APPENDIX III

INSTRUCTIONS TO OCCUPANTS OF FIRE PROCEDURES

This section of the Fire Safety Plan has been prepared with the intent of educating the occupants in general fire safety practices as well as actions to be taken in the event of an emergency.

Your Board of Directors has taken many precautions to ensure your fire safety. This includes the preparation of a very detailed Fire Safety Plan of which you are a big part. The Fire Safety Plan itself has been "APPROVED" by the Town of Ajax Fire Department. It is a very detailed account of the building fire protection systems, how they operate and how they must be maintained as well as an account of all the obligations of the owners, management staff, the Occupants, the Superintendent and the Relief Superintendent with respect to the Ontario Fire Code. A copy of the Fire Safety Plan is maintained in the Management Office.

It is clear in the Ontario Fire Code that the management staff is responsible for the over all implementation of the Plan, however, it is also quite clear that the occupant is responsible in respect of the portion of the building over which the occupant has control. For this reason, we have developed the Plan whereby Management and Occupants will work together in this common goal.

It is essential that each occupant co-operate in this program by assisting Management in two basic ways:

BE INFORMED:

Take a few moments to plan for the unexpected should a fire break out. The information contained in these few pages could prove invaluable to you in case of an emergency. Please read it thoroughly, your very life could depend on it.

LIST OF PEOPLE REQUIRING SPECIAL ASSISTANCE:

In the interest of fire safety, Management must be made aware of persons residing in your suite that may require special assistance in the event that an evacuation of the building becomes necessary. This list must be kept up-to-date as it will be presented to the Fire Department at the time of an emergency and they will see to it that these people are assisted.

EMERGENCY PLANNING

Take a few moments to plan for the unexpected should a fire break out. The information contained in these few pages could prove invaluable to you in case of an emergency. Please read it thoroughly; your very life could depend on it.

EMERGENCY PLANNING (CONTINUED)

If fire strikes, few people actually lose their lives from the heat and flames. The majority of people who die in fires do so as a result of smoke, poisonous gases or confusion. Confusion in an emergency is usually a result of not having a coherent plan to follow.

1) Examine the possible escape routes available to you. Walk down the hallway and find the fire exits closest to your suite.

2) Never use an elevator as an exit during an emergency. It may automatically take you to a floor filled with smoke or flames.

3) Know where the fire alarm pull stations are and how they operate. There are "IN CASE OF FIRE" signs posted at the elevators to reinforce the actions to be taken.

4) Locate the fire hose cabinets. They contain portable extinguishers. Familiarize yourself in the use of the extinguisher. The instructions are on the side of the extinguisher. Generally, you must first pull the pin on the side to release the handle. You then squeeze the handle and spray at the base of the flames using a sweeping motion.

NOTE: FIRE EXTINGUISHERS SHOULD ONLY BE USED BY TRAINED PERSONNEL. THIS IS TO BE A VOLUNTARY ACT. (SEE EXTINGUISHMENT BELOW).

FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT

This is primarily the responsibility of the Fire Department. 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 Department notified, a small fire can be extinguished by experienced persons(s) familiar with extinguisher operation. If it cannot be easily extinguished, leave the area and confine it by closing the door. **REMEMBER, YOU ARE NOT A FIREFIGHTER. LEAVE IT TO THE PROFESSIONALS AND FOLLOW THE PROCEDURES ON THE FOLLOWING PAGE.**

INSTRUCTING OCCUPANTS ON EMERGENCY PROCEDURES

The following notices are posted at all Fire Alarm Pull Stations. At the time of an emergency, the fire alarm system is to be activated to alert the other occupants of an emergency, to notify the Fire Department and to put into operation the approved Fire Safety Plan.

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

LEAVE FIRE AREA IMMEDIATELY
AND CLOSE DOORS.

SOUND FIRE ALARM

CALL FIRE DEPARTMENT
DIAL **911**
(FROM A SAFE LOCATION)

LEAVE BUILDING VIA NEAREST EXIT.

DO NOT USE ELEVATORS

UPON HEARING FIRE ALARM

LEAVE BUILDING VIA NEAREST EXIT.

CLOSE DOORS BEHIND YOU.

CAUTION

IF YOU ENCOUNTER SMOKE IN STAIRWAY,
USE ALTERNATE EXIT.

REMAIN CALM

FALSE ALARM

"Everyone who wilfully, without reasonable cause, in any manner, makes or causes to be made an alarm of Fire is guilty of an offence." Criminal Code (Canada)

The Ajax Fire Department is to be notified by telephoning **911** giving the correct address and the exact location of the fire.

