



Catawba County Fire Marshal's Office

100 Government Dr.
Newton, NC 28658
Phone (828) 465-8230

Fire Watch Requirements / Procedures:

NCFC Chapter 9 Section 901.7

When a required fire protection system is out of service, the fire 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 has been returned to service.

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 for the purpose of identifying and controlling fire hazards, detecting early signs of unwanted fires, raising an alarm of fire and notifying the fire department during times when any fire protection system (i.e. fire alarm system, fire sprinkler system, etc.) is out of service or off-line.

Persons assigned to fire watch duties shall follow the requirements listed below and shall patrol all unprotected areas of the building on a **constant** basis. The fire watch person shall have no other duties than fire watch. All patrols are to be recorded on this fire watch log sheet immediately following each round. In the event of a fire or emergency the fire watch personal shall call 911 immediately.

It is recommended that you contact your insurance company to notify them of your fire protection system being out of service.

GENERAL REQUIREMENTS:

Notify the Catawba County Fire Marshal's Office of your system impairment at (828) 465-8230 Mon-Fri 8am-5pm. After hours, notify Catawba County Communication Center at (828) 464-3112 and ask to speak to the on call Fire Marshal for Catawba County.

Fire watch personnel shall have means for notification of the fire department, and their **only** duty shall be to perform **constant** patrols of the unprotected premises and keep watch for fires.

Proper log (see reverse side) shall be kept on site for review by the fire official. Log shall indicate area patrolled, by whom, time patrolled, etc. Remember the patrol shall be **constant**. Records of fire watch shall be scanned and emailed daily by 9am to the Catawba County Fire Marshal's Office. The fire official shall be notified when the impairment has been restored. Fire watch shall continue until the fire official has given the approval to discontinue the watch.

Fire Watch Log Form

NOTE: Start a new Fire Watch Log Sheet for each new day of Fire Watch :

Company/Business Name and Address: _____

Fire Watch Duties Conducted by: _____
(print name & position)

Fire Watch Commenced: Date: / / Time: _____

Rounds	Date	Start Time	Finish Time	Area Patrolled	Initials
1.	/ /	a.m. p.m.	a.m. p.m.		
2.	/ /	a.m. p.m.	a.m. p.m.		
3.	/ /	a.m. p.m.	a.m. p.m.		
4.	/ /	a.m. p.m.	a.m. p.m.		
5.	/ /	a.m. p.m.	a.m. p.m.		
6.	/ /	a.m. p.m.	a.m. p.m.		
7.	/ /	a.m. p.m.	a.m. p.m.		
8.	/ /	a.m. p.m.	a.m. p.m.		
9.	/ /	a.m. p.m.	a.m. p.m.		
10.	/ /	a.m. p.m.	a.m. p.m.		
11.	/ /	a.m. p.m.	a.m. p.m.		
12.	/ /	a.m. p.m.	a.m. p.m.		
13.	/ /	a.m. p.m.	a.m. p.m.		

