

FIRE EVACUATION PROCEDURE-WESTMOUNT PLACE

YOU **MUST AVOID SMOKE**. DEATHS IN FIRES ARE CAUSED MAINLY THROUGH SMOKE INHALATION RATHER THAN FLAMES. KNOW WHAT TO DO IN AN EMERGENCY.

A) If the building fire alarm has been activated:

(The alarm is monitored by Chubb Security Systems who will immediately contact the Fire Department. The Front Desk will also call the Fire Department.)

“To Stay or to Go”-the decision is yours . You should understand the consequences of this important decision. Most of the time, the best thing to do when the fire alarm goes off is to leave the building as soon as possible. It is rare for stairways and corridors to be contaminated by smoke in the early stages of a fire.

In some case you may not be able to leave and you may have to stay in your unit.

In either case you must act quickly. No matter what your decision you must protect yourself from smoke.

• WHEN YOUR DECISION IS TO GO:-

- Before opening your unit door, use the back of your hand and touch the top of the door and around the door handle. If it feels warm or hot, do not open the door. An indication of heat means there could be a fire behind the door and you must stay in your unit.
- If the door is cool to the touch, open it slightly.
- If you see smoke, do not enter the hallway. You must stay in your unit. Follow the procedures indicated below for people who decide to stay.
- If the hallway is clear of smoke, exit your unit and close the door behind you. Go to the nearest stairwell door.
- **Do not take the elevators.** They are set to go to the ground floor as soon as an alarm goes off. Taking an elevator would increase the danger as the fire could make the elevators stop on the floor where the fire is. Do not use the elevator for evacuation except under the direction of the fire department.
- Using the same procedures as mentioned above, check the stairwell door for heat before you open it slightly.
- If you see smoke, do not try to use this stairwell. You must use another exit. Close the stairwell door tightly and go to the other stairwell. Our building has two exit stairwells on each floor. These are clearly marked

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- with an exit sign. You should know the location of the stairwell doors.
- If the stairwell is clear of smoke, enter it, close the door behind you and exit the building.
 - If both stairwells have smoke in them return to your unit and follow the procedure below.
 - **WHEN THE DECISION IS TO STAY:-**
(as you are unable to exit the building due to impaired mobility or smoke)
 - If there is smoke in the hallway or stairwell call the emergency number 911 and tell them your location. Advise them that there is an emergency situation in your building. The 911 operator will give you further instructions.
 - DO NOT call 911 unless there is smoke as the lines can get overloaded.
 - Keep the door of the unit closed but unlocked.
 - Use duct tape to seal cracks around the door to the unit and place wet towels at the bottom. Seal vents, air ducts and other areas where smoke could enter the unit.
 - Stay in the unit until help arrives. The caregiver should stay with the person with impaired mobility. The firemen will evacuate both people together
 - **People with impaired mobility, which results in them not being able to use the stairwells to exit the building, must give their names and Unit number to Security at the Front Desk.**
 - **A list of such names is kept at the Front Desk and also at the Firebox so the firefighters know where to find the people needing special assistance.**

B) If a fire alarm sounds *within* an apartment unit on your floor:

If you hear a fire alarm coming from your unit or another unit on your floor (Not the louder building fire alarm) follow these steps:-

- Remain calm but always react quickly to alarms or other indicators of emergency conditions.
- If your own alarm has gone off, check quickly that it is a real emergency i.e. the alarm has not gone off accidentally. If it is not an emergency, call the front desk (403-269-5151) to let them know the situation.
- Some units have a fire/ security panel near the door of the unit and the alarm can be silenced by turning the key on the fire/security panel. Other types will have a feature which enables them to be silenced at the smoke

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detector itself.

- If it is an emergency, unless there is smoke in the hallway, leave the unit and close the door.
- If safe to do so, alert residents inside the unit from where the alarm is sounding.
- Activate the closest fire alarm. There are two fire alarm pull stations on each floor - one at each of the exit doors which lead to the stairwells.
- If possible, leave the building via a safe stairwell.
- When you cannot exit due to smoke in the hallway/ stairwells or because of physical disability, stay in your unit.
- If there is smoke in the hallway or stairwells call the emergency number 911 and tell them your location. Advise them that there is an emergency situation on your floor in the building. The 911 operator will give you further instructions.
- DO NOT call 911 unless there is smoke as the lines can get overloaded.
- Keep the door of the unit closed but unlocked.
- Use duct tape to seal cracks around the door to the unit and place wet towels at the bottom. Seal vents, air ducts and other areas where smoke could enter the unit.
- Stay in the unit until help arrives.

C) If a fire is already happening inside your own unit.

• When the fire is manageable:-

If the fire is **very small and manageable** you may consider using your own fire extinguisher or using one of the extinguishers in the glass cases located on each floor to put it out. This decision should be made very carefully-while you do not want to take unnecessary risks you may be able to prevent a more serious situation from happening by putting out the fire yourself.

