

The University of British Columbia Building Operations		FIRE WATCH	
Work Procedure		I-B-41	
Prepared by: Alan Walker/Mike Fizzell	Approved by: David Woodson	Issue Date: June 30, 2009	Replaces: June 19, 2006

1.0 Policy:

Public safety and university assets must be protected when fire protection systems are shut down or inoperable. A fire watch acceptable to the Vancouver Fire Dept. (See attached) will be maintained until the systems are returned to full working condition.

**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 €

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; during normal business open 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.)

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

VFBL 8191

Sentence 6.1.1.4 Protection During Shutdown

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

Revision Date: January 2006

2.0 Objective:

The objectives of this procedure are to ensure that public safety is met and university assets are protected when fire protection systems are not in service.


Please find attached 2 forms to facilitate the Fire Watch where necessary.

Fire Alarm System Disruption

UBC Building Operations
604-822-2172

Part of this building's fire alarm system is not functioning correctly.

**In Case of Fire/Emergency Call 911 and Direct
The Fire Department to the**

Building Name 

Building Address 

**Alert other Building Users of the Fire/Emergency and Evacuate
the Building**

All shaded areas to be filled in and the form posted

Date: Day: _____
Month: _____
Year: _____

FIRE WATCH NOTIFICATION

UBC Building Operations
604-822 2173

Fax to Fire Prevention Officer at 604-822 – 8299

Fax Security at 604-822-3541

Notice of Building On Fire Watch in excess of 48 Hours

The Fire Alarm system in the building indicated is not functioning correctly and a fire watch is being conducted on the building. We will return the system/s to normal as soon as possible.

We estimate the system to be operational by dd mm yy

Building.....

Section /Area

Name.....

Signature.....

Position.....

Phone.....

Date: **dd** **mm** **yy**

Time document sent.....

Head or designate to complete all shaded areas.