



Orangeburg County Fire District
Fire Marshal's Office
131 Firefighter Lane
Orangeburg, SC 29115
803-533-6218
fire@orangeburgcountv.org

Orangeburg Department of Public Safety
Fire Marshal's Office
1320 Middleton Street
Orangeburg, SC 29115
803-533-4105
firemarshal@orangeburgdps.org



Fire Watch Procedures

A fire watch is a temporary measure taken when deemed necessary by the Fire Marshal or designee. A fire watch may be required in the event that an automatic fire protection system is impaired or is out of service, when overcrowding is expected, the nature of the activities warrants it, or other necessary reasons. 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, maintaining means of egress, detecting early signs of fire, raising an alarm of fire, and notifying the fire department (911).

Owner/Management Responsibilities

The owner/manager is responsible for providing the required fire protection from hazards and to ensure the necessary protection is made ready and reliable in the event of an impairment to fire protection systems. The fire watch shall be conducted as per the standards of the current State of Georgia adopted International Fire Code, and the current Georgia State Amendments.

- **IFC Section 202 Definitions**

FIRE WATCH. A temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified 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.

- **IFC Section 901.7 Systems out of service.**

Where a required fire protection system is out of service, the fire department and the fire code official shall be notified immediately and, where required by the fire code official, the building shall either be evacuated, or an approved fire watch shall be provided for all occupants left unprotected by the shut down until the fire protection system has been returned to service. 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 tours of the protected premises and keep watch for fires.



Fire Watch Duties and Responsibilities

The primary function of a fire watch is to detect fire, notify occupants, evacuate the protected area or building and by calling 911 to report any fire or hazard. Firefighting activities are NOT the primary purpose of the fire watch should an incident occur.

Fire watch personnel are to:

- Fire watch personnel have the sole duty of providing a fire watch.
- Post "Out of service-Fire watch" signage in all public areas and notify all occupants that a fire watch is being conducted. Use the **OUT OF SERVICE-FIRE WATCH** form provided.
- Remain on the property to assist the fire department with information and establishing contact with the owner/manager if an incident should occur.

Fire Watch Duties and Responsibilities continued

- Be knowledgeable in the location and use of fire protection equipment, including portable fire extinguishers.
- Establish and maintain at least one means of direct communication with the 911 Emergency Communication Center.
- Conduct tours of the protected area(s) or the entire facility as outlined under **FREQUENCY OF TOURS**.
- Prevent any obstruction in the means of egress and identify any life, fire, or property hazards.
- Use the emergency 911 number to provide the emergency operator with the exact address, type of emergency and advise what fire protection system is impaired.
- Notify building occupants of the need to evacuate; if a building alarm system is functional, ensure it is activated to assist with the evacuation or by verbal warning, whistle, horn, or other notification device.
- Maintain a log of the fire watch tours and activities by using the Fire Watch Log Report as outlined under **RECORD KEEPING**.



FREQUENCY OF TOURS

Continuous Intervals

Fire watch personnel should tour the entire protected area continuously when the following conditions exist:

- Where the fire alarm is not alerting occupants.
- Where the occupants are sleeping
- Where occupants are incapable of self-preservation or require assistance
- In occupancies where high numbers or concentrations of people are expected (i.e., places of assembly and educational occupancies)
- Any occupancy deemed necessary by the Fire Marshal or designee.

Thirty Minute Intervals

Fire watch personnel should tour high hazard areas of protected buildings every 30 minutes.

- This is F-1, F-2 (Factory or Industrial) and storage occupancies and as deemed necessary by the Fire Marshal or designee.

Sixty Minute Intervals

- All other occupancies not meeting the requirements for continuous or 30 minute intervals will be the toured by the fire watch personnel on a 60 minute interval.



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RECORD KEEPING

A fire watch log shall be maintained at the protected facility and available to the Fire Department at all times during the fire watch.

- The fire watch log should contain the following information:
- Address of the facility/protected area.
- Name of person(s) on-duty conducting the fire watch.
- Date and time of fire watch duty.
- Beginning and ending times of each tour.
- Name of fire watch member conducting a specific tour.
- Record of other information, as directed by the Fire Marshal or designee. Records of Fire Watch shall be retained on site for **3 years** after they are completed and shall be made available on request of the County.

