

CITY OF TOPEKA
FIRE DEPARTMENT
FIRE WATCH PROCEDURES

Fire Watch will include:

1. Notify ALL staff and occupants (if appropriate) immediately
 2. A fire watch shall be maintained during the entire period of occupancy
 3. Person(s) assigned to the fire watch **SHALL HAVE NO OTHER DUTIES**
 4. Fire Watch includes notification and communication procedures. Portable radios and cellular phones may be used to send an alarm to occupants and emergency response forces.
 5. The Fire Watch shall include all areas of the building which are affected by the impairment. Special attention shall be paid to storage areas, janitor closets, attics, utility spaces, and other normally unoccupied areas.
 6. All areas are to be checked **at least hourly**. More frequent checks may be mandated if required.
 7. At the end of each day, the Fire Watch log sheets are to be faxed to the Topeka Fire Department, Fire Prevention Division at **368-0170 (FAX)**
- **Fire Watches are compensatory measures only and can not be used in lieu of compliance with the International Fire Code; Life Safety Code; or the Kansas Fire Prevention Code.**