

Fire Watch

Procedure

Office of Emergency Management

uOttawa.ca



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PURPOSE

The University of Ottawa has established a Fire Watch procedure to minimize the potential risk of injuries and loss of property due to fire when fire and life safety systems are out of service.

SCOPE

This document outlines the applicable procedure for a Fire Watch on uOttawa property, and it applies to any employee, including University of Ottawa employees, trade workers, or contractors.

Note - Fire Watch information related to Hot work can be found in the [Hot Work procedure](#).

DEFINITIONS

“Affected Area”- Any locations where a fire protection or detection system, fire alarm system, or other system designed to maintain the fire resistance of the building is taken out of service, either wholly or in part, planned or unplanned.

“Authority Having Jurisdiction” (AHJ) – An organization, office or individual responsible for the enforcement of codes and standards, approval of equipment, materials, installation, or procedure.

“Contractor”- A person or organization providing services to another organization in accordance with agreed-upon specification, terms, and conditions.

“Department Supervisor”- Facilities’ department supervisors responsible for uOttawa electrical, plumbing, mechanical department workers.

“Fire Watch” A person or persons knowledgeable about fire reporting and emergency procedures. A Fire Watch is assigned to conduct a physical inspection when a building’s fire alarm system, sprinkler system or other suppression systems are hindered or temporarily out of service.

“Out of service” - The term out of service is intended to imply that a significant portion of the fire alarm system, sprinkler system or other suppression system is not in operation, including entire initiating devices, signaling lines, or notification appliance circuits.

“Regular working hours” – Regular working hours are from Monday to Friday between 8:45 a.m. and 5 p.m., as per uOttawa Policy 12. *Note - Some flexibility can be given when the risk is considered low, and the affected area is limited.*

“uOttawa Representative” – uOttawa employee, (ex: supervisor, project manager, facility manager) who hired a contractor for services such as construction or maintenance work.

ROLES AND RESPONSIBILITIES

University of Ottawa

For the purposes of this procedure, the 'Authority Having Jurisdiction' (AHJ) is the University of Ottawa. The University is responsible for:

- determining whether the provisions of this procedure are met.
- the enforcement of codes and standards.
- the approval of equipment, materials, installation, and procedures.

Office of Emergency Management (OEM), Fire Safety

The Office of Emergency Management, Fire Safety shall:

- review and update the Fire Watch procedure periodically or as needed.
- inform the Ottawa Fire Services that a building on campus is under a temporary Fire Watch supervision.
- confirm that Power Plant and Protection Services are notified that a system is out of service and that a Fire Watch will be posted until the system is returned to its normal function.
- keep Fire Watch patrol logs and checklists for a period of two years.

Office of Risk Management - Insurance (ORM)

The Office of Risk Management - Insurance shall:

- inform the Insurer of any interruption, flaw, or defect of any fire and life safety systems, upon written receipt of such notice from Protection, Facilities, or any other responsible service of Faculty.
- inform the Insurer that a temporary Fire Watch procedure has been implemented.

Protection Services

Protection Services shall:

- provide a Fire Watch during an emergency shutdown, whenever possible.
- provide a Fire Watch using an external agency when required.
- ensure that any hired external agency Fire Watch have read this procedure and are equipped with adequate information to conduct their duties, which shall include providing them with the Fire Watch patrol log and checklist as well as building floor plans.

Facilities Health & Safety

The Facilities Health & Safety shall:

- participate in the review and update of the Fire Watch procedure.

uOttawa Representative

Depending on the project, the uOttawa Representative can be a department supervisor, project manager or facility manager. They shall:

- ensure compliance of employees and contractors to the current procedure and any applicable laws, codes, standards, and regulations.

- ensure the Facility Manager, Protection Services' Dispatch (protection@uottawa.ca) and the Office of Emergency Management, Fire Safety (incendie-fire@uottawa.ca) are advised when a system is out of service and that a Fire Watch will be posted until the system is returned to its normal function.
- ensure that the contractor is aware that hazardous activities such as hot work are prohibited during the fire watch unless it is directly related to the system being taken out of service.
- notify the Office of Risk Management, Insurance (jdarragh@uOttawa.ca) when a fire and life safety system is out of service for more than 24 hours or if a major issue with the system will require an extended period of time to return to its normal function.
- receive written confirmation from the Contractor that a Fire Watch has been implemented in the specific area where a system is taken out of service.
- ensure that the contractor has the information to provide to their Fire Watch on what systems are impaired and where they need to monitor.
- provide the Contractor with uOttawa's Fire Watch Patrol Log and checklist of the minimum information required to be tracked and recorded. Ensure that the Contractor understands the requirement to submit the Fire Watch Patrol log to Protection Services once the fire watch is complete.
- request a Fire Watch, through Protection Services to be implemented when the contractor is unable to provide a Fire Watch for the affected area outside of their construction project area. When necessary, consult with OEM to determine Fire Watch requirements and if additional measures are required.
- be required to cover associated costs of implementing a Fire Watch through Protection Services.
- ensure a reasonable 72-hour notice is given to Protection Services to implement the Fire Watch.

