



# Marysville Fire District

1094 Cedar Avenue  
Marysville, Washington 98270  
www.marysvillefiredistrict.com

Headquarters: 360-363-8500  
Fax: 360-659-1382

## Fire Watch Guideline

**Fire Watch:** A temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising an alarm of fire and notifying the fire department.

### 1. Owner Responsibilities:

- Establish, instruct and maintain fire watch personnel.
- Notify the monitoring company.
- Notify the Marysville Fire District that the system is not working and again when the system has been repaired. Call the Fire Prevention Division at (360) 363-8500.
- Contact the repair company to fix the fire alarm or fire suppression system(s).

### A. Fire Watch Duties Personnel serving as a fire watch have the following responsibilities:

- Conduct periodic patrols of the interior of the entire facility as specified.
- Identify any fire, life or property hazards.
- Determine at least one means of direct communication with the fire department. A telephone is preferable.
- Maintain a log of fire watch activities.
- Have knowledge of the location and use of the fire extinguishers.

### B. Actions in case of fire or odor of smoke

- Notify the Marysville Fire District if a fire is discovered by calling 9-1-1 with the exact address and type of emergency.
- Notify the occupants of the facility of the need to evacuate. If the sirens or public address function of the alarm system are still functional, use them to assist with the evacuation of the building.
- Fire watch personnel cannot have other duties besides their assigned fire watch. However, the fire department may designate other duties.

**Note:** The fire watch will not perform fire-fighting duties beyond the scope of the ordinary citizen.

### C. Frequency of Inspections

Fire watch personnel should patrol the entire facility every 15 minutes in the following situations:

- The facility has people sleeping.
- The facility is an institutional occupancy.
- The facility is occupied assembly occupancy.

**Facilities that do not meet the requirements for a 15 minute patrol frequency should have a fire watch patrol every 30 minutes.**

**D. Record Keeping**

A fire watch log shall be maintained at the facility. The log must be available to the Marysville Fire District at all times during the fire watch. The log will show the following;

- The address of the facility.
- Times the patrol has completed each tour of the facility.
- Name of the person(s) conducting the fire watch.
- Record of any communication(s) to the Fire Department and/or monitoring company.
- Record of other information as directed by the Fire Department.

**E. Cancellation of Fire Watch**

It is the owners’ responsibility to cancel the fire watch once the fire alarm and/or the fire suppression system(s) has been fully restored. Once the fire watch has been cancelled, the owner or representative must notify the monitoring company and the Marysville Fire Marshal’s office. The Fire Marshal’s office is reached during normal business hours at (360) 363-8500. If repairs are completed after normal business hours, or on the weekend, notify the Fire Marshal’s office the next business day. For additional information about fire alarms and fire suppression systems or confidence testing of the systems, contact the Marysville Fire District at (360) 363-8500.

Fire Watch Log SAMPLE:

Business / Address: XYZ Services 123 State Avenue

<b>Date</b>	<b>Time</b>	<b>Person Conducting Watch</b>	<b>Initials</b>	<b>Notes</b>
00/00/00	0130	John Doe	JD	Started watch, notified FD & monitoring Co., First Tour
	0200	John Doe	JD	Second tour
	0230	John Doe	JD	Maintenance arrived & Third Tour
	0300	John Doe	JD	Alarm back on line. FD & monitoring co. notified

**Fire Watch Log**  
(PLEASE PRINT)

Business/Address:

Date	Time	Person Conducting Watch	Initials	Notes

**Return this log to:** Marysville Fire Marshal via fax (360) 659-1382  
Email to: [mfinspectors@marysvillewa.gov](mailto:mfinspectors@marysvillewa.gov)