



**ROSEBURG FIRE DEPARTMENT
FIRE PREVENTION DIVISION**

fireprevention@cityofroseburg.org

700 SE Douglas Avenue
Roseburg, OR 97470
Phone (541) 492-6770

**FIRE PROTECTION SYSTEM IMPAIRMENT PROCEDURES
FIRE WATCH**

Date: _____ Time: _____

Business Name: _____

Address: _____

Person Responsible for Property: _____

Telephone Number: _____

The Fire Protection System for your occupancy is not functioning properly and needs to be repaired. Until such time that repairs have been completed, you are required to post a twenty-four (24) hour Fire Watch in the building(s) protected by this system. A competent adult will make regular tours of the facility in order to provide early notification of a fire or other emergency condition. This person shall have access to the 9-1-1 system at all times. (OFC Section 901.7)

Exception:

For a malfunctioning flow switch in a sprinkler riser, the assigned Fire Watch may remain at the riser and notify 9-1-1 if the water motor gong activates more than one (1) minute.

I certify that I represent the building owner and will perform the Fire Watch duties as outlined above.

Print name: _____ Signature: _____

On next page, indicate regulars tours completed at least once each hour (example):

Date	6/12	6/12	6/12	6/13	6/13	6/13						
Time	9 PM	10 PM	11 PM	12 AM	1 AM	2 AM						
Initial	MG	JT	MG	RE	JT	MG						

FIRE WATCH LOG

Date												
Time												
Initial												

Date												
Time												
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When the system has been repaired, call the Roseburg Fire Department, at (541) 492-6770 (during business hours) or after hours 541-580-8003.

SCAN THE COMPLETED FORM AND FORWARD IT TO THE FIRE MARSHAL – fireprevention@cityofroseburg.org