



Medicine Hat Fire Service Fire Watch Procedures and the Building Fire Safety Plan should be reviewed at the implementation of fire watch. These records must be kept on site for a minimum of 2 years and be made available upon the request of Medicine Hat Fire Service personnel.

Additional copies of this form can be downloaded from [www.medicinehat.ca/fire](http://www.medicinehat.ca/fire)

\_\_\_\_\_ **System OUT OF SERVICE** Date: \_\_\_\_\_ Time: \_\_\_\_\_

Notification to Medicine Hat Fire Service – System Out of Service Date: \_\_\_\_\_ Time: \_\_\_\_\_

Notification to Monitoring Agency – System Out of Service Date: \_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_\_ **System BACK IN SERVICE** Date: \_\_\_\_\_ Time: \_\_\_\_\_

Notification to Medicine Hat Fire Service – System Back in Service Date: \_\_\_\_\_ Time: \_\_\_\_\_

Notification to Monitoring Agency – System Back in Service Date: \_\_\_\_\_ Time: \_\_\_\_\_

NAMES & POSITIONS OF PERSONS CONDUCTING FIRE WATCH:	INITIALS
1.	
2.	
3.	
4.	

# FIRE WATCH LOG SHEET

**NOTE:** Start a new Fire Watch Log Sheet for each new day of Fire Watch

**Fire Watch Duties Conducted By:** \_\_\_\_\_  
(print name & position)

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

ROUNDS	DATE (m/d/y)	START TIME (circle a.m./p.m.)	FINISH TIME (circle a.m./p.m.)	AREAS PATROLLED & COMMENTS	INITIALS
1.	/ /	a.m. p.m.	a.m. p.m.		
2.	/ /	a.m. p.m.	a.m. p.m.		
3.	/ /	a.m. p.m.	a.m. p.m.		
4.	/ /	a.m. p.m.	a.m. p.m.		
5.	/ /	a.m. p.m.	a.m. p.m.		
6.	/ /	a.m. p.m.	a.m. p.m.		
7.	/ /	a.m. p.m.	a.m. p.m.		
8.	/ /	a.m. p.m.	a.m. p.m.		
9.	/ /	a.m. p.m.	a.m. p.m.		
10.	/ /	a.m. p.m.	a.m. p.m.		
11.	/ /	a.m. p.m.	a.m. p.m.		
12.	/ /	a.m. p.m.	a.m. p.m.		
13.	/ /	a.m. p.m.	a.m. p.m.		
14.	/ /	a.m. p.m.	a.m. p.m.		
15.	/ /	a.m. p.m.	a.m. p.m.		
16.	/ /	a.m. p.m.	a.m. p.m.		
17.	/ /	a.m. p.m.	a.m. p.m.		
18.	/ /	a.m. p.m.	a.m. p.m.		

## OUT OF SERVICE SIGNAGE

**INSTRUCTIONS:** Note what fire protection system is out of service and post copies of this sign at main entrance and on all floor areas

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(fire protection system out of service)

# ***OUT OF SERVICE***

**A FIRE WATCH IS PATROLLING THE  
AFFECTED AREAS OF THE BUILDING**

# ***IN CASE OF FIRE***

# ***CALL 911***

**FOLLOW POSTED  
EMERGENCY  
PROCEDURES**