



Condominium Management Providers

June 7, 2018

All Unit Owners / Residents  
CCC No. 145

**Re: Fire Plan**

After many months of work on this project, we are pleased to confirm that we have received confirmation that the newly developed Fire Code-mandated Fire Plan has been received and approved by the City of Ottawa.

An original copy of this Fire Plan is stored in the Lobby of the building, in a locked Fire Plan Box - for ease of access for Fire Department personnel while attending building emergencies.

Implementation of the Plan includes the distribution of certain sections of the document to Owners and Residents. You will find attached the pertinent pages, as identified by the consulting firm who was responsible for developing the plan. Please read the documentation carefully.

Please keep any questions you may have on about this document for this Fire education seminar which will be hosted in our building by the Fire Department in the months ahead. More on this to come.

Regards,

**DES SERVICES INC.**

Agents for and on behalf of:  
CARLETON CONDOMINIUM CORPORATION NO. 145

Josee Deslongchamps, RCM, ACCI  
Principal Condominium Manager

## **ONGOING RESPONSIBILITIES**

## **SUPERVISORY STAFF**

The Ontario Fire Code (OFC) defines Supervisory Staff to mean those occupants of a building who have some delegated responsibility for the fire safety of other occupants under this Fire Safety Plan (Plan).

### **Supervisory Staff will consist of:**

- Building Owner
- Property Manager
- Operations Manager

### **Supervisory Staff**

Supervisory Staff members will be responsible for certain administrative functions to be performed throughout the year. Some members may be responsible to ensure that tasks are carried out, while others may be responsible for carrying out those tasks. Some of the individuals named above will also be responsible for carrying out duties in the event of a fire emergency/incident.

### **Fire Safety Plan**

Each Owner may develop internal fire emergency procedures to meet the objectives of the Plan; however, these procedures cannot conflict with the building's overall Plan as it outlines the emergency procedures for the entire building as a coordinated effort.

### **Personal Safety**

It is the intent that the procedures provided in this Plan be conducted with all due regard to personal safety. It is not the intent of this Plan to place a person in a hazardous situation that they are not trained or properly equipped for. Each person should always approach an emergency situation from the perspective of "if safe to do so".

## **PERSONS REQUIRING ASSISTANCE TO EVACUATE**

### **Overview**

There is a multitude of reasons why a person may require assistance to evacuate via the exit stair. A person's condition may literally affect their ability to walk (e.g. arthritic knee, broken leg, hip problems, etc.), in which case it may be possible for them to evacuate using the stairs but they will move slowly and may need another person's assistance to do so.

There are also conditions that do not actually affect a person's ability to walk. Conditions such as: asthma, anxiety or severe claustrophobia during high levels of distress may become severe enough that they require assistance evacuating.

### **Planning**

Persons requiring assistance should be identified prior to emergencies, for the purpose of formulating plans for their safe evacuation of the premise.

Plans need to involve discussions with Persons Requiring Assistance on methods of evacuating, or what actions to take in the event that a person is unable to evacuate the building on their own.

Those who require assistance should feel comfortable with the Plan. In the case of persons who can evacuate the building, assistance may take the form of escorting the person to ensure they do not fall and/or injure themselves while evacuating.

Residents who require physical assistance should be paired up on a "Buddy System" with an able-bodied volunteer who is within close proximity to them on a constant basis. Buddies should help their assigned "buddy" to the designated assembly area.

In the case of persons who are unable to evacuate, Plans need to identify where a person can safely be left (refer to the "Emergency Procedures" section of this Plan) and the procedure for reporting the location of persons left in the building to the Fire Department or building personnel.

## **Persons Unable to Evacuate**

Those persons for whom evacuation using the exit stairs is not possible should consider the information below.

Rescue by firefighters is not inevitable, nor is evacuation via an elevator a certainty.

In the event that a person or person(s) has remained in the building and is in no immediate danger (i.e. there is no fire in the building, or the fire is not in the vicinity and is not likely to spread to that area of the building), they will likely remain in place until the situation is resolved. Thus, firefighters may concentrate their efforts on more immediate risks such as investigating and/or controlling a fire that may be occurring.

