1. Introduction
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, maintenance.

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

Assistance in using this guideline and meeting the requirements of applicable codes is available from EHS.

2. Scope
This SOP outlines the requirements of a Fire Watch in Queen’s University owned 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.

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

4. Definitions
   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, smoke alarm or beam detector
   EHS - Queen’s Department of Environmental Health and Safety
   Fire Alarm System - a combination of fire, smoke, heat, & water flow detection devices and audible or visual signaling devices
   Fire Protection System - a system designed to detect and notify occupants of a fire or provide fire suppression, or smoke control.
Fire Suppressions System - a system designed to suppress or extinguish a fire

PPS - Queen’s Department of Physical Plant Services

5. Requirements to Implement a Fire Watch

The Ontario Fire Code requires that buildings equipped with fire protection systems be fully operational at all times. Therefore, if any of these systems are offline, for any reason, a Fire Watch is to be initiated immediately.

A Fire Watch is only intended as a short term alternative that permits continued occupancy of the building while corrective measures are being implemented.

If a Fire Watch is not possible, the building may not be occupied.

6. Notification to Building Occupants

When Fire Protection System is offline, building occupants are to be notified in writing:

- The nature and duration of the outage;
- That a Fire Watch will be in place;
- Emergency procedures during the outage.

Where a fire protection system outage is planned, notifications shall be made in advance of the outage.

Signage shall be posted at all entrances and in common areas of the building indicating which Fire Protection system is out of order and emergency procedures.

(see sample Fire Watch Signage)

7. Notification to Kingston Fire & Rescue

If a fire protection system will be offline for less than 24 hours, EHS, PPS or Campus Security shall notify Kingston Fire & Rescue that the fire protection system is off-line and that a Fire Watch has been implemented in the building. (613) 548-4001 extension “0”

If a fire protection system is to be offline for more than 24 hours, EHS shall provide written notification to Kingston Fire & Rescue. firedept-dispatch@cityofkingston.ca
8. Hot Works

“Hot works” such as welding or cutting shall be prohibited in the area where the sprinkler protection is impaired.

If hot work cannot be avoided in areas where the sprinkler system is impaired, alternate precautions as approved by EHS shall be implemented.

9. Fire Watch Personnel

Campus Security, responsible occupant, employee, or contractor may perform a Fire Watch. Persons not directly employed by Queen’s University must be approved by EHS or PPS.

At least one competent person shall be employed to complete fire watch duties in all unprotected portions of the building. Fire Watch personnel are to be familiar with the building and procedures for sounding an alarm and alerting the fire department in the event of a fire.

Unless otherwise approved, performing a Fire Watch shall be the only duty assigned to an individual responsible for a Fire Watch.

10. Equipment Required for Fire Watch

Each person assigned to Fire Watch duties shall be provided with the following equipment:

- Suitable means of communication (cell phone, portable radio, etc.) for notifying the Emergency Reporting Centre and Kingston Fire & Rescue
- A portable air horn, whistle or other approved means of sounding an alarm
- Flashlight
- Copy of Fire Watch Duties
- Copy of the Fire Watch Log Sheet
- Keys and/or access codes to provide entry to all rooms/spaces
- Floor plans for the building under Fire Watch

11. Fire Watch Procedures

This section provides direction for various situations where a fire protections system is not functional.

Variations from these procedures must be approved by EHS
11.1 No Detection, No Audible Devices

When the detectors, audible devices and fire panel are offline, a general fire watch is required. The Fire Watch must be continuous until the fire protection 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.

Fire Watch personnel must tour all unprotected portions of the building at a minimum of once each hour actively looking for evidence of smoke and fire. Fire Watch inspections shall be continuous.

Upon the completion of each inspection cycle, the person conducting the Fire Watch shall record 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.

If Fire or Smoke Conditions are Discovered

Repeatedly sound three long blasts of an air horn or whistle and yell ‘Fire Fire Fire’.

Leave the fire area and close doors.

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.

From a safe location notify Campus Security via radio or 613-533-6111

Await the arrival of the Kingston Fire & Rescue and Campus Security.

No one shall re-enter the building until the ‘ALL CLEAR’ has been given by the Fire Department as communicated by the Campus Security Supervisor.
11.2 Audible Devices Not Functional; Detection Devices Are Working

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 protection system is repaired and online. The person conducting the fire watch may not leave the premises unless authorized by EHS.

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.

Refer to section 11.5 if the outage will result in a trouble on the fire alarm panel.

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

If Fire or Smoke Conditions are Annunciated by the Fire Panel:

Repeatedly sound a series of 3 long blasts of an air horn or whistle and yell ‘Fire Fire Fire’. All areas of the building without functioning audible devices must be notified.

If Fire or Smoke Conditions are Discovered:

Repeatedly sound three long blasts of an air horn or whistle and yell ‘Fire Fire Fire’.

Leave the fire area and close doors.

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.

From a safe location notify Campus Security via radio or 613-533-6111

Await the arrival of the Kingston Fire & Rescue and Campus Security.

