



Queen's University Environmental Health & Safety

Date Issued: September 11, 2019	Document: SOP-Fire-04
Revision: 2.2	Subject: Fire Watch

A Fire Watch is implemented to ensure the fire safety of building occupants or a building area when the Fire Alarm System or a Fire Protection System has been temporarily disabled due to malfunction or maintenance.

This Environmental Health & Safety Standard Operating Procedure (SOP) for implementing a fire watch was developed by the Department of Environmental Health & Safety in accordance with the University's Policy Statement on Health and Safety and to ensure compliance with the requirements of the Ontario Building Code and Ontario Fire Code.

Assistance in using this guideline and meeting the requirements of applicable Codes is available from the Department of Environmental Health & Safety.

This SOP outlines the requirements of a Fire Watch in Queen's University buildings where there is a temporary impairment of the Fire Alarm System or Fire Protection System. For the purpose of this document, a Fire Protection System shall mean a Fire Alarm System or Fire Suppression System.

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Ontario Fire Code (O. Reg. 213/07 as amended)

NFPA 101, Life Safety Code

Approved – approved by Queen's Department of Environmental Health and Safety

Campus Security – Queen's Campus Security and Emergency Services

Audible Device – fire alarm bell or horn

Detection Device – heat detector, smoke detector, beam detector or smoke alarm

EHS – Queen's Department of Environmental Health and Safety

ERC – Emergency Reporting Centre

Fire Protection System – a system designed to detect and notify occupants of a fire or provide fire suppression or smoke control

Fire Suppression System – a system designed to suppress or extinguish a fire.

PPS



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If a fire protection system will be offline for less than 24 hours, EHS, PPS or Campus Security shall contact Kingston Fire & Rescue to advise what fire protection system is off-line and that a Fire Watch has been implemented in the building.

If a fire protection system is to be offline for more than 24 hours, EHS shall provide written notification to Kingston Fire and Rescue.

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When some or all of the audible devices for a building's fire alarm system are not functional, but the heat and smoke detectors are working, there is no requirement for the fire watch to patrol the entire building looking for signs of fire.

The Fire Watch must be continuous until the fire alarm system is repaired and online. The person conducting the fire watch may not leave the premises unless authorized by the Department of Environmental Health and Safety

The person conducting the fire watch shall remain by the fire alarm panel instead of patrolling the building.

In the event that smoke or fire is detected, the fire alarm panel will sound an audible beep and display the location or zone with the active detector.

Once each hour, the person conducting the Fire Watch shall fill out the Fire Watch Log.

In locations where construction or maintenance activities are occurring, exit doors, access to exits and corridors shall be checked periodically for proper operation and obstructions.



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When a trouble condition occurs on a fire alarm system, the "Trouble" is displayed on the fire alarm panel or an LED labeled "Trouble" will illuminate. the panel will beep and the display will indicate the nature of the trouble signal.

If a fire alarm technician has acknowledged the trouble signal and silenced at the fire alarm panel, the

WARNING

FIRE ALARM SYSTEM OUT OF SERVICE

IN CASE OF FIRE
CALL 911 or x36111

A FIRE WATCH IS PATROLLING THE
AFFECTED AREAS OF THIS BUILDING

IF YOU HEAR 3 BLASTS
OF AN AIR HORN OR WHISTLE
EVACUATE THE BUILDING

FOLLOW POSTED
EMERGENCY PROCEDURES

FIRE WATCH LOG SHEET

Name or Address of Building:
Area of Building Under Fire Watch:

Date	Time	Fire Watcher	Signature

Comments / Observations

All areas of the building under Fire Watch must be inspected and documented at least once each hour in the log above.

This Fire Watch Log is to be maintained at the facility until the re-establishment of fire protection system; at which time this log is to be submitted Queen’s Environmental Health and Safety. (613) 533-2999