

Charlie

Condos that love you.

RESIDENT FIRE SAFETY PLAN

FOR

CHARLIE CONDOMINIUM

8 CHARLOTTE STREET

TORONTO, ONTARIO

INSTRUCTIONS TO RESIDENTIAL 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 and leave the building immediately.
5. Telephone the City Of Toronto Fire Services from a safe place 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 Dept. 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.
4. If you encounter smoke in the corridor or stairwell, consider taking an alternative exit where it may be clear, or return to your suite.
5. Listen for instructions or information which may be given by authorized personnel over the voice communication system if readily available.
6. If instructions indicate or situation warrants that an evacuation is necessary, close 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

1. Close the door.
2. Unlock door for possible entry of fire fighters.
3. Dial 911 and tell the City Of Toronto Fire Services where you are, then signal to fire fighters by waving a sheet from a window.
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.
8. Listen for instructions or information, which may be given by authorized personnel over voice communication system.

IN-SUITE AUDIBLE DEVICE

The in suite horns are equipped with an automatic silencing feature. They will silence in 1 minute. The in suite speakers will not silence on the floor of activation.

The corridor, stairwells and garage horns do not silence.

Note:

1. The fire alarm system signal within your suite will reactivate if there is a status change with the building's fire alarm system or a voice communication message is made.
2. The in suite smoke alarm does not have an automatic silence feature.

FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT

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

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

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 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

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.

CHARLIE
8 CHARLOTTE STREET, TORONTO

PERSONS REQUIRING SPECIAL ASSISTANCE INFORMATION FORM

Please Complete and Return this Form to Property Management as soon as possible.

OWNER: _____ PHONES: _____

UNIT/SUITE #: _____ EMAIL: _____

In order to ensure the safety of all residents during any emergency in the Building, and as required by the Fire Safety Plan, we are asking for your co-operation.

On behalf of your corporation we request the following information concerning residents of your unit be provided.

All Information received is kept in strict confidence and used only by authorized persons in case of an emergency.

If you have any person residing in your unit/suite who would require special assistance during evacuation or any emergency, please complete this form. Please provide a separate form for every individual requiring assistance. Please update us should these circumstances change.

Name of individual requiring assistance: _____

Brief description (i.e. age, difficulty walking, special breathing apparatus, bedridden, sprains/fractures, hearing/visually/cognitively impaired). Please print.

Date: _____ Signature of individual completing this form: _____

Print Name: _____

Please Complete and Return this Form via fax, email or mail to
Sherwood Park Property Management Inc.
95 Mural Street, Richmond Hill, Ontario L4B 3G2
T 416 498 4980 F 416 493 5687 E mail@sherwoodpm.com