

## **Fire Watch Implementation Checklist**

The primary role of the Fire Watch personnel is to serve as a "human smoke detector" and to notify the Matawan Fire Department at 911 at the first sign of smoke/fire.

- Conduct a continuous patrol of the entire building, including corridors, hallways, laundry rooms, basement, lobby, stairwells, recreation rooms, lounges, and any other common areas. Remain alert to signs of smoke and/or fire.

Being a "Human Smoke Detector":

- Remain attentive. Patrol your designated area at least once each half hour.
- Listen for in-room smoke detectors sounding.
- Look for observable signs of smoke and/or fire.
- Enter all stairwells - open doors and look into each stairwell.
- Enter all common areas including basement, lounges, laundry room, and dining areas.

At first sign of smoke or fire, Fire Watch personnel must:

- Pull the nearest fire alarm pull station.
- Exit the building, calling the Matawan Fire Department at 911 from the nearest safe phone, cell phone or by using the two-way radio.(if provided by MFD)
- If the fire alarm horns are not working, blow the whistle while exiting to notify as many occupants as possible until the fire department arrives and call the Matawan Fire Department at 911
- Do not put yourself in jeopardy - if you suspect smoke and/or fire, exit the building; contacting the Matawan Fire Prevention Bureau as quickly as possible.

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## **Fire Watch Log**

**Name of Building Under Fire Watch** \_\_\_\_\_

**Person performing Fire Watch** \_\_\_\_\_

**I have read the instructions about conducting this Fire Watch and understand that I am responsible to follow those instructions and patrol my designated area at least once each half hour.**

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

Date: \_\_\_ / \_\_\_ Time: \_\_\_ / \_\_\_ am pm Area patrolled: \_\_\_\_\_

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# Attention Occupants

## FIREWATCH IN PROGRESS

*Fire alarm or sprinkler system is out-of-service.*

Inspectors are conducting a continuous tour of common areas to provide smoke and/or fire detection. Please be alert to evidence of smoke or fire. Contact Matawan Fire Department at 911 immediately if fire is seen or suspected.

**Evacuate the building immediately upon hearing an air horn, whistle, or other alert.**