



Environmental Health and Safety

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 678-640-0774
2. Georgia Tech Police Department 404-894-2500
3. Facilities- Area 1 (404-385-1000)
Area II (404-385-2000)
Area III (404-385-3000)
Area IV (404-385-4000)
Area V (404-385-5000)

GTAA

Housing Admin

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 hour in regular buildings. In buildings that have high level activities or people sleeping overnight, a continuous fire watch and inspection are required.

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 or GTPD 404-894-2500 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. Be prepared to extinguish a small non-threatening fire with a fire extinguisher if: you know what is burning; if not threatening; safe to do so; If you feel threatened, or if too smoky, EVACUATE!

Contact the Georgia Tech Fire Marshal's Office by emailing firesafety@gatech.edu with any questions and for additional information or training.