



Hopewell Fire & EMS Fire Watch



It has been determined by the fire officer responding to your property, that an issue with the fire protection system at your property has necessitated the need for a fire watch. This fire watch must continue until the system has been repaired and restored by a qualified company. Below is information needed for the building owner, or representative, as well as fire watch personnel.

Fire Watch Requirements

If a fire protection system fails, or there are an excessive number of accidental activations or nuisance alarms, a building owner (or their representative) may be required by the Fire Department to provide a fire watch until the system is repaired. Personnel to conduct the fire watch are determined by the building owner.

NOTE: A professional security company is not required. A fire watch is also required whenever fire protection systems are in trouble or a supervisory mode for more than eight hours. A nuisance alarm is defined as “any alarm caused by mechanical failure, malfunction, improper installation, or lack of proper maintenance, or any alarm activated by a nuisance that cannot be determined.” (NFPA 72)

Owner Responsibilities

1. Establish, instruct and maintain fire watch personnel.
2. Notify the monitoring company and have them place the system in test.
3. Notify the City of Hopewell Fire Marshal Office (804-541-2290), if after business hours or the weekend, notify the City of Hopewell Fire & EMS at (804-541-2358).
4. Contact the repair company to fix the fire protection system(s).
5. If a Notice of Violation has been written, contact the City of Hopewell Fire Marshal Office at 804-541-2290 when the system has been repaired.

Fire Watch Duties

Personnel serving as a fire watch have the following duties:

1. Conduct constant patrols of the entire facility as specified.
2. Identify any fire, life or property hazards.
3. Notify the City of Hopewell Fire & EMS by calling 9-1-1 with the exact address and type of emergency if a fire is discovered, or notify the Fire Department of any other hazards.
4. Notify occupants of the facility of the need to evacuate. If the sirens or public address function of the alarm system are still functional, use them to assist with evacuation of the building.
5. Determine at least one means of direct communication with the Fire Department. A telephone, or cellphone is acceptable.
6. Maintain a log of fire watch activities.



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7. Have knowledge of the location and use of fire protection equipment, such as fire extinguishers.

NOTE: The fire watch personnel will not perform firefighting duties beyond the scope of the ordinary citizen.

Frequency of Inspections

Fire watch personnel should patrol the entire facility constantly covering all areas every 15 minutes in the following situations:

1. The facility has people sleeping.
2. The facility is an institutional occupancy.
3. The facility is an occupied assembly or educational occupancy.

Facilities that do not meet the requirements for a 15-minute patrol frequency should have a fire watch patrol every 30 minutes.

NOTE: Number of personnel needed is determined by the affected area and the time it takes to cover the affected area on patrol. Ultimately it is determined by the building owner, or representative, at their discretion.

Record Keeping

A fire watch log should be maintained at the facility. The log must be available to the City of Hopewell Fire & EMS at all times during the fire watch. The log should show the following:

1. Address of the facility.
2. Times that the patrol has completed each tour of the facility.
3. Name of the person conducting the fire watch.
4. Record communication(s) to the Fire Department and monitoring company.
5. Record of other information as directed by the Fire Department personnel.
6. All fire watch logs should be kept for one year, as well as a copy be sent to the Hopewell Fire Marshal's Office.

Cancellation of Fire Watch

It is the owners' responsibility to cancel the fire watch once the fire protection system has been fully restored. Once the fire watch has been cancelled, the owner or representative must notify the monitoring company, as well as the Hopewell Fire Marshal's Office.

For additional information about fire protection systems or Fire Watches, contact the Hopewell Fire Marshal Office at 804-541-2290.

Use the Attached Fire Watch Form if/when necessary

