



# CITY OF SAN ANTONIO

FIRE PREVENTION DIVISION  
1901 SOUTH ALAMO STREET  
SAN ANTONIO, TEXAS 78204  
(210) 207-8410 FAX: (210) 207-7949

## Fire Watch Requirements

**Purpose:** The following requirements are provided as a guideline for all *Fire Watch* assignments prescribed by the Office of the Fire Marshal, San Antonio Fire Department. *Fire watch* personnel must be *approved* by the Fire Marshal.

### Duties on Assignment:

1. The duration and times per day for a fire watch shall be assigned by the Fire Marshal's Office. Fire watches are generally assigned when required life safety systems are impaired and the occupancy is not vacated.
2. Fire watch personnel must conduct periodic inspections of the entire facility. Patrols must be conducted every 15 minutes if people are sleeping, is an institutional facility or an occupied assembly type facility. All other facilities shall be patrolled at a minimum every 30 minutes.
3. Fire watch personnel shall have access to one approved means of communication, know the address of the property, and know how to report a fire or other emergency by calling 911.
4. Fire watch personnel must have knowledge of the buildings and properties they have accepted to patrol.
5. Fire watch personnel shall be trained in the use of fire extinguishers, have access to all facility fire extinguishers and know their location.
6. Fire watch personnel shall have knowledge of, and be trained in, the facility's evacuation plan in the event of a fire and know how to call for evacuation.
7. Fire watch personnel shall not be permitted to perform any other duties while conducting the fire watch.
8. Fire watch personnel shall not be impaired and shall remain awake and alert at all times.

### Written Log:

Fire watch personnel shall keep a log of fire watch related activities. The log shall include; **address of the facility, time of each patrol, name of the fire watch person, notes for other related activities performed.** The log shall be faxed to (207-7949), emailed to the Fire Marshal, or delivered daily to the Office of the Fire Marshal (1901 South Alamo, 78204)