Exit stairs are designed to provide protection from fire and smoke and are therefore the safest locations in the building. Therefore, in the case of those who believe the elevator lobby to be the logical place to await rescue, they should be informed that the exit stair (either inside the stair or immediately outside the stair) is the ideal place to stay.

Should firefighters decide that a rescue is called for; they may or may not use the elevator. If they do use the elevator, it is likely that they may only take the elevator to a safe floor somewhere below the "fire floor" and ascend the rest of the way using the exit stairs.

Residents should never use the elevators to evacuate building occupants.

## **ONGOING RESPONSIBILITIES – FIRE SAFETY TEAM**

### **RESIDENTS**

All residents of the building will:

- Comply with the applicable Fire Code within the space you control/lease
- Know the sound of the building's fire alarm and procedures to be followed upon hearing the fire alarm
- Know the procedures to be followed upon discovery of smoke or fire
- Notify Building Management if you have a condition that you feel may inhibit your ability to evacuate the building safely without assistance
- Participate in all fire drills and other fire safety training conducted
- Assist in fire prevention by noting and reporting fire hazards and unsafe conditions observed in the building. Refer to the "Fire Prevention" section of this Plan

## **ONGOING RESPONSIBILITIES**

Occupants are all others working in the building that do not have a direct responsibility under this fire safety plan.

They are required to be trained by their employers on fire safety, primarily on evacuation procedures. Occupants are required to participate in safety training as deemed appropriate for the hazards in the work environment. This training may include classroom training and/or fire drills.

### **These persons include:**

- Occupants
- Contractor/Assistant Building Manager

### **Personal Safety**

It is the intent that the procedures provided in this Plan be conducted with all due regard to personal safety. It is not the intent of this Plan to place a person in a hazardous situation that they are not trained or properly equipped for. Each person should always approach an emergency situation from the perspective of "if safe to do so".

## **ONGOING RESPONSIBILITIES**

### **OCCUPANTS**

All occupants of the building will:

- Know the sound of the building's fire alarm and procedures to be followed upon hearing the fire alarm.
- Know the procedures to be followed upon discovery of fire or smoke.
- Notify your supervisor or the Fire Warden in your area if you have a condition that you feel may inhibit your ability to evacuate the building safely without assistance.
- If you are assigned to assist someone to evacuate, ensure that you know the procedures to be carried out in that eventuality.
- Participate in fire drills as described in this Plan and attend all fire safety training sessions provided.
- Assist in fire prevention by controlling fire hazards and conditions that might threaten the safety of occupants. Take appropriate action to ensure that fire hazards reported to you are corrected as soon as possible. Refer to the "Fire Prevention" section of this Plan for more information.

## **EMERGENCY PROCEDURES**

## IF YOU FIND FIRE OR SMOKE

### EVERYONE

- Leave the fire area immediately.
- If safe to do so, remove any person in immediate danger.
- Make sure that doors to the affected area(s) are closed.
- Alert building occupants; activate the nearest fire alarm pull station.
- Once at a safe location, **call the Fire Department @ 911.**
- If safe to do so, perform your duties as outlined in the "Emergency Procedures" section of this Plan.
- Use the closest exit stairs and/or exterior exit doors to exit. If you encounter fire or smoke in the exit stair, use an alternate exit. **DO NOT** use elevators.
- If you are unable to use an alternate exit or are trapped:
  - Return to a safe area and close the door, leaving it unlocked.
  - Seal off all openings which may admit smoke.
  - Crouch low to the floor if smoke enters the room.
  - **Call the Fire Department at 911** and alert them of your location.
  - Wait to be rescued. Listen for instructions given by authorized personnel.
- Report dangerous conditions. If you have information relating to persons still in the building, report it immediately to Fire Department personnel or building staff.
- Proceed to your designated assembly location outdoors.
- Do not return to the building until it is declared safe to do so by the Fire Department.

