



Office of Fire Prevention
4111 Monarch Way, Suite 401
Norfolk, VA 23508
Office: 757-683-5166
firesafety@odu.edu

Fire Watch Form

This form to be completed by Residence Hall Director (RHD, or more senior staff), Police Supervisor, responding Facilities Management staff, Fire Prevention Official, or Emergency Management Official

Building Name: _____ CAD Incident # (internal use): _____

Building Address: _____

Office of Fire Prevention Notified By: _____ Date: _____ Time: _____

Reason for Fire Watch: _____

The required fire protection equipment/system for these premises was determined to be inoperable. Normally, this would prompt a requirement to evacuate the building; however, as an alternative, a Fire Watch may be established until the fire protection equipment/system is returned to full service.

If you agree to establish a Fire Watch, the following criteria shall be employed:

- Notification of Fire Watch must be made to the ODU Police Dispatcher by calling 757-683-4000. The Dispatcher will then contact the Office of Fire Prevention. If unreachable, the Office of Emergency Management will be contacted.
- A Responsible Party (an adult) must routinely make rounds of the building at fifteen (15) minute intervals to observe any conditions that may cause a fire. A Fire Watch Patrol Log Sheet (see reverse) shall be maintained with date, time, areas patrolled/comments, and initials of the Responsible Party making the rounds.
- **IF A FIRE IS DISCOVERED OR SUSPECTED YOU MUST IMMEDIATELY CALL 757-683-4000 OR 911.** You shall notify all building occupants in the immediate vicinity and facilitate evacuation of the premises. The Responsible Party shall be provided with at least one approved means (e.g. cell phone) to notify the Norfolk Fire-Rescue Department.
- **The Responsible Party assigned as the Fire Watch shall not perform any other tasks while performing the duties of a Fire Watch** (e.g. housekeeping, computer work, etc.).
- **The Fire Prevention Manager or designee (757-683-3023)** shall be notified when the fire protection equipment/system is fully operational and back in service. **A Fire Watch is not officially discontinued until confirmed by a representative of the Office of Fire Prevention.**

These requirements were explained by a representative for the Office of Fire Prevention:

Fire Prevention Official: _____ Date: _____ Time: _____

Police Supervisor: _____

Facilities Management Staff: _____

Emergency Management Official: _____

I agree to establish a Fire Watch according to the criteria herein set forth. I affirm that I am the Responsible Party for the premises identified.

Responsible Party Name: _____ Date: _____

Signature: _____ Phone Number: _____

Virginia Statewide Fire Prevention Code 901.7: Systems Out of Service. When a required fire protection system is out of service, the fire department and the Fire Code Official shall be notified immediately and, where required by the Fire Code Official, the building shall either be evacuated or an approved fire watch shall be provided for all occupants left unprotected by the shutdown until the fire protection system has been returned to service. Where utilized, fire watches shall be provided with at least one approved means for notification of the Fire Department and their only duty shall be to perform constant patrols of the protected premises and keep watch for fires.

Scan/send completed form to Office of Fire Prevention via firesafety@odu.edu or interoffice mail when Fire Watch terminated.

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