



## FIRE WATCH LOG REPORT

_____ System out of service	Date: _____	Time: _____
System Out of Service-Notification to Fire Department	Date: _____	Time: _____

_____ System Back in Service	Date: _____	Time: _____
System Back in Service-Notification to Fire Department	Date: _____	Time: _____

PERSONS ASSIGNED TO FIRE WATCH DUTIES SHALL FOLLOW THE REQUIRMENTS LISTED ON THE FIRE WATCH DUTIES SHEET AND SHALL PATROL ALL UNPROTECTED AREAS OF THE BUILDING EVERY HOUR TO CHECK FOR FIRE OR SMOKE CONDITIONS. ALL PATROLS ARE TO BE RECORDED ON THIS LOG REPORT. RECORDS OF FIRE WATCH SHALL BE KEPT FOR 3 YEARS AFTER THEY ARE MADE, AND SHALL BE MADE AVAILABLE UPON REQUEST TO THE FIRE MARSHALL'S OFFICE.

Fire Watch Duties Conducted By: \_\_\_\_\_

Fire Watch Commenced: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Rounds	Start Time	Finished	Signature	Comments
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
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24				

# Fire Watch Duties and Responsibilities

Individuals assigned to fire watch duty are responsible for the following:

1. Post "Out of service-Fire watch" signage as directed to notify occupants that a fire watch is being conducted.
2. Have an understanding of basic fire prevention and fire extinguishment techniques.
3. Have a clear understanding of the areas impacted by the outage.
4. Have the ability to immediately contact emergency services by calling 9-1-1
5. Conduct a routine and thorough walk of all locations impacted by the system outage at least once per hour.
6. Note the location of portable fire extinguishers.
7. Notifying occupants to evacuate the building in the event of a fire by verbal warning, whistle, horn, or other notification device.
8. Fire watch personnel are to have fire extinguishing equipment readily available and be trained in its use.
9. Maintain a log of activities, findings, and incidents throughout the fire watch using the *Fire Watch Log*.
10. Ensure fire watch activities continue without interruption until all repairs are completed and the impaired fire protection system is restored to the satisfaction of the City of Canton Fire Marshall's Office.

## OUT OF SERVICE SIGNAGE

**INSTRUCTIONS:** Note what fire protection system(s) is out of service and post copies of this sign at the main entrance and on all floor areas.

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(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**