



Manchester Fire Department FIRE MARSHAL'S DIVISION

494 Main Street
Manchester, CT 06040
(860) 647-3267



Policy: In accordance with the Connecticut Fire Prevention Code section [1.7.17.1](#) The [AHJ](#) (Manchester Fire Marshal's Office) shall have the authority to require standby fire personnel or an [approved fire watch](#) when potentially hazardous conditions or a reduction in a life safety feature exist due to the type of performance, display, exhibit, [occupancy](#), contest, or activity; an impairment to a fire protection feature; or the number of persons present. This order shall remain in force until such time whereas it is modified, or revoked by a representative of this office. **FIRE WATCH SHALL ONLY BE ENACTED AT THE DIRECTION OF THE MANCHESTER FIRE DEPARTMENTS -FIRE MARSHAL'S DIVISION.**

- **Procedure:** When any part of a required Automatic Fire Alarm or Fire Suppression System is found unmaintained, physically broken, shut off or otherwise deficient in such a way to cause immediate life safety hazard, the person in charge of the building shall:
 - Notify the Manchester Fire Department and Fire Marshal **IMMEDIATELY** at 860.645.5500 and also Email: FireMarshal@ManchesterCT.gov
 - All fire doors shall be closed from hold open devices.
 - The Manchester Fire Marshals Division requires that a fire watch be initiated.
 - A Fire Watch Placard shall be completed and shall be posted at each public point of entry to the affected structure and at a minimum of one conspicuous place per floor if applicable.
 - In accordance with CT Fire Prevention Code section 1.7.17.3* - Such standby fire personnel or fire watch personnel shall be subject to the AHJ's orders at all times and shall be identifiable and remain on duty during the times such places are open to the public, when such activity is being conducted, or as required by the AHJ.
 - The designated quantity of fire watch persons shall be appropriate for the person or persons to physically observe both visually, auditorily and by olfaction, all unprotected areas of the affected structure within 30-minute intervals.
 - Designated person(s) shall know their address/location for reporting purposes.
 - The designated fire watch shall have a properly working form of communication for emergent, immediate notification of emergency services.
 - A written or electronic log shall be maintained to denote the name of the dedicated fire watch person(s) and the time each cycle of inspection completed. If multiple persons have been assigned to different areas throughout the building, separate logs shall be maintained identifying the areas inspected, including the aforementioned information.
 - The person or persons assigned to this fire watch shall serve NO ADDITIONAL FUNCTION, but conducting inspections in accordance with the time frame above, of the unprotected portion(s) of the affected structure, for fire and/or smoke. Persons may be on-duty staff who are reassigned this specific task, off-duty staff called onto duty for this specific task, or a contracted 3rd party specifically hired for this task.

*Lincoln Center
494 Main Street
Manchester, CT 06040
860.647.3267*

- In the event that a required automatic fire suppression system is unmaintained, physically broken, shut off or otherwise deficient and an automatic fire alarm is present and fully functional, upon discovery of fire/smoke by dedicated fire watch personnel, they shall activate the automatic fire alarm via a manual pull station
 - In the event that a required automatic fire alarm is unmaintained, physically broken, shut off or otherwise deficient, dedicated fire watch personnel upon discovery of fire/smoke shall IMMEDIATELY dial 911 and report their findings and if equipped, utilize the building's internal public address system to announce the fire emergency to occupants.
 - After notification of fire suppression personnel in the case of the aforementioned circumstances, dedicated fire watch personnel shall assist in the safe and timely evacuation of all occupants within the affected structure.
 - Evaluation of the emergency fire watch may be assessed at anytime by the AHJ.
- Fire watch shall remain in force until such time whereas it has been terminated by the authority having jurisdiction, an agent of the Manchester Fire Marshal's Division and NOT until remediation of the aggrieving violation has been determined by review of the AHJ to have been repaired/remediated. Fire watch may be revoked at any time for just cause.

Failure to adhere to the policy set forth above, shall result in violation of Connecticut General Statute 29-306, resulting in vacating of the building until such required system has been repaired to the satisfaction of the authority having jurisdiction.

In accordance with Connecticut General Statute 29-306 and Policy Directive #10 of the Connecticut State Fire Marshal's Office

PUBLIC TAKE NOTICE

THAT A

FIRE WATCH

HAS BEEN ORDERED AT THIS OCCUPANCY:

REASON:

DATE:

TIME: FROM _____ TO _____ FIRE OFFICIAL _____



Manchester Fire Department -Fire Marshal's Division
860-647-3267



ANY UNAUTHORIZED PERSON REMOVING THIS SIGN WILL BE SUBJECT TO CRIMINAL PROSECUTION

