



# Richmond Fire-Rescue Fire Watch Program Log



## Required Fire Watch Patrol Frequency

*Fire Watch* personnel shall patrol the building(s) or affected area(s) at the following frequency based on the building use:

<input type="checkbox"/> Institutional	<b>Every 15-minutes at all times</b>	
<input type="checkbox"/> Assembly	<b>Every 15-minutes when occupied</b>	<b>Every 60-minutes when unoccupied</b>
<input type="checkbox"/> Residential / Sleeping Accommodations	<b>Every 15-minutes from 2100-0800 hours</b>	<b>Every 30-minutes from 0800-2100 hours</b>
<input type="checkbox"/> Other	<b>Every 30-minutes when occupied</b>	<b>Every 60-minutes when unoccupied</b>

**Note:** Two or more persons may be required to provide Fire Watch patrols depending on the size, location, and nature of the building, in order to maintain the required frequency of the patrols.

**Fire Watch patrols shall be conducted by qualified, trained personnel whose exclusive duty is to conduct the Fire Watch.**

## Personnel serving as a Fire Watch have the following duties:

- Have a reliable method of direct communication to contact 911.
- Have knowledge of the location of fire extinguishers and other fire protection equipment and be trained in their use.
- Be in attendance at the building at all times.
- Conduct periodic inspections of the facility as specified in this Notice and as specifically modified by a Richmond Fire-Rescue Officer.
- Identify and correct any fire, life or safety hazard within the ability of the **Fire Watch** personnel or report such hazards directly to the building owner or owner's designated representative for corrective action.
- Notify Richmond Fire-Rescue if a fire is discovered by calling 911. Provide the exact address and type of emergency.
- Notify occupants of the building of the need to evacuate. If the fire alarm's public address system is still functional it may be used to assist with evacuation of the building.
- Maintain a log of **Fire Watch** activities, observations, corrective actions and persons notified (*see below*).
- Fire Watch** personnel cannot have other duties besides their assigned Fire Watch. However, Richmond Fire-Rescue may assign other duties to suit the degree of hazard present.

**Note:** *Fire Watch* personnel will not need to perform fire fighting duties beyond the scope of the ordinary citizen.

**Building Name:** \_\_\_\_\_

**Building Address:** \_\_\_\_\_

**RFR Issuing Officer:** \_\_\_\_\_

**Received By:** \_\_\_\_\_

## Persons Conducting Fire Watch

(Start a new Fire Watch Program log sheet every 24 hours. Additional Logbooks can be downloaded from [FireRescue.richmond.ca](http://FireRescue.richmond.ca).)

Name	Position	Initials
1.		
2.		
3.		
4.		



# Fire Watch Program Log

**System Out-of-Service:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

Notification to Monitoring Agency – System Out of Service  
(if applicable) **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**System Back in Service:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

Notification to Monitoring Agency – System Back in Service  
(if applicable) **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Building Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time Watch Commenced:** \_\_\_\_\_

Check Intervals	Fire Watch Personnel	Activity/Location	Comments
00:00			
00:15			
00:30			
00:45			
<b>00:00 (1 hour)</b>			
00:15			
00:30			
00:45			
<b>00:00 (2 hours)</b>			
00:15			
00:30			
00:45			
<b>00:00 (3 hours)</b>			
00:15			
00:30			
00:45			
<b>00:00 (4 hours)</b>			
00:15			
00:30			
00:45			
<b>00:00 (5 hours)</b>			
00:15			
00:30			
00:45			

Check Intervals	Fire Watch Personnel	Activity/Location	Comments
00:00 (6 hours)			
00:15			
00:30			
00:45			
00:00 (7 hours)			
00:15			
00:30			
00:45			
00:00 (8 hours)			
00:15			
00:30			
00:45			
00:00 (9 hours)			
00:15			
00:30			
00:45			
00:00 (10 hours)			
00:15			
00:30			
00:45			
00:00 (11 hours)			
00:15			
00:30			
00:45			
00:00 (12 hours)			
00:15			
00:30			
00:45			
00:00 (13 hours)			
00:15			
00:30			
00:45			
00:00 (14 hours)			
00:15			
00:30			
00:45			

Check Intervals	Fire Watch Personnel	Activity/Location	Comments
00:00 (15 hours)			
00:15			
00:30			
00:45			
00:00 (16 hours)			
00:15			
00:30			
00:45			
00:00 (17 hours)			
00:15			
00:30			
00:45			
00:00 (18 hours)			
00:15			
00:30			
00:45			
00:00 (19 hours)			
00:15			
00:30			
00:45			
00:00 (20 hours)			
00:15			
00:30			
00:45			
00:00 (21 hours)			
00:15			
00:30			
00:45			
00:00 (22 hours)			
00:15			
00:30			
00:45			
00:00 (23 hours)			
00:15			
00:30			
00:45			

**Start a new log sheet every 24 hours**



**Fire Watch patrols  
are currently being conducted in  
affected areas of the building**

**IN CASE OF FIRE  
CALL 9-1-1**

**Follow posted  
Emergency procedures**

