

BUREAU OF FIRE PREVENTION
BORDENTOWN TOWNSHIP FIRE DISTRICT # 1
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Facility Fire Watch Program

At any time a fire watch is required at a site this form shall be filled out, posted in the site office, and copies shall be provided to the site supervisor and the shift fire watch staff member. Upon the completion of the need for the fire watch the date and time shall be noted and this form shall be filed with the daily logs and reports generated during the fire watch activities.

Date/time Start:	Date/Time Finish:
Site Name:	Phone #:
Site Location:	
Site Owner:	Phone #:
Site Operator:	Phone #:
Site Supervisor:	Cell Phone #:
Local Fire Department Name:	
Local Fire Department Direct Line Phone # (in addition to 9-1-1)	

Purpose:

The purpose of the Fire Watch assignment is to provide for an acceptable level of fire safety during periods of time the fire suppression sprinkler system and or alarm detection system is not operational other than short periods for routine maintenance and repair, (more than 4 hours in a 24 hour period)¹.

Responsibilities:

The core responsibilities of the personnel assigned to fire watch duties are:

1. Vigilance against the causes of fire and actual fire events.
2. Ordering an evacuation of the structure if a fire occurs.
3. Immediate notification of Fire Department via 9-1-1 if a fire occurs.
4. Attempting to control or extinguish the fire with a fire extinguisher or small hose line if it can be done in a safe manner.
5. Liaison to arriving public sector fire service units.
6. Completion of a daily log.
7. Completion of a short report concerning any fire hazards identified or fire events.

¹ NFPA 25 Inspection, Testing and Maintenance of Water Based Fire Protection Systems, 2002 edition, Section 14.5.2(3).

Qualifications:

Fire watch staff shall be current staff members that are familiar with facility and its components. They shall have cell phones and portable radios enabling quick communication with the public fire department.

Procedure:

This procedure shall be followed by all fire watch staff members on each assigned shift. Site supervisors shall familiarize themselves with the procedures.

1. The personnel assigned to fire watch duty shall have specific shifts and a defined area of responsibility such as a portion of a site, a building or a floor within a building.
2. During the time period assigned the fire watch personnel's responsibility will be to perform the duties of the fire watch position.
3. Upon starting a shift the fire watch staff shall sign in on the daily log and then perform a patrol of the area assigned to familiarize him or herself with the activities that are occurring within that area; to identify and arrange for correction of any fire hazards such as potential sources of ignition, blocked exits, or unlit exit signs and to check the status of fire extinguishers and/or small hose lines.
4. Upon completion of the initial patrol the fire watch staff member shall make an entry in the daily log noting the time, any identified hazards, who was notified of the hazards, and the status of fire protection equipment.
5. The fire watch staff shall remain in a position that provides the best view of the area, building or floor of responsibility and shall patrol the area a minimum of every 30 minutes. A daily log entry shall be made at the completion of every patrol.
6. At the end of the assigned shift the fire watch staff member shall inform his or her replacement of any incidents or issues the oncoming staff member needs to be aware of as it pertains to their function as a fire watch.
7. Prior to leaving the site at the end of the assigned shift the fire watch personnel shall turn the daily log and any fire hazard or incident reports into the site supervisor.
8. The daily logs shall be kept on file in the site office and be made available for inspection upon request of the Bureau of Fire Prevention Fire District #1.