

LOCATION:	WRITTEN BY:	APPROVED BY:	DATE:	LAST REVISION:
All Schools	Lorie Carriere Brent Vandenbosch Barry Hamilton	Gord howe	Sept. 20, 2012	July 7, 2017 April 30, 2018 Sept 14, 2018 Nov 4, 2019

HAZARDS PRESENT	PERSONAL PROTECTIVE EQUIPMENT (PPE)	ADDITIONAL REQUIREMENTS
<ul style="list-style-type: none"> <li>• Fire Dept. not notified</li> <li>• Fire and no warning system in place</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• Fire Panel working knowledge</li> <li>• XL Alarms contact information</li> </ul>

### SAFE WORK PROCEDURE

**A fire watch is used when the fire alarm panel is not working/having problems or when construction issues (hot work) cause the fire alarm system to be taken off line.**

#### PROCEDURE:

1. Call XL Alarms. Notify them of the problem or that the system is being taken off line.
2. Document the time, date and the name of the operator you are speaking with.
3. Take your system off line.
4. Notify the utilities supervisor as well as the custodial supervisor.
5. Notify the secretary/Principal / Vice Principal that the system is not working; that the school is under fire watch; and that they will have to call 911 in the event of an emergency.
6. Initiate a fire watch – **the entire building is required to be inspected every hour until the system goes back on line.**
7. In the event that the system continues to be off line or has to be taken off line after school hours or on weekends the evening supervisor / utilities supervisor needs to be notified of the problem and Securitas will be called in to initiate the fire watch until school hours resume. If the problem occurs during non-school hours, XL alarm will contact the evening supervisor and arrangements will be made with Securitas to initiate a fire watch.
8. Conduct all work.
9. Call XL alarms and notify them that you have put the system back on line.

Note: Although the fire alarm system has been taken off line the fire alarm sensors and alarms still work throughout the school. If the event an alarm, evacuate the school. The principal should meet with the caretaker and contractors at the front of the school. If the panel does not indicate the exact location and/or the contractor does not know if their actions caused the alarm, the principal is required to call 911. DO NOT return inside a building to look for a fire, life safety is of utmost importance.

### REGULATORY REQUIREMENTS

- WS&H Act W210, Section 4, 5, 7, 7.1
- Manitoba Fire Code