

# KING COUNTY ZONE 3 FIRE WATCH LOG

## 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. Fill out the **Fire Incident Case #** and **Incident Date**
5. Identify the fire watch frequency
6. Circle the appropriate follow-up agency
7. Identify which system is out-of-service.
8. Identify the responsible party (person who was issued the Fire Watch)
9. Have the responsible party sign that they understand Fire Watch responsibilities.
10. Leave the Site Copy with the responsible party
11. If the Fire Watch was declined, identify the name of the individual who declined the fire watch.
12. Was the building secure when you left? Yes      No      If not, please explain what actions were taken:
13. Post placard if unable to contact a responsible party and/or when notification to building occupants is important. Was a FIRE WATCH placard posted? Yes      No
14. Scan and Email the Agency Copy to the appropriate Fire Marshal's Office.
15. Include Agency Copy with your fire incident report.



**FIRE UNIT:**                      **OFFICER:**                      **INCIDENT DATE:**  
**FIRE CASE #: CTF**                      **REASON FOR FIRE WATCH:**

## SYSTEM OUT OF SERVICE

Sprinkler      Fire Alarm      Monitoring      Other Suppression      Other:

**BUSINESS NAME:**  
**BUSINESS ADDRESS:**  
**BUSINESS PHONE NUMBER:**

## 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 (PRINT NAME):**  
**PHONE #:**                      **EMAIL:**  
  
**DATE:**  
  
**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.Marshall@VRFA.org](mailto:Fire.Marshall@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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**INCIDENT CASE#**

**INCIDENT DATE:**



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



**King County**

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



**Email paperwork to verify the completion of repair work and/or the restoration of system monitoring. The Fire Watch shall be maintained until the system(s) are operational as determined by the Fire Prevention Bureau.**



**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.**

Fire Watch personnel must record the results at the interval checked below:



- 30 minutes-OCCUPIED STRUCTURE
- Other

**SYSTEM OUT OF SERVICE**



- Sprinkler
- Fire Alarm
- Monitoring
- Other Suppression
- Other:



TIME	AREA(S) TOURED & CHECKED	CONDITIONS FOUND	FIRE WATCH INITIALS



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



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

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## SYSTEM OUT OF SERVICE

Sprinkler     Fire Alarm     Monitoring     Other Suppression     Other:



TIME	AREA(S) TOURED & CHECKED	CONDITIONS FOUND	FIRE WATCH INITIALS

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