

FIRE WATCH - GUIDELINES & LOG

You have been directed by the Toms River Township Fire Department to post a fire watch at _____ . In accordance with N.J.A.C. 5:70-3, 901.7 a knowledgeable representative must remain on site at all times unless directed otherwise and must contact the Toms River Fire Prevention Bureau (732) 240-5153 and the Toms River Fire Dispatch (732)349-2285 when the system is restored with time, location and name of person calling.

1. Management and own shall have concurrent responsibility of providing protection from the hazards of fire for persons and property while their fire protection equipment is temporarily out of service or limited in operation.
2. Person or persons designated by management to remain on site shall immediately report to the appropriate authorities any potential or actual conditions likely to cause, contribute or endanger the occupants thereof to fire and/or smoke conditions.
3. Persons designated to be on fire watch shall be familiar with the buildings occupancies and hazards, the fire protections systems, the manual and automatic detection systems, portable fire protection equipment, the emergency shut down or shut off of the equipment, and the facility emergency action plan. They shall have with them and be familiar with how to use telephone and/or radio equipment, or public or private alarm box to summon assistance.
4. Persons designated to the fire watch shall be determined to have the fire watch and security posting as their primary duty and responsibility. They shall check all areas inside and outside of the facility at 30-minute maximum intervals and log same on this sheet.
5. The fire watch person's full name and title shall be provided as well as a copy of this fire watch log during all times that the equipment or process is being utilized or the system is out of service or operation. Same is to be documented and returned to the Fire Bureau immediately after reactivation of system. Fax to (732) 240-6703 Email: TRFirePrevention@trfire.org and/or drop off immediately to 33 Washington St, Toms River NJ)

By signing this document, I am stating that I have conducted the required fire watch:

Printed Name _____ **Signature** _____

My Cell Phone or Emergency Contact #s: _____ **Date:** _____

Date	Time	Area(s) Checked	Status