• When the fire is unmanageable:-

- Unless there is smoke in the hallway, leave the unit and close the door.
- Activate the closest fire alarm. There are two fire alarm pull stations on each floor- one at each of the exit doors which lead to the stairwells.
- If possible, leave the building via a safe stairwell.
- When you cannot exit due to smoke in the hallway / stairwells or because of physical disability, seek refuge immediately in another unit on your

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floor. **If you cannot enter another unit**, you are in immediate danger. There is a firefighter's phone behind a red metal and glass panel on each floor. It is located below the alarm bell. Break the glass and lift the phone. There is no dial tone but it rings in the Fire Panel room on the main floor where the fire department personnel will be. Tell them the floor you are on and then stay by the elevators.

- Call the emergency number 911 and tell them your location. Advise them that there is an emergency situation in your building. The 911 operator will give you further instructions. **DO NOT** call 911 unless there is smoke as the lines can get overloaded.
- Keep the door of the unit closed but unlocked.
- Use duct tape to seal cracks around the door to the unit and place wet towels at the bottom. Seal vents, air ducts and other areas where smoke could enter the unit.
- Stay in the unit until help arrives.

D) If smoke has already entered your unit, you should:-

- Keep as low as possible where the air is cleaner below the smoke.
- Call 911 and tell them your location and that you are trapped by smoke.
- Turn off all fans
- As a last resort, move to the balcony and close the doors behind you
- Hang out a towel or blanket so the Fire Department will know your location.
- Take a cordless or cell phone with you and warm clothes or blankets if the weather is cold.

E) General

- **Treat all alarms as 'REAL'. If the alarm is false you will be notified over the speaker system.**
- **As the stairwells are the main escape route, the corridors and stairwell must be kept clear of anything which in any way obstructs access.**
- Make sure that you have a roll of duct tape available inside your unit
- Never go up to the roof since it is not designated as an exit
- The firemen take the elevator to the floor below where the fire alarm went off and then take the steps up. It is essential that elevators are only used by the fire department.
- The sprinkler system covers only the underground parking areas and the

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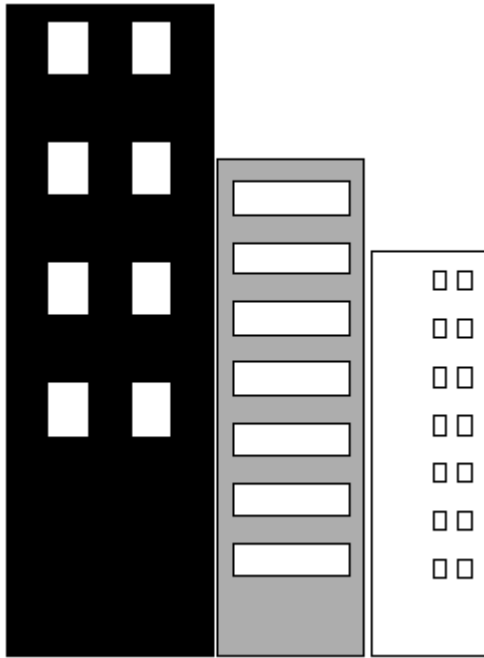
first four floors. Vehicles hitting the sprinkler heads cause the alarms to go off. If your vehicle has caused this please immediately tell the person on the Front Desk who will in turn inform the Fire Department.

Attachments which give further advice

- Attachment 1 -To Go?? Or to Stay??
- Attachment 2 - Prevention -Fire safety begins with you

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Attachment 1 -To Go?? Or to Stay??



Fire In Your Residential Building

To Go?? or To Stay??

Your safety depends on the right decision.

Your fire safety is **your** responsibility! If you live in an apartment or condominium, your safety also depends on the actions of the building management and other residents. Every fire is potentially dangerous and unpredictable, so do not underestimate the risk to your life. Fire and smoke move very quickly, and the conditions in any part of the building may change in an instant. Smoke can spread throughout a building and enter your suite even when the fire is many floors away. During an emergency, you will not have much time to decide what to do. Make sure you know what to do ahead of time.

1 Some information I have read tells me to evacuate immediately in case of fire. Other information says that I will be safer if I stay in my suite. Which is correct?

To go or to stay ... the decision is yours. Each option involves a major commitment on your part. Your choice will depend on the circumstances at the time of the emergency. You should understand the consequences of this important decision. **Most of the time, the best thing to do in a fire is leave the building as soon as possible. If you let this opportunity pass, you must be prepared to protect yourself from smoke and other effects of fire until you are rescued or told by the fire department that it is safe to leave.** This may take a long time and the conditions in the building may deteriorate. Do not try to leave your suite a long time after the fire alarm has sounded. The longer you wait to evacuate, the more risk there is that heavy smoke and heat will have spread into the stairways and corridors. Your chances of survival are significantly reduced. The following information will help you to make the right decision and to develop a personal fire emergency response plan ahead of time.

When should I go?

Evacuation is appropriate under any of the following conditions:

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Attachment 1 -To Go?? Or to Stay??

A: As soon as possible when you hear the fire alarm or discover a fire. The earlier you leave, the better are your chances of getting out safely no matter where you are located in relation to the fire area. It is extremely rare for stairways and corridors to be contaminated by smoke in the early stages of a fire. Proceed as quickly as possible to the outside.

