



## Lake Havasu City Fire Department

### Fire Prevention Bureau

2330 McCulloch Blvd. N.

Lake Havasu City, AZ 86403

Phone: (928) 855-1141 [www.lhcaz.gov](http://www.lhcaz.gov)

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**FD Specification #10**  
**Fire Watch Procedure**

**2018 IFC, Ch. 9, 33**

**Rev. 9/01/2021**  
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## OVERVIEW

A FIRE WATCH is a temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof, by one or more qualified individuals (Fire Watch Observers) 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.

## PURPOSE

### Fire and Life Safety Systems Out of Service

Every effort must be made by the owner to return the system to an operational status and to a code conforming state as soon as possible. In order to limit the disruption of everyday business and routine, the following procedures have been established. These procedures will allow occupancy of a building while the fire protection system installation or repair is progressing. This procedure is established as a remedy for a temporary situation.

### Building Demolition or Construction

When required by the Fire Marshal for building demolition, or building construction during working hours that is hazardous in nature, qualified personnel must be provided to serve as an on-site fire watch. Fire watch personnel must be provided with at least one approved means for notification of the fire department and their sole duty must be to perform constant patrols and watch for the occurrence of fire.

## SCOPE

### Fire Protection Systems Out of Service

A FIRE WATCH may be required where a required fire protection system is out of service, the Lake Havasu City Fire Department (LHCFD) and the Fire Marshal (FM) must be notified immediately and, where required by the FM, the building must either be evacuated or an approved fire watch must be provided for all occupants left unprotected by the shutdown until the fire protection system has been returned to service.

## REQUIREMENTS & DUTIES FOR A FIRE WATCH OBSERVER

1. Where utilized, fire watch observers must be provided with at least one approved means for notification of the fire department and their only duty must be to perform constant patrols of the protected premises and keep watch for fires.
2. They are required to do fire watch activity ONLY; no security work; no maintenance work and no fire fighting.

3. In an emergency, they call 911 and get people out of the building or (928) 855-4111 for urgent matters, which are non-emergent.
4. They must constantly patrol all buildings and floors as indicated.
5. During break times, they must utilize stand-in personnel.
6. They must ensure that an authorized Arizona state licensed fire alarm/sprinkler repairperson calls the LHCDF or FM at (928) 855-1141 during business hours and (928) 855-4111 after hours when the fire alarm/sprinkler system is back in service.
7. They will post **OFFICIAL NOTICE OF FIRE WATCH** posters at the main entrances of all of the buildings under the Fire Watch.

## **PROCEDURE**

The implementation of a "Fire Watch" may be requested by a building or business owner or required by the LHCDF or FM.

The use of a "Fire Watch" may not be implemented or extended without express permission and approval of the LHCDF or FM.

1. A **Fire Watch Authorization** request form must be forwarded to the FM for approval prior to the use of a Fire Watch in lieu of an operational fire protection system in any building within the City or when required by the FM.
2. Such authorization must provide the following information for use by the FM in order to ascertain the suitability of a Fire Watch for any occupancy. Be sure to include the following where applicable:
  - a. What is the current configuration of the fire protection system?
  - b. Is it fully automatic or manual?
  - c. To what extent is the system inoperative?
  - d. When do you expect to have the system fully operational?
  - e. Who is providing the work to bring the system into compliance?
  - f. Have fire protection system plans been submitted to the FM?
  - g. Have the fire protection system plans been approved?
3. Requests to use a Fire Watch must include a proposal to provide the following elements:
  - a. A Fire Watch **Observer**, who must be the employee of a fire department or police department, or a licensed and bonded security company, **or an employee who works at the building in which a FIRE WATCH is required. Any of these personnel may serve as the FIRE WATCH** as approved by the FM and must be stationed in an appropriate place or places relative to each building to observe building openings or floors in multi-level buildings.

**b. Requirements for Approved Observers Include:**

1. Having no other functions to distract them (e.g. security duties, personnel supervision, receptionists, etc.)
  2. Being equipped with communication equipment that allows full-time communication with a central control point (security or main office, etc.) which can quickly notify the fire dispatch center in case of fire or other emergency.
  3. Having printed instructions (approved by the FM) and a training session prior to their deployment.
  4. Be directly supervised by a designated person. This supervisory person may be the head of security, a school principal, or other designated individual vested with the authority to properly supervise the Observer. Back-up supervision must be provided as approved by the FM.
  5. No construction work may be performed within any building with a nonfunctional fire protection system while occupied by students, public, staff, or assigned personnel.
  6. Local fire suppression authorities must be advised of the conditions warranting a fire watch and kept informed of the status of the fire protection system.
  7. On-site guard service observers may be employed after hours *if required*.
  8. All fire lanes and exits must be maintained in an unobstructed and immediately useable condition.
  9. The following hazards, which may be part of the normal occupancy of the building, must be eliminated:
    - a) Flammable and combustible liquids (cleaning materials, paints, chemicals, etc.)
    - b) Hazardous laboratory operations.
    - c) Smoking. This is strictly prohibited.
    - d) Welding and other 'hot work' or open flame processes. They are NOT permitted.
4. The written proposal must summarize the responsibilities of all involved personnel and be approved by the FM before implementation. An initial onsite visit by the FM may be conducted and periodic visits may be made to ascertain the conformance with acceptable Fire Watch practices.

