Fire Watch Procedure (FSP-0013-89/2)

Scope

This procedure outlines the requirement of a fire watch should the fire alarm system in any University building becomes inoperative for any reason. The primary goal of this procedure is to ensure the property and its occupants are provided with early warning fire detection and alarm system during a fire emergency.

When Required

A fire watch shall be established in a building when any portion of the fire alarm system is temporarily shut down for any reason, including maintenance or periodic inspection for a period of more than four hours. In occupied buildings under renovation and where the fire alarm system is not operational, a fire watch shall be established.

When Acceptable

A building fire alarm system may only be shut down on the approval of the University's Fire Protection Officer and only if a fire-watch service can be provided. Approval to shut down a system will be given only with sufficient prior notice, where a demonstrate need is shown and the occupants or the building are not exposed to undo risk.

Definitions

- *Fire Watch Service* is a group of qualified people who shall patrol the entire building. These people will function as the fire alarm system to report fires or similar emergencies, to the University Control Centre and initiate the evacuation of the building if a fire occurs. The person must be trained in the University's procedures for reporting fire emergencies and in building evacuations (see "In Case of Fire Procedures" as outlined in the University of Alberta Fire Safety Plan). Fire Watch personnel shall be trained in the proper operation of first aid fire extinguishers. Fire Watch personnel shall be trained on the use and equipped with two-way radios operating on the University frequency.

- *Patrol* shall mean walking the entire area of the affected building so that all areas are observed every 45 minutes.

- *University Occupied Building* is any building with one or more persons inside or a building owned or leased by the University.

- *Operational Fire Alarm System* is an approved and verified system with components of combustion detectors, manual pull stations, signal appliances, fire suppression flow indicators and a fire alarm control panel (FACP) along with remote annunciation to the University's Control Centre. When activated, the fire alarm system will initiate an alarm condition in the building and the remote signal as specified.

- *Alarm Condition* is a signal notification of a fire alarm within a building and at the Control Centre, initiated by the FACP or the Fire Watch Service.

- *Trouble Condition* is a signal notification of a system malfunction within a building and at the Control Centre, initiated by the FACP or the Fire Watch Service.

- Call 911 for all emergencies