



Fire and Life Safety Task Force Standard Operating Procedure

Document # FLS-017	Title: Fire Watch Responsibilities
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Purpose:	In the event that the fire alarm systems impaired and or sprinkler systems and or standpipe has no water supply, a Fire Watch is to be implemented immediately
Applies to:	City of Toronto Divisions and Agencies & Corporations
Audit Recommendation:	AU13.11, Recommendation 1b
Start:	The Fire safety of a building is compromised requiring a Fire Watch to be put in place.
End:	The building FLS system(s) are operational and the Fire Watch is no longer required.
Input:	Fire Safety plan (if one exists for this building) Required Tools and Materials as per Appendix A: Communication report and Logging the duration of the Fire Watch
Output:	Records of the fire watch completed.

Purpose

In the event that any fire alarm systems or sprinkler systems are off-line, a Fire Watch through the use of Fire Watch personnel is to be implemented **immediately**.

The Ontario Fire Code requires that buildings equipped with fire alarm systems and sprinkler systems be fully operational at all times. Therefore, in the event any of these systems are offline and impaired for any reason whatsoever, a Fire Watch through the use of Fire Watch personnel is to be implemented immediately. During a Fire Watch, a responsible occupant, employee or security guard actively looks for evidence of smoke and fire, listens for in-room smoke detectors sounding and, if smoke or fire is found, they are to contact **Toronto Fire Services**, by calling **9-1-1**, and notify them of the emergency within the building.

The Fire Watch is only intended as a short term alternative that permits continued occupancy of the building or for a scheduled event. Toronto Fire Services requires the **IMMEDIATE ACTION** of the building owner, business operator or management firm to arrange for corrective measures to be taken on the particular system which is temporarily out of service. Alternative measures for the temporary shutdown of the

building's fire protection and life safety equipment should be available within the fire department approved Fire Safety Plan for the building

Definitions:

"Fire Watch" - The term "Fire Watch" is used to describe a dedicated person or persons whose sole responsibility is to look for fires within an established area. Fire watch is required in the event of temporary failure of the fire alarm system or where activities require the interruption of any fire detection, suppression or alarm system component.

"Fire Watch Personnel" - Fire Watch personnel diligently watch for fires in the areas affected. They are familiar with facilities and procedures for raising the alarm in the event of a fire and notifying emergency services. Fire Watch personnel are not permitted to perform any other duties and the building is fully patrolled at least once per hour on a 24-hour basis until the fire alarm and/or fire protection system has been restored to normal operating condition.

"Fire Safety Plan" - A detailed document designed to deal with all aspects of fire safety related to a specific building or property. The document is intended to be a reference manual outlining the fire safety practices to be routinely used. Fire Safety Plans shall be approved by the Chief Fire Official.

"Owner" – Means any person, firm or corporation having control over any portion of the building or property under consideration and includes the persons in the building or property.

"Supervisory Staff" - Means those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the fire safety plan and include fire wardens.

"Site Contact" – a City employee who is the contact for a City site(s), oversees the work and interacts with the FLS Vendor, possesses knowledge of the service and goods delivered and is responsible for the FLS Vendor while on-site. This role is undertaken by a supervisor, a building operator, foreperson, building coordinator, or on-site contact or designated person.

Procedure:

1. Establishing the Fire Watch

1.1. At least one (1) responsible Fire Watch Personnel / Supervisory staff shall be employed to complete fire watch duties of the unprotected building area. Fire Watch duties consist of:

1.1.1. The Fire watch personnel will notify building supervisory staff and occupants that the fire protection system(s) in the building are not functional and that a fire watch has been instituted until repairs have been made

1.1.2. Review the Fire Safety plan for the building and implement the Fire Watch measures as defined in the Fire Safety Plan.

