

## FIRE WATCH DUTIES AND LOG SHEET

In the event that any fire alarm system or fire suppression system, whether partially or wholly, is off-line, a Fire Watch is to be implemented. The elected Fire Watch Personnel shall follow the following requirements for the full duration of the system shutdown:

1. Confirm that a University of Guelph Shutdown Notice has been approved and issued to building contacts. Attach approved notice to the log.
2. Post signage throughout the affected areas of the building indicating what fire protection and/or detection system is off-line and a Fire Watch is being implemented, along with what emergency procedures have changed.
3. Contact University of Guelph Campus Community Police Dispatch at 519-840-5000 to advise what fire protection and/or protection system is off line and that a Fire Watch is being implemented.
4. Fire Watch must be continuous until the fire protection and/or detection system is back on-line.
5. Be equipped with the following:
  - a. Suitable means of communication
  - b. A portable horn or whistle
  - c. Flashlight
  - d. Fire Watch log sheet
  - e. Access to all areas of the building
  - f. Building Floor Plans
6. Be familiar with the building and emergency procedures for sounding an alarm and alerting fire service in the event of a fire.
7. Tour area under Fire Watch **each hour** and immediately document said Fire Watch on the log sheet, upon completion of the round, that the inspection was completed.
8. Exit doors, access to exits and corridors are to be checked periodically for proper operation and obstructions while performing Fire Watch duties. Any problems found must be rectified during the Fire Watch, if possible.
9. Have fire extinguishing equipment (fire extinguishers) readily available and be trained in its use.
10. If fire or smoke conditions are discovered:
  - a. Alert all building occupants by either activating closest manual pull station if still operable OR by sounding portable air horn or whistle.
  - b. **Notify Campus Community Police Dispatch at 519-840-5000** who will then make the appropriate contact with the Guelph Fire Department. Always call from a safe area.
  - c. Do not attempt to extinguish a fire unless it is safe to do so.
  - d. 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 a Guelph Fire Department Official.
11. When the fire protection and/or detection system is restored and on-line, Fire Watch personnel must call University of Guelph Campus Community Police Dispatch at 519-840-5000 and advise them that the fire protection and/or detection system is operational and Fire Watch is concluded.
12. Submit completed copy Fire Watch log sheet to University of Guelph representative.



## FIRE WATCH DUTIES AND LOG SHEET

- Approved University of Guelph Shutdown Notification is attached to this log.
- Elected Fire Watch Personnel are aware of their duties.

Location(s) of disengaged smoke detection devices (if applicable):

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University of Guelph Campus Community Police Dispatch Notified at 519-840-5000  
System out of Service      Date: \_\_\_\_\_      Time: \_\_\_\_\_

University of Guelph Campus Community Police Dispatch Notified at 519-840-5000  
System back in Service      Date: \_\_\_\_\_      Time: \_\_\_\_\_

- Smoke detection devices re-engaged (if applicable).

Persons Conducting Fire Watch:

Name	Company	Contact Number	Signature

Supervisor's Name: \_\_\_\_\_

Supervisor's Company: \_\_\_\_\_

Supervisor's Contact Number: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_



## FIRE WATCH DUTIES AND LOG SHEET

NOTE: Start a new Fire Watch Log Sheet for each new day of Fire Watch OR change of Fire Watch personnel

Fire Watch Duties Conducted By: \_\_\_\_\_

Fire Watch Commenced: Date: \_\_\_\_\_ Time: \_\_\_\_\_

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