Lancaster General Hospital
Fire Watch Checklist and Log

Project/Department: _____ **List Fire Watch Areas**_____
Name of Building: LGH WBH Campus Other: _____
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

Date mm/dd/yyyy	**Time**	**Person Conducting Watch**	**Comply with conditions listed above?**
	am/pm		YES NO
	am/pm		YES NO
	am/pm		YES NO
	am/pm		YES NO
	am/pm		YES NO
	am/pm		YES NO
	am/pm		YES NO
	am/pm		YES NO
	am/pm		YES NO
	am/pm		YES NO
	am/pm		YES NO
	am/pm		YES NO
	am/pm		YES NO
	am/pm		YES NO
	am/pm		YES NO
	am/pm		YES NO
	am/pm		YES NO
	am/pm		YES NO
	am/pm		YES NO
	am/pm		YES NO
	am/pm		YES NO
	am/pm		YES NO

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.