FIRE WATCH PROCEDURES

A fire watch is implemented to ensure the fire-safety of a building or area in the event of any act, e.g., hot work, or situation that may pose an increased risk to persons or property. The term "Fire Watch" is used to identify a procedure for the detection of fire by person(s) designated when automatic detection systems are disabled.

I. WHEN IS A FIRE WATCH REQUIRED?

- One or more qualified persons are to be on fire watch duty
- A fire watch is required when Hot Work is being performed.
- A fire watch may be required in the event of temporary failure of the alarm system or where activities require the interruption of any fire detection, suppression or alarm system component.
- The persons performing a fire watch are not permitted to perform any other duties.

II. HOW IS A FIRE WATCH CONDUCTED?

the fire watch is to perform the following functions.

- Fire watch personnel are to keep diligent watch for fires in the areas affected. The person or persons performing the fire watch are not to be permitted to perform any other duties. The building shall be patrolled at least once per hour on a 24 hour basis until the fire alarm and or fire protection system has been restored to normal operating condition.
- Fire watch personnel are to be familiar with facilities and procedures for sounding an alarm in the event of a fire and have a means of notifying the Emergency Services.
- Fire watch personnel are to have fire-extinguishing equipment readily available and be trained in its use.
- The quantity of personnel involved in the fire watch is to be adequate such that each floor, level, and room of the fire area is covered including all common areas, public corridors, stairwells, storage/locker rooms, mechanical/machinery rooms, electrical, boiler and other fuel fired appliance rooms, parking garages, service rooms and offices are to be patrolled during the Fire Watch.
HOT WORK: During Hot Work Operations, the fire watch is to perform the following functions.

- Fire watch personnel are to keep diligent watch for fires in the general area where the work is being performed.

- Fire watch personnel are to be familiar with facilities and procedures for sounding an alarm in the event of a fire and have a means of notifying the Emergency Services.

- Fire watch personnel are to have fire-extinguishing equipment readily available and be trained in its use.

- Fire watch personnel are to inspect the site prior to hot work activities to ensure that combustibles are removed or covered and that any nearby holes or penetrations in the floor and walls are sealed or covered with fire-safe materials.

- Fire watch personnel are to watch for fires in all exposed areas. If a fire is located, fire watch personnel are to sound the fire alarm immediately and after that try to extinguish the fire only if it is safe to do so.

- For Hot Work operations, the fire watch is to be maintained for at least 30 minutes after completion of cutting, welding, or other open flame operations to detect and extinguish smouldering and flaming fires. During this time, the work area and other adjacent areas, where sparks or flame may have traveled, are to be searched for signs of combustion.

FIRE SYSTEM INTERRUPTIONS: Fire watch requirements for fire system outages will be determined on a case-by-case basis.

- Notify occupants to evacuate when there is a fire in the building by initiating the fire alarm

- Call 911

- The persons performing this type of fire watch are not to be permitted to perform any other duties.