



# Social Circle Fire Department

## Fire Watch Requirement Sheet

Date/Time \_\_\_\_\_ Address \_\_\_\_\_

Facility Name \_\_\_\_\_ Facility Number: \_\_\_\_\_

Responsible Party: \_\_\_\_\_ Title \_\_\_\_\_

Phone: \_\_\_\_\_

Area Assigned: \_\_\_\_\_ Fire-Watcher \_\_\_\_\_

Status of System: \_\_\_\_\_

### **When is a Fire Watch is Required:**

Some buildings are required by law to have a fire alarm and automatic sprinkler systems. If either of these systems are down for more than four hours in a 24-hour period, NFPA 101 2012Ed. Section 9 Paragraph 9.6.1.6 requires the building to be evacuated or a fire watch to be established. Local authorities are required to be notified of the equipment failure and subsequent watch. The fire watch must be maintained until the fire alarm and sprinkler system are functioning properly.

### **FOR A FIRE WATCH YOU ARE REQUIRED TO HAVE THE FOLLOWING:**

1. An employee with just the responsibility of providing the Fire Watch, having no other such duties the those herein specified
2. Hire a guard through a company that is familiar with conducting a Fire Watch.
3. Hire a Firefighter. There may be situations that the fire department will only approve the hiring of an Off-Duty Firefighter due to his expertise and quick access to 911 and the Fire Department via portable radio.



### **Requirement Checklist:**

- Fire Watch Personnel shall be familiar with the facilities Emergency Plan.
- Know where all fire extinguishers are located throughout building(s) and how to use them.
- Know where manual fire alarm stations are located.
- Know where the telephones are and have quick access to them.
- Have keys to all buildings and interior rooms as well as exterior gates.
- Walk around exterior of the buildings(s), the entire interior including all floors, attic spaces, crawl spaces, storage rooms, employee break rooms, and concealed areas every 60 minutes keeping diligent watch for fires in all parts of the building affected by the fire alarm or sprinkler system failure.
- Document your 60-minute walk on the form provided.
- Call 911 if a fire is detected.
- The owner or his/her designee shall make every effort possible to see that the system or situation is fixed and taken care of as soon as possible.
- **Notify the Fire Department at (770) 464-0621 as soon as the situation is resolved.**
- Complete "Fire Watch Forms" must be returned **Daily** or when the situation is corrected/repared (whichever comes first) to:

**Social Circle Fire Department**

**165 East Hightower Trail**

**P.o. Box 310**

**Social Circle, Georgia 30025**