

## ***Canton Fire Watch Implementation Checklist***

The primary role of the Fire Watch personnel is to serve as a "human smoke detector" and to pull the fire alarm pull station and notify University Police at the first sign of smoke/fire.

\_\_\_\_\_ **Fire Watch Log Sheet:** The log will need to be **updated hourly** by Fire Watch personnel. Please Note: Inspections need to begin within 4 hours of being notified of the need for a Fire Watch.

\_\_\_\_\_ **Fire Watch Door Notices:** Review, update accordingly and please post:

- In dorms/apartments - post notices on exterior doors.
- In academic / staff halls - post notices on exterior doors, in lobbies, in elevators, on bulletin boards, and on bathroom doors throughout the building.

\_\_\_\_\_ Obtain a whistle(s), air horn, or other approved notification device from University Police or Facilities. Whistles are used to notify residents that smoke, or fire has been detected. Obtain a radio(s) from University Police or Facilities Department if necessary.

## ***Fire Watch Instructions***

Being a "Human Smoke Detector":

- Remain attentive. **Patrol your designated area at least once each hour or half hour depending on the facility type and level of activity within the building.**
- Listen for in-room smoke detectors sounding.
- Look for observable signs of smoke and/or fire.
- Enter all stairwells - open doors and look into each stairwell.
- Enter all common areas including basement, lounges, laundry room, and dining areas.

At first sign of smoke or fire, Fire Watch personnel must:

- Pull the nearest fire alarm pull station.
- Exit the building, call University Police at (315) 386-7777 from the nearest safe phone or by using the two-way radio.
- If the fire alarm horns are not working, blow the whistle while exiting to notify as many occupants as possible until the fire department arrives and call the University Police Department at (315) 386-7777.
- Do not put yourself in jeopardy - if you suspect smoke and/or fire, exit the building, call University Police as quickly as possible.

# SUNY Canton Fire Watch Log

Name of Building Under Fire Watch \_\_\_\_\_

Person performing Fire Watch \_\_\_\_\_

**I have read the instructions about conducting this Fire Watch and understand that I am responsible to follow those instructions and patrol my designated area at the designated interval.**

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

Date: \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_ / \_\_\_\_ am pm Area patrolled: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_ / \_\_\_\_ am pm Area patrolled: \_\_\_\_\_

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Date: \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_ / \_\_\_\_ am pm Area patrolled: \_\_\_\_\_

**Attention Occupants**

**FIREWATCH  
IN  
PROGRESS**

*Fire alarm or sprinkler system is out-of-service.*

Fire Watch Personnel are conducting a continuous tour of common areas to provide smoke and/or fire detection. Please be alert to evidence of smoke or fire. Pull the fire alarm pull station and contact University Police X7777 immediately if fire is seen or suspected.

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