

PARK SQUARE EMERGENCY PREPAREDNESS PLAN

1. What is a Corporation-Related Emergency?

Sudden, unexpected, or impending situation that may cause injury, loss of life, damage to the property, and/or significant interference with the normal activities of a person or firm and which, therefore, requires immediate attention and remedial action. See Annex A list of common corporation-related emergencies, as well as a list of situations which, while they are urgent, are not considered to be Condominium-Related

2. Emergency Situations

The Corporation's 24-hour emergency telephone line is monitored by a third-party answering service to ensure a prompt response to Corporation-related emergencies. To report a Corporation-related emergency after office hours (8:00 a.m. to 4:00 p.m.), please dial 613 231-2622 and the service will forward your contact information and brief description of the nature of your call to the staff member who is on-call at the time of your call. Please note that the after-hours emergency line should not be used for rules compliance issues or for administrative purposes.

Please do not call the emergency line for non-corporation-related issues.

3. Residents' Responsibilities.

A. Please ensure you are registered with the Property Manager's Office if you require assistance in the event of an emergency evacuation of the building. A confidential list of residents requiring assistance is kept in the Fire Plan Box – ready for use by emergency personnel responding to the building.

B. Residents who might not hear the fire alarm bells from inside their suites – please contact the Condominium Manager's office to have visual signals installed inside your suite – to complement audible signals (horns/bells) already installed in common element hallways

C. Medical devices requiring electricity - should have battery back-up

(Note: there are power packs on the market which, when fully charged, can provide power for small electronic devices or lamps). Resident who use medical devices requiring electricity should register with the on-site building manager's office – to ensure that proper notices are provided of periodic planned hydro shut downs.

D. All owners are encouraged to ensure that emergency contact information is provided to the Condominium Manager and that it is kept up to date.

Keep a current family/friend contact list with updated contact information readily available for urgent need.

E. Note the location of all emergency exits on your floor.

Keep the exit door to your unit clear of obstacles – ensure you can easily open the door in case of emergency. Do not place boots, boot tray or other items in the common element hallway.

F. Stairwell doors should always be closed to prevent smoke spreading through the building in the event of a fire.

G. Set a meeting place with loved ones in the event you have to evacuate.

H. Hang notice for help on door knob of unit door and your balcony railing in the event of a fire

4. Build an Emergency Survival Kit

Below is a list of what Emergency Management Ontario states are the essentials for a three-day survival kit

Essentials

Food (non-perishable and easy-to-prepare items, enough for 3 days) and a manual can opener

Bottled water (4 litres per person for each day)

Medication(s)

Flashlight

Radio (crank or battery-run)

Extra batteries

First-aid kit

Candles and matches/lighter - Ottawa Fire Department recommends that we not use wax candles

Hand sanitizer or moist towelettes

Important papers (identification, contact lists, copies of prescriptions, etc.)

Extra car keys and cash- cash should be in smaller bills

Whistle (to attract attention, if needed)

Zip-lock bag (to keep things dry)

Garbage bags

Duct tape

You may wish to consider

Back-up power source for cell phone

Small generator units

Battery operated lanterns

Ontario Photo Card if you don't have a drivers licence

Special Considerations

Items for babies and small children—diapers, formula, bottles, baby food, comfort items

Prescription medication

Medical supplies and equipment

Pet food and supplies

Any other items specific to your family's needs

Extra supplies for evacuation

Clothes, shoes

Sleeping bags or blankets

Personal items (soap, toothpaste, shampoo, comb, other toiletries)

Playing cards, travel games, other activities for children

A few tips

Pack the contents of your kit in an easy-to-carry bag(s) or a case on wheels.

Store your kit in a place that is easy to reach, and ensure that everyone in your family knows where it is

Check and refresh your kit twice a year, when the clocks shift to/from daylight savings time is a good time.

Check all expiry dates and replace food and water with a fresh supply.

Check batteries and replace as needed.

Keep your cellphone or mobile device fully charged.

5. During a power outage * Assess whether power outage is limited to your unit or building-
check outside, contact neighbours or friends

- * Reach for your Emergency Kit to provide enough light to avoid falls or accidents
- * Turn off all electronic equipment unless plugged into a surge-protection power bar
- * Note what time the power went out to determine food spoilage
- * Keep refrigerator and freezer door closed. A full freezer will keep food frozen for 24-36 hours if door kept closed. A closed fridge will keep food safe for a maximum of 24 hours. If in doubt, throw it out.
- * If you have a battery operated radio, keep informed by tuning in to a local station
- * Use your cell phone sparingly and recharge using emergency charger or power pack
- * Never use lit candles or fuel (propane, natural gas, charcoal) operated devices in the unit
- * Manage the temperature in the unit based on time of year
- * Check in on a neighbour
- * Only use the elevator when needed to save generator power
- * If evacuation becomes necessary, follow the instructions provided by the authorities

6. In Case of Fire

The following procedures are contained in the Fire Code-mandated Fire Plan approved by the City of Ottawa for CCC145 in June 2018. 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. Certain pertinent sections, as identified by the consulting firm who was responsible for developing the Fire Plan have been distributed to Owners and Residents. It can also be found in the corporation's website. Please read the documents carefully.

