

# *Emergency and Fire Safety*

## **Emergency Procedures**

For ambulance, call 911 directly; and then call Security to secure an elevator. When calling outside emergency services, be sure to use the appropriate address:

**8 Park Road, Toronto Ontario, M4W 3S5  
Park and Bloor Street East**

## **Fire Safety**

This section outlines procedures and responsibilities for Residents and building personnel in a "fire emergency." For your own protection, please take a few minutes to read the following procedures. The complete co-operation of each person is mandatory if the plan is to be successful.

High rise condominiums are generally considered to be safer from the spread of fire than the average single family dwelling. The Building has been constructed of fire resistant materials. Solid concrete walls and floors inhibiting the spread of fire from one suite to another suite.

### **To avoid fire hazards you are advised of the following:**

- Do not permit anything to be done in your home which will in any way create a risk of fire.
- Do not bring anything in your home which will in any way create a risk of fire.
- For safety reasons, only artificial, non-combustible Christmas trees are permitted.
- Do not store propane, gasoline or any other combustible material in your locker or on your balcony.
- Please avoid careless smoking and always use ashtrays for butts and ashes. Never smoke in bed.
- Do not put burning materials, such as cigarettes and ashes into garbage chutes.
- Do not dispose of flammable liquids or aerosol cans in these chutes.
- Never force cartons, coat hangers, or bundles of paper into the chute because it may become blocked.
- Avoid unsafe cooking practices such as deep fat frying, using too much heat, leaving stoves unattended and wearing loosely hanging sleeves.
- Do not use the oven for drying garments.
- Do not use fuses in your stove of higher amperage than specified.
- Do not use unsafe electrical appliances, frayed extension cords, overloaded outlets or lamp wire for permanent wiring

The safe and orderly evacuation of all personnel in the building is of paramount importance. The following procedures are intended to achieve this goal in the event of a crisis, not only from fire, but from any other physical emergency.

The issue of whether to stay or go is an officially unresolved matter. The policy of the Ontario Fire Marshal's Office, and the approach widely accepted by the fire departments is that the best place to be in case of a fire is outside the building. However the Coroner's Jury investigation recommends you should remain in your suite. When you hear a fire alarm, you must make up your mind right away whether to leave the suite or stay. Not leaving immediately may be too late because smoke, which contains poisonous gases, may have filled the corridor or the stairwell.

### **In general, occupants are advised to:**

- Know where the alarm pull stations and exits are located.
- All 911, ask for the Fire Department immediately.
- Know the correct building address and suite number.

### **If you discover a fire in your suite or common area**

- Leave the fire area, take your keys.
- Close all doors behind you.
- Activate the fire alarm, use pull stations in the corridor.
- Use exit stairwells to leave the building immediately.
- Telephone 911, ask for Fire Department. Never assume that this has been done.
- Know and give correct address and location of fire in the building.

### **Do not use elevators**

- Do not return until it is declared safe to do so by a fire official.

**If you are in a suite and fire alarm is heard**

- Before opening door, feel door and handle for heat. If not hot, brace yourself against door and open slightly. If you feel air pressure or hot draft, close door quickly.
- If you find no fire or smoke in corridor, take suite keys, close door behind you and leave by nearest exit stairwell.
- If you encounter smoke in corridor or stairwell, consider taking corridor to other side of building where stairwell may be clear, or return to your suite.

**If you cannot leave your suite because of fire or heavy smoke, remain in your suite and:**

- Close the door.
- Unlock door for possible entry of fire fighters.
- Activate fire alarm pull station.
- Dial 911 and ask for the Fire Department. Tell them where you are, then signal to Fire Fighters by waving a sheet.
- Seal all cracks where smoke can get in by using wet towels or sheets.
- Crouch low to the floor if smoke enters the room
- Move to the balcony or 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 attempt to escape through a window or balcony. Listen for instruction or information which may be given by authorized personnel or over loudspeaker.

**Fire Detection System**

**Smoke Detector:** Each suite has a smoke detector (larger suites will have 2 or more smoke detectors) located on the ceiling. The smoke detector is activated by the presence of smoke such as burning toast etc. The alarm will only be heard within your suite and can be de-activated by clearing the air around the detector. If this method does not work, the smoke detector can be turned off by going to your breaker panel and turning off the "smoke detector breaker." Once the circuit breaker has been turned off, clear the air of smoke and re-activate the breaker as soon as possible. For your protection (and the protection of others) it is imperative that you do not forget to turn the circuit breaker back on once the alarm has been de-activated. The smoke detectors do not require a battery, as they are hardwired to the breaker panel.

Maintenance: Check at least once a month to ensure the smoke detector is functioning properly. To do this, simply depress the test button on the smoke detector until it sounds. Should it not sound within a second or two, notify the Property Management immediately.

