

**DEEP RIVER AND DISTRICT HOSPITAL
FOUR SEASONS LODGE
NORTH RENFREW FAMILY HEALTH TEAM**

Policy: Fire Watch		
Original Date: 2019-04-	Policy Manual: Emergency Preparedness	
Approved by:		
<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Chief Financial Officer	<input type="checkbox"/> ED, Family Health Team
<input checked="" type="checkbox"/> Chief Executive Officer	<input type="checkbox"/> Chief Nursing Executive	<input type="checkbox"/> Human Resources Officer

Policy

The North Renfrew Health Campus, which comprised on The Deep River and District Hospital, the Four Seasons Lodge, the North Renfrew Family Health Team and the Deep River Physiotherapy Center maintains a fire watch policy to ensure the safety of patients, residents, visitor and staff during a period of time when the automated fire detection system/sprinkler system is not operational.

Exception: During construction if fire detection/sprinkler system becomes inoperable and contractor is responsible for ensuring Fire Watch. The Vice President of Corporate Services/CFO is responsible to ensure that applicable contractors are informed of this requirement.

Procedure

If any staff member becomes aware that the fire detection system/sprinkler system in no longer operational they shall immediately make the Manager of Building Services/IT or Admin-on-call aware. If maintenance is unable to immediately restore monitoring capabilities, Incident Commander shall be made aware of the Code Grey-Fire Panel and the need to implement Fire Watch.

Incident Commander or delegate will then page “Code Grey – Fire Panel, initiation of fire watch” x 3, and make the alarm company (**The Security Company 613-732-9009 or 613-312-0173**) and the Deep River Fire Department aware of event.

Fire Watch

In general, maintenance staff will be assigned to fire watch. However, any staff member may be assigned to fire watch depending on the needs of the organization.

The Incident Commander shall delegate staff to perform a thorough check of each fire zone every 30 minutes using **Appendix A: Fire Watch Log**. Master keys can be found in the Emergency Preparedness Cabinet on a clipboard. If required, keys will be coordinated by the Incident Commander.

Staff performing Fire Watch must practice REACT, carry a communication device (i.e.: cell phone) and check every room in their assigned fire zone. These rooms include:

- Resident/patient rooms and bathrooms
- Storage rooms
- Closets and utility rooms

This is a controlled document prepared solely for use at Deep River and District Hospital (DRDH). DRDH accepts no responsibility for use of this material by any person or organization not associated with DRDH. No part of this document may be reproduced in any form for publication without permission of DRDH.

A printed copy may not reflect the current electronic document and should always be checked against the electronic version prior to use.

- Offices and meeting spaces
- Dietary and Laundry rooms
- Mechanical and Electrical rooms
- Construction or renovation work areas are to be monitored.

Staff shall also assess:

- Fire Department access to hydrants, sprinkler connections, standpipes, and fire extinguishers;
- Exit access and egress, are unobstructed (snow removal, removal of debris etc.);
- Storage of combustible or flammable materials shall be in approved containers or designated storage areas;
- Identify temporary heating devices and have them removed,
- Fire and Smoke doors closed properly;
- Machinery that is running unnecessary is to be turned off;
- Sprinkler valves shall be open, Monitor gauges on the sprinkler system are operating at normal pressures;

Staff shall record their findings noting date time, and staff initials on **Appendix A: Fire Watch Log**.

Once Manager of Building Services/IT or delegate has confirmed that fire detection/sprinkler system is operational, they shall make the Incident Commander aware. The Incident Commander or delegate shall then page “Code Grey Fire Panel and fire watch all clear” x 3.

Fire Watch Logs Shall be submitted to Manager of Quality, Risk and Innovation at completion of Fire Watch.

Materials and Supplies

Appendix A: Fire Watch Log

Reference Documents	•
Acknowledgements	• Fire Watch Procedure - St. Joseph’s Hamilton
Review Process	• Executive Leadership Team – • Emergency Preparedness Committee – 2019-05-21

Fire Watch Log

Date: _____ Zone: _____ Time Fire watch Initiated: _____ Time Fire watch all clear: _____

Instructions: Fire Watch Log requires all areas affected by the system impairment to be checked and recorded every half hour. Initial as checks are completed. Ensure your name & initials are entered in the legend below. Submit completed Log to Manager of Quality, Risk and Innovation. During patrol, fire watch staff should not only be looking for fire, but making sure that the other fire protection features of the building such as egress routes and any other fire protection systems are available and functioning properly. **If any concerns noted, to be reported to Incident Commander immediately**

Time	0030	0100	0130	0200	0230	0300	0330	0400	0430	0500	0530	0600	0630	0700	0730	0800	0830	0900	0930	1000	1030	1100	1130	1200	
Any concerns (Y/N)																									
Initials																									

Time	1230	1300	1330	1400	1430	1500	1530	1600	1630	1700	1730	1800	1830	1900	1930	2000	2030	2100	2130	2200	2230	2300	2330	0000	
Any concerns (Y/N)																									
Initials																									

Name of person conducting fire watch	Initials	Name of person conducting fire watch	Initials

This is a controlled document prepared solely for use at Deep River and District Hospital (DRDH). DRDH accepts no responsibility for use of this material by any person or organization not associated with DRDH. No part of this document may be reproduced in any form for publication without permission of DRDH.

A printed copy may not reflect the current electronic document and should always be checked against the electronic version prior to use.