





# Borough of Roselle Park

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## FIRE WATCH DUTIES

Definition: The term "fire watch" is used to describe a dedicated person or persons whose sole responsibility is to look for fires within an established area. Fire watch is required in the event of temporary failure of the fire alarm system or where activities require the interruption of any fire detection, suppression or alarm system component.

### NOTE:

All building occupants are to be notified in writing that the fire protection systems in the building are not functional and that a Fire Watch has been instituted until repairs have been made.

1. At least one (1) qualified staff person shall be employed to complete fire watch duties of the unprotected building area whenever the building is occupied. Each person assigned to fire watch duties must be provided with the following equipment;
  - a. Suitable means of communication (cell phone, portable radio, etc.)
  - b. A portable air horn or other approved means of sounding an alarm
  - c. Flashlight
  - d. Clipboard and pen
  - e. Copy of fire watch duties
  - f. Copy of the Fire Watch Log Sheet
  - g. Keys and/or access codes to provide entry to all rooms/spaces
2. Fire watch personnel are to be familiar with the building and procedures for sounding an alarm in the event of a fire.
3. Rounds shall be conducted every 30 min but not less than one per hour, and recorded on the Fire Watch Log Sheet. The person completing the rounds will record the time each round was completed.
4. Fire watch personnel are to have fire extinguishing equipment readily available and be trained in its use.
5. If fire or smoke conditions are discovered, alert all building occupants by sounding a portable air horn or another device approved by the Chief Fire Official.
6. A telephone must be readily available at all times to notify the Fire Department by calling 9-1-1. Always call from a safe area.
7. Do not attempt to extinguish the fire unless it is safe to do so.
8. Once building evacuation is completed, await emergency response personnel at a safe location and direct them to the scene. Do not re-enter the building without permission from the fire department.
9. "Hot works" such as welding or cutting shall be prohibited in the area where the sprinkler protection is impaired or be limited to areas where approved precautions have been put into place.
10. While the sprinklers are shut down, assigned fire watch personnel shall patrol the area until both the fire alarm system and the sprinkler system has been restored.