



## Vancouver Fire & Rescue Services Fire Watch Requirements

Date: \_\_\_\_\_ Time Issued: \_\_\_\_\_ Building Address: \_\_\_\_\_

Notice Issued to: \_\_\_\_\_ Ph. No.: \_\_\_\_\_ Signature: \_\_\_\_\_

Any Disabled peoples in the building requiring assistance? Yes  No

Vancouver Fire Bylaw 11312, Division B, Sentence 6.1 .1.4(1) Protection During Shutdown:

*"When any portion of a fire protection system is temporarily shut down, and acceptable alternative measure shall be taken to ensure that protection is maintained."*

### Fire Protection System Shutdown

1. Where Fire Protection Systems are out of service, the building shall be provided with an **acceptable** Fire Watch. This is for all occupants and all areas of the building left unprotected by the shutdown, until the fire alarm system or sprinkler system has been returned to service.
2. Fire Protection Systems shall be repaired or replaced by an **acceptable** service company and returned to service as soon as possible. Many acceptable 24 hour service companies are available.
3. Vancouver Fire & Rescue Services must be notified when Fire Protection Systems are out of service for more than **4 continuous hours** in a 24 hour period, as well as when systems are returned to service.
4. The Company monitoring the Fire Alarm **MUST** be notified when a Fire Protection System is out of service ALSO when it is repaired and returned to service.
5. Check all exit doors, magnetic locks on exit doors, and also magnetic hold open devices on separation doors, are not allowed to be operating when a Fire Alarm is out of service.
6. High hazard occupancies may have to keep a Fire Watch AND cease operations until repairs are completed.
7. THIS NOTICE **must** be visibly posted in the main entrance to the building; as well as notices posted at access points **including** elevators and stairs, when Protection Systems are out of service for an extended period of time.

### FIRE WATCH PROCEDURES

1. The person/s performing the Fire Watch must have a designated supervisor and shall:
  - a) Be identified to Vancouver Fire & Rescue Services, providing phone numbers for immediate contact.
  - b) Be easily identifiable to building occupants by uniform or clothing.
  - c) Be familiar with the operation of fire and life safety systems in the building.
  - d) Be able, and capable, of promptly notifying emergency agencies and occupants of an incident.
  - e) Have RADIO contact between each other using established emergency communications protocol.
  - f) Maintain a chronological, written log of activities on site for VFRS, for the duration of the Fire Watch.
2. The Fire Watch shall be **in attendance at all times** when Fire Protection Systems are out of service, and have sufficient staff to **patrol all areas** of the building involved, using the following as a **minimum**;
  - a) Non residential buildings; open during normal business hours; every 30 minutes, other times, every 60 minutes. Buildings with sleeping accommodation, including hotels, Fire Watch must be continuously on site:
    - i. Between 2100-0800 hrs. every 15 minutes
    - ii. Between 0800-2100 hrs. every 30 minutes
3. The Fire Watch shall have **an acceptable** method of alerting building occupants, making them and VFRS aware of what it will be (EG., Air Horn etc.)

All building occupants shall be notified of Fire Protection System shut downs or equipment out of service.





# Vancouver Fire & Rescue Services Fire Watch Log

Date: \_\_\_\_\_ Building Address: \_\_\_\_\_

Contact/Person conducting Fire Watch: \_\_\_\_\_ Phone: \_\_\_\_\_

Any Disabled peoples in the building requiring assistance? Yes  No

Vancouver Fire Bylaw 11312, Division B, Sentence 6.1.1.4(1) Protection During Shutdown:

*"When any portion of a fire protection system is temporarily shut down, and acceptable alternative measure shall be taken to ensure that protection is maintained."*

TIME	FLOOR 1	FLOOR 2	FLOOR 3	FLOOR 4	FLOOR 5	Fire Watch Monitor Initials
00:00						
00:15						
00:30						
00:45						
01:00						
01:15						
01:30						
01:45						
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05:45						
06:00						
06:15						
06:30						

*Refer to the Vancouver Fire Rescue Services Fire Watch Requirements document mounted at the building entrance for reference to specifications and requirements that must be followed.*



# Vancouver Fire & Rescue Services Fire Watch Log

06:45							
07:00							
07:15							
07:30							
07:45							
08:00							
08:30							
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