



Village of East Hampton
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FIRE WATCH INSTRUCTIONS

This information is provided to clarify the requirements for a fire watch that you have been instructed to conduct while your fire protection system is out of service. A fire watch is the action of an on-site person whose sole duty is to watch for the occurrence of fire.

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 or Fire Marshal 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 cause that cannot be determined." (NFPA 72)

Owner / Agent Responsibilities:

- a) Establish, instruct, and maintain fire watch personnel at all times the system is out of service.
- b) Notify the monitoring company (**If applicable**).
- c) Notify the Village Fire Marshals Office that the system is not working and again when the system has been repaired. Call (631)-324-0763. NOTE: If voice mail picks up, leave a detailed message.
- d) Contact the repair company to fix the fire protection system(s) immediately.
- e) If a Notice of Violation has been written, contact the Village Fire Marshal's Office at (631)-324-0763 when the system has been repaired.

The personnel serving as a fire watch have the following duties: a)

- Conduct periodic patrols of the entire facility as specified.
- b) Identify any fire, life, or property hazards.
- c) Notify the East Hampton Fire Department by calling 9-1-1 with the exact street address and type of emergency if a fire is discovered.
- d) Notify all occupants and tenants of the facility that they need to evacuate. If the sirens or public address function of the alarm system is still functional, use them to assist with the evacuation of the building.
- e) Determine at least one means of direct communication with the Fire Department. A telephone is acceptable. It is recommended you use a cell phone to allow the fire watch personnel to call the Fire Department immediately upon recognizing a fire emergency.
- f) Maintain a written log of all fire watch activities.
- g) Have knowledge of the location and use of fire protection equipment, such as fire extinguishers.

NOTE: The fire watch personnel shall not perform fire-fighting duties beyond the scope of the ordinary citizen.

Frequency of Inspections:

NOTE #1: If it will take a single fire watch personnel longer than 15 minutes to inspect the entire premise additional fire watch personnel must be utilized to ensure this task is completed.

NOTE #2: In addition to #1, If the building is occupied by more than 200 people it shall be protected at a ratio of one fire watch personnel for every 200 occupants or as approved in writing by the Village Fire Marshal.

Fire watch personnel shall remain on scene at all times the building is occupied and shall patrol the entire facility continuously in the following situations.

- a) The facility has people sleeping.
- b) The facility is an institutional occupancy.
- c) The facility is an occupied assembly or educational occupancy.

Occupied facilities that do not meet the requirements for a continuous patrol frequency shall have a fire watch patrol at a minimum of every 15 minutes.

Record Keeping:

A written fire watch log shall be maintained on the premise at all times while in effect. The log must be available to any Village Fire Marshal, East Hampton Fire Department Chief, or AHJ Enforcement Officer upon request during the fire watch and fire protection system is out of service.

The log should show the following:

- 1) Address of the facility.
- 2) Type of fire protection system that is impaired.
- 3) Start times of each patrol tour of the facility.
- 4) Name of the person conducting the fire watch.
- 5) Record of communication(s) to the Fire Department, Fire Marshal, and monitoring company.
- 6) Record of other information as directed by Fire Department personnel or Village Fire Marshal.

Cancellation of Fire Watch:

It is the owners' responsibility to cancel the fire watch once the fire protection system has been fully restored back into service and all required inspection documents have been completed by the appropriate contractor. Once the fire watch has been canceled, the owner or agent must notify the monitoring company and Village Fire Marshal (631)-324-0763 immediately. In addition, the owner shall supply the Village Fire Marshals Office with copies of all contractor receipts describing the corrective work performed to the impaired fire protection system. If the Village Fire Marshal arrived on scene and advised the owner or agent of any additional forms that needed to be completed before canceling the fire watch, the owner /agent shall deliver them to our office Monday-Friday between the hours of 9 am-4 pm or by email. If the cancellation occurs after normal business hours the required documents shall be faxed to (631)-324-0166 or emailed to kcollum@easthamptonvillage.org to provide proof of the date and time the documents had been received by our office.

Should you have any questions regarding any of the above information please do not hesitate to contact our office at (631)-324-0763 or by email at kcollum@easthamptonvillage.org

