

Fire Watch Implementation Checklist

The primary role of the Fire Watch personnel is to serve as a "human smoke detector" and to notify the USC Department of Public Safety at (213) 740-4321 at the first sign of smoke/fire.

_____ If not provided, download Fire Watch Log sheet from the Fire Safety & Emergency Planning web site: <http://fsep.usc.edu>.

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.

_____ Download Fire Watch door notices from the USC Fire Safety & Emergency Planning web site: <http://fsep.usc.edu>

and please post:

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

_____ Obtain a whistle(s) from the Watch Commander of DPS. Whistles are used to notify residents that smoke or fire has been detected. Obtain a radio(s) from the Watch Commander of DPS if necessary.

- Conduct a continuous patrol of the entire building, including corridors, hallways, laundry rooms, basement, lobby, stairwells, recreation rooms, lounges, and any other common areas. Remain alert to signs of smoke and/or fire.

Being a "Human Smoke Detector":

- Remain attentive. Patrol your designated area at least once each half hour.
- 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, calling the USC Department of Public Safety at (213) 740-4321 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 USC Department of Public Safety at (213) 740-4321.
- Do not put yourself in jeopardy - if you suspect smoke and/or fire, exit the building; contacting the USC Department of Public Safety as quickly as possible.

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 least once each half hour.

Signature: _____

Date: ___ / ___ / ___ Time: ___ / ___ am pm Area patrolled: _____

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Date: ___ / ___ / ___ Time: ___ / ___ am pm Area patrolled: _____

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Date: ___ / ___ / ___ Time: ___ / ___ am pm Area patrolled: _____

Date: ___ / ___ / ___ Time: ___ / ___ am pm Area patrolled: _____

Date: ___ / ___ / ___ Time: ___ / ___ am pm Area patrolled: _____

Attention Occupants

FIRE WATCH IN PROGRESS

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

Inspectors are conducting a continuous tour of common areas to provide smoke and/or fire detection. Please be alert to evidence of smoke or fire. Contact USC Department of Public Safety at **(213) 740-4321** or 911 immediately if fire is seen or suspected.

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