



## Fire Watch Implementation

In the event that any of the following fire protection systems are off-line, a **FIRE WATCH** is to be implemented **IMMEDIATELY** – Fire Alarm System, Sprinkler System, Standpipe System, Fire Pump, Emergency Power System, Specialized Fire Suppression System, other specialized building systems.

Persons assigned to Fire Watch duties shall follow the requirements listed on the Fire Watch Duties sheet and shall patrol all unprotected areas of the building constantly to check for signs of fire or smoke conditions. All patrols are to be recorded on this Fire Watch Log Sheet immediately following each round. Records of Fire Watch shall be sent to the office of the Sterling Heights Fire Marshal.

**NOTE:** Start a new Fire Watch Log Sheet for each new day of Fire Watch

If fire or smoke conditions are discovered, alert all building occupants by sounding a portable air horn, whistle or another device. Notify Sterling Heights Fire Department by calling 9–1–1 from a safe area.

The primary role of the Fire Watch personnel is to serve as a "human smoke detector" and to notify the Sterling Heights Fire Department at 911 at the first sign of smoke/fire.

The Fire Watch Log will need to be updated hourly by Fire Watch personnel.

**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**

- Post notices on exterior doors and by fire alarm manual pull stations.
- Post notices in lobby, elevators, and bulletin boards throughout the building.
- Notify all occupants, residents, and staff that a Fire Watch is in Progress and what to do in case of a fire.

### Being a “Human Smoke Detector”:

- Remain attentive. Patrol your designated area constantly.
- 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.

Conduct a 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.

**Sterling Heights Fire Department Fire Marshal’s Office: Phone (586) 446-2970 • Fax (586) 726-7007**



## **OUT OF SERVICE SIGNAGE**

**INSTRUCTIONS:** Note what fire protection system is out of service and post copies of this sign at main entrance and on all floor areas

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**(Fire protection system out of service)**

**OUT OF SERVICE**

A FIRE WATCH IS PATROLLING THE  
AFFECTED AREAS OF THE BUILDING

***IN CASE OF FIRE***

***CALL 911***

FOLLOW POSTED EMERGENCY  
PROCEDURES