



FIRE WATCH PROCEDURES

1. Any person with a disability in the building requiring assistance? Yes No
If yes, write down all names and their locations in the Fire Watch Log.
2. Promptly inform all building occupants of the fire protection system shut downs or equipment that is out of service. Post this ORDER, in a conspicuous location at the main entrance to the building. Post copies of this ORDER, or use the copies with the adhesive backing provided, at other main access points including inside elevators and stairs, and at all tenancies in the building.
3. Fire watch may be conducted by a professional fire watch service, or by occupants of the building designated by the building owner(s) or the building's Fire Safety Director
4. The persons performing the fire watch must have a designated supervisor and shall:
 - a) Be easily identifiable to building occupants by uniform or clothing,
 - b) Be familiar with the operation of fire and life safety systems in the building,
 - c) Be capable of promptly notifying emergency agencies and occupants of an incident,
 - d) Maintain radio contact with each other using established emergency communications protocol, and
 - e) When required to notify the fire department, be identified by names and phone numbers for immediate contact.
5. The fire watch shall be maintained at all times that a fire protection system is out of service, and shall have sufficient staff to patrol all areas of the building involved, using the following as a minimum:
 - a) Non-residential buildings: during normal business open hours, every 30 minutes; other times every 60 minutes.
 - b) Buildings with sleeping accommodation:
 - i. between 2100-0800 hrs. (9 pm until 8 am) every 15 minutes
 - ii. between 0800-2100 hrs. (8 am until 9 pm) every 30 minutes
6. The fire watch shall have an acceptable method of alerting building occupants, and must inform the occupants and the VFRS of the method (e.g. air horn etc.).
7. Persons conducting the fire watch must maintain a chronological, written log of activities on site for VFRS, for the duration of the fire watch. Use a new "Fire Watch Log" sheet for each day. Use additional sheets for additional floors or areas where necessary.



Vancouver Fire Rescue Services Fire Watch Log

Building Address: _____ Date: _____

Contact/Person on Fire Watch: _____ Phone: _____

Persons with a disability requiring assistance:

Name and Location	Name and Location
_____	_____
_____	_____
_____	_____

TIME	FLOOR 1	FLOOR 2	FLOOR 3	FLOOR 4	FLOOR 5	FLOOR 6	Fire Watch Monitor Initials
00:00							
00:15							
00:30							
00:45							
01:00							
01:15							
01:30							
01:45							
02:00							
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07:00							
07:15							
07:30							
07:45							

Notes: _____



Vancouver Fire Rescue Services Fire Watch Log

TIME	FLOOR 1	FLOOR 2	FLOOR 3	FLOOR 4	FLOOR 5	FLOOR 6	Fire Watch Monitor Initials
08:00							
08:30							
09:00							
09:30							
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Notes: _____

