Vancouver Fire Rescue Services
Fire Watch Requirements

Date: __________  Time Issued: ________  Building Address: ________________________________________

Notice Issued to: ______________________  Ph. No. __________ Signature of Recipient: ______________

Vancouver Fire By-law, Division B, Sentence 6.1.1.4.(1) states “When any portion of a fire protection
system is temporarily shut down, alternative measures shall be taken to ensure that protection is maintained.”

Fire Protection System Shutdown

1. When a Fire Protection System is 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. The Company monitoring the fire alarm system MUST be notified when a fire protection system
is out of service AND when it is repaired and returned to service.

4. Check all egress and exit doors are clear of obstructions on both sides, and are readily
openable. Magnetic locks on doors, and magnetic hold open devices on fire separation doors,
are not allowed to be operating when the fire alarm system is out of service.

5. High hazard occupancies may need to keep a Fire Watch AND cease operations until repairs
are completed.

6. When a sprinkler system is shut down, measures that can be taken include the provision of
emergency hose lines and portable extinguishers, and extra fire watch service.

7. THIS NOTICE MUST be posted in a conspicuous location in the main entrance to the building.
Copies of this notice must be posted at other main access points including inside elevators and
stairs.

8. When a fire protection system is out of service for more than 4 continuous hours in a 24 hour
period, as well as when the system is returned to service, the fire department must be notified
by calling 9-1-1 and ASK FOR FIRE DISPATCH.

City of Vancouver Contacts for Fire-related Issues

To report a fire – EMERGENCY, call 9-1-1.

To report a fire issue – URGENT but non-emergency, such as a blocked or locked fire exit, or fire
alarm not working, or sprinkler system not working, please call
a) during business hours, the Fire Prevention Office at 604-873-7593
b) outside of business hours, call 9-1-1 and ASK FOR FIRE DISPATCH

To report a fire issue – not urgent and non-emergency, call 3-1-1

(See Other Side)
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  
   out of service and post this Notice throughout the building as described above.

3. At least 2 persons and if the building is larger, more people, shall provide a Fire Watch. Fire  
   watch may be conducted by a professional fire watch service, or by occupants in the building  
   designated by the building owner(s) or building’s Fire Safety Director and trained in their duties.

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 able, and capable, of promptly notifying emergency agencies and occupants of an  
      incident.
   d) Have radio contact between each other using established emergency communications  
      protocol.
   e) When required to notify the Fire Department, be identified by names and phone numbers for  
      immediate contact.
   f) 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:

      Non-residential buildings: during normal business open hours, every 30 minutes; other  
      times every 60 minutes.

      Buildings with sleeping accommodation:
      i) between 2100-0800 hrs. (11 pm until 8 am) every 15 minutes
      ii) between 0800-2100 hrs. (8 am until 11 pm) every 30 minutes

   g) 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.).

5. 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:

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Notes:

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

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