



## Fire Watch Instructions

The primary role of the fire watch personnel is to serve as a temporary "human smoke detector" and to notify building occupants at the first sign of smoke or fire. All fire watch personnel shall be equipped with a two-way radio to be used to notify Public Safety that smoke and/or fire has been detected. The person(s) assigned to a fire watch shall have the sole responsibility of performing fire watch duties.

Performing a Fire Watch:

- Conduct a continuous patrol of all designated areas at least once every 30 minutes.
- Look for observable signs of smoke, fire and hazardous conditions.
- Enter all stairwells - open doors and look into each stairwell.
- Enter all common areas including basements, lounges, laundry rooms, and dining areas.

At the first sign of smoke or fire, the fire watch personnel must:

- Pull the nearest fire alarm pull station (if applicable).
- If the fire alarm horns are not working, use the megaphone or air horn to notify the building occupants to evacuate.
- Do not put yourself at risk - if you suspect smoke and/or fire, exit the building and notify Public Safety by using your two-way radio.

**I have read the above Fire Watch Instructions about conducting a Fire Watch and understand that I am responsible for following these instructions and patrolling all designated areas at least once every 30 minutes.**

**Print:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