**PLEASE SEE APPENDIX A FOR PROCEDURES RELATING TO EXHAUSTING SMOKE FROM THE LRT EMERGENCY VENTILATION GRATE.**

## IF YOU HEAR A FIRE ALARM SIGNAL

### RESIDENTS – EVACUATE

- Evacuate the building:
  - ▶ Before opening the door into the corridor, feel the doorknob for heat and check around the edges of the door for smoke. If the door is hot or smoke is visible, stay in your suite and follow the procedures on the next page to “Stay in Suite/Protect in Place”
  - ▶ If the door is cool and there is no smoke, open the door slightly, bracing yourself against it. If you feel pressure or a hot draft, close the door immediately and stay in your suite and follow the procedures on the next page to “Stay in Suite/Protect in Place”
  - ▶ If there is no pressure or hot draft, open the door and proceed to the nearest safe exterior exit door or exit stair
- Use the procedures above to ensure that the exit stair is safe to enter. If it is not, proceed to another exit. If the other exits are not safe either, return to your suite and follow the procedures on the next page to “Protect in Place”
- If it is dangerous to leave your suite, you are not able to go down an exit stair, or you are instructed by the Fire Department to stay in place, follow the procedures on the next page to “Stay in Suite/Protect in Place”
- **DO NOT GO TO THE ROOF! DO NOT ATTEMPT TO GO THROUGH SMOKE!**
- Report any information you may have to the building superintendent or Fire Department personnel pertaining to: persons still in the building that are in danger, persons that require assistance to evacuate, or the location of any smoke or fire you encountered
- Proceed to your predetermined meeting location outside the building, keeping clear of Fire Department personnel and equipment
- Do not return to the building until authorized to do so by the Fire Department

**PLEASE SEE APPENDIX A FOR PROCEDURES RELATING TO EXHAUSTING SMOKE FROM THE LRT EMERGENCY VENTILATION GRATE.**

## IF YOU HEAR A FIRE ALARM SIGNAL

### RESIDENTS - STAY IN SUITE/PROTECT IN PLACE

- Reasons for staying in your suite:
  - ▶ The suite door is hot or smoke appears at the door edges
  - ▶ Air pressure or heat is felt upon opening the door
  - ▶ There is smoke in the corridor
  - ▶ There is smoke or obstructions in all your available exits
  - ▶ You cannot exit the building using the stair and no assistance is available to you or
  - ▶ The Fire Department has advised you to remain in your suite
  
- If it is decided to stay in your suite, follow these "Protect in Place" procedures:
  - ▶ Remain in your suite and close the door
  - ▶ Unlock the door for possible entry of firefighters
  - ▶ **Call 911 if there is fire or smoke on your floor and you cannot exit.** Ask for the Fire Department and alert them to your location and why you could not leave. If possible, wave or hang a sheet from a window to signal the firefighters. Never break a window to get fresh air
  - ▶ Use wet towels, sheets or duct tape to seal door thresholds, mail slots, transoms, air conditioning outlets or other openings that may admit smoke. Crouch low to the floor if smoke enters the suite
  - ▶ Listen for instructions that may be given by authorized personnel
  - ▶ Wait to be rescued. Remain calm. Do not panic or jump

**FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT**

## FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT

This is primarily the responsibility of the Fire Department. The production of toxic fumes in buildings makes firefighting potentially dangerous, particularly if a large amount of smoke is being generated.

Only after ensuring that the alarm has been activated and the Fire Department has been notified should an attempt be made to extinguish the fire, and only by experienced person(s) familiar with how to properly operate the extinguisher(s). If the fire cannot be easily extinguished leave the area and confine the fire by closing the door.

### Fighting the fire is always a voluntary act.

Fire and smoke can be contained and/or controlled by ensuring that doors are closed.

