When is a Fire Watch Required?
- Fire alarm system fully or partially out of service and life safety is a concern.
- Sprinkler system fully or partially out of service and life safety is a concern.
- Fire pump is out of service and life safety is a concern.
- Other conditions as required by the Fire Department

Owner/Occupant Responsibilities
- Contact a licensed contractor to repair the system and pull any needed permits.
- Maintain the Fire Watch until the system has been repaired or until as directed by the Midwest City Fire Marshal’s Office.

Fire Watch Duties
- Perform periodic patrols of the area(s) affected.
- Shall not perform any other duties other than acting as a Fire Watch.
- Identify any signs of fire, life safety or other hazards and immediately report them.
- Shall have at least one (1) means of direct communication with the Fire Department.
- Be equipped with a bullhorn/air horn (or other loud sounding device), flashlight, mobile phone and/or radio.
- If a fire or other immediate life safety hazard is discovered, the Fire Watch must notify the Fire Department by calling 9-1-1.
- Fire Watch shall notify occupants of the need to evacuate if a fire or other life safety hazard is discovered.
- Know the location of operation of fire extinguishers located within the area under Fire Watch.
- Maintain entries on the Fire Watch Log Sheet.

Frequency of Fire Watch Patrols
- Shall be conducted every 15 minutes for areas/buildings in which occupants are sleeping, non-ambulatory, institutional occupancies or assembly occupancies.
- All other occupancies shall be every 30 minutes.

Record Keeping
- The Fire Watch Log Sheet (opposite side) shall be maintained for the duration of the impairment. The log shall be made available to the Fire Department upon request.
- If the Log Sheet is not completed, a citation may be issued with a fine of up to $2,000.

Cancellation of Fire Watch
- It is the owner/occupants reasonability to cancel the Fire Watch when the fire protection systems have been restored. Once cancelled, the owner/occupant shall contact the Fire Department to inform them the repairs have been completed.
MIDWEST CITY FIRE DEPARTMENT
FIRE WATCH LOG SHEET

Business Name ___________________ Address _______________________

Occupancy/Use of Building(s) ________________________________

Emergency Contact _______________ Phone Number __________________

Fire Watch Patrol Intervals
☐ 15 Minutes  ☐ 30 Minutes  ☐ Continuous

Document each fire watch patrol on the log sheet below. Document any significant related events in more detail in the Comments section. Make additional copies as needed.

<table>
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<th>DATE</th>
<th>TIME</th>
<th>NAME</th>
<th>COMMENTS</th>
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I have read and understand the Fire Watch instructions provided to me by the Midwest City Fire Department. I have accepted and carried out the responsibilities outlined therein and accurately documented the date, time and events. I hereby swear & affirm the above duties have been performed by me and/or the above person and that attached statements, if any, are correct and true to the best of my knowledge.

Signature ___________________________ Date: ________________