

Carlin House
Fire/Safety Watch

First Name: _____

Last Name: _____

Policy and Procedure

FIRE/ SAFETY WATCH

1. Have a Designated person that is dedicated to make continuous inspections of the center until services are restored.
2. Perform Fire Prevention Watches, looking for:
 - a. Electric overloads
 - b. Overheated electrical equipment
 - c. Anything with a heating element being left on for extended amounts of time
 - d. Dryer lint buildup in the laundry area
 - e. Smoking areas
 - f. Any other possible fire hazards
 - g. Fire watch tours shall occur at ¼ hour intervals, 24 hours a day.
3. If the alarm and or sprinkler system will be out of service contact following agencies:
 - a. Local fire Agency having jurisdiction
 - b. Off duty management staff

Fire Alarm and Sprinkler Maintenance

4. Notify, Administrator and/or Local fire Department/and State Fire Marshal and insurance carrier.
5. When notifying Administrator and Fire Department of temporary shutdown of the Fire Alarm or Fire Sprinkler System Advise them of:
 - a. Date of Shut Down
 - b. Time of Shut Down
 - c. Approximate time of shut down
6. Implement a Fire Watch during the down time.

X _____

Date Signed: _____

Effective 9/1/2004

KWill

Revised 1/10/2018 MBailey