



PARK PROPERTY  
MANAGEMENT INC.

## **Resident Fire Procedures**

### **In the event of fire, occupants will:**

- 1) Leave fire area
- 2) Close the door behind you
- 3) Activate the fire alarm, use pull station
- 4) Use exit stairwells to leave the building immediately (**do not use elevators**)
- 5) Telephone the Fire Department, dial 911 (never assume this has been done)
- 6) Know and give correct address and location of fire in the building
- 7) Do not return until it is declared safe to do so by a fire official

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

- 1) Before opening your door, feel the door and door knob for heat. If it is not hot, brace yourself against the door and open it slightly
- 2) If you feel air pressure, or hot draft, close door quickly
- 3) If you find no fire or smoke in the corridor, take apartment key, close door behind you and leave through the nearest exit stairwell.
- 4) If you encounter smoke in corridor or stairwell, consider taking corridor to other side of building where another stairwell may be clear, or return to your suite

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

- 1) Close the door
- 2) Unlock door for possible entry of fire fighters
- 3) Dial 911 and tell Fire Department where your area is, then signal to fire fighters by waving a sheet
- 4) Seal all cracks where smoke can get in by using wet towels or sheets to seal mail slots, transoms, and air conditioning outlets if necessary (a roll of wide strong masking tape is also useful)
- 5) Crouch low to the floor if smoke enters the room
- 6) Move to balcony or most protected room and partially open the window for air (close the window if smoke comes in)
- 7) Wait to be rescued. Remain calm. Do not panic or jump.
- 8) Listen for instructions or information which may be given by authorized personnel

# **Fire Hazards**

## **To avoid fire hazards in the building, residents can:**

- 1) Ensure burning materials such as cigarettes and ashes are not placed into the garbage chutes
- 2) Ensure flammable liquids and aerosol cans are not placed into the garbage chutes
- 3) Never force cartons, coat hangers, bundles of paper into chute as it may block the chute
- 4) Avoid unsafe cooking practices (deep fat frying, excessive heat, unattended stoves, loosely hanging sleeves, etc.)
- 5) Do not use unsafe electrical appliances, frayed extension cords, overloaded outlets, as well as using lamp wire for permanent wiring
- 6) Avoid careless smoking, use ash trays, and never smoke in bed
- 7) Do not leave articles such as shoes, rubbers, mats, etc. in the hallways, corridors, and stairways of the building
- 8) Wreaths and garlands are prohibited from apartment doors

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

- 1) Keep a flashlight in an accessible area (ie. by the telephone or door)
- 2) Know where the alarm pull station and exits are located
- 3) Call your local Fire Department immediately if you need assistance
- 4) Know the correct building address
- 5) Notify the building Superintendent if special assistance is required for disabled persons in the event of an emergency

## **FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT**

This is primarily the responsibility of the Toronto Fire Services. The production of toxic fumes in the building makes firefighting potentially dangerous, particularly if a large amount of smoke is being generated.

Only after ensuring everyone has evacuated the area, the alarm has been raised and the Toronto Fire Services notified, should an experienced person [familiar with fire extinguisher operation] attempt to extinguish a small fire. This is a voluntary act. Never attempt to fight a fire alone. If cannot be easily extinguished with use of a portable fire extinguisher, leave the area and confine the fire by closing the door. Leave the building and await the arrival of the Toronto Fire Services.

## **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.

**IN CASE OF FIRE**  
**UPON DISCOVERY OF FIRE**  
LEAVE FIRE AREA IMMEDIATELY  
AND CLOSE DOORS.  
SOUND FIRE ALARM.  
CALL FIRE DEPARTMENT  
DIAL **911**  
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**



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## Smoke alarm maintenance information for tenants

The Ontario fire code requires that every place of residence has a smoke alarm installed and must be kept in working condition. Smoke alarms are very important for the safety of you and your neighbors by giving a warning of fire. Your landlord is responsible for installing smoke alarms and keeping them in working condition, which includes testing, repairs and replacing as necessary. Your landlord must also act to correct any problem or concern you report about the operation of your smoke alarm.

Notify your building superintendent when the low battery signal is activated on your smoke alarm. If the smoke alarm is damaged contact the building superintendent to have it repaired or replaced.

**The fire code specifies that "no person shall intentionally disable a smoke alarm so as to make it inoperable". A tenant or any other person who has intentionally disabled a smoke alarm is guilty of a provincial offense that may be subject to a fine.**

If you accidentally burn something while cooking and need to silence the smoke detector simply push the button on the unit. Do not open the door to the corridor to air out smoke from cooking as it will set off the building fire system.