

**Fire Watch Requirements**  
**Provided by DCPS Code Enforcement**  
(Revised January 2021 for New Code Editions)

The requirements and procedures for a fire watch are established by applicable fire codes. By MOU with the City of Jacksonville Fire Marshal and based on 69A-58, *Uniform Firesafety Standards for Educational Facilities*, DCPS has in-house staff certified under Chapter 633 who perform fire safety inspection and code enforcement of DCPS owned educational facilities. This MOU in no way restricts the COJ Fire Marshal, JFRD, or COJ Fire Prevention Division from any investigation or inspection of any DCPS property resulting from any complaint, fire or other purpose.

For the purposes of this document, the DCPS Director of Code Enforcement, Linda M. Theus, PE, CBO and certified Fire Safety Inspector I is the Authority Having Jurisdiction (AHJ). DCPS Fire Watch procedures are summarized as follows with relevant code excerpts cited afterwards:

1. When a fire protection system (fire alarm and/or fire sprinkler system) is impaired, including planned out-of-service events, the AHJ (DCPS Director of Code Enforcement) shall be notified by the appropriate DCPS department or contractor.
2. It is important for the AHJ to be informed when systems have been out of service for more than 8 hours so that appropriate measures can be taken. The term out of service is meant to refer to the entire system or a substantial portion thereof.
3. Based on the circumstances of the impairment, mitigating measures as required by the AHJ shall be implemented for the period that the system is impaired.
4. Typical mitigating measures include the establishment of a Fire Watch. The applicable DCPS department or contractor shall submit a Fire Watch plan to the AHJ (DCPS Director of Code Enforcement) for approval. See sample fire watch plan at the end of this document.
5. A fire watch should at least involve some special action beyond normal staffing, such as assigning an additional security guard(s) to walk the areas affected. Such individuals should be specially trained in fire prevention and in occupant and fire department notification techniques, and they should understand the particular fire safety situation for public education purposes.
6. The fire watch shall be documented with a Fire Watch Log. Sample provided herein.
7. The AHJ (DCPS Director of Code Enforcement) shall be notified when an impairment period ends, and copies of the Fire Watch Log shall be electronically submitted with the notification.
8. A record of impairments including the Fire Watch Log shall be maintained by the system owner or the owner's designated representative for a period of 1 year from the date the impairment is corrected.

The following code excerpts related to fire alarm system impairments and required fire watch are quoted from the current 7<sup>th</sup> Edition (2020) *Florida Fire Prevention Code (FFPC)*, effective December 31, 2020. This edition of the FFPC adopted the 2018 Edition of *NFPA 1 Fire Code*, 2018 Edition of *NFPA 101, Life Safety Code*, and the 2016 Edition of *NFPA 72, National Fire Alarm and Signaling Code*. Related explanatory information from Appendix A of each code is included after the paragraphs marked with an asterisk (\*).

**2018 Edition NFPA 1, Fire Code:**

**1.7.17 Standby and Fire Watch Personnel.**

**1.7.17.1** The AHJ shall have the authority to require standby fire personnel or an approved fire watch when potentially hazardous conditions or a reduction in a life safety feature exist due to the type of performance, display, exhibit, occupancy, contest, or activity; an impairment to a fire protection feature; or the number of persons present.

**1.7.17.2** The owner, agent, or lessee shall employ one or more qualified persons, as required and approved, to be on duty.

**1.7.17.2.1** The cost of standby fire personnel shall be at no cost to the AHJ.

**1.7.17.3\*** Such standby fire personnel or fire watch personnel shall be subject to the AHJ's orders at all times and shall be identifiable and remain on duty during the times such places are open to the public, when such activity is being conducted, or as required by the AHJ.

**A.1.7.17.3** Before each performance or the start of such activity, such individuals should inspect the required fire appliances provided to see that they are properly located and in good working order, and should keep diligent watch for fires during the time such place is open to the public or such activity is being conducted and take prompt measures for extinguishment of fires that can occur.

