

Appendix D: Duties Under A Fire Watch

The term 'Fire Watch' is used to describe a dedicated person or person(s) whose sole responsibility is to look for fire within an established area.

A 'Fire Watch' is required to be performed under the following conditions:

1. During routine maintenance/testing of a building fire protection system (i.e. fire alarm, sprinkler, etc.).
2. In the event that a building fire protection system is not functional or may not function as required (i.e. power failure, unable to reset after alarm, malfunctioning devices, etc.).
3. When required by the building's approved fire safety plan under the "Alternative Measures" section.

In the event that you are required to perform a Fire Watch, the following instructions shall be implemented:

- ✓ Notify the London Fire Department Communications Division at 519-661-5615 immediately:
 - Provide your name and address
 - Advise that you will be conducting a Fire Watch and when you expect the problem to be corrected
 - It is your responsibility to call communications even if fire crews on scene have ordered you to conduct a Fire Watch
- ✓ Post a notice on each floor of the building by elevators and at each entrance door to advise building occupants of the problem and when it is expected to be corrected. Also advise on alternative procedures for detection and evacuation in the event of a fire, if necessary. (See sample "Out of Service" signage below).

- ✓ If a Fire Watch is expected to last longer than 24 hours, notification of the Chief Fire Official is required in writing. This notification can be submitted to:
fireforms@london.ca
- ✓ Have a staff member, or other supervisory person(s), patrol the affected area only, at least once per hour. The area of shut-down shall be confined to as small an area as possible, with the rest of the system remaining operational.
- ✓ Hourly patrols shall be documented immediately upon their completion by the person conducting the patrol (see “Fire Watch Log” form below).
- ✓ Each person assigned to Fire Watch duties shall be provided with the following equipment:
 - Suitable means of communication (cell phone, radio, etc.) for notifying Fire Dept. if necessary
 - Portable air horn, whistle, or other approved means of alerting occupants
 - Flashlight
 - Clipboard and pen
 - Copy of fire watch duties and fire watch log sheet
 - Keys and/or access codes to provide entry to all rooms/spaces
 - Floor plan(s) of the building under fire watch
- ✓ Fire Watch personnel are to be familiar with the building and procedures for alerting the fire department and building occupants in the event of a fire.
- ✓ Fire Watch personnel shall have access to fire extinguishing equipment and be trained in its use.
- ✓ **If smoke or fire is discovered:**
 - i. Alert building occupants using the air horn or other approved device.
 - ii. Call 9-1-1 from a safe area.
 - iii. Do not attempt to extinguish the fire unless it is safe to do so.

- iv. Facilitate building evacuation, await fire department response from a safe location, and direct emergency personnel to the scene.
- ✓ Fire Watch personnel shall periodically check exit doors, access to exits, and corridors for proper operation and obstructions while performing their duties.
- ✓ “Hot Works” such as welding or cutting, shall be prohibited in the area where the sprinkler protection is impaired or be limited to areas where approved precautions have been put in place.
- ✓ Notify the London Fire Department (see above for contact information) and building occupants when repairs have been completed and the system is back to normal operational status.

If you have any further questions, please contact your area Fire Inspector or contact the Fire Prevention Division at 519-661-4565.

**NOTE: THE COMPLETED FIRE WATCH LOG FORM MAY BE
REQUIRED TO BE PROVIDED TO THE FIRE PREVENTION
INSPECTOR UPON FOLLOW UP.**

Fire Watch Log Report

Address of Location of Fire Watch: _____

System Out of Service Date: _____ Time: _____

Fire Watch In Effect - Notification to the Fire Department Date: _____ Time: _____

System In Service - Notification to the Fire Department Date: _____ Time: _____

Persons assigned to fire watch duties shall follow the requirements listed on the Fire Watch Duties sheet and shall patrol all unprotected areas of the building every hour to check for signs of fire or smoke conditions. All patrols are to be recorded on this log report immediately following each round. Records of Fire Watch shall be kept for 2 years after they are made, and shall be made available upon request to the Chief Fire Official.

Fire Watch Duties Conducted By: _____
Print Name & Position Print Name & Position

_____ Print Name & Position Print Name & Position

Rounds	Start	Completion	Comments	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				

London Fire Department has been notified that this fire watch will exceed 24 hours.

In the event of any shut-down of fire protection equipment systems or part thereof, in excess of 24 hours, the fire department shall be notified in writing or e-mail.

OUT OF SERVICE SIGNAGE

INSTRUCTIONS: Note what fire protection system is out of service and post copies of this sign at main entrance and on all floor areas

(fire protection system out of service)

OUT OF SERVICE

**A FIRE WATCH IS PATROLLING THE
AFFECTED AREAS OF THE BUILDING**

IN CASE OF FIRE

CALL 911

**FOLLOW POSTED
EMERGENCY
PROCEDURES**