Lancaster General Hospital
Fire Watch Checklist and Log

Project/Department: _____________________________
Name of Building: LGH   WBH   Campus   Other: _____________________________
List Fire Watch Areas: ____________________________________

Reason(s) for Fire Watch (indicate all that apply below):
- [ ] Hot Work
- [ ] Fire Alarm System Impairment:
  - [ ] regular maintenance
  - [ ] inspection
  - [ ] renovation/demolition work
  - [ ] other (explain)
- [ ] Sprinkler System Impairment:
  - [ ] regular maintenance
  - [ ] inspection
  - [ ] renovation/demolition work
  - [ ] other (explain)

Ensure the following Conditions (where applicable): (1) Exits, corridors, & stair towers are free from obstructions; (2) fire extinguishers are easily accessible & in the immediate area of hot work; (3) fire watch continues at least 30 minutes after hot work is completed (if applicable); (4) hot work permit current and accessible (if applicable); (5) temporary partitions are smoke tight and made of limited combustible materials. Return completed sheets to the LGH Safety Department; fax 717-544-4946.

Each area must be checked hourly and documented below

<table>
<thead>
<tr>
<th>Date mm/dd/yyyy</th>
<th>Time am/pm</th>
<th>Person Conducting Watch</th>
<th>Comply with conditions listed above? YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>am/pm</td>
<td></td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>am/pm</td>
<td></td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>am/pm</td>
<td></td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>am/pm</td>
<td></td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>am/pm</td>
<td></td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>am/pm</td>
<td></td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>am/pm</td>
<td></td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>am/pm</td>
<td></td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>am/pm</td>
<td></td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>am/pm</td>
<td></td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>am/pm</td>
<td></td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>am/pm</td>
<td></td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>am/pm</td>
<td></td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>am/pm</td>
<td></td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>am/pm</td>
<td></td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>am/pm</td>
<td></td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>am/pm</td>
<td></td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>am/pm</td>
<td></td>
<td>YES</td>
<td></td>
</tr>
</tbody>
</table>

Fire watch procedure:
- Patrol your designated area. Include corridors, hallways, lobbies, stairwells, lounges, and other common areas.
  - Enter all stairwells - open doors and look into each stairwell.
  - Enter all common areas including basement, lounges, laundry room, and dining areas.
- Document completion of rounding on the Fire Watch Checklist & Log.
- Look for observable signs of smoke and/or fire.

At first sign of smoke or fire, Fire Watch personnel must:
- Pull the nearest fire alarm pull station. Nearest active pull station location: ______________________________
- Notify building occupants in the immediate area by shouting “Condition Red”.
- Call the emergency number:
  - Cell Phone: 911
  - Internal extensions: LGH 77911 Health Campus 43911 WBH 82911 Satellites 911
- Do not put yourself in jeopardy. If you suspect smoke and/or fire, call the emergency number as quickly as possible.