

# KING COUNTY ZONE 3 FIRE WATCH FORM

## FIRE WATCH INSTRUCTIONS

1. Do not reset the alarm if alarm cause is likely a system malfunction.
2. Silence alarm if needed and direct the responsible party to request a service call.
3. Fill out all portions of the Agency Copy.
4. On the Site Copy;
  - a. Fill out the incident number and
  - b. Identify the fire watch frequency
  - c. Circle the appropriate follow-up agency
  - d. Identify which system is out-of-service.
5. Leave the Site copy with the responsible party.
6. Identify the person this form was left with. \_\_\_\_\_
7. If the Fire Watch was declined, identify the name of the individual who declined the fire watch. \_\_\_\_\_
8. Was the building secure when you left?  Yes  No If not, please explain what actions were taken. \_\_\_\_\_
9. Post placard if unable to contact a responsible party and/or when notification to building occupants is important. Fire watch placard posted? Yes  No
10. Scan and Email the Agency Copy to the appropriate Fire Marshal's Office.
11. Include Agency Copy with your fire incident report.

**INCIDENT #:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REASON FOR FIRE WATCH:** \_\_\_\_\_

### SYSTEM OUT OF SERVICE:

Sprinkler  Fire Alarm  Monitoring  Other Suppression  Other

**RESPONDING UNIT/COMPANY OFFICER:** \_\_\_\_\_

**BUSINESS NAME:** \_\_\_\_\_

**BUSINESS ADDRESS:** \_\_\_\_\_

**BUSINESS PHONE:** \_\_\_\_\_

**BUSINESS CONTACT AND PHONE NUMBER:** \_\_\_\_\_

**CONTACT NAME/SIGNATURE:** \_\_\_\_\_





Burien/Normandy Park/KCFD#2  
[FMO@BurienFire.org](mailto:FMO@BurienFire.org), Phone: 206-209-4119



Enumclaw Fire Department/KCFD#28  
[FireMarshal@Enumclawfire.org](mailto:FireMarshal@Enumclawfire.org)



King County Fire Marshal's Office  
[FireMarshal@KingCounty.gov](mailto:FireMarshal@KingCounty.gov)



Mountain View Fire & Rescue/KCFD#44  
[Pkramlich@KCFD44.org](mailto:Pkramlich@KCFD44.org), Phone: 253-735-0284, 253-569-4211



Port of Seattle  
[Fire@PortSeattle.org](mailto:Fire@PortSeattle.org)



Puget Sound Regional Fire Authority  
[FirePrevention@PugetSoundFire.org](mailto:FirePrevention@PugetSoundFire.org), Phone: 253-856-4444



Renton Regional Fire Authority  
[FireMarshal@RentonRFA.org](mailto:FireMarshal@RentonRFA.org)



South King Fire & Rescue  
[Prevention.Division@SouthKingFire.org](mailto:Prevention.Division@SouthKingFire.org), Phone: 253-946-7348



Skyway/KCFD#20  
[Admin@KCFD20.org](mailto:Admin@KCFD20.org), Phone: 206-772-1430



Tukwila Fire Department  
[FireMarshal@TukwilaWA.gov](mailto:FireMarshal@TukwilaWA.gov)



Valley Regional Fire Authority  
[Fire.Marshal@VRFA.org](mailto:Fire.Marshal@VRFA.org), Phone: 253-261-3616



Vashon Island Fire & Rescue  
[Administration@vifr.org](mailto:Administration@vifr.org), Phone: 206-463-2405





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Port of Seattle  
[Fire@PortSeattle.org](mailto:Fire@PortSeattle.org)



Puget Sound Regional Fire Authority  
[FirePrevention@PugetSoundFire.org](mailto:FirePrevention@PugetSoundFire.org), Phone: 253-856-4444



Renton Regional Fire Authority  
[FireMarshal@RentonRFA.org](mailto:FireMarshal@RentonRFA.org)



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[Prevention.Division@SouthKingFire.org](mailto:Prevention.Division@SouthKingFire.org), Phone: 253-946-7348



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