

Moore County Fire Marshal

Fire Watch Implementation Checklist

Fire Watch may be ordered by the Fire Marshal, Fire Chief or his/her designee when any of the following life safety fire protection systems are off line. -Fire Alarm, Sprinkler System, Standpipe System, Fire Pump, Emergency Power System, Specialized Fire Suppression System or other Specialized Building System.

The primary role of the Fire Watch personnel is to serve as a "human smoke detector" and to notify the Fire Department (911) at the first sign of smoke/fire.

_____ The provided, Fire Watch Log sheet shall be used to document the Fire Watch. The log shall be changed daily or when the Fire Watch changes.

The log will need to be updated hourly by Fire Watch personnel. Please Note: Inspections need to begin immediately after being notified of the need for a Fire Watch.

- In buildings with Fire Watch post notices on all exterior doors. (Fire Watch In Progress)
- In all building staff halls, post notices in lobby, elevators, on bulletin boards, and on bathroom doors throughout the building.
- Conduct a continuous patrol of the entire building, including corridors, hallways, laundry rooms, basement, lobby, stairwells, recreation rooms, lounges, and any other common areas. Remain alert to signs of smoke and/or fire.
- The Fire Watch shall be provided with a cell phone.

Being a "Human Smoke Detector".

- Remain attentive. Patrol your designated area at least once each half hour.
- Listen for in-room smoke detectors sounding.
- Look for observable signs of smoke and/or fire.
- Enter all stairwells - open doors and look into each stairwell.
- Enter all common areas including basement, lounges, laundry room, and dining areas.

At first sign of smoke or fire, Fire Watch personnel must:

- Pull the nearest fire alarm pull station.
- Exit the building, calling the Fire Department (911) from the nearest safe phone.
- Do not put yourself in jeopardy - if you suspect smoke and/or fire, exit the building; contacting the Fire Department (911) as quickly as possible.

Once all Life Safety Systems have been restored to normal operations the responsible person shall contact the fire department and Moore County Fire Marshal (911).

All Fire Watch Logs will be maintained for inspection by the Moore County Fire Marshal.

Fire Watch Log

Name of Building Under Fire Watch _____

Person performing Fire Watch _____

I have read the instructions about conducting this Fire Watch and understand that I am responsible to follow those instructions and patrol my designated area at least once each half hour.

Signature: _____

Date: ___/___/___ Time: ___/___ am pm Area patrolled: _____

Date: ___/___/___ Time: ___/___ am pm Area patrolled: _____

Date: ___/___/___ Time: ___/___ am pm Area patrolled: _____

Date: ___/___/___ Time: ___/___ am pm Area patrolled: _____

Date: ___/___/___ Time: ___/___ am pm Area patrolled: _____

Date: ___/___/___ Time: ___/___ am pm Area patrolled: _____

Date: ___/___/___ Time: ___/___ am pm Area patrolled: _____

Date: ___/___/___ Time: ___/___ am pm Area patrolled: _____

Date: ___/___/___ Time: ___/___ am pm Area patrolled: _____

Date: ___/___/___ Time: ___/___ am pm Area patrolled: _____

Date: ___/___/___ Time: ___/___ am pm Area patrolled: _____

Date: ___/___/___ Time: ___/___ am pm Area patrolled: _____

Date: ___/___/___ Time: ___/___ am pm Area patrolled: _____

Date: ___/___/___ Time: ___/___ am pm Area patrolled: _____

Date: ___/___/___ Time: ___/___ am pm Area patrolled: _____

Date: ___/___/___ Time: ___/___ am pm Area patrolled: _____

(Fire protection system out of service)

OUT OF SERVICE

**A Fire Watch is patrolling the affected areas of
the building.**

**IN CASE OF FIRE
CALL 911**

**FOLLOW POSTED
EMERGENCY PROCEDURES**