



## TOWN OF AMHERST

### **Fire Safety Division**

5583 Main St – Lower Level

Amherst, New York 14221

Phone (716) 631-7140

Email: [firesafety@amherst.ny.us](mailto:firesafety@amherst.ny.us)

[www.amherst.ny.us/firesafety](http://www.amherst.ny.us/firesafety)

## **FIRE WATCH PROCEDURES**

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*As outlined in the NYS Fire Code, require constant monitoring during activities that pose a fire risk. A designated fire watch must be in place to detect and respond to any signs of fire, ensuring immediate action can be taken to prevent a fire emergency. Proper documentation and adherence to these procedures are critical for maintaining safety.*

### **PURPOSE:**

Fire watch is a **temporary measure** taken when an automatic fire protection system is impaired or becomes out of service or other hazardous conditions, when deemed necessary by the Fire Department or Fire Inspectors. This service is intended to ensure continuous and systematic surveillance of a building or its protected portion(s) by one or more qualified individuals, who are responsible for identifying and controlling fire hazards, detecting early signs of unwanted fire, raising an alarm of fire and notifying the fire department.

The fire watch's primary function is to detect, notify and evacuate the protected area of building. Firefighting activities is **NOT** the purpose of a fire watch and should be limited to incipient-level firefighting necessary to accomplish their primary function. Additionally, the fire watch personnel are to remain on the property, for the purposes of assisting the fire department with information and establishing contact with the owner/manager.

### **REQUIREMENTS:**

If a fire protection system fails, a building owner (or their representative) may be required by the Fire Department or Fire Inspector to provide a fire watch until the system is repaired. Personnel to conduct the fire watch, are determined by the building owner.

*Note:* A professional security company is not required.

The management of the business or property shall supervise the fire watch service or designate a responsible person to provide supervision of fire watch. A fire watch is a 24-hour requirement, the same as the fire alarm or sprinkler system provided for the structure. If the supervisor is absent from the site a clear line of responsibility must be given to the fire watch in writing. Where utilized, fire watches shall be provided with at least one approved means for notification of the fire department and their only duty shall be to perform constant patrols of the protected premises and keep watch for fires.

### **FREQUENCY OF INSPECTIONS:**

Fire watch personnel should patrol the entire facility every 15 minutes in the following situations:

- a) The facility has people sleeping
- b) The facility is an institutional occupancy
- c) The facility is an occupied assembly or educational occupancy

Facilities that do not meet the requirements for a 15 minute patrol frequency should have a fire watch patrol every 30 minutes.

### **PROCEDURE:**

A fire watch shall make rounds of the structure and grounds at intervals determined by the type of occupancy and the hazards and special conditions associated with the building. A record of the rounds, times, and conditions shall be kept by the fire watch personnel and maintained by the management for future review by the Fire Inspectors Office.

Fire watch personnel must be familiar with the property to be protected or escorted through the property so they are made familiar with the site or structure, so when reporting a fire they may be able to give proper directions and information to the 911 center. They shall become familiar with manufacturing switches, if applicable, all electrical shut off devices and main power cut offs as well as gas, oil and process water and any other areas that may be either hazardous to responding fire service personnel or add fuel to any fire situation. Fire watches must know the location of any fire extinguisher, sprinkler system controls, hose connections and all fire protection equipment in the structure or site.



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Fire watch personnel shall be made familiar, by management, of all hazardous material locations and dangerous processes within the structure and site along with the storage areas for products that add fuel to combustion.

The first round of a fire watch should begin as soon as possible, during the rounds the fire watch should make thorough inspections of the building or spaces assigned to him/her noting at a minimum the following;

- 1- Portable fire extinguishers are in place, unobstructed and in proper operating condition.
- 2- Corridors and exits are free and clear of storage and all other obstructions.
- 3- Exit and stairwell doors are clear and fully operational.
- 4- EXIT signs are visible and properly illuminated.
- 5- Fire doors, smoke barrier doors and hazardous area doors are kept closed and latched (ie. Not tied, wedged or blocked open in any fashion)
- 6- Oxygen cylinders/containers not in use are properly stored.
- 7- No smoking or work involving cutting or welding or the use of flammable /combustible liquids is taking place (unless such work has been preauthorized and is taking place in an area that is properly fire separated from the remainder of the facility).
- 8- Trash and other unnecessary accumulation of combustibles are promptly removed from the building.

Fire watch personnel shall report promptly any condition that needs immediate attention; the management should correct reports of this nature immediately. Conditions that appear to cause fire hazards shall be noted on the fire watch hourly rounds report.

Management should provide the fire watch with written instructions on rounds, notification of personnel and names and ways to contact supervisory personnel.

### **PRE-EMERGENCY PLANS:**

Fire watch personnel shall be made familiar with any pre-emergency plan for personnel and the structure.

### **FIRE ALARM BY FIRE WATCH:**

If fire watch personnel discover a fire, their first response is to notify the fire department by calling 911 reporting the exact location of the fire and the extent of fire involvement. Also, fire watch personnel shall notify any occupants of the fire so they may evacuate. **ONLY AFTER** reporting the fire to the fire department and notifying occupants, may trained personnel attempt to use fire extinguishing equipment in the structure to extinguish the fire.

### **CANCELLATION OF FIRE WATCH:**

It is the owners' responsibility to cancel the fire watch once the fire protection system has been fully restored or after the end of the special circumstance or event.

Once the fire watch has been cancelled, the owner or representative must notify the monitoring company and notify Amherst Fire Control at (716) 689-1212.



**TOWN OF AMHERST**  
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# FIRE WATCH LOG

Facility Name: \_\_\_\_\_  
 Address: \_\_\_\_\_

**NOTIFY AMHERST FIRE CONTROL (716) 689-1212 WHEN A FIRE PROTECTION SYSTEM IS TAKEN OUT OF SERVICE & PUT BACK IN SERVICE**

FIRE WATCH REASON		TYPE OF SYSTEM OR EQUIPMENT IMPAIRED			
Maintenance <input type="checkbox"/>	<input type="checkbox"/>	Fire Sprinkler System <input type="checkbox"/>	Fire Alarm System <input type="checkbox"/>	Underground Building Fire Protection Water Supply <input type="checkbox"/>	<input type="checkbox"/>
Emergency <input type="checkbox"/>	<input type="checkbox"/>	Private Fire Hydrant <input type="checkbox"/>	Fire Suppression System <input type="checkbox"/>	Fire Pump <input type="checkbox"/>	<input type="checkbox"/>

Reason for impairment: \_\_\_\_\_

**RESPONSIBILITIES:**

The responsibilities of fire watch personnel include: performing constant patrols of the premises to keep watch for fires, report all fires to 911 Dispatch Center, maintain a means of communication with 911 Dispatch, record actions during fire watch.

Was Fire Control notified of impairment?	<input type="radio"/> Y	<input type="radio"/> N
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Date of Impairment: \_\_\_\_\_

Date & Time Fire Control Notified System Back in Service	_____
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Date system restored: \_\_\_\_\_

Person Spoke to at Fire Control	_____
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Area of Building	1am	2am	3am	4am	5am	6am	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	10pm	11pm	12am
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2.																								
3.																								
4.																								
5.																								
6.																								
7.																								
8.																								

INITIAL AT THE TIME AND LOCATION BEING OBSERVED  
 KEEP THIS LOG FOR AMHERST FIRE INSPECTOR REVIEW