

**Fire Rescue Department**

**Risk Reduction Bureau**

PO BOX 490 MS 34

Gainesville, FL 32627-0490

352-334-5065

www.gfr.org



Fire Watch Procedures

A **qualified fire watch** includes a security company, off-duty firefighter with minimum standards, off-duty police officer with police standards, or other personnel approved by Gainesville Fire Rescue. The person assigned to the fire watch shall not serve in any other capacity while performing those duties.

**All fire watches must:**

1. Notify Alachua County Emergency Combined Communications Center that a fire watch has been initiated by calling (352) 955-1818. Give them the business name and address, the name of the person conducting the fire watch, and an onsite phone number.
2. Conduct a building walk-thru at least once every hour to ensure there are no hazardous conditions.
3. Remain on site for the duration of the fire watch
4. Alert building occupants of an emergency and direct evacuation when required
5. Be equipped with a cell phone or radio capable of reporting an emergency by calling 911 or 352-955-1818.
6. Patrol their designated area at least once each hour for the duration of coverage is required
7. Maintain a written log of the fire watch, documenting hourly rounds and any other pertinent findings
8. Remain on duty and awake until properly relieved
9. Document the building walk-thru on this form and return it to Gainesville Fire Rescue every morning before 8:00 AM by Fax to (352) 334-2529 or Email to [***gfrpio@gainesvillefl.gov***](mailto:gfrpio@gainesvillefl.gov)***.***

\*\***The fire watch shall not be discontinued until authorized by contacting the Risk Reduction Bureau at 352-334-5065 during normal business hours or at 352-318-8170 afterhours.**

Business Name: Phone Number:

Business Address:

Name of Person Conducting Fire Watch:

Company Name: Phone Number:

Fire Watch Date:

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| --- | --- | --- | --- | --- | --- | --- | --- |
| TIME | INITIALS | TIME | INITIALS | TIME | INITIALS | TIME | INITIALS |
| 12:00 AM |  | 6:00 AM |  | 12:00 PM |  | 6:00 PM |  |
| 1:00 AM |  | 7:00 AM |  | 1:00 PM |  | 7:00 PM |  |
| 2:00 AM |  | 8:00 AM |  | 2:00 PM |  | 8:00 PM |  |
| 3:00 AM |  | 9:00 AM |  | 3:00 PM |  | 9:00 PM |  |
| 4:00 AM |  | 10:00 AM |  | 4:00 PM |  | 10:00 PM |  |
| 5:00 AM |  | 11:00 AM |  | 5:00 PM |  | 11:00 PM |  |