

## 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 people 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

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.

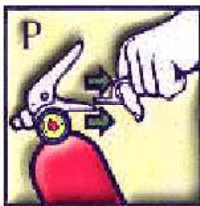
In the event a fire cannot be easily extinguished with the use of one fire extinguisher or the smoke presents a hazard for the operator, leave the fire area immediately, close all doors behind you and evacuate the building.

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

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.).