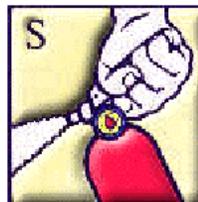
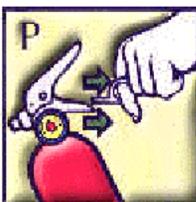
In the event a fire cannot be easily extinguished with the use of one fire extinguisher or the smoke presents a hazard for the operator, leave the fire area immediately, close all doors behind you and evacuate the building.

Only those persons who are trained and familiar with extinguisher operation may attempt to fight the fire. Always maintain access to the nearest exit; never put the fire between you and your escape path.

Suggested Operation of Portable Fire Extinguishers:

Remember the acronym (**P.A.S.S.**)

- **P** – Pull the safety pin
- **A** – Aim the nozzle
- **S** – Squeeze the trigger handle
- **S** – Sweep from side to side (watch for fire restarting)



- When the fire is extinguished, back away from the fire and watch for a restart, do not turn your back on an extinguished fire.
- Never re-hang extinguishers after use.
- Ensure they are properly recharged by a person that is qualified to service portable fire extinguishers
- Keep extinguishers in a visible area and unobstructed at all times.

## **FIRE PREVENTION**

## FIRE PREVENTION

The best way to fight fire is to prevent it from happening in the first place. In most cases fires do not just happen; they are usually traced to human error, and prevention of fires is the ultimate achievement in fire safety. **Fire prevention is everyone's responsibility.** If you notice a fire hazard report it to your supervisor immediately.

The following fire prevention measures are noted for the purpose of creating a safe environment for occupants and building staff.

### GENERAL HAZARDS

- Keep all hallways, aisles and corridors free from obstructions.
- Ensure that all fire doors remain closed at all times. They should never be propped open.
- Smoking is a major cause of fire deaths. Many fires are related to careless smoking practices. This is a non-smoking facility.
- Avoid placing combustible materials directly in contact with an electrical outlet.
- Do not hang anything from a fire sprinkler head.

### ELECTRICAL HAZARDS

- Disconnect all electrical appliances with heating elements (e.g. coffee maker) at the end of the workday.
- Electrical wiring that is defective, frayed, or cracked must be replaced.
- Evidence of electrical arcing in outlets and electrical devices should mean discontinuation of use until a qualified electrician can assess the problem.
- Avoid using extension cords wherever possible. Extension cords are designed for temporary use only. If they are to be used, they should be protected from physical damage. They should never be run under mats or carpets.
- If a circuit breaker consistently "trips", discontinue using the device that is causing the circuit to trip. It must be determined if the device is faulty, or if there is too much current passing through the circuit, or if the circuit wiring is at fault. Only a certified electrician should assess and repair problems in the electrical distribution system.
- Circuit breaker panels shall not be covered or obstructed by stored material.

**STORAGE AREAS**

- Storage areas should be kept clean and free of rubbish.
- Materials should be stacked in such a way as to ensure stability of the piles.
- There should be a clearance of at least 18 inches between fire sprinkler heads and stored material.
- Light fixtures should be protected by a wire guard or cage to prevent accidental breakage of light bulbs.
- Material should not be stored directly touching an electrical outlet.
- Electrical equipment and devices should not be operated, or connected to an electrical source in storage rooms.
- Doors to storage rooms shall be kept closed at all times.
- Flammable and combustible liquids should not be stored in storage rooms used for ordinary combustible materials (e.g. paper, boxes, clothing, linens, etc.).
- Hazardous, reactive, or unstable chemicals and substances shall not be stored in storage rooms used for ordinary combustible materials.
- Service rooms should not be used for storage.

**FLAMMABLE AND COMBUSTIBLE LIQUIDS**

- The handling and storage of flammable and combustible liquids are required to comply with applicable requirements of the current Ontario Fire Code.
- Personnel using hazardous chemicals are required to be familiar with the MSDS sheets, which describe the use and handling of chemicals.
- Do not store flammable and combustible liquids with corrosives, oxidizers, reactive chemicals, or compressed gases.

## **FIRE PREVENTION – RESIDENTS**

The best way to fight fire is to prevent it from happening in the first place. Fire prevention is everyone's responsibility. If you see a fire hazard report it immediately.

