



## **DUTIES OF FIRE WATCH PERSONNEL**

The detail will consist of walking the building or assigned area to ensure that monitoring of the fire and life safety conditions. Fire Watch Personnel are to review the interior and exterior of the building to familiarize themselves with the locations of all life safety and fire protection devices. Fire Watch Personnel must carry a cell phone at all times and be designated to fire watch duties while building is occupied.

- Personnel shall walk the building or area assigned on an hourly basis looking for hazards. For areas with sleeping accommodations, the area shall be patrolled at least every half-hour.
- Check all rooms including those not normally occupied such as electrical, storage, and trash rooms.
- Check all exits to ensure that they are not blocked or locked.
- Identify and mitigate any potential issues that may cause or contribute to a fire.
- Maintain the Fire Watch Log that is attached.

### **Should an incident occur, the following steps must be taken immediately:**

- Activate the building alarm system (if in operation)
- Notify 911 via cell phone.
- Notify occupants and begin evacuation of occupants.
- If necessary and safe, use fire extinguishers to control fire.
- Ensure you can evacuate the building safely.
- Meet Firefighting crews when they arrive on scene and direct them to the emergency.

If you have any questions or concerns, please call:

Rafael Luna

Fire Inspector

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