**Heat Detector:** Each suite is equipped with a heat detector. This additional safety feature detects intense heat build up in the home and activates the fire alarm in the building. Each suite is equipped with a 30-second fire alarm silencer.

Speaker: Each suite has a fire alarm speaker located on the ceiling in the vicinity of the smoke detector(s) as required by the fire code. The building fire alarm will be heard in each suite through the speaker. When this alarm sounds, follow evacuation procedures.

NOTE: Speakers must not be disconnected. The suite owner will be held responsible for the reconnection of fire alarm speakers within your suite.

**Fire Equipment**

**Fire extinguisher, control and confinement:** In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard to the operator, then the door to the area should be closed to confine and contain the fire. Leave the fire area, ensure the Fire Department has been notified and wait for the Fire Department. NOTE: Suite smoke alarms do not activate the fire alarm system however, under severe heat conditions the heat detectors will send a signal to the main fire panel. We suggest you take appropriate action to sound an alarm. In case of fire, proceed immediately to the closest pull station.

Once the pull station has been activated the nature and location of the alarm is automatically indicated on a fire alarm/annunciator panel, located in the main entrance foyer.

**Fire hose cabinets and extinguishers:** Fire hose cabinets are strategically located, equipped with 100 ft. of hose and a nozzle. Each cabinet is also equipped with a fire extinguisher. Additional fire extinguishers may be found in mechanical areas.

**Stand by power — emergency generator:** The building is provided with emergency stand-by power in the event of an electrical power loss. During an emergency, emergency lighting, fire alarm and detection systems, sprinkler, fire pumps, stair and elevator pressurization systems go into effect. The building air handling system automatically shuts down when a fire alarm signal sounds.

### **Elevators**

All elevators will be brought to the ground floor lobby level automatically, or by the Superintendent using the key switch. Elevators will stop on the second floor if a fire alarm is activated on the ground floor. One elevator will remain operational for use by the fire department.

### **Special Evacuation Procedures**

The Fire Department requires that Security have readily available a list of handicapped Residents or any Resident requiring assistance to evacuate the building. This list enables Fire Fighters to attend to handicapped or people with special needs without delay in the event of an emergency.

It is crucial to keep this list accurate and up-to-date. Therefore, if there are any handicapped residents or residents with special needs within your unit requiring assistance in case of an emergency please contact the Concierge and keep the form up to date.

With all that goes on in our lives, it's very easy to forget that you placed that pan on the stove. It's a very common mistake. You put something on the stove to cook. Then you get sidetracked. You forget about it until the fire starts and the smoke alarm goes off. If you're still home, you may have time to react.

**Dry Cooking Fires:** The most common type of cooking fire is the dry cooking fire. The water or moisture boils out of the pan and the food left in the pan scorches, producing smoke. This usually doesn't cause a great deal of damage. The heat may sometimes damage the surrounding area. The smoke may leave a residue and an odor. Hopefully a little cleaning up is all it takes.

**Grease Fires:** The grease fire occurs when oil or grease type foods are heated and ignite. A grease fire can do significant damage. Open flames can extend to surrounding cabinets or other combustible items. If unnoticed, a grease fire can extend to a major house fire, engulfing the entire kitchen, adjacent rooms or even the attic. This becomes a dangerous life-threatening fire.

When a pan filled with grease is heated to a high temperature during cooking, the vaporized grease can begin to burn. The additional heat energy released by the open flame will cause more and more grease to be vaporized and join in the combustion reaction. You should NEVER throw water on to a grease fire, since this will intensify the reaction. This is due to the fact that when the water comes in contact with the superheated grease, it will immediately vaporize. The liquid water vapor expands approximately 1000 times its volume as a liquid, carrying more grease particles with it. This increases the surface area of the grease, causes the rate of combustion to dramatically increase. The result is a flash of heat and light energy as the grease bursts into flames.

Never, never put water on a grease fire! Water will splatter the grease and dramatically increase the size of the fire. You will easily get burned! NEVER try to carry a flaming grease fire outside. It will quickly be too hot to carry and you will certainly spread the fire over the entire area.

You might be able to extinguish a grease fire on the stove in several different ways. The simplest way is to place a lid on the pan and the fire should suffocate. A large amount of baking soda can also be used to extinguish a grease fire. Once you have the fire extinguished, don't forget to turn off the burner. But if the flames are too high, don't risk getting burned.

**Oven Fires:** Most of the time an oven fire is not serious. The fire is usually contained in the oven, which is designed for high heat anyway. The oven fire usually suffocates or is easily extinguished.

### **Home Fire Safety Tips**

- Make it a habit to unplug all counter appliances when not in use.
- Store cigarette lighters and matches out of the reach of children.
- Practice home fire drills regularly. Make them realistic.
- Install a carbon monoxide detector, if you don't have one.
- Test your smoke detector monthly to make sure it's working.