

## ***Fire Watch Implementation Checklist***

The primary role of the Fire Watch personnel is to serve as a "human smoke detector" and to notify the Town of Apex Fire Department at 911 or (919) 362-8661 at the first sign of smoke/fire.

\_\_\_\_\_ The Fire Watch Log will need to be updated hourly by Fire Watch personnel. Please Note: Inspections need to begin as soon as notification has been made that a Fire Watch is needed.

\_\_\_\_\_ You will need to post the Fire Watch Door Notice that is provided in this document

- In dorms/apartments, post notices on exterior doors.
- In academic / staff halls, post notices in lobby, elevators, on bulletin boards, and on bathroom doors throughout the building.

\_\_\_\_\_ Obtain a whistle(s) which can be used to notify residents that smoke or fire has been detected.

- 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 Town of Apex Fire Department at 911 or (919) 362-8661 from the nearest safe phone or by using the two-way radio.
- 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.
- Do not put yourself in jeopardy - if you suspect smoke and/or fire, exit the building; contacting the Town of Apex Fire Department as quickly as possible.

# 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 for following those instructions and patrol my designated area at least once each half hour.**

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

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

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

# 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 The Town of Apex Fire Department at **(919) 362-4001** or 911 immediately if fire is seen or suspected.

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