QSP 2023-1015
Fire Watch Services
Attachment D

REQUIRED DUTIES FOR ALL HIGH-RISE BUILDINGS

Monitor Building Conditions

1) An unarmed Fire Watch Contractor will be responsible for monitoring the building to watch for smoke, fire and to monitor for any life safety issues. This is to be done in accordance with the fire department guidelines.

2) In the event of an emergency such as fire and evacuation, 911 must be contacted and then a representative must be contact the Property Manager on Call by calling 513-381-2642. The Guards are to assist the fire department with any emergency evacuation.

3) Monitor activities in lobby areas and those areas directly adjacent to the lobby area to ensure the general safety and welfare of the residents and authorized visitors.

4) Maintain activity logs detailing beginning and end times when the guard checks their designated floors. Each guard must be equipped with a communication device to call 911 in the event of an emergency.

Fire Watch Logs

1) **Fire Watch Logs must be properly maintained by each guard assigned to the fire watch.**
2) **Assigned floors must be walked/ toured every 15 minutes.**
3) **The Start and Stop time of the tour must be placed on the log along with the Guards Signature.**
4) **Logs are to be emailed to the property manager each day by 8am.**

Incident Reports

1) Incident Reports shall be completed for the following types of incidents and any other incident that is out of the ordinary:
   a) Any Medical response by either the Fire Department or EMS.
   b) Medical or police response because of a death in the building.
      1. The Fire Watch Contractor will contact the Security Supervisor and request that the supervisor contact CMHA's after hours answering service at (513) 381-2642 to advise the CMHA On Call Supervisor of the situation.
   c) Law Enforcement response by Cincinnati Police officers, Hamilton County Sheriff's deputies and/or any other local or federal law enforcement officers.
   d) Other Police response to a serious incident, such as SWAT, homicide or violent death, serious injury to a victim in a felonious assault and/or rape.
      1. The Fire Watch Contractor will contact the Security Supervisor and request that the supervisor contact CMHA's after hours answering service at (513) 381-2642 to advise the CMHA On Call Supervisor of the situation.
   e) Electrical, water and elevator malfunctions.

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   It is the responsibility of the Fire Watch Contractor to ensure that 5 people are on duty 24 hours a day including holidays and weekends. Contractor must have enough staff to immediately replace staff due to No Shows, Call Off, illness, etc.