

La Vergne Fire-Rescue

FIRE WATCH INFORMATION

When is a Fire Watch Required?

- Fire alarm system fully or partially out of service and life safety is a concern.
- Sprinkler system fully or partially out of service and life safety is a concern.
- Fire pump is out of service and life safety is a concern.
- Other conditions as required by the Fire Department

Owner/Occupant Responsibilities

- Contact a licensed contractor to repair the system and pull any needed permits.
- Maintain the Fire Watch until the system has been repaired or until as directed by the La Vergne Fire Marshal's Office.

Fire Watch Duties

- Perform periodic patrols of the area(s) affected.
- Shall not perform any other duties other than acting as a Fire Watch.
- Identify any signs of fire, life safety or other hazards and immediately report them.
- Shall have at least one (1) means of direct communication with the Fire Department.
- Be equipped with a bullhorn/air horn (or other loud sounding device), flashlight, mobile phone and/or radio.
- **If a fire or other immediate life safety hazard is discovered**, the Fire Watch must notify the Fire Department by calling 9-1-1.
- Fire Watch shall notify occupants of the need to evacuate if a fire or other life safety hazard is discovered.
- Know the location of fire extinguishers located within the area under Fire Watch.
- Maintain entries on the Fire Watch Log Sheet.

Frequency of Fire Watch Patrols

- Shall be conducted every 15 minutes for areas/buildings in which occupants are sleeping, non-ambulatory, institutional occupancies or assembly occupancies.
- All other occupancies shall be every 30 minutes.

Record Keeping

- The Fire Watch Log Sheet shall be maintained for the duration of the impairment. The log shall be made available to the Fire Department upon request.
- If the Log Sheet is not completed, a citation may be issued, or other implementations occur.

Cancellation of Fire Watch

- It is the owner/occupants responsibility to cancel the Fire Watch when the fire protection systems have been restored. Once cancelled, the owner/occupant shall contact the Fire Department to inform them the repairs have been completed.

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FIRE WATCH LOG SHEET

Business Name _____ Address _____

Occupancy/Use of Building(s) _____

Emergency Contact _____ Phone Number _____

Fire Watch Patrol Intervals 15 Minutes 30 Minutes Continuous

Document each fire watch patrol on the log sheet below. Document any significant related events in more detail in the Comments section. Make additional copies as needed.

DATE	TIME	NAME	COMMENTS

I have read and understand the Fire Watch instructions provided to me by the La Vergne Fire-Rescue. I have accepted and carried out the responsibilities outlined therein and accurately documented the date, time and events. I hereby swear & affirm the above duties have been performed by me and/or the above person and that attached statements, if any, are correct and true to the best of my knowledge.

Signature _____

Date: _____