



# Fire Watch

Safety & Risk Management • 1160 Research Drive • Bozeman, MT 59718 • (406)994-7583 • Christopher.Salter@montana.edu

Location / Building Name : \_\_\_\_\_

Impairment Date/s : \_\_\_\_\_ Expected Timeframe \_\_\_\_\_

Fire Watch Supervisor \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

MSU Contact : \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

*Where a required fire protection system is out of service, the building shall be either evacuated or an approved fire watch shall be provided for all occupants left unprotected by the shutdown until the fire protection system has been returned to service.*

A fire watch is required if:

- **Fire Alarm Systems** impaired for more than four hours in a 24-hour period or the building will continue to be occupied during the impairment.
- **Water-based fire protection systems** impaired for 10 hours or more in a 24-hour period or the building will continue to be occupied during the impairment.

Please provide a short explanation for the outage (what system/s and type of work is being performed):

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Fire watch personnel shall:

1. Be able to communicate effectively.
2. Have a reliable method of communicating with emergency services via 9-1-1.
3. Be thoroughly familiar with the area they are patrolling.
4. Be performed by personnel solely dedicated to the fire watch and no other facility related activities or events.
5. Patrol their designated area at least once each hour (24 hours a day).
6. Make reports as instructed including suspicious persons on the site. A written record of patrol rounds and any significant information shall be recorded in a logbook.
7. Relay any special orders or pertinent information to relief personnel.
8. Remain on duty and awake until properly relieved.
9. Alert building occupants of an emergency and direct evacuation when required.
10. Post the fire watch schedule at each entrance.

