



Fire Watch Procedures

1. Notify Alachua County Emergency 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 on site phone number.
2. A qualified fire watch includes a security company, off-duty firefighter with minimum standards, off-duty police officer with police standards, or a personnel approved by the AHJ. These are the only choices for persons conducting the fire watch. The person assigned to the fire watch shall not serve in any other capacity while performing those duties.
3. A building walk-thru shall be conducted at least once every hour to ensure there are no hazardous conditions.
4. Document the building walk-thru on this form and fax it to Gainesville Fire Rescue, Risk Reduction Bureau every morning by 8:00 AM at (352) 334-2523.
5. The fire watch person shall have independent communications such as a radio or cellular phone.

Business Name: _____ Phone Number: _____

Business Address: _____

Name of Person Conducting Fire Watch: _____

Company Name: _____ Phone Number: _____

Fire Watch Date: _____

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	