



MARYSVILLE FIRE DISTRICT

REGIONAL FIRE AUTHORITY

Fire Marshal's Office

1635 Grove St. Marysville, WA 98270 - (360) 363-8500

MFInspectors@MFDRA.org - www.marysvillefiredistrict.org



MARYSVILLE

WASHINGTON

FIRE WATCH REQUIREMENTS

Fire Watch Purpose: When a required fire protection system such as a fire alarm or sprinkler system is out of service and leaves the building without protection, a fire watch is required. The person(s) assigned to conduct a fire watch provide continuous monitoring of the building to quickly detect a fire, alert occupants, and call 9-1-1 until the system is restored.

- For the first 48 hours, the owner may provide a competent adult to serve as a constant fire watch which must be their only duty.
- After the initial 48 hours, the fire watch must be provided by a licensed and bonded private security company until the system is returned to full service. [MMC 9.04.901.7](#)
- The owner must provide the fire marshal with the name and contact information of the competent adult and/or security company within eight hours of implementing a fire watch.

1. Fire Watch Duties:

Personnel serving as a fire watch have the following responsibilities:

- Conduct periodic patrols of the entire facility as specified:
 - Every **15 minutes** for occupancies that are institutional, occupied assembly, or where people are sleeping.
 - Every **30 minutes** for all other occupancies.
- Identify any fire, life or property hazards.
- Have at least one method of calling 911, (cellphone preferred).
- Maintain Fire Watch log-sheet.
- Have knowledge of the location and use of the fire extinguishers.
- All fire watches shall be conducted on a 24-hour basis unless otherwise approved.
- **Note:** The fire watch will not perform fire-fighting duties beyond the scope of the ordinary citizen.

2. Actions in case of fire or odor of smoke:

- Call 9-1-1 and be prepared to provide the address and type of emergency.
- Notify the occupants of the facility of the need to evacuate. If the public alert function of the alarm system is still functional, use it to assist with the evacuation of the building by using a manual pull station.

3. Record Keeping / Daily Log Sheets:

A fire watch log (see last page of this handout) shall be maintained at the facility and be available to the Marysville Fire District at all times during the fire watch.

Daily log sheets shall be sent to the Fire Prevention Office every 24 hours at MFInspectors@mfdrrfa.org. The log shall show the following:

- Name of building, site address, primary contact name and contact information.
- Time of each patrol completed completion.
- 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 District.

4. Owner Responsibilities:

- Establish, instruct and maintain fire watch personnel.
- Notify the monitoring company.
- Notify 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).

5. Cancellation of Fire Watch

It is the owners' responsibility to cancel the fire watch once the fire alarm and/or fire suppression system has been fully restored. Once the fire watch has been cancelled, the owner or representative must notify the monitoring company and the Marysville Fire Prevention office which can be reached during normal business hours at (360) 363-8500 or email at MFInspectors@mfdrrfa.org.

Upon completion of work on a new or modified fire alarm system, it shall be pre-tested by the installing technician, and a witnessed acceptance test shall be performed with the fire inspector. The inspection request shall be made via the permit portal within 24 hours after the completion of the work or will be subject to a code enforcement action. (Title 9 of the Marysville Municipal Code)

Fire Watch Log Example:

Business / Address: XYZ Services 123 State Avenue

Date	Time	Person Conducting Watch	Initials	Notes
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 online. FD & monitoring co. notified

