



MONROE TOWNSHIP BUREAU OF FIRE PREVENTION
DISTRICT 2 10 HALSEY REED ROAD MONROE TOWNSHIP NJ 08831
PHONE (609) 395-6830 FAX (609) 395-0483 fireofficial@station57.org
SCOTT J. VOLKMANN- CHIEF OF DEPARTMENT/ FIRE OFFICIAL

If authorized by the Fire Official, a fire watch may be temporarily used while a fire detection or protection system is out of service for repairs or alterations. The following are minimum requirements that must be followed before a fire watch will be approved. Additional requirements may be ordered by the Fire Official as needed.

- Fire watch must immediately report any fire or suspected fire to the fire department.
- Fire watch must be a minimum age of 18 years old.
- Fire watch must remain awake and alert at all times.
- Fire watch shall not be discontinued without approval. If fire watch is being maintained due to a required fire alarm, detection or suppression system being out of service, the fire watch must be maintained 24 hours a day until the system is placed back in service.
- Fire watch shall be familiar with how to contact the fire department using the 9-1-1 system in case of an emergency.
- Fire watch must have a telephone that is capable of contacting 9-1-1 with them at all times.
- Fire watch must have the ability to communicate a fire alarm and/or evacuation orders to other occupants of the building.
- Fire watch shall be familiar with the premises and evacuation procedures for the building.
- Fire watch shall have access to an approved portable fire extinguisher at all times.
- Fire watch shall have approved training with the portable fire extinguisher equipment, (** If special firefighting equipment is provided in the building, the fire watch shall have approved training in the use of the equipment , i.e hose stations, etc **)
- In the places of assembly (“A” use group) a fire watch must be posted in each separate room that is occupied.
- Fire watch shall not have any other responsibilities other than being a fire watch.
- Multiple fire watch participants must be posted on each floor of multiple story structures.
- Fire watch must conduct a complete walk through of the entire building at least one time every 20 minutes.

Fire watch shall keep a written log of all patrols and shift activities. This log shall be submitted to the Monroe Twp. Dist. 2 Fire Prevention office within 24 hours after the termination of the fire watch. If the fire watch is a multiple day event the logs must be submitted every 24 hrs. until the fire watch is terminated.

Fire watch log must be submitted by email to fireofficial@station57.org (preferred) or faxed to (609)395-0483.

Monroe Township Fire District #2
Fire Watch Log Sheet

ADDRESS- _____

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DATE	TIME	NAME	NOTES

All logs to be emailed to fireofficial@station57.org or faxed to 609.395.4380