

# APPENDIX

## A



Transit Department • Régie des transports

Facilities Maintenance Department • *Service de Maintenance des installations*

## **FIRE WATCH PROCEDURE AT FRG FACILITIES**

**Fire watch should be conducted by two employees any time if Fire Alarm Panel or any Fire Protection Zones taken out of service for emergency or scheduled repair to the Fire Protection System.**

**Before taking Fire Alarm Panel (or Zones) out of service the following steps should be taken:**

1. Call Protelec Fire Alarm Monitoring Company at (204) 949-1415, inform about reason of disabling fire alarm system, location and duration of work on the system; *TRN Supervisor or Contractor*
2. Call Transit Control Center at (204) 986-5788, inform about reason of disabling fire alarm system, location and duration of work on the system; *TRN Supervisor or Contractor*
3. Inform Health and Safety Officers and Supervisors of effected areas;
4. Install warning signs by the Fire Alarm Panel; *TRN Employees*
5. Disable fire alarm panel for the area of the work or for appropriate Zones; *TRN Supervisor or Contractor or appropriately trained personnel*
6. Employee 1 is monitoring Fire Alarm Panel during the time it is disabled and taking appropriate action by immediately enabling Fire Alarm Panel in case of unknown fire alarm signal from the location, not related to the work conducted on system.
7. Employee 2 is conducting walks through the facilities every hour visually monitoring areas that the fire alarm system is disabled for. He keeps records of his inspections and keeps communication with Employee 1 over provided communication devices for both employees.
8. After completion of the work on the fire protection system, the representative of the company who was conducting work (or appropriately trained personnel) will enable Fire Alarm Panel, verify with Protelec that system is back on line and fully operational and informs Fire Watchers about the end of the fire watch.
9. Employee 1 notifies TRN Control Centre and Supervisors in the areas of the conducted work and removes warning signs.