



# FIRE WATCH PATROL LOG

**INSTRUCTIONS:** Start a new log for each Fire Watch shift. Patrols must be conducted on an hourly basis at a minimum.  
Return completed log to (OEM, Fire Safety at 141 Louis Pasteur).

<b>DATE:</b>		<b>START TIME:</b>		<b>END TIME:</b>	
<b>BUILDING NAME:</b>			<b>BUILDING ADDRESS:</b>		
<b>FIRE WATCH DUTIES CONDUCTED BY: (PRINT NAME &amp; POSITION)</b>					

*I have read the instructions about conducting this Fire Watch and understand that I am responsible to follow those instructions and patrol my designated area at least once every hour.*

**Signature:** \_\_\_\_\_

ROUNDS	START TIME	END TIME	AREAS PATROLLED & COMMENTS	INITIALS
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

*I have ensured that all systems are back in service, and the Fire Watch can end.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_



# FIRE WATCH CHECKLIST

## PROTECTION SERVICES

**EMERGENCY: 613-562-5411**

**NON-EMERGENCY: 613-562-5499**

☑	KEY THINGS TO LOOK OUT FOR
	Out of service signage is posted at the main entrance of the building as well as at all entrances leading to the affected area.
	Potential fire ignition sources (examples: frayed electrical wires, improperly stored flammables, and defective electronic components)
	Trash, garbage, and excess combustible materials
	All exits, stairways, and hallways (must be clear of any obstructions that would impede emergency movement).
	All self-closing doors (examine to assure that they are not blocked and wedged and may close freely in a fire emergency).
	Fire extinguishers (must be undamaged, unobstructed, and visible at all times).
	Outside doors are closed and secured, and windows, fire doors and fire shutters are closed.
	All remaining operable fire protection equipment are not obstructed.
	Ensure that all corridors are clear.
	All unnecessary heat-producing devices are turned off in the impairment area.

### In the event of a situation which threatens life or property is discovered:

- Immediately contact Protection Services' Dispatch at 613-562-5411.
- Sound the fire alarm by activating a pull station (if applicable).
- Do not attempt to extinguish a fire unless it is safe to do so.
- Alert the building occupants.
- Assist in the orderly evacuation of the building.
- Once building evacuation is completed, await emergency response at a safe location and direct them to the scene. Do not re-enter the building without permission of Protection Services.
- Remain available to assist Protection Services as needed.