

FIRE WATCH LOG

Building Fire Plan Manager: _____

Building: _____

Date of Fire Watch: _____

FIRE WATCH PROCEDURE

- A Fire Watch Log must be completed for each day of the Fire Watch.
- Each floor of the building must be patrolled hourly (at a minimum)
- During the patrol, look for fire, smoke, and other possible fire hazards (i.e. blocked fire doors, means of egress, or extinguishers)
- Log the time of each patrol, print & sign name below.

SHOULD YOU DISCOVER SMOKE OR FIRE, EVACUATE THE BUILDING, NOTIFYING OCCUPANTS BY SHOUTING "FIRE, FIRE, FIRE" AND CALL CAMPUS COMMUNITY POLICE AT EXT. 9-1-1 FROM A SAFE LOCATION.

- Completed log sheets are to be forwarded to the Building Fire Plan Manager to be filed in the Fire Plan binder.

Inspection Time	Inspector Name (Print)	Signature

***Please forward completed log sheet to the Building Fire Plan Manager listed above for filing.**