**3.3.129 Fire Watch.** The assignment of a person or persons to an area for the express purpose of notifying the fire department, the building occupants, or both of an emergency; preventing a fire from occurring; extinguishing small fires; protecting the public from fire and life safety dangers.

**2018 Edition NFPA 101, Life Safety Code:**

**3.3.108 Fire Watch.** The assignment of a person or persons to an area for the express purpose of notifying the fire department, the building occupants, or both of an emergency; preventing a fire from occurring; extinguishing small fires; or protecting the public from fire or life safety dangers. [1, 2018] (SAF-BSF)

9.6.1.5\* Fire alarm system impairment procedures shall comply with *NFPA 72*.

**2016 Edition NFPA 72, National Fire Alarm and Signaling Code:**

**3.3.128\* Impairment.** An abnormal condition, during either a planned or emergency event, where a system, component, or function is inoperable. (SIG-FUN)

**A.3.3.128 Impairment.** An impairment is a system component or function that is not working properly, which can result in the system or unit not functioning when required. This might be due to an intentional act, such as closing a valve or disabling an initiating device. The impairment also might be caused by a deficiency in a piece of equipment or subsystem. An example of emergency impairment is physical damage to a control unit or wiring. Examples of a planned impairment include the addition of new devices or appliances or the reprogramming of system software.

**10.20\* Impairments.**

**A.10.20** The term *impairments* encompasses a broad range of circumstances wherein a system or portion thereof is taken out of service for a variety of reasons. Systems are routinely impaired to allow hot work (e.g., open flame operations) to be performed in areas with automatic detection, construction, painting, and so forth, as well as to conduct normal system maintenance and testing. Impairments can be limited to specific initiating devices and/or functions (e.g., disconnecting the supervising station connection during system testing), or they can involve taking entire systems or portions of systems out of service. Section 10.20 is intended to help building owners control impairments of the system(s) in their building(s) and to ensure that systems are restored to full operation and/or returned to service afterward. Additional requirements for impairments and out-of-service conditions are in 14.2.2.2.

**10.20.1** The system owner or the owner's designated representative shall be notified when a system or part thereof is impaired. Impairments to systems shall include out-of-service events.

**10.20.2** A record of impairments shall be maintained by the system owner or the owner's designated representative for a period of 1 year from the date the impairment is corrected.

**10.20.3** The supervising station shall report to the authority having jurisdiction any system for which required monitoring has been terminated.

**10.20.4\*** The service provider shall report to the authority having jurisdiction any system that is out of service more than 8 hours.

**A.10.20.4** It is important for the authority having jurisdiction, typically the local fire official, to be informed when systems have been out of service for more than 8 hours so that appropriate measures can be taken. The term out of service is meant to refer to the entire system or a substantial portion thereof.

**10.20.5\*** Where required by the authority having jurisdiction, mitigating measures shall be implemented for the period that the system is impaired.

**A.10.20.5** The need for mitigating measures is typically determined on a case-by-case basis. This considers the building, occupancy type, nature and duration of impairment, building occupancy level during impairment period, active work being conducted on the fire alarm system during the impairment, condition of other fire protection systems and features (i.e., sprinklers, structural compartmentation, etc.), and hazards and assets at risk. Appropriate mitigating measures range from simple occupant notification to full-time fire watch. Determining factors vary from testing-related impairments and maintenance activities during normal business through extensive impairments to high-value, high-hazard situations.

**10.20.6** The system owner or owner's designated representative and the authority having jurisdiction shall be notified when an impairment period ends.

