

**TETERBORO AIRPORT
FIRE WATCH GUIDELINES**

1. **Notify the Airport Operations (1-201-288-1775 [1]) immediately**, of the current fire suppression system impairment and the temporary precautions to be taken including the provision of a fire watch. All details and projected times necessary for repairs must be provided for each building.
Teterboro Airport Operations will make the necessary notifications to the responding Fire Department.
2. **The fire watch shall be continuous with no interruptions.**
3. **A minimum of two qualified fire watches must be provided for each building/area.**
4. **Fire watch personnel shall be English speaking and be familiar with a reliable notification system (i.e. radio, telephone, pull box). They should be instructed to notify the Airport Operations (1-201-288-1775 [1]) immediately of a potential fire emergency.**
5. **FIRE WATCH PERSONNEL SHALL HAVE NO DUTIES OTHER THAN THAT OF FIRE WATCH. If a security watch is necessary, additional personnel must be provided.**
6. **Fire watch personnel shall make rounds as designated by the facility management at predetermined intervals, not to exceed thirty minutes apart. Verification that patrols are made of all areas must be recorded in a logbook.**
7. Fire watch personnel shall have formal training in the use of portable fire extinguishers. This shall include practical live fire training.
8. Fire watch personnel shall be familiar with the site, systems, hazards and exposures. Each watch shall be familiarized as shift changes occur.
9. Fire watch personnel shall be aware of the limitations of fixed and portable extinguishing equipment.
10. Fire watch personnel shall be accountable to the building management. The Port Authority Police, Fire Marshal shall reserve the right to disqualify any contracted fire watch if it is felt that the fire watch is not up to standard.
11. **Fire watches and contract service for fire watches shall comply with the applicable section of NFPA 601-Security Services in Fire Loss Prevention.**
12. All hot work or spark-producing operations in the building(s) must be prohibited until all fire protection systems have been restored.
13. **ONLY (2) OFFICES WILL CALL OFF A FIRE WATCH:**
 - a. **THE FIRE MARSHAL'S OFFICE (1-973-961-6003)**
 - b. **THE OFFICE OF RISK MANAGEMENT (1-201-216-2811)**

*******NO EXCEPTIONS*******

CONTACT TELEPHONE NUMBERS:

Teterboro Airport Operations 1-201-288-1775
Port Authority Police (routine) 1-973-961 6230
Port Authority Police / Fire Marshal - 1-973-961 6003 / Fax 1-973-961-6923