The following fire prevention measures are noted for creating a safe environment for within your own suite:

### **GENERAL**

- Develop and practice an escape plan. Be familiar with the buildings emergency procedures.
- Maintain smoke alarms. Do not remove the batteries. Test the smoke alarms twice a year (spring and fall). Use a vacuum periodically to remove dust particles that may have accumulated over time. Replace your smoke alarms every 10 years.
- Do not tamper with fire alarm devices within your suite, including the in-suite fire alarm "hush" buttons.
- Post emergency phone numbers near the telephone(s).
- Ensure that your suite entrance door remains closed at all times in order to maintain the fire separation integrity; it should never be propped open. Do not remove or disable the automatic self-closure on the suite entrance door.
- Smoking is a major cause of fire deaths; with many fires relating back to careless smoking practices.
- Candles should not be left burning in unattended rooms. Use stable non-combustible candle holders and keep combustible materials away from candles.
- Keep matches and lighters out of the reach of children.
- Ensure Carbon Monoxide detectors are maintained, do not remove batteries. Test the alarms twice a year (spring and fall).

### **COMBUSTIBLE STORAGE**

- Storage areas should be kept clean and free of rubbish.
- Do not overload combustible storage (such as newspapers, magazines, etc.).
- Keep combustibles (such as dishcloths, packages, etc.) away from the stovetop burners.

**ELECTRICAL**

- Electrical wiring that is defective, frayed, or cracked must be replaced.
- Do not overload your electrical outlets.
- Avoid using extension cords wherever possible. Extension cords are designed for temporary use only. If they are to be used, they should be protected from physical damage and should never be run under mats or carpets. Ensure that any electrical equipment (cords, power bars, etc.) is ULC-approved. If it does not bear a ULC sticker, it is NOT approved.
- Unplug electrical appliances with heating elements (such as kettles, toaster, etc.) when not in use.

**COOKING HABITS**

- Never leave food cooking unattended on the stove.
- Keep pot handles turned toward the back of the stove.
- Avoid wearing loose clothing while cooking.
- Avoid cooking while drowsy or intoxicated.
- Never store frequently used items above the stove as you can be easily burned trying to reach these items.
- Remove pans containing cooled cooking oils or fats from the stove when not in use.
- Install an A-B-C type extinguisher in your kitchen, away from your stove and out of the reach of children. Learn how to use your extinguisher.
- Do not pour water on grease or oil fires.
- Regularly clean cooking appliances (e.g. stove, toaster oven, etc.).

## **FIRE DRILLS**

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The purpose of a fire drill is to ensure that all members of the Supervisory Staff are completely familiar with emergency evacuation procedures, resulting in orderly evacuation with efficient use of exit facilities.

### **Frequency**

Fire drills for the Supervisory Staff are to be held on a quarterly basis. At minimum, the drills will involve the training/rehearsal of all members of the Supervisory Staff in their respective emergency procedures and duties. At least one drill should involve evacuation of the entire building in order to provide training for the Supervisory Staff in managing an evacuation with occupants. This will also give occupants essential training in safely evacuating the building.

### **Guidelines for Conducting Fire Drills**

- The decision to notify participants of an impending fire drill rests with the management. Should there be any concern relating to potential safety issues, (e.g. where some occupants may be injured attempting to evacuate), advance notice may be desirable so that measures can be taken in order to avoid such situations.
- Check with the local Fire Department to determine whether they wish to be notified when fire drills are conducted.
- The fire alarm monitoring company must be called before and after the drill. Once the drill is concluded, the fire alarm monitoring company should confirm that they received the correct signal from your building.
- Building occupants should be requested to report their observations to Fire Wardens (e.g. difficulty hearing the alarm or announcements).
- Fire Wardens and building staff should report whether any problems were encountered during the evacuation drill. This may be accomplished either by holding a debriefing immediately following the drill, or by distributing the fire drill report to be completed and returned to you.
- You must retain records of all drills conducted for a period of at least 12 months