

Fire Department
Fire Prevention Bureau



Fire Watch Notification

I _____, hereby acknowledge that the fire protection system protecting the property located at _____ has been rendered ineffective and a fire watch must be posted until such a time that the fire protection system is fully operational. I further acknowledge receipt of fire watch procedures and fire watch log that must be maintained throughout the duration of the fire watch.

Failure to abide to the terms of the fire watch or failure to maintain the fire watch until the fire protection system is fully operational will result in building occupants being removed until protection is restored.

Building Representative (Print Name)

Date

Company Officer or Fire Official / Inspector

Certification #

Fire personnel shall return the sheet to the Fire
Prevention Bureau.

In Event of Fire



If a fire is discovered, the Fire Watch personnel shall be responsible to:

1. **Notify the building occupants immediately**
 - This may be accomplished by:
 - ≈ Activation of the fire alarm system (if those components are not compromised)
 - ≈ Voice communication of need to leave building by use of Public Address System
 - ≈ Voice hailing, door to door, or by runners
2. **Notification of the Fire Department**
 - This may be accomplished by:
 - ≈ Telephone call to 9-1-1 reporting the physical address, location, type and extent of fire, his/her name and telephone number and any other pertinent information
 - ≈ Use of portable radio monitored by a constantly attended location that will make a telephone call for him/her
 - ≈ Other Fire Department approved means
3. **Ensure that areas closest to the fire area are evacuated**
 - ≈ Check all areas for occupants
 - ≈ Provide assistance to those evacuating
 - ≈ Close windows and doors as you exit
 - ≈ Direct persons as to where they must assemble
 - ≈ Attempt to locate the fire, isolating by closing doors and windows in vicinity
 - ≈ Note location of occupants either unable or unwilling to evacuate and report same to Fire Department
4. **Meet with the arriving Fire Department members**
 - ≈ Advise the status of occupants
 - ≈ Advise location and extent of fire
 - ≈ Accompany them if requested
 - ≈ Provide access or keys to area if secured

Frequency of Tours

Tours of all compromised areas of the building shall be conducted at intervals not to exceed thirty (30) minutes from completion of the previous tour. Frequency of tours can be increased at the discretion of the Fire Official based on the hazards present and shall be reflected as such on the Fire Watch Log.

Termination of Fire Watch

Upon restoration of the Fire Protection System, and certification that it is now 100% operational, the Fire Watch may be terminated. The Fire Watch Log shall be completed, including the names of those performing such duties, and the name of the person who authorized the termination of same. A copy of the entire Fire Watch Log shall be forwarded to the Montclair Fire Department, Fire Prevention Bureau, 1 Pine St Montclair, NJ 07042 or it may be emailed to fireprevention@montclairnjsa.org

This sheet shall be given to the owner or representative.

**MONTCLAIR FIRE DEPARTMENT
FIRE PREVENTION BUREAU
FIRE WATCH NOTIFICATION**



(Please Print or Type)

PREMISE _____ DATE _____ TIME _____
ADDRESS _____
RESPONSIBLE PERSON _____ PHONE _____
ORDERED BY _____ RECEIVED BY _____
CIRCUIT INTERVALS _____

FIRE WATCH LOG

TIME OF CHECK	AREA(S) TOURED & CHECKED	CONDITIONS FOUND	FIRE WATCH INITIALS

FIRE WATCH PROCEDURE

TERMINATED BY: _____ APPROVED BY: _____
PRINT NAME

TIME TERMINATED: _____ NOTIFIED FIRE OFFICIAL: _____ TIME: _____

COPY OF ALARM INSPECTION REPORT ATTACHED? YES ☐ NO ☐ FROM _____

Upon completion of Fire Watch, this log must be forwarded to:
Montclair Fire Prevention Bureau
Attention: FIRE OFFICIAL
1 Pine St Montclair, N.J. 07042
or
emailed to: fireprevention@montclairnjsa.org