



City of Las Vegas Fire Department  
155 Bridge Street  
Las Vegas, NM  
Phone: (505) 425-6321



## FIRE WATCH INFORMATION

**Note: This information is provided to clarify the requirements for a fire watch. A fire watch is 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**

### Fire Watch Requirements

A fire watch may be required for any of the following reasons:

- Fire alarm system fully or partially out of service.
- Sprinkler system fully or partially out of service.
- Fire pump is out of service.
- Special Hazard.
- Other conditions as required by the Fire Department

If any of these conditions occur, the building owner, or their representative is required by IFC (International Fire Code) 2015 Edition – Sections 403.12, 901.7, 3304.5 and as referenced in all NFPA Codes as adopted by the City of Las Vegas Municipal Code, Part II: General Legislation, Chapter 233 Fire Prevention (§ 233-1 – §233-10) to either vacate the building or provide a fire watch until the system is repaired, or the hazard mitigated.

#### 1. IFC 2015

**403.12 Fire Watch Personnel.** When, in the opinion of the fire code official, it is essential for public safety in a place of assembly or any other place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the owner, agent or lessee shall provide one or more firewatch personnel, as required and approved, to remain on duty during the times such places are open to the public, or when such activity is being conducted. The fire watch personnel shall keep diligent watch for fires, obstructions to means of egress and other hazards during the time such place is open to the public or such activity is being conducted and take prompt measures for remediation of hazards, extinguishment of fires that occur and assist in the evacuation of the public from the structures.

**901.7 Systems out of service.** 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.

**3304.5 Fire watch.** When required by the fire code official for building demolition that is hazardous in nature, qualified personnel shall be provided to serve as an on-site fire watch. Fire watch personnel shall be provided with at least one approved means for notification of the fire department and their sole duty shall be to perform constant patrols and watch for the occurrence of fire.

## Owner Responsibilities

1. Notify the Fire Department that the system is not working and again when the system has been repaired.
2. Contact a licensed contractor to repair the system and attain any required permits.
3. Establish, instruct, and maintain fire watch personnel.
4. Train fire watch personnel to ensure that they are knowledgeable about the property being protected, including the following:
  - a. Floor layouts of all buildings, floors, occupancies, and hazards.
  - b. Hazardous materials and processes, if any, and location of Safety Data Sheets (*formally Material Safety Data Sheets*)
  - c. Emergency shutdown procedures and equipment
  - d. Fixed fire protection systems
  - e. Manual and automatic detection and alarm systems
  - f. Portable fire protection equipment
  - g. Facility emergency action plan and procedures
  - h. Any construction operations

## Fire Watch Duties

Persons serving as a 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 and maintain a record of the fire watch for the inspection by the City of Las Vegas Fire Inspectors.
2. Be trained in the use of a fire extinguisher and have one accessible at all times.
3. Identify any fire, signs of fire, life or property hazards.
4. Knowledge of building floor layout, hazardous areas, emergency shut down procedures, emergency evacuation plan, etc.
5. Check all exits and exit access corridors to ensure means of egress are clear and unobstructed.
6. Check sprinkler system valves are in open position, if applicable.
7. Check for any smoking violations, or other sources of ignition.
8. The fire watch must have at least one means of direct communication with the Fire Department. (a cell phone is acceptable)
9. **If a fire is discovered**, the fire watch must first notify the Fire Department immediately by calling 9-1-1 and give exact address and location of the fire.
10. The fire watch personnel must then notify occupants of the need to evacuate. If the fire alarm horns or public-address system are still functional, use them to notify occupants. If appliances are not functional, then other means of notification must be available (i.e., bull horns).
11. Have knowledge of the location and use of fire protection equipment, such as fire extinguishers (The fire watch will not perform fire-fighting duties beyond the scope of ordinary citizens. i.e. to achieve egress from building).
12. Maintain a logbook of fire watch activity.

## Frequency of Patrol

Fire watch personnel shall patrol the entire area affected every 30 minutes. In large buildings additional fire watch personnel shall be assigned in order to achieve the required frequency.

## Record Keeping

A fire watch log book must be maintained at the building. The log book must be available to the Fire Department at all times during the fire watch. The log book should 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 the fire watch.
4. Records of communications with the Fire Department and licensed contractor doing the repairs.
5. Other information as required by the Fire Department. (i.e., equipment, inspection logbooks)

The completed daily fire watch log **must** be delivered to Las Vegas Fire Department at 155 Bridge Street, Las Vegas, NM 87701 every day or emailed to [sspann@lasvegasnm.gov](mailto:sspann@lasvegasnm.gov).

It is the responsibility of the owner, or their representative, to contact the Fire Marshal once the fire protection systems are repaired or the hazard has been mitigated. After the Fire Department Fire Inspector has confirmed that systems requiring the fire watch are fully operational, then the Fire Inspector will terminate the fire watch. The Fire Chief/Fire Marshal can be reached at 505.429.9971.





ASSIGNED AREA: \_\_\_\_\_ DATE: \_\_\_\_\_

FIRE-WATCHER: \_\_\_\_\_ INITIALS: \_\_\_\_\_

FIRE WATCH TIMES: STARTED \_\_\_\_\_ ENDED: \_\_\_\_\_

Fire watch personnel must perform continuous tours such that each area in their assigned area is checked at not less than 30-minute intervals. The first entry in this log must be made within 30 minutes of the start of fire watch and every 30 minutes thereafter.

Times must be recorded using the 24-hour clock and initialed.

**I have read the instructions about conducting Fire Watch and understand that I am responsible to follow those instructions and patrol my designated area(s) at least once each half hour.**

Signature: \_\_\_\_\_

I certify (by my initials below) that I completed a tour of my entire assigned area at the following times:

| Time Tour Completed | Initials | Time Tour Completed | Initials | Time Tour Completed | Initials | Time Tour Completed | Initials |
|---------------------|----------|---------------------|----------|---------------------|----------|---------------------|----------|
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**Problems noted during fire watch:**

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# **Attention Occupants**

## **FIREWATCH**

### **IN**

## **PROGRESS**

***This Building Fire Alarm or Automatic Fire Sprinkler System is out-of-service.***

Fire Watch personnel is conducting a continuous tour of common areas to provide smoke and/or fire detection. Please be alert to evidence of smoke or fire. Please call 911 immediately if smoke or fire is seen or suspected.

**Evacuate the building immediately upon hearing a siren, fire alarm air horn, whistle, or other alert.**

**This Notice Must Be Posted at all Entrance Locations**

All persons acting contrary to this order, or removing or mutilating this notice, are subject to shall be subject to a penalty in the sum of five hundred dollars (\$500) for each day such violation continues in accordance with NMSA 1978 § 59A-52-25 unless the action is authorized by the City of Las Vegas Office of Fire Prevention Bureau.