



TOWN OF BABYLON
DIVISION OF FIRE PREVENTION
281 PHELPS LANE, ROOM # 303
NORTH BABYLON, NEW YORK 11703
TEL: (631) 893-2153 • FAX: (631) 893-2162
EMAIL: BABYLONFIREMARSHAL@TOWNOFBABYLONNY.GOV



FIRE PREVENTION FORM W

Fire Watch Requirements and Procedures

A **Fire Watch** is a temporary measure taken if a fire protection system fails, is rendered out of service, or there is an excessive number of false activations causing the fire protection system to be rendered inoperable for a period of 4 hours or more, or when deemed necessary by the Fire Department or Fire Marshal.

The protection of persons and property against the hazards of fire is the building's owner/management responsibility. The requirements of this procedure are intended to aid the owner/management in the selection, requirements, duties and training of individuals when systems are down and a Fire Watch is required.

The fire watch's primary function is to detect fire, notify and evacuate the occupants of the building. Firefighting activities are not the purpose of the watch and should only be attempted by trained personnel after notifying the fire department and evacuating the building.

NOTE: *If the system that is out of service still has power and will activate the audio/visual devices upon any device activation, additional steps need to be taken to notify the building occupants that the system is out of service.*

The system shall be silenced as soon as possible, and eventually reset as per the directions given by the Fire Marshal.

Failure to complete these steps could result in the local FD being notified to respond unnecessarily and the buildings HVAC systems remaining off.

REQUIREMENTS:

The owner/management shall determine the personnel to conduct the fire watch. A professional security company is not required, but may be utilized.

- A fire watch is required when the structure is occupied or as ordered by the Fire Marshal.
- Fire watch personnel shall be provided with at least one means for notification of the Fire Department
- Fire Watch Personnel's only duty shall be to perform constant patrols of the protected premises to keep watch for fire.
- The owner/management shall provide the Fire Watch Personnel with written instructions on rounds, and a contact list of supervisory personnel.
- The owner/management shall ensure the Fire Watch Personnel are familiar with the property being protected, the facilities emergency action & evacuation plan, the fixed and portable fire protection equipment, and the location of all hazardous materials and dangerous processes within the structure and site.

FIRE WATCH INSPECTIONS:

Fire Watch personnel shall make rounds of the structure(s) and grounds at intervals determined by the Fire Marshal, not to be less than once per hour.

Each site or building may require different timed rounds. The Fire Marshal may require additional rounds for special conditions such as buildings containing sleeping areas, occupied assembly spaces, or areas containing hazardous material storage or use.

A log of the rounds, times of the rounds, and conditions noted for attention shall be kept by all fire watch personnel. This log shall be maintained by the owner/management and made available to the Fire Marshal's office for review.

FIRE WATCH SIGNAGE:

Fire Watch warning signs shall be provided by the Fire Marshal and be posted conspicuously in the building in the following areas:

- **Main entrance to the building.**
- **All entrances to the affected area(s).**
- **Any other location deemed necessary by the Fire Marshal.**

These signs warn all occupants that the building has a fire watch in place and to call 911 if they see smoke or fire. These signs shall remain in place until the fire watch has been cancelled by the Fire Marshal.

CANCELLATION OF THE FIRE WATCH:

When the fire protection system has been repaired and placed back in service, notification shall be made to the Fire Marshal's office. At minimum, the Fire Marshal will require a copy of the fire watch log, as well as a copy of any service ticket showing that repairs to the fire protection equipment have been completed before lifting the fire watch.

FIRE WATCH

IN PROGRESS

THIS BUILDING HAS A FIRE PROTECTION SYSTEM THAT IS OUT OF SERVICE.

A Fire Watch Inspector is conducting a continuous tour of the building to provide fire/smoke detection. Please be alert to the signs of a possible fire.

If any fire/smoke is discovered, immediately call 9-1-1.

This sign shall be posted at the main entrance to the building, and all entrances to the affected areas at the direction of the Fire Marshal, and shall remain in place until rescinded.