



**CITY OF VICTORVILLE  
FIRE PREVENTION DIVISION**

14345 Civic Center Drive  
Victorville, CA 92392  
(760) 955-5233

**FIRE PREVENTION STANDARD  
F-7 FIRE WATCH REQUIREMENTS**

Standard Number

**F-7**

Revision Date:  
11-5-25

**AUTHORITY**

California Fire Code Sections 102.9, 103, and section 104.1.1 as amended in section 8.08.04<sup>(5)</sup> of the City of Victorville Municipal Code provides that the fire code official of the City of Victorville shall have the authority to adopt policies, procedures, rules, and regulations in order to clarify the application of the Fire Code and to specify requirements not specifically provided for by the Fire Code. For further requirements on this subject, see section 3305.5, 901.7, 3504.2 et. seq. of the California Fire Code. This standard may be modified with the approval of the Fire Code Official.

**PURPOSE**

The City of Victorville Fire Prevention Division enforces the California Fire Code for fire watch conditions when a building/premises presents a hazard to life or property as the result of construction, alteration, demolition, fire, or other emergency, or when any fire protection equipment/system has been rendered inoperable. The fire watch is used to mitigate a hazardous condition that, if not corrected, would normally require the evacuation of the structure or a portion thereof.

**SCOPE**

The assignment of a qualified person or persons having the sole responsibility for the continuous observation of a building or the premises for the purpose of detecting fires and transmitting an immediate alarm to the building occupants and the Fire Department.

**DISCLAIMER**

*These standards may change without notice. Whenever applicable statutes, regulations, and standards are updated and adopted, the latest shall apply. Please contact the Victorville Fire Prevention Division at (760) 955-5227 to determine if these standards have changed. These requirements do not exempt any individual from complying with other applicable state, county, or city codes and standards.*

**DEFINITIONS**

**FIRE WATCH** – Fire Watch: A temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising an alarm of fire and notifying the fire department.



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### GENERAL

When conditions occur that necessitate the activation of a fire watch, the following guidelines shall be utilized: The duration and times per day for a fire watch shall be determined by the City of Victorville Fire Prevention Division. Fire Watch Personnel shall conduct periodic patrols of the entire building and/or facility. Patrols shall be conducted every 15 minutes if the building/facility has people sleeping, is an institutional facility, or an occupied assembly facility. Facilities not meeting the previous conditions shall be patrolled every 30 minutes and patrols documented every 60 minutes.

- 1) Fire watch personnel shall be pre-approved by the City of Victorville Fire Prevention Division and shall have the following responsibilities: Per CFC 403.11.1.2
  - a. Keep diligent watch for fires, obstructions to means of egress, and other hazards.
  - b. Take prompt measures for the remediation of hazards and extinguishment of fires that occur.
  - c. Take prompt measures to assist in the evacuation of the public from the structures.
  - d. Be able to communicate effectively.
  - e. Be thoroughly familiar with the area they are patrolling.
  - f. Patrol the entire building/facility, all rooms (offices, spaces, areas), including basements, shall be checked unless otherwise instructed by the Fire Prevention Division.
  - g. Make reports as instructed. A written record of patrol rounds and any significant information shall be recorded in accordance with the **Fire Watch log**.
  - h. Alert building occupants of an emergency and direct evacuation when required.
- 2) Fire watch personnel shall have access to cellular devices with sufficient signal strength, know the exact address of the property, and know how to report a fire or other emergency condition by calling **9-1-1**.
- 3) Fire watch personnel shall be trained in the use of fire extinguishers, shall have access to all facility fire extinguishers, and know the fire extinguisher locations.
- 4) Fire watch personnel shall have knowledge of and be trained in the facility's evacuation plan in the event of a fire. They shall be able to communicate with occupants well enough to give an evacuation order.
- 5) Fire watch personnel shall not be permitted, while on duty, to perform any other duties.
- 6) Fire watch personnel shall not be impaired and shall remain awake and alert at all times.
- 7) Personnel shall remain on duty until properly relieved and shall relay any special orders or pertinent information to relief personnel and/or management.
- 8) Fire watch personnel shall log all fire watch-related activities. This log shall include:
  - a. address of the facility,



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- b. time of each patrol,
  - c. name of the fire watch person,
  - d. comments, and other related activities performed,
  - e. findings (i.e., all clear, checked hallways, kitchen clear, and exits operational).
  - f. The log shall be emailed or delivered daily to the City of Victorville Fire Prevention Division: [prevention@victorvilleca.gov](mailto:prevention@victorvilleca.gov).
- 9) Fire watch shall be maintained until released in writing by the Fire Prevention Division.

### **Responsibility for Instruction:**

The owner, manager, or person in charge or control of the building premises shall assign to the fire watch as many personnel as are required, and shall instruct fire watch personnel as to the following:

- 1) The procedure for notifying the City of Victorville Fire Prevention Division.
- 2) The area to be observed.
- 3) A method of notifying building occupants and an evacuation procedure.
- 4) Training necessary to ensure Fire Watch personnel are capable of reactivating disabled systems when required.
- 5) Training and proficiency in using fire extinguishers and/or appropriate fire suppression equipment.
- 6) Any special instruction required by the City of Victorville Fire Prevention Division.

### **Record Keeping:**

Complete and retain for inspection by the Fire Prevention Division.

- 1) The owner, manager, or person in charge or control of the premises shall provide a logbook, which contains this Fire Watch Fire Prevention Standard, "Terminating Fire Watch" form (Exhibit A), the Fire Watch Information" form (Exhibit B) to assist in making emergency calls, and The logbook (Exhibit C) shall be the document used to record a history of observation rounds.
- 2) The logbook shall be maintained on the premises and be available for review by the Fire Prevention Division.

**Note:** *Random checks may be made by Fire Department personnel to ensure compliance with Fire Watch requirements.*

- 3) Logs may be required to be emailed daily, or as prescribed by the Fire Prevention Division, to [prevention@victorvilleca.gov](mailto:prevention@victorvilleca.gov).



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**Exhibit A:**

*(Provided for informational purposes only. See the City of Victorville Fire Prevention Web Page for the current downloadable document at <https://www.victorvilleca.gov>)*

**Terminating Fire Watch**

The Fire Watch shall not be terminated until all fire protection equipment/systems have been rendered operable and tested by a licensed technician and approved by the City of Victorville Fire Prevention Division. **FAILURE TO COMPLY MAY RESULT IN LEGAL ACTION.**

Recipient Acknowledgment:

Received by: \_\_\_\_\_

Title: \_\_\_\_\_

Fire Watch Log shall be emailed to: [Fireprevention@victorvilleca.gov](mailto:Fireprevention@victorvilleca.gov)



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**Exhibit B:**

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**FIRE WATCH INFORMATION**

Building/Project Name:

\_\_\_\_\_

Building/Project Address:

\_\_\_\_\_

Name of Responsible Party:

\_\_\_\_\_ Contact # \_\_\_\_\_

**Names of Personnel Authorized to Conduct Fire Watch**

1. Name \_\_\_\_\_ Contact # \_\_\_\_\_

2. Name \_\_\_\_\_ Contact # \_\_\_\_\_

3. Name \_\_\_\_\_ Contact # \_\_\_\_\_

4. Name \_\_\_\_\_ Contact # \_\_\_\_\_

5. Name \_\_\_\_\_ Contact # \_\_\_\_\_

