



FIRE PREVENTION DIVISION  
1600 FIRST STREET, NAPA, CA 94559  
707.257.9590

## Fire Watch Personnel

### Main Contact:

Name: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

### Fire Watch Personnel:

Name: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

**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.

**403.12.1 Fire watch personnel.** Where, in the opinion of the fire code official, it is essential for public safety in a place of assembly or any other place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the owner, agent or lessee shall provide one or more fire watch personnel, as required and approved. Fire watch personnel shall comply with Sections 403.12.1.1 and 403.12.1.2.

**403.12.1.1 Duty times.** Fire watch personnel shall remain on duty while places requiring a fire watch are open to the public, or when an activity requiring a fire watch is being conducted.

**403.12.1.2 Duties.** On-duty fire watch personnel shall have the following responsibilities: 1. Keep diligent watch for fires, obstructions to means of egress and other hazards. 2. Take prompt measures for remediation of hazards and extinguishment of fires that occur. 3. Take prompt measures to assist in the evacuation of the public from the structures.

**901.7 Systems out of service.** Where a required fire protection system is out of service, the fire department and the fire code official shall be notified immediately and, where required by the fire code official, the building shall be either evacuated or an approved fire watch shall be provided for all occupants left unprotected by the shutdown until the fire protection system has been returned to service. Where utilized, fire watches shall be provided with not less than one approved means for notification of the fire department and their only duty shall be to perform constant patrols of the protected premises and keep watch for fires.

**By signing below, you are accepting the responsibility of adhering to the fire watch guidelines set by the Napa Fire Department & California Fire Code.**

Fire Watch Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Watch Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Main Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_