

### Fire Watch Instructions

As a result of the fire department investigation into the cause of the alarm system activation, the fire department has determined that your fire alarm and or monitoring system is in need of service and or repair. As a result, there is a potential that the alarm system **"MAY NOT"** make proper notification to the fire department / emergency service dispatch or the building occupants in the event of a smoke or fire condition. Therefore, a *"Fire Watch"* has been **ordered** by fire department personnel until repairs are made and the system is deemed to be fully functional by a **qualified service or repair technician**.

#### What is a "Fire Watch"?

A *"Fire Watch"* is a patrol conducted by a person or person(s) deemed responsible for a building or property. Since the alarm system has been determined to be "partially functional" or completely "out of service" a responsible person must conduct periodic patrols of the building and alert the fire department and building occupants if smoke, heat, or fire is detected in the affected areas.

#### How is a "Fire Watch" patrol conducted?

To conduct an effective fire watch, the person or persons deemed responsible for the building or property must patrol (physically walk and check) all areas indicated on page 3 that are deemed "out of service" which are normally protected and monitored by the fire alarm detection system until the system has been restored to a fully functional state. Again, keep in mind, that this may be a single area or the entire building as indicated on page 3. These patrols should be conducted at a minimum of every 30 minutes, ideally every 15 minutes. A log **MUST** be kept of the patrols noting the date, time, areas checked, findings and initials of person making log entry. This log may be requested for review by Lower Township Bureau of Fire Safety, at any time, and should be readily available if requested. A log sheet has been provided and additional copies may be made if needed. Please see "Log Sheet" for an example of a typical log entry. The responsible person or persons **MUST** remain on the property while a *"Fire Watch"* is in effect until the system has been returned to a fully functional state.

#### What to do in the event of the detection of smoke, heat, or fire:

In the event of a discovery of smoke, heat, or fire while conducting a *"Fire Watch"* patrol, it is imperative that the fire department be notified **IMMEDIATELY**. **Responsible persons must call 911 immediately** and provide information of findings to 911 dispatch operator. **Life safety is of the utmost concern**, with property conservation second. No person shall place themselves into a situation where their life or the lives of others are placed in jeopardy when it can be avoided. **Every attempt that can safely be made to notify building occupants MUST be attempted in the event of the detection of smoke, heat, or fire while conducting a "Fire Watch" patrol.**

In some cases the fire alarm system may still be able to provide notification of a fire by the responsible person activating a "Fire" pull station, causing the alarm to sound, to aid in building occupant notification & evacuation, however, notification to 911 must still be made immediately.

## **Fire Watch Instructions** **(Continued)**

### **Is there anything else I need to do?**

As a responsible person or persons for the building or property, you must make the following notifications:

1. Notification to alarm system monitoring company and have the system placed on "Test" until repairs have been made. Keep in mind that these periods often expire after several hours and may need to be renewed until repairs are completed. If the system is not placed on "Test" repeated notifications or false signals may be transmitted to the fire department causing unnecessary responses of the fire department and other emergency service personnel. Repeated unnecessary notifications may result in ordinance violations and violations being cited by the Lower Township Bureau of Fire Safety.

2. Notification to alarm repair service and/or sprinkler suppression system service companies requesting service and repair.

3. Conduct and maintain a "Fire Watch" patrol as outlined on page 1 of this document, including keeping a "Fire Watch" log, which may be requested for review at any time.

### **Once repairs are made what needs to be done?**

After repairs are completed by a qualified service or repair technician, notification should be made to the alarm system monitoring company placing the system back online. The time that the "Fire Watch" has been terminated must be noted in the "Fire Watch" log and initialed.

Notification to Lower Township Bureau of Fire Safety is to be made at the following number 609-889-0404. If after hours, a message is to be left.

Notification is also to be made to Lower Township Dispatch at 609-886-2711.

The "Fire Watch" log and copy of repair work order / receipt is to be kept and provided to Lower Township Bureau of Fire Safety upon request.

**Fire Watch Order**  
*(Responsible Person Copy)*

Date Ordered    /    /    Time Ordered    :    AM / PM

Property / Building Name: \_\_\_\_\_

Property / Building Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fire Watch Ordered By: \_\_\_\_\_

Person responsible to conduct Fire Watch: \_\_\_\_\_

Title & Phone Number of Responsible Person: \_\_\_\_\_

"Out of Service" Area(s) to be patrolled: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**By signing this document I (responsible person conducting Fire Watch) agree to proceed as directed and will make all necessary notifications as outlined. Furthermore, I understand that a Fire Watch has been ordered for this property and I will conduct and maintain a Fire Watch until the affected area or areas have been repaired by a qualified technician. I agreed to proceed as outlined on Page 1 and 2 of the Fire Watch instructions document and have been provided with a copy of these instructions along with a Fire Watch Log page.**

Signature of person conducting Fire Watch: \_\_\_\_\_

Signature of person ordering Fire Watch: \_\_\_\_\_

Witnessed By: (Print and Sign) \_\_\_\_\_

## Fire Watch Patrol Log

**Patrol conducted by:** \_\_\_\_\_

**Property Name:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

*Affected areas to be patrolled a minimum of every 30 minutes, ideally every 15 minutes.*

A suggested example of a log activity entry:

5/22/2016 @ 11:30am, 1st Floor      No signs of smoke heat or fire      (Initials)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be from a notebook or a set of legal pads. There is no handwriting or other markings on the page.

**Fire Watch Order**  
*(Fire Department Copy)*

Date Ordered     /     /     Time Ordered     :     AM / PM

Property / Building Name: \_\_\_\_\_

Property / Building Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fire Watch Ordered By: \_\_\_\_\_

Person responsible to conduct Fire Watch: \_\_\_\_\_

Title & Phone Number of Responsible Person: \_\_\_\_\_

"Out of Service" Area(s) to be patrolled: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**By signing this document I (responsible person conducting Fire Watch) agree to proceed as directed and will make all necessary notifications as outlined. Furthermore, I understand that a Fire Watch has been ordered for this property and I will conduct and maintain a Fire Watch until the affected area or areas have been repaired by a qualified technician. I agreed to proceed as outlined on Page 1 and 2 of the Fire Watch instructions document and have been provided with a copy of these instructions along with a Fire Watch Log page.**

Signature of person conducting Fire Watch: \_\_\_\_\_

Signature of person ordering Fire Watch: \_\_\_\_\_

Witnessed By: (Print and Sign) \_\_\_\_\_

When this document is completed, a copy is to be faxed to Lower Township Bureau of Fire Safety at 609-889-8876

**Keep this document and attach this document to run sheet after faxing.**

## Instructions To Fill Out Fire Watch Paperwork

**(This page to remain with Fire Department)**

1. Fill out pages 3 and 5 fully and obtain necessary signatures.
2. Provide pages 1-4 to responsible person conducting Fire Watch.
3. Review pages 1 to 3 with person conducting Fire Watch and explain repairs that are needed and areas to be patrolled.
4. Notify dispatch via radio that a fire watch has been posted for building / address when clearing scene / terminating command.
5. Upon returning to quarters, fax a copy of page 5 to Lower Township Bureau of Fire Safety and attach page 5 to sign in sheet / NFIRS quick sheet.
6. Consider a direct notification to 6500 or Bureau of Fire Safety if no building representative is available or if an imminent life hazard exists. **If you suspect that the representative WILL NOT post proper fire watch, contact 6500 or Bureau of Fire Safety and advise of situation.**

### Contact Numbers

*Donna Blackley- 609-425-3501*

Lower Township Bureau of Fire Safety Office- 609-889-0404  
Fax- 609-889-8876