

# *SEDGWICK COUNTY, KANSAS*

#  FIRE DISTRICT #1

##### **Fire Chief Douglas J. Williams**

## FIRE DEPARTMENT

###  Fire Marshal Deputy Chief of Operations Deputy Chief of Support Services

 Bradley Crisp Raymond Hensley Kevin Nelson

### 7750 N Wyandotte Way \* PARK CITY, KS 67147-7929 \* TELEPHONE: 316.660.3473 \* FAX: 316.660.3474

**FIRE WATCH PROCEDURES**

**Introduction**

The purpose of this Fire Watch Plan is to establish guidelines and procedures for conducting fire watch services in compliance with the International Fire Code (IFC) 2024 edition and state-specific requirements for Kansas. This plan is to be utilized in scenarios where fire protection systems are out of service or when temporary measures are required to ensure the safety of people, property, and assets within the premises.

**I. Scope of the Fire Watch Plan**

This Fire Watch Plan applies to all areas of the property where the fire protection system is impaired, disabled, or temporarily out of service. Fire watch services are required to ensure continuous observation and prevention of fire hazards until the fire protection systems are restored.

**II. Legal and Regulatory Compliance**

This plan complies with the following:

* **International Fire Code (IFC) 2024**, as adopted by Sedgwick County, Kansas.
* **Kansas Fire Code** as applicable to fire protection measures and fire watch services.
* **National Fire Protection Association (NFPA)** standards, as referenced by the IFC.
* **Occupational Safety and Health Administration (OSHA) Regulations** regarding workplace safety during fire watch conditions.

**III. Fire Watch Procedures**

1. **Notification and Activation of Fire Watch**
	* When a fire protection system is impaired, the building management, facility manager, or designated personnel must notify Sedgwick County Fire District 1 about the system’s status.
	* A fire watch shall be immediately activated when the following conditions are met:
		+ Fire alarm system is out of service.
		+ Sprinkler system is impaired or out of service.
		+ Any fire protection system is rendered inoperable.
		+ Hazardous activities are taking place that might increase fire risk, such as welding or hot work.
2. **Fire Watch Personnel**
	* Fire watch personnel must be trained in fire safety procedures, including how to identify fire hazards, operate fire extinguishers, and raise alarms.
	* Fire watch personnel shall be equipped with a means of communication (radio or cell phone) to contact emergency services if necessary.
	* They must be capable of performing the following duties:
		+ Observe and patrol all areas at regular intervals to detect any signs of fire or smoke.
		+ Ensure that all exit routes remain unobstructed.
		+ Report and respond to fire hazards immediately.
		+ Immediately activate the building’s fire alarm system if a fire is detected.
		+ Be on-site at all times when the fire protection system is out of service, or the fire risk is heightened due to work activities.
3. **Fire Watch Coverage**
	* The fire watch personnel must cover the entire premises, focusing on areas that are most vulnerable or at highest risk of fire, such as high-risk storage areas, kitchens, and construction zones.
	* The fire watch shall be continuous, 24 hours a day, or until the fire protection systems are restored.
	* If necessary, multiple fire watch personnel will be deployed to ensure that all areas are properly covered.
4. **Fire Watch Documentation**
	* A fire watch log must be maintained at all times. The log should include:
		+ The names of the fire watch personnel on duty.
		+ Date and time of each fire watch patrol.
		+ Details of any fire hazards identified and actions taken.
		+ Any fire drills or responses to emergency situations.
	* The fire watch log shall be available for review by Sedgwick County Fire District 1 personnel or other designated authorities.
5. **Fire Watch Training**
	* All personnel assigned to fire watch duties must complete training that includes:
		+ Understanding the fire hazards of the building.
		+ Knowledge of fire alarm systems and fire suppression systems.
		+ Proper reporting and response protocols during a fire emergency.
		+ Use of fire extinguishers and evacuation procedures.
		+ Procedures for contacting emergency services.
6. **Fire Watch in Special Circumstances**
	* **Hot Work Operations**: If hot work (e.g., welding, grinding) is being conducted, fire watch personnel must be stationed at the work area to monitor for fire hazards. The fire watch should be maintained for at least 30 minutes after the work has concluded to ensure no smoldering fires exist.
	* **Building Renovations or Construction**: In construction or renovation projects, where fire protection systems may be temporarily disabled, fire watch personnel must monitor the entire construction zone, including areas where materials may be stored or where activities may increase fire risk.

**Conclusion**

This Fire Watch Plan is designed to ensure the safety and protection of life and property in the event of a fire hazard arising from disabled or impaired fire protection systems. All fire watch activities must be conducted in compliance with the International Fire Code 2024, Kansas state regulations, and industry standards, including regular documentation and monitoring. Fire watch personnel must be vigilant and proactive in identifying and mitigating any fire risks until the fire protection systems are fully restored.

***Remember, Fire Watches are compensatory measures ONLY and cannot be used in lieu of compliance with International Fire Code.***