Technician (internal or external)

The technician putting the fire and life safety system out of service shall:

- follow the fire and life safety system by-pass procedure (*to be developed*)
- ensure that the Fire Watch is knowledgeable on what systems are impaired, what annunciating devices remain functional, where they need to monitor, and what to look for.
- inform the Contractor or the uOttawa Representative when the fire and life safety system is returned to its normal function.

Fire Watch

The Fire Watch shall:

- continually conduct rounds by walking through the affected area every hour, looking for evidence of smoke, fire, or other abnormal conditions.
- enter their rounds in the Fire Watch patrol log and use checklist.
- ensure the entire affected area is covered by laying out a specific route for their rounds.
- have the knowledge of how to use a fire extinguisher.
- know the location of fire alarm pull stations and fire extinguishers on the site and shall be equipped with a flashlight in case of a power failure.
- be capable of communicating with building occupants and Protection Services to notify

- them about fires or other emergencies.
- not have other duties besides their assigned Fire Watch.
- whenever 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.

Contractor

The Contractor shall:

- read and understand the Fire Watch procedure and all applicable laws, codes, standards, and regulations prior to any system taken out of service, either wholly or in part, planned or unplanned.
- Post out-of-service signage (Appendix C) at the main entrance of the building and at all entrances leading to the affected area.
- establish a Fire Watch in areas where fire and life safety systems are placed out of service. When the area affected extends over a larger scope (ex: multiple floors of a building), or if the contractor is unable to provide a Fire Watch for the affected area, the uOttawa Representative is to consult with OEM to determine Fire Watch requirements and if additional measures are required.
- request a Fire Watch to be implemented when their work requires that a fire and life safety system be placed out of service, and they are unable to provide a Fire Watch for the affected area.
- when applicable, be required to cover associated costs of implementing a Fire Watch through Protection Services.
- on the Fire Watch patrol log, authorize the end of the Fire Watch once the fire and life safety system is returned to its normal function.
- inform the uOttawa Representative when the fire and life safety system is returned to its normal function.
- Return completed fire watch patrol logs and checklists to Protection Services.

PROCEDURE

When is a Fire Watch required?

- In the event of a temporary failure of a fire and life safety system or where activities require the interruption of any fire detection, suppression, or fire alarm system component which would conflict with the intent of NFPA Standards.
- When Hot Work is occurring in the building. (refer to the [Hot Work procedure](#))
- During major building repairs, renovations or modifications that will affect a fire and life safety system.
- When dense crowds are assembled in a building requiring extra precaution, as required by the OEM, Fire Safety.

- During special outdoor events, as required by the OEM, Fire Safety.

How is a Fire Watch conducted?

- Fire Watch is required to patrol the building or affected area hourly for evidence of smoke, fire, or any abnormal conditions. Frequency of patrols could be modified by the OEM, Fire Safety when deemed necessary.
- Fire Watch patrols exceeding eight (8) hours in duration shall be provided by a separate person for each 8-hour period.
- During patrols, look out for:
 - Out-of-service signage is posted at the main entrance of the building and 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, follow established emergency procedures and call Protection Services at 613-562-5411.

Out of service systems

If no detection, no audible or visual devices and a fire or smoke conditions are discovered

- Repeatedly yell 'Fire Fire Fire'.
- Leave the fire area and close doors.
- From a safe location notify Protection Services at 613-562-5411
- Continue notifying all areas of the building; if it is safe to do so.
- Evacuate the building via the nearest safe exit – DO NOT use the elevator.
- Await the arrival of the Fire Department and Protection Services and advise them of conditions inside the building.
- No one shall re-enter the building until the 'ALL CLEAR' has been given by the Fire Department as communicated by Protection Services.

No audible or visual devices; detection is working, and a fire or smoke conditions are annunciated by the fire panel

- Repeatedly yell 'Fire Fire Fire'.
- Leave the fire area and close doors.
- From a safe location notify Protection Services at 613-562-5411
- Continue notifying all areas of the building; if it is safe to do so.

- Evacuate the building via the nearest safe exit – DO NOT use the elevator.
- Await the arrival of the Fire Department and Protection Services and advise them of conditions inside the building.
- No one shall re-enter the building until the 'ALL CLEAR' has been given by the Fire Department as communicated by Protection Services.

