



# 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)



## Vancouver Fire Rescue Services Fire Watch Requirements

### 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.

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