



## Office of the Fire Marshal

### Fire Code Information Sheet

## North Myrtle Beach Fire Department Fire Watch Requirements

### Fire Watch Duties:

The City of North Myrtle Beach Fire Marshal or designee may require a building owner to provide a fire watch if a fire protection system fails, if there are an excessive number of accidental activations or nuisance alarms, or a special circumstance or event. Personnel to conduct the fire watch are determined by the building owner.

### Definition of Fire Watch

The assignment of a person or persons to an area for the express purpose of notifying the fire department and/or building occupants of an emergency, preventing a fire from occurring, extinguishing small fires, or protecting the public from fire or life safety dangers.

### Requirements of the SC State Fire Prevention Code

**Fire Alarm and/or Sprinkler System Shutdown – SCSFC Section 901.7** - Where a required Fire Alarm or Automatic Sprinkler System is out of service for more than 4 hours in a 24-hour period, the authority having jurisdiction shall be notified, and the building shall be evacuated or an approved fire watch shall be provided for all parties left unprotected by the shutdown until the fire alarm or sprinkler system has been returned to service.

### Owner Responsibilities:

1. Establish, instruct and maintain Fire Watch personnel.
2. Notify the fire alarm monitoring company.
3. Notify the local Fire Department and the Office of the Fire Marshal that the system is not working and again when the system is restored. (843) 280-5511
4. Contact a licensed and qualified contractor to fix the fire protection system(s).
5. If a Notice of Violation or Civil Citation has been issued, contact the designated Fire Marshal when the system has been repaired.

### Personnel serving as a fire watch have the following duties:

1. Conduct periodic patrols of the entire facility as specified.
2. Identify any fire, life or property hazards.
3. Notify the Fire Department if a fire is discovered by calling 911 with the exact address and type of emergency.
4. Notify occupants of the facility of the need to evacuate. If the sirens or public address function of the alarm system

are still functional, use them to assist with evacuation of the building.

5. Determine at least one means of direct communication with the Fire Department. A telephone or radio is acceptable.
6. Maintain a log of fire watch activities.
7. Have knowledge of the location and use of fire protection

equipment, such as fire extinguishers.

8. Fire Watch personnel cannot have other duties besides their assigned fire watch. However, the Fire Department may designate other duties.

**NOTE: The Fire Watch will not perform fire-fighting duties beyond the scope of the ordinary citizen.**

### Frequency of Inspections:

Fire watch personnel should patrol the entire facility every 15 minutes in the following situations.

1. The facility has people sleeping.
2. The facility is an institutional occupancy.
3. The facility is occupied assembly occupancy. Facilities that do not meet the requirements for a 15-minute patrol frequency should have a fire watch patrol every 30-minute.

### Record Keeping:

A fire watch log should be maintained at the facility. The log must be available at all times during the fire watch and should show the following:

1. Address of the facility.
2. Times that the patrol has completed each tour of the facility.
3. Name of the person conducting the fire watch.
4. Record of communication(s) to the fire department and monitoring company.
5. Record of other information as directed by the fire department personnel.

### Fire Watch Signage:

When a Fire Watch has been issued for over 30 days, a Fire Watch Sign (Page 4), must be posted either at the entrance to the building and/or at the check-in desk.

### Cancellation of Fire Watch:

It is the **owners' responsibility** to notify the Fire Marshal's Office once the fire protection system has been fully restored or after the end of the special circumstances or event that initiated the Fire Watch. Once the fire watch has been canceled by the Fire Marshal's Office, the owner or representative must notify the monitoring company the system(s) are in service.



**North Myrtle Beach Fire Department  
Office of the Fire Marshal**

1015 2nd Avenue South  
North Myrtle Beach, SC 29582  
Call 843-280-5511 and request the On-Duty Fire Marshal  
Email completed form to firemarshal@nmb.us



**Fire Watch Order**

Property Name:

Address:

Date:

Incident #:

Time:

**One (1) or more of the required Fire Protection Systems for this property are out of service. Therefore a FIRE WATCH is hereby ordered until corrections have been completed and the Fire Protection Systems are again operational.**

**International Fire Code Systems (901.7) 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 be either evacuated or an approved fire watch shall be provided for all occupants left unprotected by the shutdown until the fire protection system has been returned to service. Where utilized, fire watches shall be provided with not less than 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.*

Issued By:

(Title/Printed Name)

Signature:

Issued to:

(PRINTED NAME)

Title:

**The North Myrtle Beach Fire Department - Office of the Fire Marshal requires at least one (1) fire watch person per building twelve (12) stories or less. Buildings over twelve (12) stories shall be required to have at least two (2) fire watch persons.**

Number of persons on  
Fire Watch

Number of floors  
assigned each person

Other location  
assignment

Area(s) Affected:

Means of Communications To Be Used:

Direct Telephone:

Two Way Radio:

**You are hereby notified that this is an OFFICIAL ORDER of the North Myrtle Beach Fire Department - Office of the Fire Marshal concerning the lack of required fire protection for the above-named property. As the owner, agent or, person in charge of said property, you shall make or arrange to make corrections to the affected fire protection system(s) immediately. Failure to comply with this order shall result in the issuance of a citation and cause immediate evacuation of the property.**

I understand the above requirements and will comply with said requirements.

Signature of  
Agent/Owner

Phone: \_\_\_\_\_

Date:





# FIRE WATCH

This has been implemented as a result of the  
impairment of the (circle one) **FIRE ALARM SYSTEM**  
**SPRINKLER SYSTEM**      **OTHER** (noted below):

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**Please see Management if you have any questions  
or concerns as it relates to this action.**

