



# Charlottesville Fire Department

## Community Risk Reduction Section

2420 Fontaine Avenue, Charlottesville, VA. 22903

Fire Marshal Office (434) 970-3247

Assistant Fire Marshal (434) 970-3328



## Fire Watch Requirements

**If authorized by the Fire Marshal**, a Fire Watch may be temporarily used while a fire detection or Protection System is out of service for repairs or alterations. The following are minimum requirements that must be followed before a Fire Watch will be approved.

- Fire Watch must be a minimum age of 18 years old.
- Fire Watch must remain awake and alert at all times.
- The Charlottesville-Albemarle Emergency Communications Center (434-977-9041) and the City Fire Marshal (434-970-3328 or 434-970-3247) must be notified of any service interruptions.
- The alarm company must be notified regarding the extent and expected duration of the fire detection or protection system impairment.
- Fire Watch sign(s) must be posted on each floor of a multiple story building.
- All occupants or residents of the building must be notified that the Fire Watch is being conducted. This can be done electronically by email or text messages.
- Fire Watch shall not be discontinued without approval.
  - If Fire Watch is being maintained due to a required fire alarm, detection or suppression system being out of service, the Fire Watch must be maintained 24 hours a day until the system is placed back into service.
- Fire Watch shall be familiar with how to contact the fire department using the 911 system in case of fire.
- Fire Watch must have access to telephone equipment that is capable of contacting the fire department.
- Fire Watch designee must have a working knowledge of the fire alarm and its components, as well as the ability to communicate a fire alarm and effectively order an evacuation of the building.
- Fire Watch shall be familiar with the premises and evacuation procedures for the building.
- Fire Watch designee must also prevent fires by identifying and controlling fire hazards.
- Fire Watch shall have access to an approved portable fire extinguisher at all times.
- Fire Watch shall have approved training with portable fire extinguishing equipment.
  - If special firefighting equipment is provided in the building, the Fire Watch shall have approved training in the use of the equipment (i.e. hose stations, etc.)

- In places of assembly a Fire Watch must be posted in each separate room that is capable of being occupied by 49 or more people.
- Fire Watch shall not have any other responsibilities other than being on Fire Watch.
- Fire Watch must conduct a complete walk through of the entire building at least one time every 30 minutes.
- Fire Watch shall keep a written log of all patrols and shift activities.
- When the system is repaired by a trained fire protection technician as approved by the fire code official, a copy of the work order detailing what repairs were made and that the system is now operational should immediately be sent to the Fire Marshal's Office by email [FMO@charlottesville.org](mailto:FMO@charlottesville.org).
- When any fire protection system is taken out of service it must be clearly identified with a visible tag. The tag shall be posted at each fire department connection, system control valve, fire alarm control unit, fire alarm annunciator and the fire command center, indicating which system or parts thereof, have been removed from service. The tag(s) must remain visible until the full protection system is restored.

**Additional Roles and responsibilities of the Fire Watch:**

- Remain active and patrol your designated area at least once each half hour.
- Listen for alarms sounding in the building.
- Look for obvious signs of smoke or fire.
- Walk all common areas of the building; including all stairwells, basements, lounges, laundry rooms and dining areas.

**If you encounter smoke or fire during the walking of the building, Fire Watch must:**

- Pull the nearest fire alarm pull station.
  - Use the fire alarm system to alert occupants if the system is active. If alarm systems is not working the Fire Watch must have access to an alternate alerting system to notify all occupants of an emergency and the need to evacuate.
- Alert all occupants of the emergency.
- Call 911 to activate the Fire Department.
- Exit the building.

**Additional requirements may be ordered by the Fire Marshal as needed.**

**If you have any questions about our fire watch requirements,  
please contact the Fire Marshal Office at 434-970-3328 or 434-970-3247**





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# Fire Watch in Progress

A Fire Watch is patrolling the affected areas of the building.

**IN CASE OF FIRE  
CALL 911**

**Building Contact Person Onsite # \_\_\_\_\_**

**Building Management Contact (Name and #)**

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