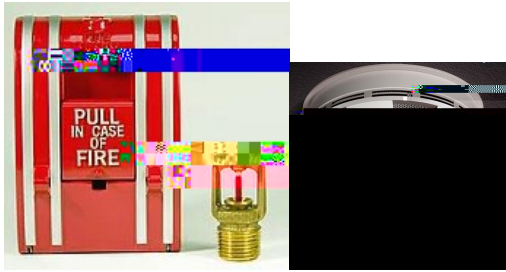


Date:	
Building Name:	

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## Fire Watch Guidelines

These guidelines provide the necessary information to individuals performing

## Fire Watch Responsibilities

### Fire Watch Shift Lead

1. Distributes these guidelines to fire watch personnel.
2. Coordinates staffing at required locations.
3. Reviews the roles and responsibilities with the fire watch personnel, using these guidelines and any specific requirements.
4. Verifies that fire watch personnel have access to all areas of patrol.
5. Verifies effective communication (e.g., radio, cell phone) with fire watch personnel.
6. Ensures that fire watch personnel understand their responsibilities.
7. Is the main contact with University Police.
8. Reports hourly status and shift changes to University Police.

### Fire Watch Patrol Personnel

1. Must be briefed prior to the start of their shift by the fire watch shift lead.
2. Must be posted at each of the affected floor(s) or area(s).
3. Must identify the location and check the accessibility and functionality of:
  - a. Emergency exits/stairs (free of combustibles)
  - b. Fire doors (not blocked, wedged open)
  - c. Fire extinguishers (accessible)
  - d. Fire/emergency notification devices
  - e. Fire control devices (e.g., fire curtain in theaters)
  - f. Evacuation assembly area(s) for the building (use the QR codes provided)
4. Report any concerns to the Fire Watch Shift Lead as soon as possible.
5. Each patrol sweep must encompass the assigned floor/area every 15 minutes.
6. Must complete the log contained in these guidelines at the end of each patrol sweep.
7. Duties cannot be discontinued without approval from the Fire Watch Shift Lead.
8. Must remain awake and alert at all times.
9. Must immediately notify the Fire Watch Shift Lead of all fires, smoke, injuries, hazardous conditions, concerns, doubt, or lack of understanding of the responsibilities.

## Suggested Fire Watch Equipment

1. Flashlight
2. Whistle (for notifying of occupants)
3. Personal phone charger
4. Hi-visibility vest

## Completion of Fire Watch

When the fire watch is complete, the Fire Watch Shift Lead will:

1. Notify University Police and local fire department.
2. Collect all fire watch logs and scan and email them to [ehs@northwestern.edu](mailto:ehs@northwestern.edu).

## Emergency Evacuation Assembly Area Maps

Evanston Residential Buildings



Evanston Non-Residential Buildings

Chicago Campus Buildings