**REFERENCES**

2018 International Fire Code § 901.7 Systems out of service.

2018 International Fire Code § 3304 Fire Safety during Construction & Demolition

**Note:** This FD Specification is intended to be a guide only. For full installation, fire-flow, location, distribution, and maintenance requirements, refer to the references above. Where conflicts exist between this document and the applicable codes and standards, the above references must supersede.

APPROVED:



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Scott Hartman, Fire Marshal

DATE: 9/1/2021



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## Fire Watch Authorization

**Note:** Fill out this Fire Watch Authorization Request Form and email it to [lhcfire@lhcaz.gov](mailto:lhcfire@lhcaz.gov) for approval. Include a written request and supply the required information where applicable.

1. Physical location of the Fire Watch \_\_\_\_\_
2. The date the Fire Watch will begin and the times the Fire Watch will take place:  
 Date: \_\_\_\_\_ Begin Time: \_\_\_\_\_ End Time: \_\_\_\_\_
3. The responsible party for this facility with contact phone number and fax number:  
 RP: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_
4. The reason for fire watch and what is being done to resolve the problem:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
5. Company name, phone number and license who is performing the Fire Watch:  
 Company: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 License #: \_\_\_\_\_

**Where a FIRE WATCH is authorized due to a fire protection system out of service, the following information is required:**

1. Fire protection company/contractor or fire alarm personnel performing repair work:  
 Company: \_\_\_\_\_ Contractor: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 License Type: \_\_\_\_\_ - \_\_\_\_\_ License #: \_\_\_\_\_
2. What is the current configuration of the fire protection system? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- 3. Is it fully automatic or manual? \_\_\_\_\_
- 4. To what extent is the system inoperative? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 5. When do you expect to have the system fully operational? \_\_\_\_\_
- 6. Have fire protection system plans been submitted to the FM? Yes \_\_\_ No \_\_\_  
If no, When? \_\_\_\_\_
- 7. Have the fire protection system plans been approved? Yes \_\_\_ No \_\_\_  
If no, When? \_\_\_\_\_

Upon completion of the Fire Watch Authorization request form, the FM requires verbal notice and a signed report stating that the fire and life safety system in question is operating properly.

The undersigned acknowledges that he/she has read the **LAKE HAVASU CITY FIRE DEPARTMENT FIRE WATCH PROCEDURES** and will follow the procedures as stipulated.

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR OFFICIAL USE ONLY:**

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Written Request Required: Y / N

Written Request Attached: Y / N

## OFFICIAL NOTICE OF FIRE WATCH

**This document shall be posted at the main entrances of all of the buildings under the Fire Watch.**

**This building is under a FIRE WATCH agreement and has been temporarily approved to occupy for the specific reasons and time stated in the submittal.**

**Address of Fire Watch:** \_\_\_\_\_

**Name of Facility:** \_\_\_\_\_

**Name of Fire Watch Observer(s):**

1. \_\_\_\_\_

2. \_\_\_\_\_

**Phone number of Fire Watch Supervisor:** \_\_\_\_\_

**Phone number of Fire Department:** Emergency – 9-1-1. Dispatch (928) 855-4111

**Stipulations:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**Your Role as a Fire Watch Observer:**

1. Obtain and maintain at least one *approved* means for notification of the fire department and your only duty is to perform constant patrols of the protected premises and keep watch for fires.
2. You are required to do FIRE WATCH activity ONLY; no security work; no maintenance work and no fire fighting.
3. In an emergency, call **9-1-1** and get people out of the building or (928) 855-4111 for urgent matters, which are non-emergent.
4. You must constantly patrol all buildings and floors as indicated.
5. During break times, you must utilize stand-in personnel.
6. You must ensure that an authorized Arizona state licensed fire alarm/sprinkler repairperson calls the LHCFD or FM at (928) 855-1141 during business hours and (928) 855-4111 after hours when the fire alarm/sprinkler system is back in service.
7. You must post **OFFICIAL NOTICE OF FIRE WATCH** posters at the main entrances of all of the buildings under your Fire Watch.