

**OWNER'S  
HANDOUT  
ON  
FIRE SAFETY  
PROCEDURES**

## **INSTRUCTIONS TO OCCUPANTS ON FIRE PROCEDURES**

### **IF YOU DISCOVER FIRE:**

1. Leave the fire area.
2. Close all doors behind you.
3. Activate the Fire Alarm, by using pull stations.
4. Use exit stairwells to go down to the ground floor level and leave the building immediately.
5. Telephone the Toronto Fire Services from a safe location by dialing 911.  
Never assume this has been done. Know the correct address and location of the fire in the building.
6. Do not use elevators
7. Do not return until it is declared safe to do so by a Fire Official.

### **IF YOU HEAR THE FIRE ALARM**

1. Before opening the door, feel knob for heat. If not hot, brace yourself against door and open slightly. If you feel air pressure or hot draft, close the door quickly.
2. If you find no fire or smoke in the corridor, close door behind you and leave by nearest exit.
3. Do not use elevators.
3. If you encounter smoke in the corridor or stairwell, consider taking an alternative exit where it may be clear, or return to your suite.
4. Listen for instructions or information, which may be given by authorized personnel.
5. If instructions indicate or situation warrants that an evacuation is necessary, close the door behind you and leave by the nearest exit. If you encounter smoke in the corridor or, stairwell, consider taking an alternate exit or return to your suite.

### ONCE INSIDE THE STAIRWAY

- If you encounter smoke on your way down the stairs do not continue.
- Leave the stairway onto the closest available floor areas and proceed to an alternate stairway. Open the door carefully and if there is no smoke, continue down the stairway and leave the building.
- If you cannot use any stairway to exit the building, return to your suite[if possible] or enter an available floor area and bang on suite doors until you are able to take shelter.
- Never go to the roof, smoke rises. Doors to the roof are locked and you could become trapped.
- Remember, stay low to ground if you are in a smoke filled environment. The air is cleaner near floor level.

**If you cannot leave your suite or have returned to it because of fire or heavy smoke, remain in your suite, and *if you choose you may silence your alarm speaker by depressing the silence button.***

1. Close the door.
2. Unlock door for possible entry of fire fighters.
3. **Dial 911** and tell the **Toronto Fire Services** where you are.
4. Seal all cracks where smoke may get in by using wet towels or sheets or masking tape.
5. Crouch low to the floor if smoke comes into the room.
6. Move to the most protected room and partially open a window for air (close window if smoke comes in).
7. Wait to be rescued. Remain calm. Do not jump.

## **OPERATION OF THE IN-SUITE SILENCE SWITCH**

**THE USE OF THE IN SUITE SILENCE SWITCH IS VOLUNTARY. IF YOU PLAN TO STAY IN YOUR SUITE REVIEW THE STAY OR GO POLICY. PROTECT YOURSELF FROM SMOKE.**

### **Procedure:**

- a) To silence speakers, depress the silence switch and hold for 3 to 5 seconds until signals are silenced.
- b) When the in-suite silence switch is activated, it will silence the connected speaker(s) within your suite for approximately 10 minutes before resounding.
- c) If the building's fire alarm system is still active, the silenced speaker will resound when the timer (10 minutes) expires. The speaker may be re-silenced in the same manner as described above.
- d) The speaker must sound for 10 seconds before it can be silenced.

### **Note:**

- i) The fire alarm system signal within your suite will reactivate if there is a status change with the building's fire alarm system.
- ii) The in-suite silence switch does not silence the in-suite smoke alarm

## FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT

Only after ensuring that the alarm has been raised and the Toronto Fire Service notified, should an experienced person [familiar with extinguisher operation] attempt to extinguish a small fire. This must be a voluntary act. If it cannot be easily extinguished with the use of a portable fire extinguisher, leave the area and confine the fire by closing the door. Follow the fire emergency procedures.

## EMERGENCY PROCEDURES

The actions to be taken by occupants in emergency situations are posted on each floor at: Pull Stations/elevator lobby, or exit locations. An example fire procedure placard is provided below.

