



# Toms River Bureau of Fire Prevention

33 Washington Street  
P.O. Box 728  
Toms River, New Jersey 08753  
(732) 240-5153  
www.trfireprevention.com



## Fire Watch Information

### **A fire watch is necessary under the following conditions:**

- When fire protection systems (such as alarms, sprinklers, or water systems) are out of service.
- During hot work operations such as welding, cutting, or any activity that produces sparks or open flames. (Please Note: Permit from our office may be required.)
- Any other situation where there is an increased risk of fire and a need to ensure early detection and response.

### **Fire Watch Personnel Requirements**

- Personnel assigned to fire watch duties must be adequately trained in fire prevention, emergency response procedures, and the use of fire extinguishers. Personnel must be equipped with communication devices (cell phone, radio, etc.) to immediately report any fire incident to emergency services.

### **Duties of Fire Watch Personnel**

- Fire watch personnel must remain alert and maintain continuous observation of the area.
- Regularly patrol (30 minute intervals) the designated area, paying particular attention to potential fire hazards.
- Report any signs of fire, smoke, or hazardous conditions immediately to the fire department and activate the fire alarm system if available.
- Keep a log of patrols, noting the time of inspection and any observations. This log must be available for review by fire code officials and shall be forwarded to the TRBFP once the fire watch is complete.
- Ensure fire extinguishers are accessible, operational, and that personnel are familiar with their locations and use.
- If applicable, monitor all hot work operations continuously for the duration of the activity and for at least 60 minutes after its completion.

### **General Fire Watch Procedures**

1. Notify Toms River Fire Dispatch (732-349-2285) and building occupants about the impairment of the fire protection systems and the establishment of a fire watch.
2. Ensure the fire watch covers all areas affected by the fire protection system outage or hot work activities.
3. Place visible signs indicating that a fire watch is in effect in the affected areas.
4. The fire watch must be maintained continuously until the fire protection systems are fully restored and operational, or until the hazardous activity is completed and the area is deemed safe.
5. Notify the fire department and building occupants when the fire watch is no longer necessary, and document the termination in the fire watch log.

***Failure to comply with these procedures may result in penalties as outlined in the New Jersey Fire Code. Regular inspections will be conducted to ensure adherence, and any deviations will be promptly addressed. For further information or clarification, please contact the Toms River Bureau of Fire Prevention.***



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## FIRE WATCH - GUIDELINES & LOG

**You have been directed by the Toms River Township Fire Department to post a fire watch. 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 owner 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. <sup>5</sup>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. Email: TRFirePrevention@trfire.org 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 in accordance with N.J.A.C. 5:70-3, 901.7**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Date: \_\_\_\_\_