Conclusion of Fire Watch Operations

The owner/manager is responsible for requesting conclusion of the fire watch, once the fire protection system has been restored and functional or the hazardous conditions no longer exists. With the permission of the Fire Marshal or designee the fire watch may be concluded. Once concluded the owner or their representative must notify the alarm monitoring company if applicable.

Send to the Fire Marshal's Office or designee a completed Fire Watch Acknowledgement form when system is back in service. This should be emailed to fire@orangeburgcounty.org

This chart should be used as a guide to the frequency of the fire watch tours. This is the minimum you should conduct a fire watch tour. You are always encouraged to conduct the tour more than listed below.

The frequency of all fire watch tours will be determined by the fire marshal or his designee, once they have received the Fire Watch Acknowledgement Form and have evaluated the facility. The frequency should be done according to the list below until the FMO tells you differently.

It is your responsibility to conduct all tours.

<u>Continuous</u>	<u>30 minute</u>	<u>60 minute</u>
Assembly	Factory	Business
Any place where people sleep	Industrial	Mercantile
Apartments		Storage
Board and Care Facility		
Daycare		
Educational Buildings		
Hospital		
Hotel/Motel/Dormitory		
Institutional(I-1, I-2,I-3, I-4)		
Nursing Home		
Residential (R-1, R-2, R-3, R-4)		

The Frequency of All fire watch tours will be determined by the fire marshal or his designee.



FIRE WATCH ACKNOWLEDGEMENT FORM

This form must be emailed to the Fire Marshal's Office, at Fire@orangeburgcounty.org or Firemarshal@orangeburgdps.org, when the fire watch is implemented and again when concluded or when any changes are noted.

I, _____ being the, _____ of
Print name Position

_____ Business name Address of where the life safety system is inoperable

_____ Building number(s) Suite number(s) Local office phone number

Planned frequency of Tours _____. Required Frequency of tours by the Fire Marshal's Office _____

I understand that I am to initiate a fire watch at the above listed building(s) until the _____ is returned to service by a certified company and stop with permission fire marshal or designee. (System Type)

ACTION ITEMS

_____ **System OUT OF SERVICE** Date: _____ Time: _____
Fire alarm, Fire sprinkler, etc.

Notification to Fire Marshal's Office– **System Back in Service** Date: _____ Time: _____

Notification to Monitoring Agency – **System Back in Service** Date: _____ Time: _____

I understand the procedures required for starting a fire watch. I will maintain a log of the watch which I will submit by email to the Fire Marshal's Office daily until the fire watch is terminated.

_____ Signature Date 24 hour contact phone number

NAMES & POSITIONS OF PERSONS CONDUCTING FIRE WATCH:	INITIALS
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

OUT OF SERVICE-FIRE WATCH

INSTRUCTIONS: Note what fire protection system(s) is out of service and post copies of this sign at the main entrance and in all public areas.

Fire Protection Out of Service

OUT OF SERVICE

FIRE WATCH PERSONEL ARE PATROLLING THE
AFFECTED AREAS OF THE BUILDING

***IN CASE OF FIRE OR
EMERGENCY***

CALL 911

**FOLLOW NORMAL
EMERGENCY PROCEDURES**



FIRE WATCH LOG REPORT

Orangeburg County Fire District



Persons assigned to fire watch duties shall follow the requirements listed under the **Fire Watch Duties and Responsibilities** and shall patrol all areas of the building as stated in **Frequency of Tours**. All tours are to be recorded on this **Fire Watch Log Report**. Records of fire watch shall be retained on site for **3 years** after they are completed and shall be made available on request of the County.

_____	_____	
Business name	Address of where the life safety system is inoperable	
_____	_____	_____
Building number(s)	Suite number(s)	Local office phone number

Tour	Date	Start Time	Finished Time	Name	Signature	Comments
1						
2						
3						
4						
5						
6						
7						
8						



FIRE WATCH LOG REPORT

Orangeburg County Fire District



Business name

Address of where the life safety system is inoperable

Building number(s)

Suite number(s)

Local office phone number

Tour	Date	Start Time	Finished Time	Name	Signature	Comments
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						