

Fire Watch Compliance Readiness Checklist

FOR ALABAMA COMMERCIAL PROPERTIES



If your fire alarm, sprinkler, or monitoring system is impaired, action must begin immediately. Alabama regulators and local Fire Marshals expect documented notification, defined patrol intervals, and continuous oversight until the system is restored. Use this “Fire Watch Compliance Readiness Checklist” to confirm you’ve taken actionable steps today to proactively prepare your organization for a potential future Fire Watch.



IMMEDIATE NOTIFICATION DRAFTS & CONTACTS

- Draft notifications to each of the below, and document contact details for each.
 - Local Fire Marshal (time documented)
 - State licensing agency, if applicable
 - Life safety system (fire alarm) or sprinkler contractor
 - Insurer, if required



STAFFING ASSIGNMENT(S)

- Designate an Impairment Coordinator and backup for each shift.
- Identify staff pools who can serve as Fire Watch personnel.
- Train the staff pools for Fire Watch semi-annually.
- Designate a communication device with confirmed coverage that will be available.
- Ensure current floor plans are accessible.



PATROL & DOCUMENTATION PLAN

- Document a patrol map for 30-minute patrol frequency (or 15-minute patrol for sleeping, institutional, or occupied assembly).
- Prepare a Fire Watch Log template or plan to use the [Alabama State Fire Marshal's log](#).
- Perform periodic tabletop drills. For example, simulate a 4-hour alarm outage with appropriate notifications and an executed Fire Watch. Debrief with the team to evaluate staffing gaps and communication delays.