

City of Phoenix Fire Department



FIRE WATCH

When required by the Fire Code or when the fire code official deems a condition essential for public safety a fire watch shall be provided as follows:

Personnel assigned to fire watch duties shall possess the following minimum qualifications:

- Shall be at least 18 years of age.
- Shall be able to speak, read, and understand English.
- Shall be capable of executing the duties and responsibilities as specified below.
- Shall be capable of operating a mobile telephone and/or portable radio.
- Shall be capable of walking the assigned watch area.

The fire code official shall specify the number of fire watch personnel required and the hours during which they must be present based on the conditions and size of the facility.

Fire watch duties and responsibilities include, but are not limited to the following:

- Knowing the address of the facility being watched.
- Being equipped with a mobile telephone that can be used to contact 9-1-1 or a portable radio that can be used to communicate with a constantly attended security/communications center.
- Continuously making rounds and monitoring all assigned areas.
- Immediately report any sign of smoke, fire or other emergency to 9-1-1 or to the security/communications center.
- Shall activate the fire alarm system when the building is equipped with such a system or notify those present to evacuate the building or area.
- Shall assist with the evacuation of people present in the area.
- Keep a fire watch log that includes the following information:
 - Identifies the building or area by name and address that is under watch.
 - The date and time each round or tour is completed, plus comments on what was observed and the each entry shall contain the name and signature of the person conducting the watch.
- Fire watch logs shall be immediately accessible for review by the fire code official. A copy of the fire watch log shall be submitted to the Phoenix Fire Department, Fire Prevention Division when the watch is concluded.
- Continue the fire watch until permission has been received from the Phoenix Fire Department to terminate the fire watch activities.

Fire watch personnel shall not be assigned additional duties during their fire watch tour.

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