



Town of Knightdale Fire Department
950 Steeple Square Court
Knightdale, NC 27545
fireinspections@knightdalenc.gov
919-217-2292

Fire Watch Packet

Fire Watch Requirements

A Fire Watch may be required for any of the following reasons:

- Any impairment of a required life safety system.
- Special Hazards
- Other conditions as required by the Fire Department

If any of these conditions occur and cannot be corrected immediately, the building owner, or their representative is required by the North Carolina Fire Prevention Code (NCFPC) to either vacate the building or provide a fire watch until the system is repaired or the hazard is mitigated.

Owner Responsibilities

1. Notify the Fire Marshal's Office (919-217-2292 or fireinspections@knightdalenc.gov) that the system is not working and again when the system has been repaired.
2. Contact a licensed contractor to repair the system and pull any required permits (contact the Fire Marshal's Office at 919-217-2292 or fireinspections@knightdalenc.gov for permitting information if needed).
3. Personnel who are to conduct the Fire Watch are hired by the building owner. Fire Watch Personnel must be of legal age of accountability and have no other assigned duties.
4. Establish, instruct and maintain Fire Watch Personnel.
5. If the Fire Watch is not being conducted as required, the Fire Marshal's Office can/will revoke the option of Fire Watch and institute an evacuation of the structure. The Owner/Occupant may also receive a citation/fine issued by the Fire Marshal's Office for not following proper Fire Watch procedures.

Fire Watch Duties

Persons serving as Fire Watch cannot have any other duties except the Fire Watch. Fire Watch duties will consist of the following:

1. Conduct periodic patrols of the affected areas.
2. Identify any fire, signs of fire, life or property hazards.
3. Knowledge of building floor layout, hazardous areas, emergency shut down procedures, emergency evacuation plan, etc.
4. Check all exits and exit access corridors to ensure means of egress area clear and unobstructed.
5. Check sprinkler system valves and in the open position, if applicable.
6. Check for any smoking violations, or other sources of ignition.

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7. The Fire Watch must have at least one means of direct communication with the Fire Department and/or 911. (A cell phone is acceptable)
8. **If a fire is discovered**, the Fire Watch must notify the Fire Department immediately by calling **9-1-1** and give the exact address and location of the fire.
9. The Fire Watch personnel must then notify the occupants of the need to evacuate. If the fire alarm horns or public address system are still functional, use them to notify the occupants. If appliances are not functional, then other means of notification must be available (i.e., bull horns).
10. Have knowledge of the location and use of fire protection equipment, such as fire extinguishers and occupant hose lines. (The Fire Watch will not perform firefighting duties beyond the scope of ordinary citizens)
11. Maintain a logbook of Fire Watch activity.

Frequency of Patrols

Fire Watch personnel shall patrol the entire area affected **every 15 minutes**. In large buildings, additional Fire Watch personnel shall be assigned in order to achieve the required frequency.

Record Keeping

A Fire Watch logbook must be maintained at the building. The logbook must be available to the Fire Marshal's Office at all times during the Fire Watch. The logbook shall contain the following information:

1. Address of the Building
2. Date and Time of each patrol through the affected area.
3. Name of person(s) conducting Fire Watch
4. Record of Communication with the Fire Department and licensed contractor doing the repairs
5. Other information as required by the Fire Marshal's Office (i.e., equipment, inspection logbooks)

The completed Fire Watch Log must be E-Mailed to the Fire Marshal's Office at fireinspections@knightdalenc.gov at the completion of the Fire Watch period.

It is the responsibility of the owner, or their representative, to contact the Fire Marshal's Office once the fire protection systems are repaired or the hazard has been mitigated. Documentation from a licensed contractor that can verify the systems are functioning properly or a hazard has been mitigated shall be provided. The Fire Marshal's Office can be reached at 919-217-2292 or fireinspections@knightdalenc.gov from 08:00 am to 05:00 pm Monday – Friday.

Sample Fire Watch Log

Fire Watch Log			
Date	Time	Name	Comments
11-25-2020	03:30 PM	Jane Doe	Begin of Watch
11-25-2020	03:45 PM	Jane Doe	Completed Tour, No Problem
11-25-2020	04:00 PM	Jane Doe	Repair Contractor Arrival

