

# Georgia Institute of Technology

## Fire Watch Procedures

If a sprinkler or fire alarm system on the campus of the Georgia Institute of Technology is out of service for more than four hours, a fire watch must be implemented according to the following procedures.

### **I. Notifications**

1. Georgia Tech Fire Marshal 404-894-2990
2. Georgia Tech Police Department 404-894-2500
3. *Facilities-Area I (404-385-1000)*  
*Area II (404-385-2000)*  
*Area III (404-385-3000)*  
*Area IV (404-385-4000)*  
*Area V (404-385-5000)*

### **II. Fire Watch Duties**

1. Person(s) on fire watch duty should not have any other responsibility during the time the fire watch is in effect.
2. Patrol the entire area affected by the service outage every 30 minutes, and look for any signs of fire, smoke and any activities that could create a fire.
3. Keep a log of all fire watch patrols.
4. If a fire is discovered:
  - i. Activate the building alarm system if in service.
  - ii. Call 9-1-1 to report the fire
  - iii. If the building fire alarm system is out of service, ask the campus police to assist in the evacuation of the building.
  - iv. Notify others on the floor of the fire.
  - v. Do not attempt to fight the fire unless you have been trained on the use of portable fire extinguishers.

Contact the Georgia Tech Fire Marshal's Office at (404) 894-2990 with any questions and for additional information or training.