



Fire Watch Duties and Log Sheet

In the event 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 or extension 2000 on campus phones 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 or extension 2000 on campus phones** 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 or extension 2000 and advise them that the fire protection and/or detection system is operational and Fire Watch is concluded.
12. Submit the completed copy of the Fire Watch log sheet to University of Guelph representative.

Fire Watch Duties and Log Report Plan

- Approved University of Guelph Shutdown Notification is attached to the log sheet.
- Elected Fire Watch personnel are aware of their duties. *Please check the boxes as appropriate*

Building name and number, and specific location of disengaged smoke and/or heat detection device(s) (if applicable):

University of Guelph Campus Community Police Dispatch notified system will be out of service. Contact information: 519-824-4120 extension 52245.

From Date: _____ Time: _____

Table 1 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 before each day of Fire Watch or change of Fire Watch personnel.

Fire Watch Duties Conducted by: _____

Fire Watch Commenced, Date: _____ Time: _____

Fire watch rounds are completed every 1 hour as per Alternative Fire Safety Measures.

Table 2 Record of Fire Watch Rounds and Areas Patrolled

Rounds	Start Time	End Time	Areas Patrolled and Comments	Initials
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

When Fire Watch completed Supervisor/Designate ensures system and/or heat detection device(s) are re-engaged (if applicable) and hot work permit is closed.

University of Guelph Campus Community Police Dispatch notified system back in service.

Date: _____ Time: _____