



# Shoreline Fire Department

*Dedicated to the Protection of Life and Property*

*Serving the Shoreline Community for over 80 years, since 1939*

Fire Prevention Division  
17525 Aurora Ave N  
Shoreline WA 98133  
Tel. 206.533.6500

## Shoreline Fire Department Standards

### SHFD 11.0

#### Fire Watch Standard

Revised 10/20/2025

This standard is provided to clarify the requirements for a fire watch. A fire watch is the action of an on-site person whose sole duty is to watch for the occurrence of fire.

### **REQUIREMENTS**

If a fire protection system fails, is out of service, demolition/additions to a building occur, or the system experiences an excessive number of accidental activations or nuisance alarms, a building owner (or their representative) may be required by the Fire Department to provide a fire watch until the system is repaired. Responsible adult personnel to conduct the fire watch are determined by the building owner, shall be capable of recognizing and responding to a fire emergency in an efficient and appropriate manner.

A fire watch is also required whenever fire protection systems are in a “trouble” or a “supervisory” mode for more than 8 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.” (2019 NFPA 72, 3.3.314.2 & 3.3.314.4)

**Note:** A professional security company is not required to conduct a fire watch, but may be required by the Fire Department when life safety conditions warrant such action.

### **OWNER RESPONSIBILITIES**

1. Establish, instruct, and maintain fire watch personnel.
2. Notify your monitoring company.
3. Notify the Shoreline Fire Department Fire Marshal’s Office that your system is not working and when the system has been repaired.
4. Contact the repair company to fix the fire protection system(s).

### **FIRE WATCH DUTIES**

Personnel serving as a fire watch have the following duties:

1. Conduct periodic patrols of the entire facility as specified.
2. Identify any fire, life or property hazards.
3. Notify the Shoreline Fire Department if a fire is discovered by calling 9-1-1 with the exact address and the type of emergency.
4. Notify occupants of the facility of the need to evacuate. If the sirens or public address function of the alarm system are still functional, use them to assist with the evacuation.

5. Determine at least one means of communication with the Fire Department thru 9-1-1. A telephone is acceptable.
6. Maintain a log of the fire watch activities.
7. Have knowledge of the location and use of fire protection equipment, such as fire extinguishers.
8. Fire watch personnel cannot have other duties besides their assigned fire watch. However, the Fire Department may designate other duties.

**Note:** Fire watch personnel will not perform fire-fighting duties beyond the scope of the ordinary citizen.

### **FREQUENCY OF INSPECTIONS**

Fire watch personnel shall patrol the entire facility every 15 minutes in the following situations:

1. The facility has people sleeping.
2. The facility is an institutional occupancy.
3. The facility is an occupied assembly occupancy.

Facilities that do not meet the requirements for a 15-minuted patrol frequency should have a fire watch patrol every 30 minutes. If a facility cannot be completely patrolled by a fire watch person in 15 or 30 minutes, extra personnel shall be assigned fire watch duties to assure that the complete facility is patrolled in the required time frame.

### **RECORD KEEPING**

A fire watch log shall be maintained at the facility. The log must be available to the Shoreline Fire Department at all times during the fire watch.

The log shall show the following:

1. Address of the facility.
2. Times that the patrol has completed each tour of the facility.
3. Name of the person conducting the fire watch.
4. Record of communication(s) to the Fire Department and monitoring company.
5. Record of other information as directed by Fire Department personnel.
6. Address of the facility.
7. Times that the patrol has completed each tour of the facility.
8. Name of the person conducting the fire watch.
9. Record of communication(s) to the Fire Department and monitoring company.
10. Record of other information as directed by Fire Department personnel.

### **SAMPLE FIRE LOG**

1234 Main Street	
Watch Person	Notes
John Lane	Started watch
John Lane	
John Lane	Alarm maintenance arrived

It is the owner's responsibility to cancel the fire watch once the fire alarm and/or fire suppression system(s) has been fully restored. Once the fire watch has been cancelled, the owner or representative must notify the monitoring company and the Shoreline Fire Marshal's Office during normal business hours at (206) 533-6565. If repairs are completed after normal business hours or on weekends, notify the Fire Marshal's Office the next business day. The fire watch log shall be forwarded to the Shoreline Fire Department and will be maintained in the Fire Marshal's Office database file for the building.

## FIRE WATCH LOG

Date\_\_\_\_\_

[illegible]

