

Environmental Health, Safety and Emergency Management

APPALACHIAN STATE UNIVERSITY

FIRE WATCH – LOG SHEET

Building Name(s):	Date:
Name of Personnel Conducting Fire Watch: _____ _____ _____ _____	Fire Watch Personnel Employer/Company Name: _____ _____ _____ _____
Shift Start Time:	Shift End Time:

START OF SHIFT CHECKLIST:

Each individual conducting a fire watch at Appalachian State University must complete the following checklist the start of their shift or assigned fire watch period. Any change in personnel will be considered a new fire watch shift or period.

Each individual conducting the fire watch:

- Understands that if smoke, fire or other emergency situation is observed during the fire watch period, 911 should be contacted immediately and building evacuation procedures initiated.
- Understands the extent of the impairment to the building's fire protection system.
- Knows the location of fire protection devices within the building, including pull stations and fire extinguishers.
- Has a reliable means to contact 911 available at all times. A cellular phone is approved for this purpose.
- Has access to areas of the building to be patrolled.

- Understands that their only duty shall be to perform constant patrols of the protected premises and to keep watch for fires.

Note: Fire watch personnel will not perform fire-fighting duties beyond simple fire extinguisher use, only as they feel comfortable and only if they have been trained in their use. At no time should fire watch personnel place themselves in danger.

PATROL LOG:

Fire watch personnel shall conduct patrols of all designated areas at least once every 30 minutes. In student housing, patrols must be conducted continuously. For all areas, patrol logs should be entered every 30 minutes.

IN THE EVENT OF A FIRE OR OTHER EMERGENCY, DIAL 911

LOG ENTRY	TIME	BUILDING CONDITION/CORRECTIVE ACTION	INITIALS
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CERTIFICATION:

By signing below, I/we certify that the fire watch checklist on the front page of this form was completed in its entirety at the beginning of the fire watch shift or period and that patrols were conducted as noted on this log.

Signature(s) and Printed Names

FORM SUBMISSION:

A completed form must be submitted to the University Fire and Life Safety Manager for each shift of assigned fire watch period. Any change in personnel will be considered a new fire watch shift or period. This log must be submitted within 24 hours of the end of the shift time as noted on this log.

This log may be submitted by e-mail to clarkbs@appstate.edu, by campus mail to Beth Clark, Environmental Health, Safety and Emergency Management, Charleston Forge (Room 106), or by fax at (828) 262-6914.