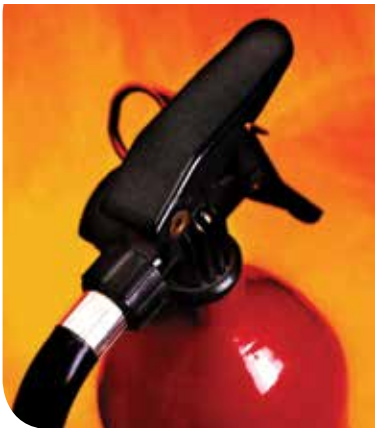


Instructions To Occupants On

FIRE

Procedures





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Occupant Fire Procedures

Upon discovery of fire:

- Alert occupants and leave the fire area, take apartment key if readily available.
- Close all doors behind you.
- Alarm the occupants of the building. Yell “FIRE”.
- Activate the fire alarm system, use pull station.
- Telephone the TORONTO FIRE SERVICES, from a safe location.
- Dial 9-1-1. Never assume that this has been done.
- Give the correct building address and location of the fire and your name.
- Use exit to leave the building.
- Do not return until it is declared safe to do so by a Fire Official.

Immediately upon hearing the fire alarm:

- It is your decision to go or to stay.
- You must act quickly and you must protect yourself from smoke.

If you decide to leave the building:

- Before opening the apartment door, feel door and doorknob for heat (use the back of your hand).

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- If they are not hot, brace yourself against the door and open it slightly.
- If you see smoke, or feel air pressure or a hot draft, close the door quickly.
- If the hall is free of fire and/or smoke, take the key if readily available, close the door behind you and leave by the nearest exit.

Before entering the stairway, open the door carefully and:

- If there is no smoke, use the stairway to leave the building.
- If there is smoke, do not enter the stairway, close the stairway door.
- Go to alternate exit and again open the door carefully.
- Before entering, the stairway, open the door carefully and: (continued)
- If there is no smoke here, use the stairway to leave the building.
- If there is smoke, return to your apartment and protect yourself from smoke.

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 area, and proceed to another 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 apartment (if possible), or enter an available floor area and bang on apartment 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 the ground if you are in a smoke filled environment. The air is cleaner near floor level.

If you cannot leave your apartment or have returned to it because of fire or heavy smoke, remain in the apartment and:

- Close the door but leave it unlocked for entry by fire fighters.
- Dial 9-1 -1 and tell the TORONTO FIRE SERVICES where you are.
- Seal all cracks where smoke can enter using wet towels or sheets.
- Seal mail slots, transoms and air-conditioning outlets as necessary (a roll of wide masking/duct tape may be useful).
- Keep low to the floor if smoke enters the room.
- Move to the balcony or the most protected room and partially open the window for air.
- Signal to fire fighters by waving a sheet/towel.
- Close the window if smoke comes in.
- Wait to be rescued. Remain calm. Do not panic or jump.
- Listen to instructions or information given by authorized personnel.



Fire Hazards

In order to avoid Fire Hazards in the Building, occupants must:

- Never put burning materials such as cigarettes and ashes into garbage chutes.
- Never dispose of flammable liquids or aerosol cans in these chutes.
- Never force cartons, coat hangers, bundles of paper into the chute because it may become blocked.
- Avoid unsafe cooking practices: deep fry, too much heat, unattended stoves, loosely hanging sleeves.
- Never use unsafe electrical appliances, frayed extension cords, overloaded outlets or lamp wire for permanent wiring.
- Avoid careless smoking. Never smoke in bed.
- Never leave anything that may burn or cause a trip hazard in the halls, and/or stairways. Always clean out dryer lint collector before and after use.



In general, occupants should:

- Know how to alarm occupants of building, know where exits are located.
- Call the TORONTO FIRE SERVICES immediately (9-1-1) whenever you need assistance.
- Know the correct address of the building.
- Notify the building owner/property management if special assistance is required in the event of an emergency.
- Know the fire alarm signals and the procedures for safe evacuation.
- Know the staff in your building.
- Report any fire hazard to staff.
- Know stairwell designation and the crossover floors (if any).



Emergency procedures for single stage fire alarm system

Emergency procedure signage will be attached to the wall at each fire alarm pull station.

In case of fire

Upon discovery of fire

- leave the fire area immediately.
- close all doors behind you. Yell “fire”.
- activate the fire alarm system, use the pull station.
- call fire department 9-1 -1 (**from a safe location**).
- use exit to leave the building.

Upon hearing alarm

- leave building via nearest exit.
- close all doors behind you.

Caution

- if smoke is heavy in the hall it may be safer to stay in your area. Close door and place a wet towel at base of door.
- if you encounter smoke in stairway use another exit or find refuge in nearest apartment.

Remain calm

IN CASE OF FIRE

UPON DISCOVERY OF FIRE
Leave fire area immediately.
Close doors.
Sound the fire alarm.

Call the **FIRE DEPARTMENT**
DIAL 911

Leave the building by the nearest exit.

UPON HEARING FIRE ALARM
Leave the building by the nearest exit.
Close doors behind you.

CAUTION

If you encounter smoke, use an alternate exit.

REMAIN CALM

FALSE ALARM
Everyone who willfully, without reasonable cause, in any MANNER, makes or causes to be made an alarm of FIRE is Guilty of an offence. Criminal Code (Canada)

Safety Media Inc. S131

NOTE:

- 1 A sticker or sign shown above is fixed firmly to the wall at all fire alarm pull stations and between elevators on each floor.
- 2 A diagram of each floor plan is posted beside each of the above stickers.

Fire Extinguishment/Control Or Confinement

This is the responsibility of the TORONTO FIRE SERVICES. The production of toxic fumes in buildings makes fire fighting dangerous, particularly if a large amount of smoke is being generated.

Once:

Everyone has left the area,

The alarm has been raised and

The TORONTO FIRE SERVICES notified,

Then:

An experienced person (familiar with fire extinguisher operation) can attempt to extinguish a small fire. This is a voluntary act.

Never attempt to fight a fire alone. 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. Leave the building and await the arrival of the TORONTO FIRE SERVICES.



Emergency Contact Numbers

Name	Phone Number
Bell Relay Service	1.800.855.0511
Bob Rumball Centre for the Deaf (BRCD)	416.449.9651 TTY: 416.449.2728
Canadian Hearing Society (CHS)	416.928.2500 TTY: 416.964.0023
Co-op Taxi	416.504.2667
Crime Stoppers	1.800.565.8603 TTY: 416.467.0493
Distress Centre	416.598.1121 or 416.486.1456 TTY: 416.408.0007
Fire Department	911 TTY: Call Bell Relay Service – they will call 911
Food Share — Toronto Hunger Hotline	416.392.6655 TTY: 416.392.3778
Mainstay Housing after hours Emergency	416-339-1024
Mainstay Head Office	416-703-9266 TTY: 416-703-9267
Poison Information	416.813.5900 TTY: 416.597.0215 and 1.877.750.2233
Police	911 TTY: Call Bell Relay Service – they will call 911
Toronto Police Dept. – non-emergency	416.808.2222 TTY:416.467.0493
211 – Resource Line	TTY: 416.392.3778
Ontario Interpreter Services (after hours emergency interpreter service)	1-866-256-5142 TTY: 1-866-831-4657