- 1.1.3. If a Fire Safety does not exist. Please follow the steps within this SOP and communicate with your location Fire Prevention office
- 1.1.4. The Fire Watch must be continuous until the fire protection system is repaired and operational.
- 1.2. Each person assigned to Fire Watch duties should be provided with the following equipment.
 1. Suitable means of communication (cell phone, portable radio, etc.) for notifying Toronto Fire Services
 2. A portable air horn, whistle or other approved means of sounding an alarm yelling FIRE
 3. Flashlight
 4. Clipboard and pen
 5. Copy of Fire Watch duties
 6. Copy of the Fire Watch Log Sheet
 7. Keys and/or access codes to provide entry to all rooms/spaces
 8. Floor plan(s) of the building under Fire Watch
 9. A list of persons requiring assistance in evacuation / special by having a copy of the Fire Safety Plan
- 1.6. Fire Watch personnel are to be familiar with the building and procedures for sounding an alarm and alerting the fire service in the event of a fire.

2. Conducting Fire Watch

- 2.1. The Fire Watch personnel are to contact Toronto Fire Services by calling 416-338-9000 to advise what fire protection system is off-line and that a Fire Watch has been implemented in the building. If the fire protection system is monitored by an outside agency, they must also to be notified that the system is off-line.
- 2.2. Fire Watch personnel are to post signage throughout the common areas of the building indicating what fire protection system is temporarily out of order and display the emergency evacuation procedures, as outlined within the approved **Fire Safety Plan**
- 2.3. Fire Watch personnel must tour the affected building area each hour and immediately document, upon the completion of each round, on the Fire Watch Log Sheet that the building inspection was completed. The person completing the rounds will record the time each round was completed and sign or initial each entry.
- 2.4. Fire watch personnel are to have fire extinguishing equipment readily available and be trained in its use.
- 2.5. If fire or smoke conditions are discovered, alert all building occupants by sounding a portable air horn, whistle or another device approved by the Chief Fire Official.
- 2.6. A telephone must be readily available at all times to notify Toronto Fire Services by calling **9-1-1**. Always call from a safe area.
- 2.7. Do not attempt to extinguish the fire unless it is safe to do so.
- 2.8. Once building evacuation is completed, await emergency response personnel at a safe location and direct them to the scene. Do not re-enter the building without permission from Toronto Fire Services.

- 2.9. "Hot works" such as welding or cutting shall be prohibited in the area where the sprinkler protection is impaired, or be limited to areas where approved precautions have been put into place.
- 2.10. While the sprinklers are shut down, assigned Fire Watch personnel shall patrol the area until both the fire alarm system and the sprinkler system have been restored.
- 2.11. Exit doors, access to exits and corridors are to be checked periodically for proper operation and obstructions while performing Fire Watch duties
- 2.12. If the system(s) remains off-line for more than one day, provide daily updates to Toronto Fire Services of the status by calling 416-338-9000.

3. Ending the Fire Watch

- 3.1. Supervisor will cancel the fire watch based on an assessment that the fire protection system(s) is fully operational
- 3.2 When the fire protection system(s) is restored and on-line, Fire Watch personnel must call the monitoring station, if fire protection system is monitored, and advise them to put the fire protection system(s) back on line.
- 3.3 Call Toronto Fire Services they must then be notified by calling 416-338-9000.
- 3.4 Fire Watch personnel will communicate with the supervisory staff and building occupants that the Fire Watch has ended and that the fire and life safety equipment is operational.
- 3.5. Supervisory staff to keep records of the Fire Watch

References:

A. STANDARD, LAW, POLICY OR REGULATION

- Ontario Fire Code O. Reg. 213/07 'Fire Code' under the Fire Protection and Prevention Act, 1997
- Fire Safety Plan

B. OTHER PROCEDURES, DOCUMENTS, RECORDS, ETC

- Fire log book
- [SOP-017 – Attachment - Fire Watch Patrol Log Sheet](#)

Revision History:

Revision	Date	Status	Summary of Changes	Performed By
1	February 7, 2019	Draft	Initial SOP	Ryan Kelleway
2	February 11, 2019	Draft	Edits	R. Kelleway

3	March 6, 2019	Draft	Edits	R. Kelleway
4	21-Mar-2019	Draft	Step and wording edits	F. Biancolin
5	April 4, 2019	Draft	Edits	R. Kelleway
6	April 9, 2019	Draft	Edits	R. Kelleway
7	May 15, 2019	Draft	Edits	R. Kelleway, James Greenwood
8	May 27, 2019	Final	Edits	R. Kelleway