire protection equipment or life safety systems. *California Fire Code, Chapter 1, Section 105.1.2(2)*

Plans and Specifications Submittal

Plans and specifications shall be submitted for review and approval for any installation of or modification to existing fire protection equipment or life safety system.

Exception: Plans and specifications shall not be required to be submitted for review and approval when there is an unplanned impairment to fire protection equipment or life safety system that requires immediate action to minimize potential injury or damage. California Fire Code, Chapter 9, Section 901.7.5. Permits, inspections and fees shall be required regardless of impairment being planned or unplanned.

Fees

Appropriate fees can be found at www.placentia.org or by calling Placentia Fire and Life Safety Department Community Risk Reduction Division at (714) 993-8135. Fees can be paid online or by cash, credit, or check at the city cashier. For unplanned impairments, where action was required immediately to minimize potential injury or damage, plans and fees must be submitted to Placentia Fire and Life Safety Department and paid the next business day.

**Remember – Inspections are still required.

Record Number

The fire department has instituted the use of a "**Permit Number**" for tracking all projects submitted for review. To provide faster customer service, please refer to your Permit Number when contacting Placentia Fire and Life Safety Department. The Permit Number is typically listed on your receipt, the approved plans, and the green Field Inspection Record job card.

INSPECTIONS

General

Inspections and inspection fees shall be required for all planned and unplanned impairments. Fees shall be paid prior to authorization to stop or discontinue fire watch.

Responsibility

It is the responsibility of the repairing contractor or impairment coordinator to be on the job site during the inspection. Failure to do so will result in the cancellation of the inspection.

Inspection Requests

Inspection requests can only be taken from the repairing contractor or impairment coordinator. Inspections shall be requested by calling (714) 993-8135 or by email at FireCRR@placentia.org. The Community Risk Reduction Division will make every effort to accommodate last minute inspection requests for emergency repairs.

Inspection Schedule

It is the intent of Placentia Fire and Life Safety Department Community Risk Reduction Division to perform inspections two business days after the inspection has been requested for **emergency repairs**. However, due to training requirements, meetings, emergency services and

other scheduled and non-scheduled events it cannot be guaranteed that all inspections can be conducted within that time frame.

Contact Information

When requesting an inspection by phone or email, the following information is required, so the inspector can notify you of your inspection date and time:

- Permit Number (if one has been issued)
- Jobsite Address
- Type of Inspection
- Contact Name(s)
- Phone Number(s)
- Email Address

Inspection Times

Inspection times are approximate and may vary because of delays at previous inspections or emergency response by fire department personnel. Please allow time on either side of the inspection time for the inspector to arrive.

PROCEDURE

General

The following shall set forth the requirements for request and implementation of a fire watch for augmenting fire protection or to temporarily substitute for required fire protection that is inoperable or not consistent with the level required for any reason, until such system has been approved by Placentia Fire and Life Safety Department Community Risk Reduction for service.

Responsibility

The owner, manager, or responsible person in charge of the building or premises shall assign an Impairment Coordinator and as many personnel as are necessary to the fire watch.

Owner

The building owner shall assign an impairment coordinator to comply with the requirements of this section. In the absence of a specific designee, the owner shall be considered the impairment coordinator.

Impairment Coordinator

The impairment coordinator shall be responsible to provide:

1. A means of reliable communication to the fire department as approved by Placentia Fire and Life Safety Department.
2. Additional fire extinguishers when required by Placentia Fire and Life Safety Department.
3. Instruction in the procedure for reporting emergencies to the Fire Department.
4. Detailed instruction of method, location and frequency of patrols.
5. An approved method of alerting building occupants and an evacuation procedure when two or more fire watch personnel are required.

6. Two-way radios to facilitate communication and evacuation, when two or more fire watch personnel are required.
7. A procedure for reactivating sprinkler valves in the event of a fire when the sprinkler system has been taken out of service.
8. A logbook, which contains a directory of names, telephone numbers, and other information to assist in making emergency calls and calls to key management personnel.
9. The logbook shall be maintained on the premises and shall be available for inspection by Placentia Fire and Life Safety Department.
10. The logbook shall be used to record the history of patrol rounds (see Fire Watch Log).
11. The frequency of rounds, as approved by Placentia Fire and Life Safety Department.
12. Any other instruction required by Placentia Fire and Life Safety Department.

Fire Watch

Assigned fire watch personnel shall:

1. Must be 18 years of age or older.
2. Must not perform other duties or responsibilities other than fire watch.
3. Be able to communicate effectively.
4. Be thoroughly familiar with the area they are patrolling.
5. Know the locations of fire extinguishers within the building.
6. Perform patrol operations according to employer's instructions.
7. Limit hazardous work and restrict hot work to only work that is necessary to repair system(s).
8. Patrol their designated area at a minimum of once each half-hour or as designated by Placentia Fire and Life Safety Department.
9. Make reports as instructed.
10. Maintain written record of patrol rounds and any significant information shall be recorded in a logbook.
11. Remain on duty and on site, until properly relieved.
12. Relay any special orders or pertinent information to relief personnel.
13. Patrol the entire building (all rooms, including offices, basements, penthouses, etc.).
14. Have some visible means of identification, such as an armband or nametag as approved by Placentia Fire and Life Safety Department.
15. Alert building occupants of an emergency and direct evacuation when an emergency occurs or when required by Placentia Fire and Life Safety Department.

Tag

An approved tag shall be used to indicate that a system, or portion thereof, has been removed from service. *California Fire Code, Chapter 9, Section 901.7.2*

Placement of Tag

Tags shall be posted at each fire department connection, system control valve, fire alarm control unit, fire alarm annunciator and fire command center, indicating which system, or part thereof, has been removed from service. *California Fire Code, Chapter 9, Section 901.7.3*

Preplanned Impairment Programs - California Fire Code, Chapter 9, Section 901.7.4

Preplanned impairments shall be authorized by Placentia Fire and Life Safety Department and the impairment coordinator. Before authorization is given, a designated individual shall be responsible for verifying that all of the following procedures have been implemented:

1. A Request for Fire Watch Letter has been submitted to Placentia Fire and Life Safety Department for review and approval.
2. All necessary permits have been acquired.
3. The extent and expected duration of the impairment have been determined.
4. The areas or buildings involved have been inspected and the increased risks determined.
5. Recommendations have been submitted to management or building owner that will reduce the risk of fire.
6. Placentia Fire and Life Safety Department has been notified.
7. The insurance carrier, the alarm company, building owner, and other authorities having jurisdiction have been notified.
8. Occupants in the areas to be affected have been notified.
9. A tag impairment system has been implemented.
10. Necessary tools and materials have been assembled on the impairment site.

Emergency Impairments - California Fire Code, Chapter 9, Section 901.7.5

When unplanned impairments occur, appropriate emergency action shall be taken to minimize potential injury and damage. The impairment coordinator shall implement the steps outlined in the “**Preplanned Impairment Programs**” section.

Restoring Systems to Service

When impaired equipment is restored to normal working order, the impairment coordinator shall verify that all of the following procedures have been implemented:

1. Necessary inspections and tests have been conducted to verify that affected systems are operational and Placentia Fire and Life Safety Department personnel have authorized and approved the system as “in service”.
2. Occupants in the areas to be affected have been notified that protection is restored.
3. Placentia Fire and Life Safety Department has provided written authorization to stop or discontinue fire watch.
4. The building owner, insurance carrier, alarm company, and other involved parties have been advised that protection is restored.
5. The impairment tag has been removed.

