



# Novato Fire Protection District

## Fire Watch Guideline

### Instructions:

- The owner, manager, or person in charge or control of the building/premises shall assign to the fire watch as many personnel as are required by the Fire Marshal and shall instruct fire watch personnel as to:
  - The procedure for notifying the Fire Marshal.
  - The area(s) to be patrolled.
  - Training necessary to ensure Fire Watch personnel are capable of activating fire alarm/sprinkler systems when required or necessary.
  - Any special instructions required by the Fire Marshal Procedures for notifying the building or facility occupants.
  - A method of calling or notifying the fire service of an emergency.

### LOG BOOK:

- The owner, manager, person in charge, or in control of the premises shall provide a log book which contains a directory of names, telephone numbers and other information to assist in making emergency calls.
- The log book shall be the official document used to record a history of patrol rounds.
- The log book shall be maintained on the premises and be available for inspection by the Fire Marshal.





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The completed form shall be sent to the Fire Marshal at Novato Fire District. This can be accomplished by emailing [prevention@novatofire.org](mailto:prevention@novatofire.org) or regular mail.

### Assigned fire watch personnel shall:

1. Be thoroughly familiar with the area they are patrolling.
2. Perform patrol operations according to instructions from Novato Fire District Fire Marshal.
3. Utilized the attached fire watch log to document patrol rounds any significant findings.
4. Assigned fire watch personnel shall perform fire watch duties only and have no other responsibility.
5. Relay any special orders or pertinent information to relief personnel and management.

**NOTE:** The fire watch conditions shall not be terminated without the Fire Marshal's written authorization.

Facility	Fire Watch For Entire Building	
	Yes	No
	Yes	No

### If Specific areas, please specify:

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### Person responsible to oversee Fire Watch:

<b>Name:</b>			
<b>Title:</b>		<b>Date:</b>	