



King County Fire District #2

Form 073

FIRE WATCH FORM

- Don't reset the alarm if you believe it's a system malfunction, silence it only.
- Fill out **all** portions below intended to assist the FMO in follow-up.
- Read through the fire watch requirements with the responsible party.
- Responsible party must sign agency copy signifying they understand requirements.
- If fire watch is declined, identify the name of the individual declining fire watch.
- Was the building secure when you left? Yes No
- Leave the fire watch forms with the responsibly party, or at the FACP/office mgr door (pg. 3 & 4).
- Circle the appropriate follow-up agency if out-of-jurisdiction (page 2).
- Scan and email the agency copy to the other jurisdictions FMO, cc your FMO.
- Include the agency copy with your fire incident report as an attachment.
- Notify the FMO of all Fire Watches by emailing, FMO@king2fd.org

Date/Time _____ Location Name _____

Address _____

Building Owner Manager Name _____

Phone _____

System Out of Service: Fire Alarm Sprinkler Monitoring Other _____

Status of system _____

Monitoring Co: Name _____

Phone _____ Account# _____

FIRE WATCH RESPONSIBILITIES

The Fire Watch is required 24 hours a day. Designated employees who are on location may serve as the Fire Watch during business hours and while performing their regular job. Fire Watch personnel must be aware of and accept the duties of the Fire Watch. After hours Fire Watch personnel must be on location and must patrol the building following the close of business. The Fire Watch shall be maintained until the system(s) are operational as determined by the Fire Prevention Bureau.











FIRE WATCH ISSUED TO:

Name: _____ Phone #: _____

Signature: _____ Date: _____

Apparatus officer to return this sheet to the Fire Marshal's Office

Zone 3 Fire Marshal Offices & Unincorporated Areas of King County

	<p>King County Fire District #2 – Burien/Normandy Park FMO@king2fd.org, 206-209-4119</p>
	<p>Enumclaw Fire Department / KCFD #28 FireMarshal@EnumclawFire.org</p>
	<p>King County Fire Marshal Office – Unincorporated FireMarshal@kingcounty.gov</p>
	<p>Mountain View Fire & Rescue / KCFD #44 pkramlich@kcf44.org, 253-735-0284, 253-569-4211</p>
	<p>Port of Seattle Fire@PortSeattle.org</p>
	<p>Puget Sound Regional Fire Authority FirePrevention@PugetSoundFire.org, 253-856-4444</p>
	<p>Renton Regional Fire Authority FireMarshal@RentonRFA.org</p>
	<p>South King Fire & Rescue Prevention.Division@SouthKingFire.org, 253-946-7348</p>
	<p>Skyway / KCFD #20 Admin@KCFD20.org, 206-772-1430</p>
	<p>See Puget Sound</p>
	<p>Valley Regional Fire Authority Fire.Marshall@VRFA.org, 253-261-3616</p>
	<p>Vashon Island Fire & Rescue Administration@VIFR.org, 206-463-2405</p>

FIRE WATCH REQUIREMENT

√ **THIS LOCATION HAS BEEN PLACED ON FIRE WATCH**

by the FIRE DEPARTMENT √

To be left with Responsible Party

Fire protection system maintenance and operation are the responsibility of the property owner, or manager. Implementation of the fire watch and system repairs are the responsibility of the same.

Due to the inoperative fire protection system(s) in your facility, you are required to provide a Fire Watch.

Fire Watch shall be maintained until the system(s) are operational as determined by the Fire Marshal's Office.

Email paperwork to verify completion of repair work and restoration of system monitoring to: FMO@king2fd.org

Date/Time of Incident: _____ Fire Department Incident Number: _____

System Out of Service: Fire Alarm Monitoring Sprinkler Other _____

Requirements for conducting Fire Watch as follows:

- Document your 30-minute walkaround on the next page.
- Know where the fire extinguishers are located throughout the building(s) and how to use them.
- Know where the telephones are and have quick access to them.
- Have keys to all buildings and interior rooms as well as exterior gates.
- Walk around the exterior of the building(s) and the entire interior, including all floors every 30 minutes keeping diligent watch for fires.
- Dial 911 if a fire is detected.
- The owner or designee shall make every effort possible to see that the system or situation is fixed and taken care of as soon as possible.
- Notify the Fire Marshal's Office at FMO@king2fd.org, or (206) 209-4119 as soon as the situation is taken care of.
- Completed "Fire Watch Forms" must be made available at the request of the Fire Marshal's Office.

King County Fire District #2

900 SW 146th St, Burien WA 98166

Phone: 206-209-4119

Fax: 206-433-6042

Email: FMO@king2fd.org

**KING COUNTY FIRE DISTRICT #2
FIRE WATCH ACCOUNTABILITY FORM**

Address:			Location Name:	
Date	Time	30 Minute Walkaround, Conditions Found	Name	Signature