



## GREAT FALLS FIRE RESCUE

105 9<sup>th</sup> Street South, Great Falls, MT 59405



### FIRE WATCH INFORMATION

An event has occurred in your building that has caused an excessive number of false alarms or has required the fire protection system or systems in your building to be turned off. Until this system or systems is repaired and signed off by a licensed contractor per the International Fire Code you shall post a **FIRE WATCH**. Per the IFC a Fire Watch is:

**FIRE WATCH:** 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 (911).

#### **FIRE WATCH REQUIREMENTS:**

- Fire Protection System out of Service (IFC 901.7)
- Nuisance Alarms (NFPA 3.3.307.2)

#### **FIRE PROTECTION SYSTEM OUT OF SERVICE:**

When a required fire protection system is out of service the building shall be either evacuated or an approved fire watch shall be provided for all areas of the building left unprotected by the shutdown. The impairment can be planned; for example, a fire alarm system being put out of service for scheduled maintenance. If a fire protection system experiences an excessive number of accidental activations or nuisance alarms, a building owner, or their representative, may be required by the Fire Code Official to provide a fire watch until the system is repaired.

#### **EXCESSIVE NUMBER OF ALARM ACTIVATIONS:**

Excessive numbers of false alarms harm alarm users and the general public. Excessive false alarms divert Public Safety Officers from other potentially critical duties and constitute a nuisance that must be abated.

A False Fire Alarm is defined as a fire alarm that is activated by a cause other than its intended purpose. The following are examples of causes of false fire alarms:

- Faulty or defective equipment.
- Lack of required maintenance.
- Failure to comply with applicable codes.
- Accidental or intentional activations that can be prevented.
- Testing, repairing, modifying or installing an alarm system without first placing the system in test and notifying the 911 Dispatch Center at (406)761-5135.

A service charge for an emergency response will be assessed against the property owner whose alarm system generates more than three false alarms in accordance with the Great Falls City Ordinance 3233 and the Great Falls Fire Rescue Fee Schedule.



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### **GFFR PLACES A FIRE PROTECTION SYSTEM OUT OF SERVICE:**

If GFFR responds to your facility for the activation of a fire protection system, or for excessive nuisance alarms and determines that *FIRE WATCH* procedures shall be initiated, then the owner or responsible party for the building will sign two copies of the *FIRE WATCH ACKNOWLEDGEMENT FORM*. One copy will be for the owners/responsible parties' records, the other will be turned in to the Fire Prevention Bureau. GFFR's Fire Prevention Bureau will follow up on all fire watches the next working day.

### **SERVICE PROVIDER PLACES A FIRE PROTECTION SYSTEM OUT OF SERVICE FOR MORE THAN EIGHT HOURS:**

If a fire protection contractor is to place a fire protection system out of service for more than eight hours, the contractor or building owner/representative shall:

- Notify the GFFR Fire Prevention Bureau the reason the system will be out of service, the time the system will be going down, and the estimated time the system will be live
- Notify the 911 Dispatch Center 406-761-5135
- Notify the fire alarm monitoring company
- Notify the occupants of the building
- File a *CRITICAL* report in the IROL system
- Establish a fire watch in compliance with the fire watch responsibilities outlined in this packet
- Once the system is operational, the GFFR Fire Prevention Bureau shall be notified and the *CRITICAL* report in IROL shall be corrected

### **FIRE WATCH RESPONSIBILITIES:**

- Fire Watch personnel's only duty shall be to perform hourly patrols of the protected premises and keep watch to identify any fire, life or property hazards
- Maintain a form of communication with the 911 Dispatch Center (Cell Phone)
- Identify any fire, life, or property hazards
- Have knowledge of the location and use of fire extinguishers
- If a fire is found, call 911 immediately
- Notify occupants of the building of the need to evacuate
- Maintain a log of fire watch activities
- Notify the GFFR Fire Prevention Bureau when the system has been repaired and the fire watch ends



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## FIRE WATCH ACKNOWLEDGEMENT

I acknowledge that as the representative for the business and/or building owner that I am taking on the responsibility of the Impairment Coordinator (IFC 901.7.1 & 901.7.6). As the Impairment Coordinator I have been provided with instruction and understand that I am responsible for the following:

- Notify Great Falls Fire Rescues Fire Prevention Bureau that the system is not working (406-727-8070). Provide a signed copy of this acknowledgement to the GFFR Fire Prevention Bureau at [gffr.office@greatfallsmt.net](mailto:gffr.office@greatfallsmt.net).
- Notify the fire alarm monitoring company, and insurance carrier that Fire Watch has been initiated
- Contact a life safety contractor and schedule the needed repairs
- Fire watch shall be conducted for 24hrs a day unless instructed otherwise by the GFFR FPB. Fire watch shall remain in effect until the system has been returned to service by a contractor who is registered with GFFR's 3<sup>rd</sup> party reporting vendor, IROL
- Ensure that the person/persons conducting fire watch understand the requirements of the position and the duties that come with it
- Fire watch patrols shall be documented in a fire watch log. Records of the fire watch shall be kept on-site and GFFR's Fire Prevention Bureau may ask to view the log before the releasing of fire watch

I understand the information listed above, along with the requirements outlined by GFFR in the *Fire Watch Information Packet*.

<i>Impairment coordinator (Print Name):</i>	<i>Title:</i>	<i>Phone:</i>
<i>Business Name:</i>	<i>Business Address:</i>	<i>Business Phone:</i>
<i>Signature:</i>	<i>Date:</i>	<i>Time:</i>

*\*For authority having jurisdiction only\**

<i>Fire Watch Termination Date:</i>	<i>Time:</i>
<i>Fire Prevention Officer (Print)</i>	<i>Title:</i>
<i>Fire Prevention Officer (sign):</i>	<i>Date:</i>



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