

Euclid Fire Department



Fire Prevention Bureau
775 East 222nd Street
Euclid, Ohio 44123
fireprevention@cityofeuclid.gov 216.289.8425

FIRE WATCH DUTIES

OFC 901.7 Systems out of Service: Where a required fire protection system is out of service, the fire department and the fire code official shall be notified immediately, and where required by the fire code official, the building shall be either evacuated or an approved fire watch shall be provided for all occupants left unprotected by the shutdown until the fire protection system has been returned to service. Where utilized, fire watches shall be provided with not less than one approved means for notification of the fire department and **their only duty shall be to perform constant patrols** of the protected premises and keep watch for fires.

ECO 1590.99 PENALTY: Whoever violates or fails to comply with any of the provisions of this chapter is guilty of a misdemeanor of the third degree and shall be fined not more than five hundred dollars (\$500.00) or imprisoned not more than sixty days, or both, for each offense. A separate offense shall be deemed committed each day during or on which a violation occurs or continues.

DUTIES:

- (1) **Fire watch duties.** Ohio Fire Code 901.7 and Euclid Codified Ordinance 1590.14
 - A. Conduct patrols of the entire facility, including all rooms and basement.
 - B. Identify any fire, life, or property hazards. During the patrol of the area, the person should not only be looking for fire, but making sure that the other fire protection features of the building such as egress routes and fire doors are functioning properly.
 - C. Notify the Euclid Fire Department if a fire is discovered by calling 9-1-1 with the exact address and type of emergency. Fire watch personnel shall be provided with at least one means of direct communication with the Fire Department.
 - D. Notify occupants of the building of the need to evacuate. If the horns/bells/ strobes of the alarm system are still functional, use them to assist with the evacuation of the building.
 - E. Maintain a log of fire watch activities, and submit this log to the Euclid Fire Prevention office each day while a fire watch is in place.
 - F. Have knowledge of the location and use of fire protection equipment, such as extinguishers.
 - G. Fire watch personnel cannot have other duties besides their assigned fire watch.
- (2) **Frequency of inspections.** Fire watch personnel should patrol the entire facility every 15 minutes in the following situations:
 - A. The facility has people sleeping.
 - B. The facility is an institutional occupancy.
 - C. The facility is an occupied assembly or educational occupancy.Occupied facilities that do not meet the requirements for a 15-minute patrol frequency should have a fire watch patrol every 30 minutes. If a facility cannot be completely patrolled in 15 or 30 minutes, extra personnel shall be assigned fire watch duties to assure that the complete facility is patrolled in the required time frame.
- (3) **Record keeping.** A fire watch log shall be maintained at the facility. The log shall be submitted daily to the Fire Department during the fire watch. The log shall show the following:
 - A. Address of the facility.
 - B. Dates and times that the patrol has completed each tour of the facility.
 - C. Name of the person conducting the fire watch.
 - D. Any pertinent information or notes.

E. Historical records shall be maintained in the fire watch log for a period of at least one year.

(d) Notwithstanding the provisions of this ordinance, the City of Euclid, its departments, officers, agents and employees shall be under no obligation whatsoever concerning the adequacy, operation or maintenance of any alarm device. No liability whatsoever is assumed for the failure of such alarm devices, or for failure to respond to alarms or for any other act or omission in connection with such device.

Address of Facility	Date:	Time:
System Out of Service-Notification to Fire Department	Date:	Time:

Address of Facility	Date:	Time:
System return to Service-Notification to Fire Department	Date:	Time:

PERSONS ASSIGNED TO FIRE WATCH DUTIES SHALL FOLLOW THE REQUIREMENTS LISTED ON THE FIRE WATCH DUTIES SHEET AND SHALL PATROL ALL UNPROTECTED AREAS OF THE BUILDING TO CHECK FOR FIRE CONDITIONS. ALL PATROLS ARE TO BE RECORDED ON THIS LOG REPORT AND SUBMITTED DAILY TO THE EUCLID FIRE DEPARTMENT FIRE PREVENTION OFFICE. fireprevention@cityofeuclid.gov

Fire Watch Duties Conducted By:

Fire Watch Commenced: Date: _____ Time: _____

Rounds	Name	Finished	Signature	Comments/Notes
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