

Davis Fire Department

Fire Prevention Section

Fire Watch Guidelines

530 5th Street, Davis, CA 95616

(530) 757-5682

<http://cityofdavis.org/city-hall/fire-department>

Fire Watch Personnel Duties

- Maintain a written copy of the Fire Watch Log.
- Conduct patrols once every hour of the entire facility as specified.
- Remain awake and vigilant for the entire required fire watch period.
- Identify any fire, life, or property hazards. If any are found, notify Davis Emergency Dispatch Center by calling 9-1-1 or (530) 756-3400 and begin evacuating occupants.
- Have knowledge of the location and use of fire protection equipment such as fire extinguishers, etc.
- For buildings with more than 250 occupants, one fire watch shall be assigned to every 250 occupants.
- Each person assigned to fire watch duties must be provided with the following equipment:
 - a. Suitable means of communication (cell phone, portable radio, etc.)
 - b. Flashlight
 - c. Clipboard and pen
 - d. Copy of fire watch duties
 - e. Copy of the Fire Watch Log Sheet
 - f. Keys and/or access codes to provide entry to all rooms/space

Fire Watch Record Keeping

A written fire watch log shall be continuously maintained on the premise during the required fire watch. It must be readily available and be made available to the DFD upon request. The fire watch log shall document at a minimum the following items:

- Address of the facility
- Name(s) and contact information of personnel conducting the fire watch.
- Start and end times of each patrol tour of the facility.
- Description of the patrol tour route including building numbers or locations.
- Identification and specific location of any fire or life safety hazards found during the patrol.
- Record of communication(s) to the DFD or dispatch.
- Record of other information as directed by the DFD.

Any questions regarding Fire Watch may be directed to the Fire Marshal during regular business hours at (530) 757-5682. For after-hours questions contact the Davis Dispatch Center, non-emergency line at (530) 747-5400.