



## FREDERICK COUNTY GOVERNMENT

### DIVISION OF FIRE & RESCUE SERVICES

Office of the Fire Marshal

Jessica Fitzwater

County Executive

Thomas E. Coe, Chief

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## Standby Fire Personnel – Fire Watch Requirements

### 1. Purpose:

To provide fire watch requirements for an owner or responsible party when adequate egress is not available, when demolition of a building with hazardous conditions exists, or when a fire alarm or sprinkler system is in disrepair or non-functional.

### 2. Scope:

This policy applies to all facilities in which the Fire Marshal's Office has fire prevention authority.

### 3. Background:

This policy was developed to clarify and specify fire watch requirements.

### 4. Requirements:

#### Fire Marshal's Office specifics:

- The number of fire watch personnel required, duration and times per day for a fire watch shall be assigned by the Fire Marshal's Office and or a Fire Department Officer.
- Conduct periodic patrols of the entire facility. Patrol the facility every 15 minutes if the facility has people sleeping, is an institutional facility or an occupied assembly facility. Facilities not meeting the previous conditions shall be patrolled every 30 minutes.
- Residents, Staff, Visitors and Patrons need to be aware of any out of service systems while occupying the building.
- The Office of the Fire Marshal and or a Fire Department officer may designate additional safety duties for fire watch personnel.
- Fire watch personnel shall be pre-approved by the Office of the Fire Marshal and or a Fire Department officer.

### 5. Duties:

- Fire watch personnel shall have access to one approved means of communication; know the exact address of the property, and how to report a fire or other emergency condition by calling 9-1-1.
- Fire watch personnel shall be familiar with the buildings and property and have an accepted written plan for patrolling the property.
- Fire watch personnel shall be trained in the use of fire extinguishers shall have access to all facility fire extinguishers and know their location.
- Fire watch personnel shall have knowledge of and be trained in the facility's evacuation plan in the event of a fire. They shall be able to communicate with non-English speaking occupants well enough to give an evacuation order.
- Fire watch personnel shall not be permitted, while on duty, to perform any other duties.
- Fire watch personnel shall not be impaired and shall always remain awake and alert.

- Fire watch personnel shall keep a log of fire watch related activities. The log shall include; address of the facility, time of each patrol, name of the fire watch person, notes for other related activities performed.
- Once the “out of service” system has been restored, please reach out to the Office of the Fire Marshal @ [dfrsfiremarshal@frederickcountymd.gov](mailto:dfrsfiremarshal@frederickcountymd.gov) for a follow-up inspection and or any questions you may have.



# Office of the Fire Marshal

Frederick County Division of Fire and Rescue Services

5370 Public Safety Place  
Frederick, MD 21704  
301-600-1479



## FIRE WATCH LOG

FACILITY NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

ASSIGNED AREA(S): \_\_\_\_\_ DATE: \_\_\_\_\_

FIRE-WATCHER: \_\_\_\_\_ INITIALS: \_\_\_\_\_

FIRE WATCH TIMES: STARTED \_\_\_\_\_ ENDED \_\_\_\_\_

Fire watch personnel must perform periodic patrols such that each room in their assigned area is checked at not less than \_\_\_\_\_ minute intervals. The first entry in this log must be made within \_\_\_\_\_ minutes of the start of the fire watch and every \_\_\_\_\_ minutes thereafter. Times must be recorded using the 24-hour clock and initialed. Any problems found during the fire watch must be documented (along with the time found and initialed) and reported to the head of maintenance for immediate correction.

I certify (by my initials below) that I completed a patrol of my entire assigned area at the following times:

Time Tour Completed	Initials	Time Tour Completed	Initials	Time Tour Completed	Initials

Problems noted during fire watch:

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