



# CLEMENTON FIRE MARSHAL'S OFFICE

## FIRE WATCH NOTIFICATION

NOTE: USE THE TAB BUTTON TO MOVE THE CURSOR

PREMISE \_\_\_\_\_ DATE \_\_\_\_ / \_\_\_\_ /20 \_\_\_\_ TIME \_\_\_\_\_

ADDRESS: \_\_\_\_\_

RESPONSIBLE PERSON \_\_\_\_\_ PHONE \_\_\_\_\_

ORDERED BY \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

CIRCUIT INTERVALS \_\_\_\_\_

TIME OF CHECK	AREA(S) TOURED & CHECKED	CONDITIONS FOUND	FIRE WATCH INITIALS

### FIRE WATCH PROCEDURE

TERMINATED BY \_\_\_\_\_ APPROVED BY \_\_\_\_\_

TIME TERMINATED \_\_\_\_\_ NOTIFIED FIRE MARSHAL \_\_\_\_\_ TIME \_\_\_\_\_

COPY OF ALARM INSPECTION REPORT ATTACHED?  YES  NO FROM \_\_\_\_\_

**Upon completion of Fire Watch, this log must be forwarded to:**  
**Bureau of Fire Safety**  
**Borough of Clementon**  
**101 Gibbsboro Road**  
**Clementon, NJ 08021**  
**Or faxed to 856-783-3419**



**Borough of Clementon**

***Bureau of Fire Safety***

**Fire Watch Notification**

I \_\_\_\_\_ hereby acknowledge that the fire protection system protecting the property located at \_\_\_\_\_ has been rendered ineffective and a fire watch must be posted until such a time that the fire protection system is fully operational. I further acknowledge receipt of fire watch procedures and fire watch log that must be maintained throughout the duration of the fire watch.

Failure to abide to the terms of the fire watch or failure to maintain the fire watch until the fire protection system is fully operational will result in building occupants being removed until protection is restored.

\_\_\_\_\_  
Building Representative (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Officer or Duty Fire Marshal

\_\_\_\_\_  
Badge #

**Borough of Clementon**  
***Bureau of Fire Safety***

**Fire Watch Procedures**

**Scope**

These procedures shall be followed when a Fire Watch is required by the Borough of Clementon Bureau of Fire Safety.

**Purpose**

To provide uniform direction for the use, application and documentation of a Fire Watch program where the fire protection system for a target hazard has been compromised.

**Procedures**

**Notification**

Upon determination that a **required** fire protection system is rendered inoperable or its continued operation is questionable, the Borough of Clementon Bureau of Fire Safety shall be notified immediately. It shall be the responsibility of the Fire Marshal to determine the level of protection required and prescribe such actions necessary to secure public safety and timely restoration of the required fire protection system.

**Log**

The affected premise, upon being directed to perform a fire Watch will fill out the Fire Watch Log and make entries on that form at the time intervals required by the ordering fire Marshal or Fire Officer. Upon completion of repairs to the fire protection system and termination of the Fire Watch a copy of this log shall be faxed or mailed to the Fire Marshal's office. Failure to maintain a log will result in a penalty assessment and possible evacuation of the building.

**Duties**

The personnel assigned to Fire Watch Duties shall meet the following criteria:

- Shall tour **all** the compromised area(s) of the building at intervals specified in the Fire Watch order.
- Shall be physically capable of performing the duties of a Fire Watch.
- Have means of summoning the Fire Department if a fire is discovered – cellular telephone, portable radio, etc.
- Shall be familiar with the layout and arrangement of the building being toured.
- Shall have any and all keys necessary to properly and effectively check all affected areas of the building, and admit the emergency responders.
- Shall be familiar with the Fire alarm system and how to activate it.
- Shall be familiar with the location and use of portable fire extinguishers.
- Shall be familiar with the exits from the area being toured.
- Shall remain awake and alert for the entire period he/she is expected to provide such services.
- Shall be familiar with the procedures to be followed if a fire is discovered and the method of notification of building occupants.

### **In Event of Fire**

If a fire is discovered, the Fire Watch personnel shall be responsible to:

1. Notify the building occupants **immediately**
  - This may be accomplished by:
    - ❖ Activation of the fire alarm system (if those components are not compromised)
    - ❖ Voice communication of need to leave building by use of Public Address System
    - ❖ Voice hailing, door to door, or by runners
2. Notification of the Fire Department
  - This may be accomplished by:
    - ❖ Telephone call to 9-1-1 reporting the physical address, location, type and extent of fire, his/her name and telephone number and any other pertinent information
    - ❖ Use of portable radio monitored by a constantly attended location that will make a telephone call for him/her
    - ❖ Other approved means
3. Ensure that areas closest to the fire area are evacuated
  - Check all areas for occupants
  - Provide assistance to those evacuating
  - Close windows and doors as you exit
  - Direct persons as to where they must assemble
  - Attempt to locate the fire, isolating by closing doors and windows in vicinity
  - Note location of occupants either unable or unwilling to evacuate and report same to Fire Department
4. Meet with the arriving Fire Department members
  - Advise the status of occupants
  - Advise location and extent of fire
  - Accompany them if requested
  - Provide access or keys to area if secured

### **Frequency of Tours**

Tours of all compromised areas of the building shall be conducted at intervals not to exceed thirty (30) minutes from completion of the previous tour. Frequency of tours can be increased at the discretion of the Fire Marshal based on the hazards present and shall be reflected as such on the Fire Watch Log.

### **Termination of Fire Watch**

Upon restoration of the Fire Protection System, and certification that it is now 100% operational the Fire Watch may be terminated. The Fire Watch Log shall be completed, including the names of those performing such duties, and the name of the person who authorized the termination of same.

A copy of the entire Fire Watch Log shall be forwarded to:

Borough of Clementon  
Bureau of Fire Safety  
101 Gibbsboro Road  
Clementon, NJ 08021

or it may be faxed to:

856-783-3419