

Kilgore Fire Department

Fire Watch Log Sheet

Property Information

Name Of Business: _____ Phone # _____

Address/ Location: _____

Person in Charge of Fire Watch: _____ Contact Phone # _____

Please check all that apply.

- Sprinkler System out of service for more than 4-hours in a 24-hour period of time.
- Fire Alarm System out of service for more than 4-hours in a 24-hour period of time.
- Other, where required by the Authority Having Jurisdiction.

Fire Watch Information

Fire Watch:

- (NFPA 101) The assignment of a person or persons to an area for the express purpose of notifying the fire department, the building occupants, or both of an emergency; preventing a fire from occurring; extinguishing small fires; or protecting the public from fire or life safety dangers.
- (NFPA 101) A Fire Watch should at least involve some special action beyond normal staffing, such as assigning an additional security guard(s) to walk the areas affected. These individuals should be specially trained in fire prevention and in occupant and fire department notification techniques, and they should understand the particular fire safety situation for public education purposes. (Also see NFPA 601, Standard for Security Services in Fire Loss Prevention.)

Fire Watch shall:

- Continually patrol the area, both inside and outside of structure or facility and document the patrol a minimum of once every hour.
- Be trained in the use of a fire extinguisher and have one accessible at all times.
- Be capable of communicating with building occupants and the fire department to notify them about fires or other emergencies.
- Maintain a record of the Fire Watch for inspection by the Authority Having Jurisdiction.

Watch Log Start Date ___ / ___ / ___ & Watch Log End Date ___ / ___ / ___

Hour	Time	Initials	Notes	Hour	Time	Initials	Notes
12	AM			12	PM		
1	AM			1	PM		
2	AM			2	PM		
3	AM			3	PM		
4	AM			4	PM		
5	AM			5	PM		
6	AM			6	PM		
7	AM			7	PM		
8	AM			8	PM		
9	AM			9	PM		
10	AM			10	PM		
11	AM			11	PM		