

# MUSCLE SHOALS FIRE DEPARTMENT

POST OFFICE BOX 2624 • 1002 EAST AVALON AVENUE  
MUSCLE SHOALS, ALABAMA 35662  
www.cityofmuscleshoals.com  
256.386.9230



## FIRE WATCH FORM

Date Issued: \_\_\_\_\_

Building / Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Person in Charge of Fire Watch: \_\_\_\_\_

Fire Alarm Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### **System Out of Service**

Where a required fire protection or fire alarm system is out of service, the fire code official and/or the shift officer in charge (Call 256-386-9230 Ext.0) 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 shut down until the fire protection system has been returned to service.

### **Dial 911 in the event of an emergency**

Where utilized, fire watch personnel shall be provided with at least one approved means for notification to the 911 dispatch center & their only duty shall be to perform constant patrols of the protected premises while maintaining clear exits and keeping watch for smoke, fires, and any situations concerning life safety.

This structure has been placed on Fire Watch due to a recognized failure in the fire alarm system. The Fire Department representative or Fire Code official has made the judgment that the system is unreliable in its present state.

The following procedure must be observed during the duration of the Fire Watch.

(Duration period is that time period your alarm system is out of service).

1. The fire alarm system must be serviced by qualified personnel prior to being returned to service.
2. A walk-through of the building(s) covered by the fire alarm system must be conducted EACH hour and documented on the back of this FIRE WATCH LOG form until the system is back in service.
3. Mail or E-mail this completed Fire Watch Log and your fire alarm work order showing any corrections made to P.O. Box 2624, Muscle Shoals, AL 35662 or email to the following: [bstafford@hiwaay.net](mailto:bstafford@hiwaay.net) and/or [fireinspector@cityofmuscleshoals.com](mailto:fireinspector@cityofmuscleshoals.com) within 14 days of the system being returned to service. Failure to notify the Bureau of Fire Prevention office will result in a compliance notice being issued to your business.

*If there are any questions about the occupant's responsibility or about this form, Contact Fire Marshal Stafford at 256-762-4010*

**SHAWN MALONE**  
Fire Chief

**GREG KENNEDY**  
Assistant Fire Chief

**BRIAN STAFFORD**  
Fire Marshal

**TERRY WRIGHT**  
Fire Inspector

