



# AURORA FIRE DEPARTMENT

## FIRE WATCH & IMPAIRMENT REQUIREMENTS

A fire watch is a temporary measure taken when deemed necessary by the Fire Prevention Officer. A fire watch may be required in the event that a building's automatic fire protection system is impaired or is out of service for more than (4) hours and still occupied, when large assemblies are expected, the nature of activities warrant it, or other necessary reasons deemed by the Fire Prevention Officer. This service is intended to ensure continuous and systematic surveillance of a building or area by one or more qualified individuals. Fire watch personnel have the sole duty of providing the fire watch. In addition, the building owner is required to have an impairment coordinator. The out of service equipment must be tagged "out of service" and that tag must be placed at the fire alarm panel and the fire department connection. (International Fire Code)

### Owner/Management Responsibilities

It is the owner/management's responsibility to secure a fire watch. Should the owner/management not secure a fire watch, one will be provided by the Fire Department, at owner/management's expense.

### Fire Watch Duties and Responsibilities

Fire watch personnel are to remain on the property to assist the fire department with information and establish contact with the owner/manager.

The primary function of a fire watch is to detect fire, notify occupants and the fire department, and evacuate the protected area or building. Firefighting activities are NOT the primary purpose of a fire watch. The duties of fire watch include.

- Conducting periodic patrols of the affected area(s) or the entire facility, as appropriate.
- Identifying any life, fire, or property hazards
- Preventing obstructions to means of egress.
- Notifying the Aurora Fire Department when a fire is suspected or discovered. Call 911 and provide the emergency operator with the exact address, type of emergency, and if applicable, advise that the fire protection system is impaired.
- Notifying building occupants of the need to evacuate; if a building alarm system is functional, ensure it is activated to assist with the evacuation.
- Establishing and maintaining at least one means of direct communication with 911.
- Maintaining a log of the fire watch tours and activities
- Be knowledgeable in the location and use of fire protection equipment, including portable fire extinguishers.

### Frequency of Tours, Continuous Intervals

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

1. Where the fire alarm is not alerting occupants, or fire suppression system is compromise.
2. Where occupants are sleeping.
3. Where occupants are incapable of self-preservation or require assistance.
4. In occupancies where high numbers or concentrations of people are expected (i.e., places of assembly, educational occupancies)

Thirty Minute Intervals:

Fire watch personnel should patrol high hazard areas of affected buildings every 30 minutes.

Sixty Minute Intervals:

All other occupancies not meeting the requirements for continuous or 30-minute intervals will be patrolled by the fire watch on 60-minute intervals. All unoccupied areas of affected buildings may be patrolled on a 60-minute interval.



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### Record-keeping:

A fire watch log shall be maintained at the 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/area where fire watch is established.
- Name of person(s) on-duty conducting the fire watch.
- Date and time of fire watch duty.
- Beginning and ending times of each patrol.
- Name of fire watch member conducting a specific patrol.
- Record of communication(s) with the Fire Department and alarm monitoring company; including time(s) and nature of communication.
- Record of other information, as directed by Fire Department personnel.

### Conclusion of Fire Watch Operations

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

### Fire Watch Acknowledgment

I \_\_\_\_\_ (Print Name & Position) of \_\_\_\_\_  
(Business Name & Address of Fire Watch), understand that I am to initiate a fire watch at the above listed building(s) until the \_\_\_\_\_ (Type of System) is returned to service by a certified company. The system will be brought into compliance as soon as possible and without hesitation. Once the system is operational, a letter of certification shall be sent to the Aurora Fire Department's Fire Prevention Bureau via email at [fpb@aurora.il.us](mailto:fpb@aurora.il.us). I understand the procedures required for conducting a fire watch. I will maintain a log of the watch, which I will submit to the Fire Prevention Bureau **daily** until the fire watch is terminated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Emergency Phone Number: \_\_\_\_\_



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Fill in the below information and email or fax to the Fire Prevention Bureau

Address \_\_\_\_\_

Impairment (attach additional information if needed)                      Planned                      Emergency

System Impaired (explain) \_\_\_\_\_

Time out of Service \_\_\_\_\_ Date out of Service \_\_\_\_\_

Impairment Coordinator Name \_\_\_\_\_ Phone # \_\_\_\_\_

Fire Watch #1 \_\_\_\_\_ Fire Watch #2 \_\_\_\_\_

Fire Watch #3 \_\_\_\_\_ Fire Watch #4 \_\_\_\_\_

Explain Impairment \_\_\_\_\_

Tag Placement \_\_\_\_\_

Repair Contractor \_\_\_\_\_

Time Returned to Service \_\_\_\_\_ Date Returned to Service \_\_\_\_\_

Officer/Co. \_\_\_\_\_ Incident # \_\_\_\_\_ Date \_\_\_\_\_