



NOTICE AND ORDER TO ESTABLISH FIRE WATCH

By order of the Monterey Fire Chief pursuant to 2019 California Fire Code, Section 901.7 Fire and life safety systems out of service. Where a required fire protection system is out of service, the fire department and or 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.

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. Where a required fire and life safety alarm system is out of service for more than 4 hours in a 24-hour period, the authority having jurisdiction shall be notified, and the building shall be evacuated or an approved fire watch shall be provided for all parties left unprotected by the shutdown until the fire alarm system has been returned to service.

FIRE WATCH MANDATORY REQUIREMENTS

These procedures are to be followed during ALL HOURS OF OCCUPANCY until such time as the systems are back online and approved by the Monterey Fire Prevention Bureau.

- The building owner or responsible building/business manager shall designate and assign a sufficient number of person(s) to perform Fire Watch duties to ensure that the entire interior and exterior of the premise is visually checked every hour.
- Fire Watch is required at any and all times the building is occupied.
- Fire Watch duties and responsibilities shall take precedence over any other assigned duties and responsibilities
- Notify all occupants that the fire and life safety systems are out of service and have a FIRE WATCH.
- Continually patrol the area, structure or facility and document the patrol a minimum of once every hour.
- Be trained in the use of a fire extinguisher and have one accessible at all times.
- Be capable of communicating with building occupants and the fire department to notify them about fires or other emergencies.
- Person(s) designated to perform Fire Watch shall have immediate access to a communication system enabling immediate report of any fire or other emergency to 9-1-1 and the responsible building/business owner or manager.
- Person(s) designated to perform Fire Watch shall immediately report any fire to 9-1-1 prior to taking any other action.
- Maintain a record of the Fire Watch for inspection to be provided to the fire department at anytime.

REMOVING FIRE WATCH ONCE SYSTEMS ARE RESTORED TO NORMAL FUNCTION

When repairs have been made and restoration to normal function has been verified, the building owner or responsible party shall contact Monterey Fire Prevention Bureau at fireprevention@monterey.org or 831-646-3908. Documentation of restoration of service and/or inspection by the Fire Prevention Bureau may be required.



Facility Name _____

Address/Building _____

The Fire Watch Shall:

- Continually patrol the area, structure or facility and document the patrol a minimum of once every hour.
- Be trained in the use of a fire extinguisher and have one accessible at all times.
- Be capable of communicating with building occupants and the fire department to notify them about fires or other emergencies.
- Maintain a record of the Fire Watch for inspection by the Fire Department

Date	Name of Person Performing Fire Watch	Area/Floor	Time	Comments

Phone (831)- 646-3908 / Fireprevention@Monterey.org