No one shall re-enter the building until the ‘ALL CLEAR’ has been given by the Fire Department as communicated by the Campus Security Supervisor.
11.3 Detection Devices Not Functional; Pull Stations & Audible Devices Are Working

If the fire detection devices are not functional but the fire alarm pull stations and audible devices are working, the fire watch person is required to patrol all portions of the building that do not have proper detection.

The Fire Watch must be continuous until the fire protection 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.

Fire Watch personnel must tour all unprotected portions of the building at a minimum of once each hour actively looking for evidence of smoke and fire. Fire Watch inspections shall be continuous.

Refer to section 11.5 if the outage will result in a trouble on the fire alarm panel

Upon the completion of each inspection cycle, the person conducting the Fire Watch shall record fill out the Fire Watch Log.

If 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
Evacuate the building via the nearest safe exit – DO NOT use the elevator.
From a safe location notify Campus Security via radio or 613-533-6111
Await the arrival of the Kingston Fire & Rescue and Campus Security.
No one shall re-enter the building until the ‘ALL CLEAR’ has been given by the Fire Department as communicated by the Campus Security Supervisor.
11.4 Sprinkler System Not Functional; Fire Alarm System Is Working

In many buildings, the fire sprinkler system provides fire detection in lieu of fire alarm smoke or heat detectors. In the event that a sprinkler system that provides detection is non-functional or is disabled for maintenance, a fire watch is required.

The Fire Watch must be continuous until the fire protection 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.

Fire Watch personnel must tour all unprotected portions of the building at a minimum of once each hour actively looking for evidence of smoke and fire. Fire Watch inspections shall be continuous.

In the event that smoke or fire is detected, the person conducting the Fire Watch shall alert building occupants by activating the fire alarm using the nearest pull station.

Refer to section 11.5 if the outage will result in a trouble on the fire alarm panel.

Upon the completion of each inspection cycle, the person conducting the Fire Watch shall record fill out the Fire Watch Log.

If 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.
Evacuate the building via the nearest safe exit – DO NOT use the elevator.
From a safe location notify Campus Security via radio or 613-533-6111
Await the arrival of the Kingston Fire & Rescue and Campus Security.

No one shall re-enter the building until the ‘ALL CLEAR’ has been given by the Fire Department as communicated by the Campus Security Supervisor.
11.5 Trouble On Fire Alarm System

A trouble condition occurs when the fire alarm self test function detects that there is a problem somewhere in the system. It is not a condition that activates the fire alarm system for building evacuation.

When a trouble condition occurs on a fire alarm system, the “Trouble” light illuminates, the panel will beep and the display will indicate the nature of the trouble signal. The Emergency Reporting Centre (ERC) and/or Fire Monitoring Canada (FMC) will receive a notification so that appropriate resources can be dispatched to investigate the issue.

Once a trouble signal is set on a fire alarm system, the ERC or FMC will not receive notifications of subsequent faults that generate a trouble signal. This presents a significant problem if a subsequent trouble condition significantly impairs the fire alarm system.

If a trouble signal has been acknowledged and silenced at the fire alarm panel, the “Trouble” light will remain lit and the display will indicate the most recent trouble condition.

A subsequent trouble signal will re-activate the audible beeping on the fire alarm panel and the display will indicate the nature of the new trouble signal.

If a trouble will remain active on the fire alarm panel for more than 1 hour, then a modified fire watch is required.

The fire alarm panel shall be checked at a minimum of every 30 minutes to determine if a new trouble condition has occurred.

A new trouble can be identified by the audible beeping coming from the fire alarm panel.

Campus Security shall be notified if a new trouble condition is noted. 613-533-6080

The person performing a fire watch for new troubles is not required to remain in the building if the fire watch is only to monitor for new trouble conditions on the fire alarm system.
11.6  Standpipe System Not Functional
Refer to section 11.5 if the outage will result in a trouble on the fire alarm panel
No additional fire watch is required.
Kingston Fire and Rescue shall be notified as per section 7.

11.7  Fire Pump Out Of Service
Refer to section 11.5 if the outage will result in a trouble on the fire alarm panel
No additional fire watch is required.
Kingston Fire and Rescue shall be notified as per section 7.
12. Unoccupied Buildings

In a building that is unoccupied, where a fire protection system is offline, a fire watch is required unless otherwise approved by EHS.

13. Cancellation of a Fire Watch

Cancelling a Fire Watch shall be based on an assessment by a Qualified Fire Protection System Technician; that the fire protection system is operational.

Kingston Fire & Rescue shall be notified when a Fire Watch lasting less than 24 hours is cancelled. This notification may be made by EHS, PPS or Campus Security.

Kingston Fire & Rescue shall be notified, in writing, when a Fire Watch lasting more than 24 hours is cancelled. This notification shall be made by EHS.

Revision History

1.0: Initial Release

2.0: Addition of definitions & expanded fire watch procedures for various system impairments
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:

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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