

Fire Watch Definition as per NFPA 1, Section 3.3.125:

The assignment of a person or persons to an area for the express purpose of notifying the fire department, the building occupants, or both of an emergency; preventing a fire from occurring; extinguishing small fires; or protecting the public from fire or life safety dangers.

A fire watch is required when a fire protection system fails for more than 4 hours within a 24 hour period (fire alarm and/or fire sprinkler system). The fire watch is required during the periods of occupancy until such reasons for system being down are completed and brought back to full operational service.

Fire Watch Duties for Personnel serving as Fire Watch:

- A) Conduct constant patrols of the entire facility as specified.
- B) Identify any fire, life or property hazards.
- C) Notify the University Police Dispatcher if a fire is discovered by calling 911. Give the exact address, name of building and type of emergency.
- D) Notify occupants of the facility to evacuate. Pull a manual fire alarm pull-station in the building if available.
- E) Must have and determine at least one means of communication with the University Police Dispatcher. (cellular or landline)
- F) Maintain log of fire watch activities.
- G) Have knowledge of the location and use of fire protection equipment, such as a fire extinguisher(s).
- H) Fire watch personnel cannot have any other duties besides their assigned fire watch tasks.
- I) The fire watch will not perform firefighting duties beyond the scope of their abilities.

Name(s) of designated fire watch personnel:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

USF UNIVERSITY OF
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Environmental Health and Safety

NAME OF BUILDING: _____

ADDRESS OF BUILDING: _____

NAME OF PERSON RESPONSIBLE FOR FIRE WATCH: _____

CONTACT NUMBER: _____

MEANS OF NOTIFICATION: _____

WAS UNIVERSITY POLICE CONTACTED: **YES** **OR** **NO**

DURATION OF FIRE WATCH: _____

RESPONSIBILITIES: *The responsibilities of fire watch personnel include: performing constant patrols of the premises to keep watch for fires, report all fires to 911 Dispatch Center, maintain a means to communicate with University Police 911 Dispatch Center, and record actions during fire watch.*

Fire Watch personnel must notify the University Police Dispatcher at (813) 974-2628 when the fire watch begins and ends.

Date	Time	Name	Actions

Signature:

Date:

Print Name:

Complete forms and submit to EHS at: ehs@usf.edu