IF YOU FIND FIRE OR SMOKE

- **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.**

**IF YOU HEAR A FIRE ALARM SIGNAL RESIDENTS – 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**

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**

6. A Social/Community Network

We live in very close proximity to our neighbours. We meet each other in halls and elevators, in the courtyard while enjoying the gardens and in other common areas. We show each other every day acts of kindness, help whenever it is needed, even if it is just holding the door open for someone carrying a big load, receiving a package on their behalf or checking on someone if newspapers have been piling up on their doorstep. At Park Square, we

are also fortunate to have several social occasions where we get to know friends and neighbours in varying degrees of familiarity. We truly believe that we care for the welfare and well-being of our neighbours. That is why, as part of the Emergency Preparedness Plan there is a list of Floor Representatives who could be of assistance to others in case of an emergency.

What would a Floor Representative do? They help individuals on their floor who may need assistance in case of an emergency. Some examples: (a) if the fire alarm goes off, they will ascertain if a neighbour with hearing challenges is made aware that there is an emergency; (b) in case of an evacuation, assistance may take the form of escorting individuals to ensure that they do not fall or injure themselves; or (c) in case of persons who are unable to evacuate the premises on their own, to making certain they are in a safe place and their location is reported to the Fire Department or building personnel.

This list is attached as an Annex B to this Plan.

7. Communication Protocols

- * Do not contact the Resident Building Manager by phone to report a fire alarm, ringing fire bells during a fire or evacuation emergency.
- * Call 911 as soon as fire is detected. Do not assume that the Fire Department has already been contacted.
- * Listen for voice communication messages.* The use of the voice communication system is not permitted other than for fire related events.
- * Notices for all other emergency- related communication will be posted in public areas and where possible sent by emails to those on the building email distribution list.

ANNEX A

WHAT CONSTITUTES A CORPORATION-RELATED EMERGENCY?

The following is a list of Corporation-related emergencies which should always be brought to our attention **immediately**. To reach the Corporation's emergency line **dial (613) 231-2622**

- **Fire** or **smoke** in your unit or on common elements;
- **Flooding** in your unit or on common elements;
- Water **infiltration** into your unit from exterior walls, the roof, the common element areas or from a neighboring unit;
- Vehicular **accident** on Corporation roadways, exterior parking lots or in the interior garage;
- **Injury** sustained on common elements;
- Accidental **damages** you have caused to any **common elements**;
- **Full loss of heat** in your unit;
- You suspect **pipes are frozen** in your unit;
- Kitchen or bathroom drains (**stack**) **backing up** into your unit – producing black, tarry discharge;
- **No electricity in your entire unit**, but the power is on elsewhere in the building;
- Blocked **garbage chute**;
- **Vandalism** in progress (call 9-1-1 first, then contact staff);
- **Theft** in progress (call 9-1-1 first, then contact staff);
- **Assault** in progress (call 9-1-1 first, then contact staff);
- Any other situation which, in your opinion, might put the **Corporation and/or its assets at risk** or potentially result in **bodily injury** or any other type of **damages** for which the Corporation might be held responsible or liable.

Please **DO NOT** contact the emergency line for information updates in the following instances – this hinders our efforts in dealing with the actual urgent situation at hand.

- You hear the **fire alarm sounding**;
- You hear the **elevator alarm** sounding;
- **Hydro supply** (electricity) is out in the entire building;

NOT CONDOMINIUM CORPORATION RELATED ISSUES:

In these instances, please **DO NOT** call the Corporation's emergency line

- **Medical** or **personal** emergencies in your unit;
- **Cannot locate your friend / neighbor**;
- **Concerned about the welfare of a neighbor or friend (call 9-1-1)**;
- You are **locked out** of your apartment after hours (please call a locksmith);
- You cannot start your **vehicle**;
- Someone is parked in your **parking space**;
- In-unit **electrical** problems (other than full black-out in unit);
- Toilet is plugged or sink/tub, shower will not drain, or other **in-unit plumbing** problems;
- **Lost** articles, articles accidentally thrown down **garbage chutes** or **down the elevator shaft**;

If you are in doubt whether an issue is a Corporation-related matter, please feel free to contact the Superintendent or the Condominium Manager - Monday to Friday between 8:00 a.m. and 4:00 p.m. We will be pleased to assist you in determining the best course of action to take.

ANNEX B

PARK SQUARE FLOOR REPRESENTATIVES

	West Tower (Units 1 to 6)	East Tower (Units 7 to 11)
Floor 1	Aijaz and Evie Baig (Unit 104) Linda Schwebke (Unit 105)	Danielle Takacs (Unit 107)
Floor 2	Gloria Headley (Unit 201)	Gisele Malette (Unit 211)
Floor 3	Christian Garceau/David Dault (Unit 306)	
Floor 4	Brenda Knight (Unit 406)	
Floor 5	Allan James/Kathryn Leonhardt (Unit 510)	
Floor 6	V. Poliscuk (Unit 604)	
Floor 7		Matthew Osika/Brigitte Charron (Unit 711)
Floor 8	Andrew Parker/Andrew O'Ree (Unit 803)	Larry Lithwick/Denise Bisson (Unit 807)
Floor 9	Ken Porter (Unit 906)	Monika Kobal (Unit 909)
Floor 10	Ani Malek (Unit 1004)	David Bekkers (Unit 1008)
Floor 11		Liz Westbrook-Trenholm (Unit 1111)
Floor 12	Gayle Rubin (Unit 1206)	Evelyn Weynerowski (Unit 1211)
Floor 14		Jack Davis (Unit 1409)