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LOUISIANA DEPARTMENT OF PUBLIC SAFETY & CORRECTIONS
PUBLIC SAFETY SERVICES



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REQUIREMENTS FOR TEMPORARY FIRE WATCH

In the event that a required fire alarm system is out of service for more than (8) hours, or a sprinkler system is out of service for more than (10) hours in a (24) twenty hour period or has not been installed, the following actions shall be taken by the facility or the building shall be vacated:

1. Notify the State Fire Marshal District Office, the local fire department and all facility personnel, in writing, that the fire alarm or sprinkler system is not operational.
2. Establish a temporary fire watch by qualified individuals* who are **dedicated solely to fire watch duty**. The name(s) of the person(s) comprising the fire watch must be emailed to the State Fire Marshal Deputy conducting the inspection for attachment into the inspection report.
3. A fire watch shall be established to:
 - (a) Prevent entry of unauthorized persons.
 - (b) Control the activities of people authorized to be on the property, but who are not aware of procedures established for the prevention of fire.
 - (c) Control pedestrian and vehicular traffic throughout the normal working day as directed by management, and during exit drills, and evacuation of the property due to emergencies.
 - (d) Control gates and vehicular traffic to facilitate access to the property by the public fire department, members of any private fire brigades, law enforcement, emergency medical services, and off-duty management personnel in the event of fire and other emergencies.
4. Provide fire watch personnel with a means of identifying themselves as authorized representatives of the facility.
5. Each route to be covered by fire watch personnel shall be designed by the facility and approved by the State Fire Marshal Inspector.
6. The route shall be explicitly defined to ensure that the fire watch personnel patrols the correct area.
7. The fire watch personnel assigned to each route shall be provided with instructions, all details regarding route, and the functions to be carried out in covering the route.

8. Fire watch personnel shall make rounds at one-half hour intervals. When operations in the property are suspended, officers shall make rounds hourly. **During the rounds, the fire watch personnel shall make a thorough inspection of all buildings or spaces including concealed areas, such as attics, unoccupied storage areas, etc.** Upon completion of the individual round, fire watch personnel shall sign the provided log sheet which shall be maintained in the facilities main office, other location approved by this office or the local fire department. A copy of the fire watch log shall be emailed to the State Fire Marshal Deputy conducting the inspection at the end of each week for attachment into the inspection report.

9. Procedures shall be established for orderly conduct of the operations at the property, including procedures for fire loss prevention both by employees of the property protected and by outside contractors, and the prompt reporting of any fires discovered by calling the public fire department and the fire brigade of the property (if available on the shift).

10. Each facility shall establish programs for fire watch personnel to ensure they are familiar with the property being protected, including:

- (a) All buildings, occupancies, and hazards.
- (b) Fixed fire protection systems.
- (c) Manual and automatic detection and alarm systems.
- (d) Portable fire protection equipment.
- (e) Emergency shutdown procedures and equipment for which they are responsible.
- (f) The facility emergency action plan.

11. Each facility shall ensure that fire watch personnel are familiar with the site-specific emergency plans for dealing with fires and other emergencies.

12. Each facility shall ensure that fire watch personnel are familiar with the procedures to follow in the recognition and reporting of an emergency, including:

- (a) When and how to use radio equipment, telephone, and private or public alarm boxes to summon aid.
- (b) How to notify the fire brigade, the municipal fire department, and other emergency response organizations.
- (c) The personnel to be contacted.

13. Fire watch personnel shall be provided with a means for continuous communication (i.e., two way radio; walkie-talkies; etc.) with a constantly attended location such as the administrative office where a public address announcement can be made throughout all buildings in the event of an emergency.**

14. Each facility manager/administrator shall ensure that:

- (a) Fire watch personnel are not permitted to change the time record charts.
- (b) The changing and review of time record charts is done by the manager/administrator or the manager/administrator's responsible designee.
- (c) Time record charts of fire watch personnel are promptly reviewed.
- (d) Files are maintained for review by representatives of any authority having jurisdiction.

(e) All irregularities are investigated, recorded, and corrective action is taken.

15. A continuously updated directory of names, telephone numbers, and other information to assist in making emergency calls shall be kept at the facilities administrative office. This directory shall include the telephone numbers of key facility personnel to be notified in an emergency, fire, police and emergency medical service departments, and other outside agencies needed in an emergency.

PLEASE BE ADVISED THAT THE DURATION OF THE TEMPORARY FIRE WATCH WILL BE DETERMINED ON A CASE BY CASE BASIS.

*Qualified Individual: It shall be the responsibility of management to ensure that fire watch personnel have been trained to perform all functions of a fire watch as defined in this document.

Note: Local ordinances may require the fire department having jurisdiction to conduct the fire watch; however the fire watch guidelines as stated in this document shall be implemented.

**Buildings or areas of the building without public address systems, there shall be a sufficient number of fire watch personnel to initiate evacuation procedures throughout the building in an orderly manner

