

FIRE WATCH COVERAGE PERSONNEL INSTRUCTIONS

Effective date: 18 June 2025 | Last updated: 09 July 2026

--

Purpose

This document provides clear guidance for all personnel assigned to Fire Watch duties. Fire Watch is a critical life-safety role required when fire protection systems are impaired or unavailable.

General Responsibilities

While on Fire Watch, do not engage in other activities such as security or maintenance tasks. Your sole responsibility is fire surveillance.

City of Tuscon Responsibilities

- **Remain Vigilant:** Stay alert and attentive at all times during your shift.
- **Continuous Patrols:** Conduct constant patrols of the assigned area to detect signs of fire or hazardous conditions.
- **Communication:** Be equipped with a reliable means to contact the local fire department immediately if a fire or emergency is detected.
- **Documentation:** Maintain a log of all patrols, observations, and any actions taken. This must be done through the Transcend Security Fire Watch application.

Touring Requirements

The entire building or affected area must be fully patrolled once per hour.

- **Coverage:** Inspect all accessible areas, with special attention to high-risk zones such as mechanical rooms, storage areas, kitchens, and any locations with impaired fire protection.
- **Documentation:** Record each tour using the Fire Watch application, which will capture the below information:
 1. Date and time of each tour
 2. Name of Fire Watch personnel
 3. Observations made
 4. Photo of the Fire Watch area
 5. Signature

Note: Fire Watch personnel must not leave their post unattended unless properly relieved by authorized personnel

How to Use a Fire Extinguisher (PASS Method)

1. **P**ull the pin – This unlocks the operating lever.
2. **A**im low – Point the nozzle at the base of the fire.
3. **S**queeze the lever – This discharges the extinguishing agent.
4. **S**weep side to side – Move the nozzle from side to side at the base of the fire until it appears to be out.

▲ Use only if the fire is small, contained, and not spreading.

▲ Do not attempt to fight fires that are large, involve hazardous materials, or block your exit path.

When to Contact 911

Immediately dial 911 in any of the following situations:

- You see smoke or flames.
- You hear an explosion or detect a gas leak.
- A fire cannot be extinguished quickly or safely.
- Someone is injured or in immediate danger.
- You are unsure about the severity of a situation.

Important Reminders

- Never use personal electronic devices (phones, headphones, etc.) while on patrol.
- Ensure all exits, corridors, and stairwells are clear and unobstructed.
- Remain calm and follow the chain of command in any emergency situation.
- If relieved from duty, brief your replacement with current conditions and concerns.

Stay Alert. Stay Safe.

You are the first line of defense in fire prevention.