



# Sacramento Metropolitan Fire District

Community Risk Reduction Division

[www.metrofire.ca.gov](http://www.metrofire.ca.gov)

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TODD HARMS  
Fire Chief

SACRAMENTO METROPOLITAN FIRE DISTRICT			
FIRE PREVENTION STANDARD			
STANDARD TITLE:	Fire Watch		
STANDARD NUMBER:	26	EFFECTIVE DATE:	07/14/14
		REVISION DATE:	01/01/17

## OBJECTIVE

To provide guidelines to businesses in need of an approved fire watch for special programs, fire suppression and/or fire alarm systems out of service or any unusual circumstances as determined by the Community Risk Reduction Division.

## PROCEDURE

1. Approved fire watch shall be conducted by a licensed security company retained for the sole purpose providing a fire watch.
2. Fire watch personnel shall have in their possession an operational radio or cell phone that can immediately communicate with fire dispatch to report an emergency incident.
3. Fire watch personnel shall identify unsafe conditions and see that they are remedied immediately and shall complete an incident report of such condition and their correction.
  - a. Incident reports shall include: "Where" – the exact location; "When" – the exact time; "What" – the act or thing done and corrective action to correct hazard; "How" – the method by which an act was done; and "Who" – the identity of the person or persons involved.
  - b. Daily reports shall be completed to include any incident reports and shall cover work done by identifying the assigned location, date, time, and employee name.
4. Fire Watch personnel shall document the time and findings of each patrol. Patrol reports shall be faxed to the fire department by 8 am each morning.
5. Fire watch shall be maintained until approval to discontinue has been obtained by the Community Risk Reduction Division.