



FIRE WATCH ORDER

PURSUANT TO THE FIRE BY-LAW

Firehall Office Use only	
<input type="checkbox"/> Routine Inspection	<input type="checkbox"/> Incident
<input type="checkbox"/> Entered into FDM	Date: _____

Date Issued _____ Time _____ Address of Violation: _____

Name of Business/Premises _____ Business/Premises Owner Name: _____

Business/Premises Owner Email: _____ Phone #: _____

Person Notice Given To (print name): _____ Title: _____ Ph #: _____

Signature of Recipient: _____

THIS IS A NOTICE OF VIOLATION OF THE FIRE BY-LAW and an ORDER TO COMPLY

In accordance with Fire By-law, Division B, Article 6.1.1.2. "Fire protection installations shall be maintained in operating condition."

On (DATE) _____, a member of Vancouver Fire Rescue Services has observed that a fire protection system is inoperable. In accordance with the Fire By-law, Division B, Article 6.1.1.4. "When any portion of a fire protection system is temporarily shut down, alternative measures shall be taken to ensure that protection is maintained."

YOU ARE HEREBY ORDERED TO IMMEDIATELY take all necessary steps to correct and bring the premises into compliance with the Fire By-law.

1. Fire protection systems must be repaired or replaced by an *acceptable* service company and be returned to service as soon as possible. Many service companies with qualified service agents are available 24 hours.
2. The central station 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.
3. When a fire protection system is out of service for more than **4 continuous hours** in a 24-hour period, you must notify the fire department by calling **3-1-1 during business hours**. You must also notify the fire department when the system is returned to service.

Pursuant to the authority vested in me in accordance with Vancouver Fire By-law, Division C, Sentence 1.4.3.1.(1), you are HEREBY ORDERED TO:

SAMPLE

- 1) Provide and maintain a 24-hour fire watch acceptable to the Fire Chief until such time that the fire protection system is fully returned to service. The fire watch must:
 - a) Be conducted generally in accordance with the Procedures shown on page 9.
 - b) Include all areas of the building and you must notify all tenancies and occupants left unprotected by the shutdown.
 - c) Ensure all egress and exit doors are clear of obstructions on both sides, and are readily openable.
 - d) Be maintained in high hazard occupancies **AND** operations must cease until repairs are completed.
- 2) Post this notice and ORDER in a conspicuous location at the main entrance to the building.
- 3) Make copies of this notice and ORDER or use the copies with the adhesive backing provided and post at other main access points in the building, including inside elevators and stairs, and at all tenancies in the building.

This Order is to be complied with IMMEDIATELY.

Delivery of Notice of Violation and Order to Comply to Provide a Fire Watch

1) This Notice of Violation and Order to Comply to provide a fire watch may be delivered by:

- a) hand to an owner or representative of the owner, or an occupant of the premises,
- b) registered mail to the address of the owner as it appears on the records of the Assessment Authority of British Columbia,
- c) regular mail to the address of the owner as it appears on the records of the Assessment Authority of British Columbia, and by posting a copy of it on the building, structure, facility or premises,
- d) electronic mail to the electronic mail address of the owner or a representative of the owner, or
- e) posting a copy of it on the building, structure, facility or premises.

Failure to comply with the Fire By-law may result in you being found legally responsible for any consequences and may result in further enforcement action. A re-inspection service charge as per the current Vancouver Fire By-law fee schedule for each hour or part thereof (plus G.S.T.) will be assessed for each re-inspection, until the violations have been corrected.

Karen Fry, General Manager/Fire Chief
900 Heatley Avenue, Vancouver, BC

Name of Fire Department Member (print)

Signature of Fire Department Member

Hall #: _____ Shift: _____

(See Other Side)
FOR RE-INSPECTION APPOINTMENT CALL 3-1-1



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
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00:15							
00:30							
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SAMPLE

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							
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SAMPLE

Notes: _____