**ATTACHMENTS:**

- **FIRE WATCH LOG (added 06/17/2020)**
- **SAMPLE FIRE WATCH (added 01/29/2021)**

This document issued by,

Linda M. Theus, PE, CBO  
Director, DCPS Code Enforcement  
1701 Prudential Drive, Suite 513  
Jacksonville, FL 32207  
Office Phone: (904) 390-2165

## FIRE WATCH LOG

<b>DCPS Campus/Site:</b>		
Building:	Date:	Watch Conducted By (Name):
Area:	Time:	Initials:
	Time:	Initials:
	Time:	Initials:
	Time:	Initials:
	Time:	Initials:
	Time:	Initials:
	Time:	Initials:
	Time:	Initials:
Building:	Date:	Watch Conducted By (Name):
Area:	Time:	Initials:
	Time:	Initials:
	Time:	Initials:
	Time:	Initials:
	Time:	Initials:
	Time:	Initials:
	Time:	Initials:
Building:	Date:	Watch Conducted By (Name):
Area:	Time:	Initials:
	Time:	Initials:
	Time:	Initials:
	Time:	Initials:
	Time:	Initials:
	Time:	Initials:
	Time:	Initials:
	Time:	Initials:
Building:	Date:	Watch Conducted By (Name):
Area:	Time:	Initials:
	Time:	Initials:
	Time:	Initials:
	Time:	Initials:
	Time:	Initials:
	Time:	Initials:
	Time:	Initials:
	Time:	Initials:

# SAMPLE FIRE WATCH PLAN

## Summary

The following information is provided to identify specific fire watch work areas.

### 1. Site / Fire Watch Plan

- Fire Watch Plan, 1 Page.
- Designated fire watch areas (Buildings #1, #2, #3, #8, #9, #10, #11, #90, #99-585, #99-566 & Drivers Ed Trailer), 1 Page
- Attached 1 drawing (Site Plan with daily & nightly routes).

### 2. Schedule – Fire watch is schedule for 24 hours 7 days from 1-27-2021 to 1-29-2021.

Fire watch will be maintained until new fire alarm panel is installed, tested, & approved. (This work by others.)

## Fire Watch Plan

Re: Notice and Confirmation of Fire Watch at Raines High School.

Please consider this as a notice and confirmation that when there is a requirement for a full time Fire Watch at Raines High School that we have established an agreement with trained Fire Watch personnel per the Jacksonville Fire & Rescue standard operational guidelines.

1. The placement of trained Fire Watch personnel provided by **Allstate Construction Inc.** has been established until further notice. Each Fire Watch has been assigned an area of responsibility for the express purpose of notifying the front office through use of call stations located throughout the buildings or through the use of radios to a lead member of the Fire Watch team or the Main Office. Upon notification to the Main Office, regular DCPS procedures will take over and the Fire Watch team shall assist in evacuation as necessary for the safety and security of the personnel until the School Principal or designee is established as the onsite point of contact for the area.
  2. Currently, a route within assigned areas throughout each building of the campus has been established for Fire Watch oversight. Each Fire Wire watch will act as a continual roving patrol throughout their assigned area on (15) fifteen minutes intervals. A log shall be kept by each area Fire Watch confirming an "All clear" situation on a consecutive basis throughout the day. Each Fire Watch has the express responsibility to maintain the log and communicate directly with the lead Fire Watch team member or Main Office in the event of any emergency related to discovery of fire, smoke, or other emergencies that may arise that the existing fire alarm system would address.
  3. In an emergency situation, the Fire Watch shall inform the Main Office/Fire Watch team leader of the situation through the use of the in-room call stations or through radios if stating the following: "*This is an All Call, This is a Fire Alarm, This is NOT a Drill, This is a Fire Alarm*". At this point, each Fire Watch will respond by evacuating the buildings within their zone and ensure the building is in fact empty of all personnel. This information will be available and reported to the team leader as soon as possible. Once all personnel are confirmed clear of the building, they will evacuate to a safe location and rejoin the other fire watch team members.
  4. This Fire Watch procedure shall remain in place until the new mechanical Fire Alarm system is in place, normal operating conditions are restored, and approval from DCPS Code Enforcement has been received.
  5. All procedures and practices will be monitored by DCPS Code Enforcement. Any and all changes or adjustments to this Fire Watch procedure shall be submitted and approved by Code Enforcement.
-

# SAMPLE FIRE WATCH PLAN (Drawing)