No detection devices; pull stations are working; audible or visual devices are working, and fire or smoke conditions are discovered

- Leave the fire area immediately and close doors
- Activate the building's fire alarm system by using the nearest pull station
- From a safe location notify Protection Services at 613-562-5411
- Evacuate the building via the nearest safe exit – DO NOT use the elevator.
- Await the arrival of the Fire Department and Protection Service and advise them of conditions inside the building.
- No one shall re-enter the building until the 'ALL CLEAR' has been given by the Fire Department as communicated by Protection Services

Sprinkler system not functional; fire alarm system is working, and fire or smoke conditions are discovered

- Leave the fire area immediately and close doors
- Activate the building's fire alarm system by using the nearest pull station
- From a safe location notify Protection Services at 613-562-5411
- Evacuate the building via the nearest safe exit – DO NOT use the elevator.
- Await the arrival of the Fire Department and Protection Service and advise them of conditions inside the building.
- No one shall re-enter the building until the 'ALL CLEAR' has been given by the Fire Department as communicated by Protection Services

Trouble on fire alarm system and a new trouble condition occurs

- A new trouble condition can be identified by the audible beeping coming from the fire alarm panel.
- Protection Services shall be notified if a new trouble condition is noted
- The fire alarm panel shall be checked at a minimum of once every hour to determine if a new trouble condition has occurred.

Selecting the Fire Watch

- During a planned shutdown during regular working hours, a Fire Watch can be implemented by the uOttawa worker and/or the contractor, except in cases where the entire building is affected. When the area affected extends over a larger scope (ex: multiple floors of a building), or if the uOttawa worker and/or the contractor is unable to provide a Fire Watch for the affected area, the uOttawa Representative is to consult with OEM to determine Fire Watch requirements and if additional measures are required.

- During an emergency shutdown, the Fire Watch could be provided by Protection Service. If it is not possible to implement an in-house Fire Watch or the duration is more than 12 hours, Protection Services will refer to an external agency to supply personnel for the Fire Watch during the period requested at the expense of Facilities, the project or the contractor.


Fire Watch Patrol Log & Checklist

- A Fire Watch patrol log and checklist shall be kept at all times by the person conducting the Fire Watch in the affected area.
- Log entries shall be made hourly at the completion of each round. Log entries shall consist of the start and end time, a summary of what was observed and the initials of the individual conducting the Fire Watch.
- A new Fire Watch patrol log and checklist shall be started for each new shift by the person conducting the Fire Watch.
- The Fire Watch patrol log and checklist shall be kept readily accessible for review by the OEM, Fire Safety and/or the Ottawa Fire Services.
- Completed Fire Watch patrol logs and checklist are to be returned to the OEM, Fire Safety at 141 Louis-Pasteur on a daily basis and will be retained for a period of two years.

REFERENCES

- National Fire Protection Association, NFPA 101 – Life Safety Code
- National Fire Protection Association, NFPA 72 – Fire Alarm and Signaling Code
- National Fire Protection Association, NFPA 25 – Standard for the inspection, testing, and maintenance of water-based fire protection systems
- Ontario Fire Code, Regulation 213/07
- Occupational Health and Safety Act (OHSA)

APPENDIX A – FIRE WATCH PATROL LOG


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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).

DATE:		START TIME:		END TIME:	
BUILDING NAME:			BUILDING ADDRESS:		
FIRE WATCH DUTIES CONDUCTED BY: (PRINT NAME & POSITION)					

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:** _____

APPENDIX B – FIRE WATCH CHECKLIST

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FIRE WATCH CHECKLIST	
PROTECTION SERVICES EMERGENCY: 613-562-5411 NON-EMERGENCY: 613-562-5499	
<input checked="" type="checkbox"/>	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 <u>at all times</u>).
	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.
<p>In the event of a situation which threatens life or property is discovered:</p> <ul style="list-style-type: none"> • 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. 	

APPENDIX C - OUT OF SERVICE SIGNAGE

NOTICE

INSTRUCTIONS: Note what fire protection system is out of service and post copies of this sign at the main entrance and entrances leading to the affected areas.

(Fire protection system out of service)