### **IN CASE OF FIRE UPON DISCOVERY OF FIRE**

**LEAVE FIRE AREA IMMEDIATELY  
AND CLOSE DOORS.  
SOUND FIRE ALARM.**

**CALL FIRE DEPARTMENT**

**DIAL 9 1 1**

**LEAVE BUILDING VIA NEAREST EXIT.**

### **DO NOT USE ELEVATORS UPON HEARING FIRE ALARM**

**LEAVE BUILDING VIA NEAREST EXIT.  
CLOSE DOOR BEHIND YOU.**

### **CAUTION**

**IF SMOKE IS HEAVY IN THE CORRIDOR, IT  
MAY BE SAFER TO STAY IN YOUR AREA.**

**CLOSE DOOR AND PLACE WET TOWEL  
AT BASE OF DOOR.**

**IF YOU ENCOUNTER SMOKE IN STAIRWAY,  
USE ALTERNATE EXIT.**

### **REMAIN CALM**

## **CONTROL OF FIRE HAZARDS IN THE BUILDING**

### **A. COMBUSTIBLE MATERIALS**

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

1. Combustible waste materials in buildings shall not be permitted to accumulate in quantities or locations which will constitute a fire hazard, such as elevator shafts, ventilation shafts, stairwells, or any other means of egress.
2. Combustible materials shall not be used to absorb flammable or combustible liquid spills within the building.
3. Greasy or oily rags or materials subject to spontaneous heating shall be deposited in a proper safety container or be removed from the premises.
4. Lint traps in laundry equipment shall be cleaned to prevent excessive accumulation of lint.
5. All ashes shall be stored in proper safety containers and combustible materials shall not be stored with ashes in the same container.
6. Flammable liquids shall not be used for cleaning purposes.
7. Combustible materials shall not be stored on a roof or adjacent to any building so as to create a fire hazard to the building or its occupants.

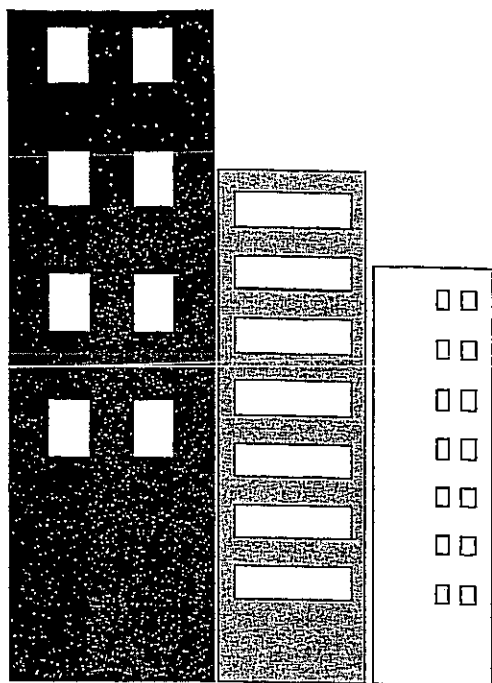
### **B. FIRE HAZARDS**

In order to avoid fire hazards in the building, occupants are advised:

1. DO NOT put burning material such as cigarettes and ashes into garbage chutes.
2. DO NOT dispose of flammable liquids or aerosol cans in these chutes.
3. Never force cartons coat hangers, or bundles of paper into chute because it may become blocked.
4. To avoid unsafe cooking practices, (deep fat frying - too much heat unattended stoves - loose hanging clothing).
5. DO NOT USE unsafe electrical appliances, frayed extension cords, over-loaded outlets or lamp wire for permanent wiring.
6. To avoid careless smoking, use ashtrays. Never smoke in bed.

C. **IN GENERAL: OCCUPANTS ARE ADVISED TO:**

1. Know where the alarm pull stations and exits are located.
2. Call the Toronto Fire Services immediately whenever you need emergency assistance.
3. Know the correct building address.
4. Know the audible alarm signal and the procedures established to implement safe evacuation of the building.
5. **No person shall intentionally disable a smoke alarm so as to make it in operable[6.3.3.4 Ontario Fire Code]**
6. **Do not tamper, disconnect or cover the in suite audible device or heat detector.**
7. Notify property management if special assistance is required in the event of an emergency.
8. Report any fire hazards to supervisory staff.



## Fire In Your Residential Building

# *To Go?? or To Stay??*

Your safety depends on the right decision.

Your fire safety is **your** responsibility! If you live in an apartment or condominium, your safety also depends on the actions of the building management and other residents. Every fire is potentially dangerous and unpredictable, so do not underestimate the risk to your life. Fire and smoke move very quickly, and the conditions in any part of the building may change in an instant. Smoke can spread throughout a building and enter your suite even when the fire is many floors away. During an emergency, you will not have much time to decide what to do. Make sure you know what to do ahead of time.

**I** Some information I have read tells me to evacuate immediately in case of fire. Other information says that I will be safer if I stay in my suite.

Which is correct?

To go or to stay ... the decision is yours. Each option involves a major commitment on your part. Your choice will depend on the circumstances at the time of the emergency. You should understand the consequences of this important decision. **Most of the time, the best thing to do in a fire is leave the building as soon as possible. If you let this opportunity pass, you must be prepared to protect yourself from smoke and other effects of fire until you are rescued or told by the fire department that it is safe to leave.** This may take a long time and the conditions in the building may deteriorate. Do not try to leave your suite a long time after the fire alarm has sounded. The longer you wait to evacuate, the more risk there is that heavy smoke and heat will have spread into the stairways and corridors. Your chances of survival are significantly reduced. The following information will help you to make the right decision and to develop a personal fire emergency response plan ahead of time.