IN CASE OF FIRE IN YOUR AREA

If a fire occurs in your area, there is a course of action that must be followed in order to ensure your safety and the safety of other occupants in the building.

IN THE EVENT OF A FIRE, OCCUPANTS WILL:

1) LEAVE THE FIRE AREA – TAKE YOUR KEYS

2) CLOSE ALL DOORS BEHIND YOU

3) ACTIVATE THE FIRE ALARM – USE PULL STATION

4) USE THE EXIT STAIRWELLS TO LEAVE THE BUILDING

5) TELEPHONE THE FIRE DEPARTMENT – 911 – NEVER ASSUME THIS HAS BEEN DONE.

6) KNOW AND GIVE THE CORRECT ADDRESS OF THE BUILDING

7) DO NOT USE THE ELEVATORS!

8) DO NOT RETURN TO THE BUILDING UNTIL IT IS DECLARED SAFE TO DO SO BY THE FIRE DEPARTMENT OFFICIALS.

Tenants of high rise building are often confused about the most basic question to be asked in a fire, "SHOULD I STAY OR SHOULD I LEAVE?" It should be clear that the only place to be during a fire is OUTSIDE THE BUILDING! Those who advocate this view believe that tenants should be advised what factors should affect their choice on whether to stay or to leave.

Management cannot make this decision for you; we can assist you indirectly by providing you with the information on the following page. It may be of assistance to you in making a decision to stay or leave as well as possible action to take if a problem is encountered.

IF YOU ARE IN YOUR SUITE AND THE FIRE ALARM IS HEARD:

1) Before opening the door to the corridor, feel the doorknob for heat. If it is not hot, brace yourself against the door and open slightly. If you see smoke or feel air pressure or a hot draft, close door quickly.

2) Check the corridor. If it looks clear and passable, close door and walk to the nearest exit.

3) DO NOT USE THE ELEVATORS!

4) Walk down the exit stairwell to ground level and safety. Remain as calm as you can and hold the handrail as you descend.

   If you encounter smoke in the corridor or stairwell, consider taking the corridor to the other side of the building where another stairwell may be clear, or return to your suite.

   If you encounter smoke in the other stairwell, return to your suite.

IF YOU CANNOT LEAVE YOUR SUITE OR HAVE RETURNED TO IT BECAUSE OF FIRE OR SMOKE:

1) Close the door and unlock it for possible entry of firefighters.

2) Dial – **911** – and tell the Fire Department where you are.

WHEN POSSIBLE:

1) Seal all cracks where smoke can get in by using any available material (wet towels or masking tape). This includes doorframes.

2) Crouch low on the floor if smoke enters the room.

3) Move to the most protected room closing all doors behind you.

4) Wait to be rescued – REMAIN CALM.

5) Listen for instructions which may be given by authorized personnel over loudspeakers.

CONTROL OF FIRE HAZARDS IN THE BUILDING

CUMBUSTIBLE MATERIALS

A high standard of housekeeping and building maintenance is probably the most important single factor in the prevention of fire. For example:

Combustible waste materials in buildings shall not be permitted to accumulate in quantities or locations which will constitute a fire hazard, such as elevator shafts, ventilation shafts, stairwells or any other means of egress.

1) Combustible materials shall not be used to absorb flammable or combustible liquid spills within the building.

2) Greasy or oily rags of materials subject to spontaneous heating shall be deposited in proper safety containers or be removed from the premises.

3) Lint traps in laundry equipment shall be cleaned to prevent excessive accumulation of lint.

4) Flammable liquids shall not be used for cleaning purposes.

5) Combustible materials shall not be stored on a roof or adjacent to any building so as to create a fire hazard to the building or its occupants.

FIRE HAZARDS

In order to avoid fire hazards in the building, occupants are advised:

1) DO NOT put burning material such as cigarettes and ashes into garbage chutes.

2) DO NOT dispose of flammable liquids or aerosol cans in chutes.

3) Never force cartons, coat hangers or bundles of paper into garbage chutes as they may become blocked.
4) Avoid unsafe cooking practice, (deep fat frying – too much heat – unattended stoves – loosely hanging sleeves – etc.)

5) DO NOT use unsafe electrical appliances, frayed extension cords, overloaded outlets or lampwire for permanent wiring

6) Avoid careless smoking. Use ashtrays. Never smoke in bed.

RECEIVED
AJAX FIRE DEPT.
MAR 16 2007
FIRE PREV.
DIVISION

AJAX FIRE &
EMERGENCY SERVICES

APPROVED

BY : _____

DATE: MAY 28/07