



130 E. 1st Street
Post Office Box 229
Tifton, Georgia 31793

<http://www.tifton.net>

TIFTON FIRE DEPARTMENT

Bobby Bennett, Fire Chief
403 Forrest Ave • Tifton, Georgia 31794
Phone 229.391.3972 • Fax 229.382.1212



Fire Watch Guidelines

Effective Date: _____

Issued By: _____

ELECTED OFFICIALS:

JULIE B. SMITH
MAYOR

WES EHLERS
VICE MAYOR
DISTRICT 1

JACK FOLK
DISTRICT 2

JOHNNY TERRELL, JR.
DISTRICT 3

M. JAY HALL, JR.
DISTRICT 4

A fire watch shall be posted where there are delays in restoring fire protection systems to service for more than 4 hours.

LEGAL AUTHORITY AND APPLICABLE CODES

International Fire Code 2018 (Section 901.7)

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 either be evacuated or an approved fire watch shall be provided for all occupants left unprotected by the shut down until the fire protection system has been returned to service.

Where utilized, fire watches shall be provided with at least 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.

REQUIRING A FIRE WATCH

- A. A fire watch is required any time a fire protection system is placed out of service in accordance with 2018 IFC as follows:
- B. Buildings where there are **occupants**, a fire watch to be posted as follows:
 1. Post "WARNING" signs on exterior entry doors.
 2. Sign Fire Watch Acknowledgement form
 3. The person in charge should be instructed to notify all employees/tenants of the situation.
 4. Employees can act as a fire watch while they are working. No fire watch is required when the building is not occupied.





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DUTIES OF THE FIRE WATCH

- A. The following are minimum requirements for fire watch personnel:
 - a. They shall have no other duties, and they shall continuously patrol the structure(s) looking for fire and/or hazardous conditions.
 - b. Know evacuation procedures for the structure
 - c. In the event of an emergency, call 911, alert the occupants and start evacuation procedures immediately.
 - d. Have a functioning flashlight.
 - e. Know how to activate the building fire alarm system and/or the building public address system.
 - f. Know how to operate a fire extinguisher and shall know the location of fire extinguishers in or around the structure.
- B. The following are guidelines for determining how many personnel are needed for a fire watch:
 - a. Take into consideration the size of the complex (distance between buildings). Buildings spaced far apart will require more personnel. Personnel shall walk through all portions and inspect all sides of the building. The fire watch personnel shall be able to view all areas under the fire watch in less than 10 minutes.
 - b. Multiple story structures = one person for every four floors. The fire watch shall be able to view all areas under the fire watch in less than 20 minutes.

CANCELLING A FIRE WATCH

- A. Any required fire watch may be cancelled provided the following conditions are met:
 - a. Documentation is received from a fire sprinkler or fire alarm contractor confirming that the system is **repaired, in service, and fully operational**; **OR** an inspection by the Fire Inspection personnel confirms the operational status of the affected fire protection system.
- B. The Fire Inspectors Office must be notified in writing by e-mailing jadamson@tifton.net; tatkinson@tifton.net; or kdaughtry@tifton.net
- C. Fire Inspection personnel shall conduct follow-up inspections on all fire watches to confirm that the fire protection system in question has indeed been **repaired, is in service, and is fully operational.**



TIFTON FIRE DEPARTMENT FIRE WATCH ACKNOWLEDGEMENT

I, _____ being the, _____ of
Print name Position

Business name & address of where the life safety system is inoperable

Building number(s)/Suite number(s) City Office Phone Number

understand that I am to initiate a fire watch at the above listed building(s) until the _____
Type system
is returned to service by a certified company.

The system will be brought into compliance as soon as possible and without hesitation. Once the system is operational, a letter of certification shall be sent to the Tifton Fire Department upon completion by e-mail to jadamson@tifton.net, tatkinson@tifton.net, kdaughtry@tifton.net

I understand the procedures required for standing a fire watch. I will maintain a log of the watch which I will submit to the Tifton Fire Department daily until the fire watch is terminated.

Signature

Date

Phone number

The following are minimum requirements for fire watch personnel:

- Have no other duties; they shall continuously patrol the structure(s) looking for fire and/or hazardous conditions.
- Know evacuation procedures for the structure.
- Know what to do in an emergency, call 911, alert the occupants, and start evacuation procedures immediately.
- Have a fully functioning flashlight.
- Know how to activate the building fire alarm system and/or the building public address system.
- Know how to operate a fire extinguisher and shall know the location of fire extinguishers in or around the structure.

The following are guidelines for determining how many personnel are needed for a fire watch:

- Take into consideration the size of the complex (distance between buildings). Buildings spaced far apart will require more personnel. Personnel shall walk through all portions of the building and inspect all sides of the building. The fire watch personnel shall be able to view all areas under the fire watch in less than 10 minutes.

Multiple story structures—one person for every four floors. The fire watch personnel shall be able to view all areas under the fire watch in less than 20 minutes.



TIFTON FIRE DEPARTMENT
LIST OF FIRE WATCH PERSONNEL
(List shall be emailed daily)

Building Name _____

Address _____

Reason for fire watch: (circle all that apply)

Fire Alarm System Malfunction, Sprinkler System Inoperable, Other _____

Number of personnel required by Inspector for the fire watch _____.

Explain plan of action to correct violation(s), and estimated time of completion. _____

Name	Contact Number	Date & Time of Watch

I _____, assure that the above listed personnel have the proper training to perform the duties of a fire watch. I also assure that the watch shall be maintained until the Fire Inspector’s Office informs me the fire watch is no longer required.

Owner/Manager Signature

Date