



# Miami Valley Fire District Fire Watch Form

2710 Lyons Road  
Miamisburg, Ohio 45342  
Phone (937) 560.2152  
Fax (937) 425.8142

On this day \_\_\_\_\_ at \_\_\_\_\_, the Miami Valley Fire District, Montgomery County, Ohio  
(Month/day/year) (Time)

has issued this order for \_\_\_\_\_ located at \_\_\_\_\_ to  
(Occupancy name) (Address)

initiate a "Fire Watch" or to evacuate the identified occupancy due to an impairment of a required Fire Protection System (s) as stated by the Ohio Fire Code, Section (7) 901.7 Systems out of service.

**Ohio Fire Code, Section (7) 901.7 Systems out of service.**

Where a required fire protection system is out of service, the fire department and the fire code official **shall** be notified immediately and, where required by the fire code official, the building **shall** either be evacuated or an approved fire watch **shall** be provided for all occupants left unprotected by the shut down until the fire protection system has been returned to service. Where utilized, fire watches **shall** be provided with at least one approved means for notification of the fire department and their only duty **shall** be to perform constant patrols of the protected premises and keep watch for fires.

**OFC Section (a) 901.7.1 Impairment coordinator.**

The building owner **shall** assign an impairment coordinator to comply with the requirements of this paragraph. In the absence of a specific designee, the owner **shall** be considered the impairment coordinator.

**OFC Section (b) 901.7.2 Tag required.**

A tag **shall** be used to indicate that a system, or portion thereof, has been removed from service.

**OFC Section (c) 901.7.3 Placement of tag.**

The tag **shall** be posted at each fire department connection, system control valve, fire alarm control unit, fire alarm annunciator and fire command center, indicating which system, or part thereof, has been removed from service. The fire code official **shall** specify where the tag is to be placed.

**OFC Section (d) 901.7.4 Preplanned impairment programs.**

Preplanned impairments **shall** be authorized by the impairment coordinator. Before authorization is given, a designated individual **shall** be responsible for verifying that all of the following procedures have been implemented:

1. The extent and expected duration of the impairment have been determined.
2. The areas or buildings involved have been inspected and the increased risks determined.
3. Recommendations have been submitted to management or building owner/manager.
- 4. The Fire Department has been notified. (937) 560.2152**
5. The insurance carrier, the alarm company, building owner/manager, and other authorities having jurisdiction have been notified.
6. The supervisors in the areas to be affected have been notified.
7. A tag impairment system has been implemented.
8. Necessary tools and materials have been assembled on the impairment site.

**OFC Section (e) 901.7.5 Emergency impairments.**

When unplanned impairments occur, appropriate emergency action **shall** be taken to minimize potential injury and damage. The impairment coordinator **shall** implement the steps outlined in paragraph (A)(7)(d)901.7.4 of this rule.

**OFC Section (f) 901.7.6 Restoring systems to service.**

When impaired equipment is restored to normal working order, the impairment coordinator **shall** verify that all of the following procedures have been implemented:

1. Necessary inspections and tests have been conducted to verify that affected systems are operational.
2. Supervisors have been advised that protection is restored.
- 3. The Fire Department has been advised that protection is restored. (937) 560.2152**
4. The building owner/manager, insurance carrier, alarm company, and other involved parties have been advised that protection is restored.
5. The impairment tag has been removed.

**Miami Valley Fire District Definition of an approved Fire Watch:**

The owner shall assign as impairment coordinator upon issuance of an order for a fire watch by the Miami Valley Fire District. The impairment coordinator shall be responsible that all the above Ohio Fire Code criteria has been met for the fire watch to be considered approved by the Miami Valley Fire District. The impairment coordinator shall sign this document, to record and verify receipt and understanding of the Ohio Fire Code sections stated within this document. Fire watch rounds shall be documented for fire department review. Failure to follow the Fire Watch procedures will result in an order for the building to be evacuated until such time fire protection systems are returned to full service.

Impairment Coordinator: \_\_\_\_\_  
(Print name) (Signature)

Fire Department Representative Issuing Order: \_\_\_\_\_  
(Print name and rank)