

Fire Safety Plan

EMERGENCY PROCEDURES

In the event of a FIRE, occupants will:

- Leave the fire area, taking their keys with them
- Close all doors behind you
- Telephone the fire department by dialing 911 (never assume this has already been done)
- Know and give correct address and location of the fire in building
- Activate the fire alarm by using the pull station
- Use exit stairways to leave the building immediately

**** DO NOT RETURN UNTIL IT IS DECLARED SAFE TO DO SO BY A FIRE DEPARTMENT OFFICIAL ****

PROCEDURES WHEN THE ALARM SOUNDS

In the event that you are inside a unit when the fire alarm is heard:

- Before opening the door, feel the door knob and door for heat. If it is not hot, brace yourself against the door and open it slowly. If you feel air pressure or a hot draft, close the door quickly.
- If you find no fire or smoke in the corridor or stairway, take the unit key, close the door behind you, and leave by the nearest exit stairway.
- If you encounter smoke in the corridor or stairway, consider taking corridor to the other side of the building where another stairway may be clear, or return to your unit.

IF YOU CANNOT LEAVE YOUR UNIT, OR HAVE RETURNED TO IT BECAUSE OF FIRE OR HEAVY SMOKE, REMAIN IN YOUR UNIT AND:

- Close the door
- If you require assistance, dial 911 and tell fire department where you are and then signal to fire fighters by waving a sheet from the window
- Unlock door for a possible entry by fire fighters
- Seal all cracks where smoke can get in by using wet towels or sheets to seal the bottom of the door (a roll of wide masking tape is also useful)
- Crouch low to the floor if smoke enters the room. Move to the most protected room and partially open the window for air (close the window if smoke comes in).
- Wait to be rescued. **REMAIN CALM.** Do not panic or jump. Listen for instructions or information which may be given by authorized personnel over loud speakers.

REMEMBER

A FIRE ESTABLISHES ITSELF WITHIN THE FIRST FEW MINUTES. TO SAVE YOUR LIFE, YOU MUST KNOW WHAT TO DO:

- It is extremely important to recognize the early visible signs of a fire and to have rehearsed the evacuation of your building. Early detection could give you the extra time which could save your life.
- Remember your initial reaction and the time involved may determine your safety.

AT THE FIRST SIGN OF SMOKE, OBNOXIOUS FUMES OR STRANGE ODORS, CALL THE FIRE DEPARTMENT IMMEDIATELY – DIAL 911. DO NOT ASSUME THAT SOMEONE ELSE HAS CALLED.

- The emergency phone number (police; fire; ambulance) is 911.
- It is also a good idea to write down your building address next to your telephone. In a state of panic, it is possible that you or a guest will forget. Fast reporting of a fire can make the difference in the number of people who are rescued. Alert friends and neighbors in your building **BY ACTIVATING THE FIRE ALARM.**

IT IS CRUCIAL FOR YOU TO BE FAMILIAR WITH YOUR SURROUNDINGS. KNOW THE LOCATION OF ALL EMERGENCY EQUIPMENT AND EXITS. PLAN AN EVACUATION ROUTE IN ADVANCE.

- Walk through your building evacuation procedures with your family and neighbors. Be sure you know the location of fire and safety equipment, and how to operate the equipment. Check out all alternate escape routes. It is critical to know the direction in which to exit and the quickest avenue to safety. While walking through your escape route, stay along side the wall. It is easy to get disoriented in a smoky atmosphere.
- Before beginning your safety drill, try to invent different situations and chart out the safest procedure to follow. Knowing where to go and the location of all safety equipment will help you remain calm in the event of a fire.
- Panic in your imagination running wild. It is contagious and spreads quickly. Panic is almost irreversible once it sets in, and could make you do something that would harm you. Rarely are people in a state of panic able to save themselves.

SMOKE IS THE FIRST SIGN OF FIRE

- Don't become alarmed at the first sign of smoke. Since smoke is warmer than air, it will rise, accumulate at the ceiling and then make its way down towards the floor. Get on your hands and knees and stay there as you exit. Smoke also irritates the eyes, so avoid standing as much as possible. Stay close to the floor.

KNOW THE LOCATION OF FIRE EXITS AND STAIRWAYS

- Most people know only one way out of a building – the way they came in. Remember to keep your head low and take the stairs. The majority of fire related deaths are caused by smoke inhalation, rather than by the fire itself.

REMEMBER IN THE EVENT OF A FIRE TO STAY LOW, STAY CALM, AND STAY ALIVE.

REMEMBER IN CASE OF A FIRE TO CALL 911 FOR YOUR LOCAL FIRE DEPARTMENT

PROVISIONS FOR ACCESS FOR FIRE FIGHTING

The Superintendent will:

- Upon arrival of fire fighters inform the fire officer regarding conditions in the building
- Provide access and vital information to fire fighters (eg. Master keys for units, service rooms, etc)
- Provide to fire fighters a current list of the locations of handicapped persons or any other persons who require special assistance to evacuate the building.

CONFINING, CONTROLLING AND EXTINGUISHING A FIRE

Confining a fire in an enclosed space will keep the fire, smoke and fumes from entering into a means of exit. In many cases this can be accomplished if one remembers to close the door when leaving the fire area.

Controlling a fire or preventing its spread will permit a reasonable period of time necessary for escape from the building.

The use of a portable fire extinguisher is essentially a “first aid” tactic which has a limited supply. Portable fire extinguishers can be used to extinguish small or incipient fires before they reach major proportions, or to control and minimize fires until the arrival of the fire department.

In the event that a small fire cannot be extinguished with the use of a portable fire extinguisher, or the smoke presents a hazard to the operator, leave the fire area. Then the door to the area should be closed to confine and contain the fire. Ensure the fire department has been notified and wait for their arrival.

