

Fire Watch Service Guidelines

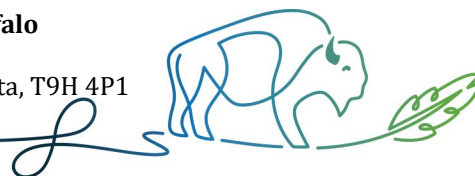
Alberta Regulation 32/2015, Fire Code Regulation, requires that fire protection installations shall always be maintained in operating condition. Where any fire protection systems are offline for any reason, a Fire Watch using dedicated fire watch personnel shall be implemented immediately and must be continuous until the fire protection systems are repaired and restored to a fully operational status. **Fire protection installations shall be inspected, tested, maintained, repaired, replaced, modified, or made operational only by a service company with a valid permit from the Fire Prevention Branch.**

A “Fire Watch” is a dedicated person or persons whose sole responsibility is to look for fires within an established area. Fire watch is required in the event of temporary failure or shutdown of fire safety equipment, where activities require the interruption of any fire detection, suppression or alarm system component, or where activities increase the risk of fire—such as Hot Works.

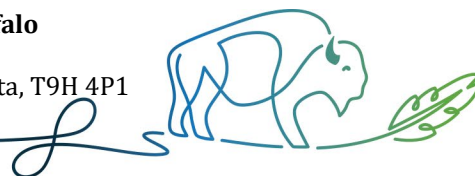
Fire Watch is only intended as a short term alternative that permits continued occupancy of the facility/building. The immediate action of the facility/building owner, or their representative, shall arrange for corrective measures to be taken on the system(s) that are out of service.

Fire watch may be conducted by professional security/fire watch service company or by occupants of the building designated by the facility/building owner(s) and trained in their duties.

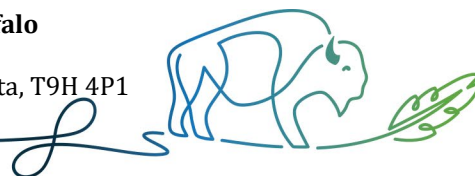
1. Dedicated fire watch personnel utilized/employed for fire watch service in a facility/building shall have knowledge of and be capable of performing the following functions:
 - Recognizing an emergency situation,
 - Transmitting an emergency warning to facility/building occupants,
 - Transmitting an emergency message to 911,
 - Operating equipment required for fire control and emergency warning, and
 - Maintaining orderly control of emergency evacuation procedures.
2. No other duties shall interfere with a fire watch personnel's duties.
3. A sufficient number of fire watch personnel shall be utilized/employed to make at least one complete patrol of the area to be protected, including stairwells, every 60 minutes or less, *depending on the risk and requirements of the fire department*. Where all areas or zones requiring the fire watch cannot be patrolled within 60 minutes or less, retaining additional personnel, as necessary, for such duties is required. *Only those areas or zones affected by shutdown or are inoperative are required to have fire watch.* **Fire watch patrols shall be continuous, and it is the expectation that fire watch personnel always remain on-site actively patrolling. Each patrol shall be recorded and made available upon request by a Fire Safety Codes Officer.**
4. Each fire watch personnel shall be provided with a means of communication to 911 both within and outside of the facility required to be protected. (Cellular phone is acceptable)



5. Each fire watch personnel shall be advised of:
 - The route to be followed during patrol,
 - Details to be observed during the patrol,
 - Situations that require notification of emergency personnel,
 - Emergency notification instructions,
 - Fire safety plan emergency procedures relevant to the area(s) for which fire watch has been assigned, and
 - Fire extinguishers and/or hose cabinet locations.
6. The first patrol of each shift of fire watch shall commence within 15 minutes of the beginning of the shift and shall include the following:
 - Ensure that access to and from the building is unobstructed,
 - Ensure that all combustible waste has been removed from the building or is stored in proper containers with lids,
 - Ensure that all fire protection equipment is in place (as shown on fire safety plan drawings) and accessible for use,
 - Ensure that aisles providing access to exit are unobstructed,
 - Turn off all non-required appliances and machinery,
 - Ensure that smoking material containers have been appropriately emptied and disposed of in closed metal containers,
 - Ensure that all service appliances used for heating, ventilating and air conditioning are operating properly,
 - Monitor all special hazards that are operating (i.e. special heaters, fuel-fired appliances, etc.), and
 - Monitor all special storage areas containing hazardous materials such as flammable/combustible materials, compressed gases and combustible waste.
7. All building occupants are to be notified that fire protection systems in the building are out of service and that a Fire Watch has been instituted until the systems are online again.
8. A "Fire Watch Notice" shall be posted in a conspicuous location in the main entrance to the building. Copies of the Fire Watch Notice must also be posted throughout the common areas of the areas or zones affected by the shutdown.
9. Each person assigned to Fire Watch duties should be provided with the following equipment and materials:
 - A portable air horn, whistle, or other means of sounding an alarm
 - Keys and/or access codes to provide entry to all rooms/spaces
 - Floor/site plan(s) of the facilities/buildings under Fire Watch
 - A list of persons who may require assistance in evacuation within the facility/building
 - A copy of this "Fire Watch Service" document
 - Copies of the "Fire Watch Record"



10. If fire or smoke conditions are discovered:
 - Alert all building occupants by sounding a portable air horn, whistle, and/or activating the fire alarm system (if not affected by shutdown and still online).
 - Notify the fire department by calling **9-1-1—ALWAYS call from a safe area away from the immediate fire area.**
 - Do not attempt to extinguish a fire unless it is safe to do so. Additionally, the fire should be small; you should have an escape route(s) and continuously re-evaluate its usability; and you should be trained in and confident in your ability to use fire extinguishing equipment.
 - Marshal the evacuation as required. Once the building evacuation is complete, await emergency response personnel at a safe location (muster point).
 - *Do not re-enter the building without an ALL CLEAR from a Fire Department Official.*
11. Other duties and responsibilities include:
 - Never leave the areas requiring fire watch service unless other fire watch personnel replace you
 - Means of egress, including corridors, access to exits, egress and exit doors are to be checked periodically for proper operation and obstructions; rectify any issues immediately, if possible
 - Keep flammable materials away from ignition sources
 - Stop operations if you find any hazardous condition
 - Be on the lookout for potential fire hazards in all areas or zones affected by the shutdown
 - Maintain the conditions and requirements stated on the Hot Works permit
 - When all operations are done, do not leave the worksite unless you're sure that there are no hot sparks, burning embers and other fire hazards unless another Fire Watch or fire monitor is assigned



FIRE WATCH NOTICE

- *Post copies of this sign at the principal entrance and all other entrances leading to the affected area(s).*

OUT OF SERVICE

A fire watch is patrolling the portion(s) of the building affected by the out-of-service system(s).

IN CASE OF FIRE

CALL 9-1-1



Fire Watch Record

Facility/Building Address: _____

Systems Shutdown

- ☐ Fire Alarm System
 ☐ Fire Sprinkler System
 ☐ Standpipe System
☐ Fire Pump System
 ☐ Special Fire Suppression System
☐ Other (Specify) _____

System(s) Out of Service

Date: _____ Time: _____

Systems(s) Restored Online

Date: _____ Time: _____

Areas/Zones Requiring Fire Watch Patrols

Persons Conducting Fire Watch Service

Name	Company	Contact Number

Supervisor's Name: _____

Supervisor's Company: _____

Supervisor's Contact Number: _____

