

Responding to a Fire

C CONTAIN the fire and smoke by closing all doors.

A ACTIVATE the nearest fire alarm and notify everyone in your patrol area.

R REPORT the fire from a safe location. Call 911 and notify the Fire Watch Shift Lead.

E EVACUATE the building using the nearest and safest exit. If the fire is small, you are trained, and it is safe to do so, you may attempt to extinguish the fire.

Using a Fire Extinguisher

P PULL the pin.

A AIM the nozzle at the base of the fire.

S SQUEEZE the lever.

S SWEEP from side to side to cover the fire's spread.

Return the completed log to the Fire Watch Shift Lead

Date:							
Building Name:							
Building Address:							
Fire Watch Shift Lead:							
Fire Watch Patrol Member:							
Area of Patrol:							
Form Instructions: If there is nothing to report, check the "Ok" box. If there is something to report, inform the Fire Watch Shift Lead, check the "See Comments" box and describe in the "Comments" section.	Time	Ok	See Comments	Time	Ok	See Comments	
	__:__:00			__:__:00			
	__:__:15			__:__:15			
	__:__:30			__:__:30			
	__:__:45			__:__:45			
	__:__:00			__:__:00			
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	__:__:45			__:__:45			
	Comments:						

Fire Watch Guidelines



Northwestern

DEPARTMENT OF SAFETY & SECURITY
ENVIRONMENTAL
HEALTH & SAFETY

Email: ehs@northwestern.edu



Fire Watch Guidelines

These guidelines provide the necessary information to individuals performing fire watch activities in campus buildings. The need for a fire watch is determined by the University and local fire department in locations that have a planned or unplanned fire detection or suppression system impairment.

Fire watch refers to the persons or person assigned to a building for the express purpose of:

1. Detecting fires or other hazards
2. Raising/activating the alarm
3. Notifying the University Police
4. Assisting in the evacuation of occupants in the event of a fire or other hazardous conditions

Contact Numbers:

- University Police
Evanston: 847-491-3456
Chicago: 847-503-3456
- City of Evanston Fire Department
847-866-5096
- City of Chicago Fire Department
312-746-6900
- Any emergency:
Call 911

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.

Emergency Evacuation Assembly Area Maps

Evanston Residential Buildings



Evanston Non-Residential Buildings



Chicago Campus Buildings