## When should I go?

Evacuation is appropriate under any of the following conditions:

**A: As soon as possible when you hear the fire alarm or discover a fire.** The earlier you leave, the better are your chances of getting out safely no matter where you are located in relation to the fire area. It is extremely rare for stairways and corridors to be contaminated by smoke in the early stages of a fire. Proceed as quickly as possible to the outside.

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**B: When the fire is in your suite.** You are in immediate danger and should ensure that everyone who is in your suite leaves with you. If you have physical limitations, plan ahead to ensure that you can get the assistance you need to evacuate quickly. Close the suite door behind you. Activate the fire alarm system and warn other residents located on your floor as you exit the building. Call the fire department when it is safe to do so.

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**C: When the fire is on your floor or the floor below you.** You are at high risk and should evacuate as quickly as possible if you have reason to believe that the fire is on your floor or on the floor immediately below you. Activate the fire alarm system (if the bells are not yet ringing) and warn other residents located on your floor as you exit the building.

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## When should I stay in the suite?

Remaining in the suite is appropriate under any of the following conditions:

**A: If you encounter smoke in the corridor on your floor.** This may be an indication that the fire is in an advanced stage or is located on your floor. If you cannot safely reach an exit stairway, return to your suite as quickly as possible. Take actions to protect yourself from smoke. Call the fire emergency number and provide details of your situation..

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**B: If you encounter smoke in the exit stairs.** The fire may have breached the stairway enclosure. Do not travel through smoke. Do not go to the roof. Re-enter the floor area immediately. If the corridor is free of smoke, try an alternate exit stairway. Otherwise, seek refuge in a suite on that floor as quickly as possible. Take actions to protect yourself from smoke. Call the fire emergency number and provide details of your situation.

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**C: If instructed to remain in the suite by fire department personnel handling the fire emergency.** Attempting to evacuate at this stage may expose you to smoke unnecessarily and may impede fire fighting operations. If you are located on the fire floor or on the floor immediately above the fire floor, you are at high risk and may require rescue. Take actions to protect yourself from smoke. Call the fire emergency number and provide details of your situation.

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**D: If you are physically unable to use the stairs.** Take actions to protect yourself from smoke. If you are located on the fire floor or on the floor immediately above the fire floor, you are at high risk and may require rescue. Call the fire emergency number and provide details of your situation.

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## 2. What else can I do to prepare myself before a fire emergency occurs?

Become familiar with the fire safety features provided in your building. For example, the effects of fire will be significantly reduced in a fully sprinklered building. This is an important consideration if you are unable to use stairs to evacuate the building during a fire emergency (e.g. physical disabilities, medical condition, etc.) or where the fire department has limited capacity to carry out rescue. Learn the location of the exit stairways and practice using them. Know which floors you can use to cross from one stairway to another. Familiarize yourself with the fire alarm signal. Identify the location of fire alarm manual pull stations and read the instructions about how to operate them. If your building has a voice communication system, learn how it will be used by supervisory staff during an emergency. Get a copy of the fire emergency procedures from your building management and read them carefully. They may also be able to provide you with other important information. Keep this material in a prominent place and review it periodically. Contact your fire department for more information or to request a fire safety presentation for all residents.

## 3. How can I identify the location of a fire when I hear the fire alarm?

In some buildings, the fire alarm system may have different tones (evacuation and alert signals) which will assist you to identify when immediate evacuation is required for your floor. If the building is equipped with a voice communication system, supervisory staff may be appointed to provide information on the location of the fire to the building occupants. Find out if these features apply to your building by becoming familiar with the building fire safety plan and emergency procedures as discussed in item No. 2 above.

## 4. What actions can I take to protect myself from smoke entering the suite during a fire?

The following steps can be taken to protect yourself from smoke entering the suite during a fire emergency:

- Use duct tape (masking tape may also be effective) to seal cracks around the door to your suite and place wet towels at the bottom. Seal vents, air ducts and other areas where smoke is entering the suite in the same manner.
- If smoke is worse in one room (e.g. bathroom), close the door and seal off the room with tape and wet towels as noted above.
- If the suite fills with smoke, move to the balcony (if you have one) and close the doors behind you. Take a cordless or cellular phone with you if available. Call the fire emergency number and provide details of your situation. Also, take warm clothes or blankets if the weather is cold.
- If you do not have a balcony, go to the most smoke-free room, close the door and seal it with tape and towels. Open the window for fresh air but be prepared to close it again if this makes the conditions worse. Never break the window to get fresh air or you will not be able to seal it off if conditions change.
- Keep low to the floor where the air is cleaner.

Make sure that you have a roll of duct tape readily available. Duct tape can be purchased in most hardware stores.