INSTRUCTING OCCUPANTS ON EMERGENCY PROCEDURES

The actions to be taken by occupants in emergency situations are required to be posted on each floor.

The sign posted in these buildings equipped with a SINGLE STAGE FIRE ALARM SYSTEM is: (Red lettering on white background)

IN CASE OF FIRE
<u>UPON DISCOVERY OF FIRE</u>
Leave fire area immediately and close doors.
Call Fire Dept.
Sound fire alarm. DIAL 9 1 1
Leave building via nearest exit.
ATTENTION
<u>UPON HEARING FIRE ALARM</u>
Leave building via nearest exit.
Take unit key.
Close doors behind you.
<u>CAUTION</u>
If smoke is heavy in the corridor, it may be safer to stay in your area / unit.
Close door and place wet towel at base of door.
If you encounter smoke in the stairway, use alternate exit.
REMAIN CALM

The fire alarm system is to be activated to alert the other occupants of an emergency and to put into operation the approved Fire Safety Plan. The Fire Department is to be notified by telephoning **911** and giving the correct address and exact location of the fire.

PORTABLE FIRE EXTINGUISHER INSTRUCTIONS

BASIC OPERATION (P. A. S. S.)

P **PULL** the safety pin (usually a twist pull action).

A **AIM** the nozzle, horn or hose at the base of the fire.

S **SQUEEZE** the trigger handle.

S **SWEEP** from side to side (watch for reflash)

**** NEVER** Re-hang a extinguisher once it has been discharged.
(even if it has only been used for a few seconds). It must be recharged by a service company.

**** ALWAYS** maintain an area of 3 feet clearance around ALL fire protection equipment.

Practice Fire Prevention and Good Housekeeping ...

Don't Give a Fire a Place to Start!

HOLDING FIRE DRILLS

Provides detailed information regarding established fire drill procedures in each building.

METHOD AND FREQUENCY OF HOLDING FIRE DRILLS:

- Fire drills are held every 12 months.
- Residents are notified of the exact time and date approximately 48 hours in advance by the office by posting notices on the building bulletin boards.
- The fire department is not to be notified as fire drills are handled internally.
- The superintendent and supervisory staff meet one half hour prior to the drill for a briefing session. Advise supervisory staff which pull station will be activated, and give each a fire report form (attached).
- The superintendent is asked to return to the meeting area after the drill to make out their reports and discuss any deficiencies.
- At the advised time the predetermined pull station will be activated.
- The superintendent will complete a check list and return to the meeting area.
- The alarm will be reset and the notices will be removed.
- The superintendent and the supervisory staff will meet to hand in reports and discuss any noted deficiencies.
- Request tenants to advise the superintendent if they experienced difficulty in hearing the alarms.

CONTROL OF FIRE HAZARDS IN THE BUILDING

Provides information on control of fire hazards to ensure the building continually meets the requirements of Sections 2.4 "Fire Hazards" of the fire code such as

COMBUSTIBLE MATERIALS:

A high standard of housekeeping and building maintenance is probably the most important single factor in the prevention of fire.

- Combustible waste materials in buildings shall not be permitted to accumulate in quantities or locations which will constitute a fire hazard.
- Combustible materials shall not be used to absorb flammable or combustible liquid spills within building.
- Greasy or oily rags or materials subject to spontaneous heating shall be deposited in a proper safety container or be removed from the premises.
- Lint traps in laundry equipment shall be cleaned to prevent the excessive accumulation of lint.
- Flammable liquids shall not be used for cleaning purposes.
- Combustible materials shall not be store on a roof or adjacent to any building so as to create a fire hazard to the building or its occupants.

IN ORDER TO AVOID FIRE HAZARDS IN THE BUILDING, OCCUPANTS ARE ADVISED TO:

- Not to put burning materials, such as cigarettes and ashes, into the garbage.
- Avoid unsafe cooking practices.
- Not to use unsafe electrical appliances, frayed extension cords, over-loaded outlets or lamp wiring for permanent wiring.
- Avoid careless smoking. Use ashtrays. Never smoke in bed.

DEFECTIVE ELECTRIC WIRING RANKS AS ONE OF THE MAJOR CAUSES OF FIRE EACH YEAR**OBVIOUS ELECTRICAL PROBLEMS INCLUDE:**

- 1) MAIN ELECTRICAL DISTRIBUTION PANEL
 - a. Lacks protective cover
 - b. Appears to be over fused

- c. Evidence of fuses by metal jumpers (use of pennies, foils, wires, etc)
- 2) EXTENSION CORDS
 - a. Spliced
 - b. Under rugs
 - c. Fastened to a wall
 - d. Damaged or deteriorated
 - e. Being used as permanent wiring, and
 - f. Octopus wiring
- 3) PERMANENT WIRING
 - a. Junction boxes lack protective cover plates
 - b. Improper splices and joints
- 4) APPLIANCES AND ELECTRICAL EQUIPMENT
 - a. Heaters or lamps close to combustibles
 - b. Unapproved appliances lack either CSA or Ontario Hydro Special Inspection label
 - c. Appliance cord spliced

NOTICE

Dear Member:

In order to ensure your safety during an emergency situation in your building, we are asking for your cooperation in filling out the information requested below on any persons residing in your unit who may require special assistance in an evacuation.

All information received will be kept confidential and will enable us to be of assistance in the event of an emergency (eg. fire).

Please return the completed form to the Co-op office as soon as possible.

● ----- DETACH HERE AND RETURN (PLEASE PRINT) ----- ●

Name: _____

Address: _____ Delano Place, Apt # _____ Scarborough ON M1N 1M3

Telephone _____

Please indicate particulars of any handicap or medical problems concerning yourself or a family member that would require assistance in an emergency situation (eg. difficulty walking):
