



OTTAWA-CARLETON CONDOMINIUM CORPORATION No. 553

P.O. Box 79021, 262 Montreal Road, Ottawa, ON, K1L 1A1

## **Fire Safety Plan: Please Read Carefully: IT MAY SAVE YOUR LIFE!**

The Ontario Fire Code requires a Fire Safety Plan for all Blocks which have a Fire Alarm System. The plan for your Block has been submitted to and approved by the local Fire Department.

Fire procedures are posted at the Elevators on each floor and Instruction decals have been posted at each Manual Fire Alarm Pull Station.

Persons who are handicapped and/or require assistance in the event of an evacuation of the building are requested to advise management. Management maintains a list of persons requiring assistance for use by the Fire Department during a fire.

In the event of an alarm, the responding Fire Department is in charge of the situation upon arrival. Only the Officer-In-Charge of the Fire Department shall authorize the resetting of the fire alarm system and re-entry of the building occupants.

The attached information package contains vital details on Fire Emergency Procedures, controlling fire hazards, and much more. It is strongly recommended that everyone read, understand and keep all of this information readily available.

### **EMERGENCY FIRE PROCEDURES**

#### **1. IF YOU DISCOVER A FIRE IN YOUR APARTMENT**

- **LEAVE THE AREA OF DANGER**
- **CLOSE** all doors in your path of exit
- **SOUND ALARM** - use Alarm Pull Stations
- **TELEPHONE** the FIRE DEPARTMENT from an area of safety **9-1-1**
  - Provide correct address, exact location of the fire, floor number or suite number.
- **DO NOT USE ELEVATORS** - Use a safe exit stairwell:
- **DO NOT RETURN** to your apartment until it is declared safe to do so by the fire department official.

## 2. UPON HEARING THE FIRE ALARM

- **TURN OFF** all appliances
- **FEEL THE DOOR** before you open it.
  - **IF IT IS WARM:**
    - Do not open. Remain in your apartment.
    - Seal all openings using wet towels, sheets etc. to prevent smoke from entering.
    - CALL 9-1-1. Give your exact location.
    - Open a window for ventilation and signal for help, e.g. wave towel or sheet.
    - DO NOT PANIC OR JUMP.
  - **IF HALLWAY IS FREE OF SMOKE OR HEAT**
    - Take your key, leave your apartment, close the door.
    - Use closest stairwell.
    - If smoke is present, use an alternative stairwell.
    - If smoke is present in all stairwells, you may wish to return to your apartment.
    - CALL 9-1-1 from an area of safety.

**DO NOT ASSUME THE FIRE DEPARTMENT HAS BEEN CONTACTED.**

## **PREVENT A FIRE**

The following will reduce the fire hazards in the building and minimize the risk from fire:

### **NEVER:**

- put burning materials such as lit cigarettes and smoldering ashes into garbage chutes;
- dispose of flammable liquids or aerosol cans in these chutes;
- force cartons, coat hangers, bundles of paper into chutes because it may become blocked; or
- use unsafe electrical appliances, frayed extension cords, overloaded outlets or lamp wire for permanent wiring. Do not join extension cords

### **AVOID:**

- unsafe cooking practices, e.g. deep fat frying, too much heat, unattended stoves, etc.;
- careless smoking, use ashtrays and never smoke in bed.

**DO NOT** leave coffee makers on for extended periods of time.

Keep all exits **FREE** of any obstructions.

CLOSE all exit doors.

**REPORT** any safety violation immediately to the property manager.

Storage and use of flammable liquids such as propane barbecues, gasoline tanks, naphtha, etc. is **STRICTLY PROHIBITED** either in apartments, garage, lockers and balconies.

### **FIRE EXTINGUISHMENT, CONTROL OR 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:

1. **CLOSE** the door to the area to confine and contain the fire;
2. **LEAVE** the fire area;
3. **ACTIVATE** the fire alarm;
4. **NOTIFY** the fire department; and
5. **WAIT** for the Fire Department.

### **SMOKE & HEAT DETECTORS**

Smoke and heat detecting devices are installed in your apartment. When activated, they will give you a first warning of a fire in your apartment.

Both devices are tested annually by Management. If you notice any defect in their function, please report it to Management.

These smoke and heat detecting devices may save your life.

Do not remove or disable any smoke or heat detecting devices.

Do not remove the battery (if present) from the device.

Replace batteries once a year or when the warning of battery failure is given from the device.

### **WORKING SMOKE AND HEAT DETECTING DEVICES ARE A LIFE SAVER!**

Learn the location of all stairways on your floor and the nearest fire alarm pull station. Have an escape plan so you and your family know what to do. Consider that an emergency, hallway and exit lights may be out. Make sure you can follow an escape route even in the dark. Have an alternate plan in mind and rehearsed, so you are prepared for any situation.

- Check two exits, walk the distances, actually counting the steps
- Make a simple floor plan showing both exits.
- Plan your routes of escape and meeting place.
- Have a family meeting. Explain the plans and review directions.
- Conduct practice drills.
- Keep; the plan handy (on fridge doors) as a constant reminder to everyone.

FAMILIARIZE YOURSELF WITH THE LOCATION OF THE EXTINGUISHERS AND THEIR OPERATING INSTRUCTIONS.