



ORDER OF FIRE WATCH

Building:

Date System OUT OF SERVICE:

Date:

Time:

Date:

Time:

Date:

Time:

Date System BACK IN SERVICE:

Date:

Time:

Date:

Time:

Date:

Time:

Order to discontinue fire watch given by (print name):

Date:

Until further notice, a fire watch must be implemented and staffed with persons having:

1. successfully completed [Fire Watch Training](#); and
2. successfully completed [Portable Fire Extinguisher Training for NCCU Personnel](#) or [Portable Fire Extinguisher Training for Personnel Outside NCCU](#) in the past year; and
3. knowledge of the location of all fire extinguishers and fire pull stations; and
4. no other duties assigned during the watch.

Fire watch duties include:

- Ensuring fire watch signage is placed on entry doors
- **Continuously** patrolling building and identifying fire, life, or property hazards
- Extinguishing incipient fires if safe to do so
- Taking prompt measures to evacuate personnel from the building if necessary
- Calling 919-530-6106 or 911 in the event of a fire or other hazard
- Recording patrols on the NCCU Fire Watch Daily Log
- Turning over log and briefing next shift of fire watch personnel

Printed Name of Person Conducting Fire Watch	Signature	Initials

NCCU FIRE WATCH DAILY LOG

Note: A new Fire Watch Daily Log Sheet is used each day

Building:

Date:

[illegible]

Attention Occupants

FIRE WATCH IN PROGRESS

Fire alarm or sprinkler system is out-of-service

Inspectors are conducting a continuous tour of building to provide smoke/fire detection. Please be alert to evidence of smoke or fire.

Call 919-530-6106 or 911 immediately you see a fire or smoke.

Evacuate the building immediately upon hearing an air horn, whistle, or other alert.