OUT OF SERVICE

**A FIRE WATCH IS PATROLLING
THE AFFECTED AREAS OF THE
BUILDING**

**IN CASE OF FIRE
CALL 613-562-5411 and 9-1-1**

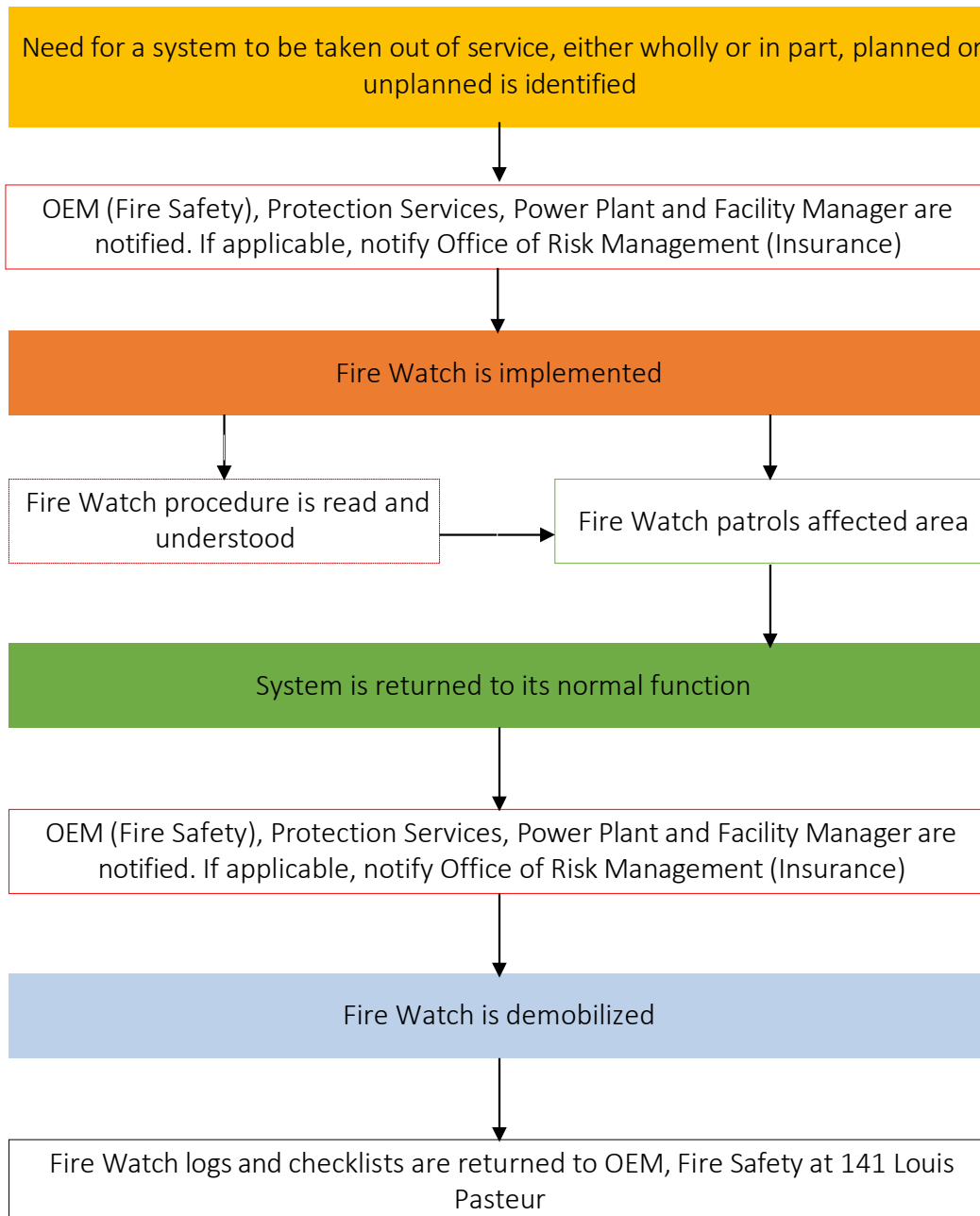


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FOLLOW POSTED EMERGENCY PROCEDURES

APPENDIX D – FIRE WATCH FLOWCHART

FIRE WATCH FLOWCHART



APPENDIX E – RACI MATRIX

- Responsible (R) Person who actually carries out the process or task assignment. Responsible to get the job done.
- Accountable (A) Person who is ultimately accountable for process or task being completed appropriately. Responsible person(s) are accountable to this person.
- Consulted (C) Person who are not directly involved in carrying out the task but who are consulted. May be stakeholder or subject matter expert.
- Informed (I) Person who receive output from the process or task, or who have a need to stay informed.

Steps	Main Tasks	OEM, Fire Safety	ORM, Insurance	Protection Services	uOttawa Representative	Technician (internal/external)	Fire Watch	Worker/Contractor	Facility Managers
1	Identifying need for a system to be taken out of service, either wholly or in part, planned or unplanned	C			C			A/R	
2	Notification that a system is out of service	I	I	I	R/A	I		I	I
3	Implementation of Fire Watch	I		R	I	C/I	I	A/R	I
4	Provision of tools and information to Fire Watch			R	C	C	R	A/R	
5	Reading and understanding of Fire Watch procedure			R	R		A	R	
6	Completion of Fire Watch patrol log & checklist	I		R	I		A	R	
7	Notification that a system has returned to its normal function	I	I	I	R	A		R	I
8	Demobilization of Fire Watch	I	I	R	I		I	A/R	I
9	Retention of Fire Watch patrol logs & checklists	R/A							