B: When the fire is in your suite. You are in immediate danger and should ensure that everyone who is in your suite leaves with you. If you have physical limitations, plan ahead to ensure that you can get the assistance you need to evacuate quickly. Close the suite door behind you. Activate the fire alarm system and warn other residents located on your floor as you exit the building. Call the fire department when it is safe to do so.

C: When the fire is on your floor or the floor below you. You are at high risk and should evacuate as quickly as possible if you have reason to believe that the fire is on your floor or on the floor immediately below you. Activate the fire alarm system (if the bells are not yet ringing) and warn other residents located on your floor as you exit the building.

When should I stay in the suite?

Remaining in the suite is appropriate under any of the following conditions:

A: If you encounter smoke in the corridor on your floor. This may be an indication that the fire is in an advanced stage or is located on your floor. If you cannot safely reach an exit stairway, return to your suite as quickly as possible. Take actions to protect yourself from smoke. Call the fire emergency number and provide details of your situation..

B: If you encounter smoke in the exit stairs. The fire may have breached the stairway enclosure. Do not travel through smoke. Do not go to the roof. Re-enter the floor area immediately. If the corridor is free of smoke, try an alternate exit stairway. Otherwise, seek refuge in a suite on that floor as quickly as possible. Take actions to protect yourself from smoke. Call the fire emergency number and provide details of your situation.

C: If instructed to remain in the suite by fire department personnel handling the fire emergency. Attempting to evacuate at this stage may expose you to smoke unnecessarily and may impede fire fighting operations. If you are located on the fire floor or on the floor immediately above the fire floor, you are at high risk and may require rescue. Take actions to protect yourself from smoke. Call the fire emergency number and provide details of your situation.

D: If you are physically unable to use the stairs. Take actions to protect yourself from smoke. If you are located on the fire floor or on the floor immediately above the fire floor, you are at high risk and may require rescue. Call the fire emergency number and provide details of your situation.

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

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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.

5 I have read that most people die trying to evacuate during a fire. Is this true?

Experience shows that people who evacuate in the early stages of a fire can safely reach the outside. Most people die because they attempt to leave the building through smoke-filled

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corridors and stairs in the advanced stages of a fire. Although the conditions are different for each fire, this could occur as early as 10 minutes after the start of the fire. If you made the decision to stay in the suite during the fire emergency, do not change your mind and attempt to evacuate later. Please refer to item No. 1 for details of when evacuation is and is not appropriate. If you encounter smoke during evacuation, look for an alternate route that is clear of smoke, return to your suite or seek refuge with other occupants on the nearest floor. Do not use the elevator for evacuation (except under direction of the fire department) and never go to the roof since it is not designed as an exit.



What else should I know?

Many people are reluctant to evacuate unless they are certain that there is a real fire. This problem is made worse by nuisance alarms. Remember, a real fire grows for every minute that you delay and you may lose the only opportunity to evacuate safely. For this reason, all occupants who are able should begin evacuation procedures immediately upon hearing the alarm. If you made an initial decision to stay in your suite when a fire emergency occurs, do not attempt to evacuate in the advanced stages of the fire. You cannot outrun the effects of fire and smoke and will be placing yourself in extreme danger. Each suite is designed as a fire compartment and will afford you a degree of protection during the fire emergency. However, smoke spread into your suite is very likely so be prepared to protect yourself from smoke for the duration of the emergency. This may be a long time.

Source of this attachment:

<http://www.firesafetycouncil.com/english/pubsafet/96-035at.htm>

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Attachment 2 - Prevention -Fire safety begins with you

Don't be caught off-guard - prepare for the unexpected now:

Do you know how to react if you can't follow your planned evacuation? Could you protect yourself and others in an extraordinary event? When all else fails, you are ultimately responsible for your own safety. Though these situations may require split-second thinking, understanding what your options are ahead of time will help you to make better decisions.

- Always respond quickly to alarms or other indicators of emergency conditions. In case of emergency, keep in mind the concept of R.E.D. - React or Recognize, Evaluate and Decide as a guide for evacuation situations:
 - React or Recognize: Take any indication of smoke, fire or other threat seriously.
 - Evaluate: Judge the levels of threat to your safety, such as smoke or fire, your physical ability to evacuate or relocate, and the needs and the abilities of others you are with. Understand the conditions in your immediate area. Be prepared to seek a safe area if conditions get worse. Avoid breathing smoke by staying low.
 - Decide: Determine whether to evacuate the building, relocate to a safe area, or remain in place.

Fire Alarms:

Smoke alarms are lifesavers - but only if they work. Your fire department reminds you to test your smoke alarms each month by pushing the alarm test button. If you have difficulty reaching your alarms, use a broom handle or a cane to gently press the test button for 30 seconds. If the alarm doesn't sound, replace the battery or the alarm immediately. Remember, only a working smoke alarm can save your life. For battery-operated alarms, change the batteries at least once a year or whenever the low-battery warning chirps. Don't remove the batteries for any other reason. Remember: NO BATTERY, NO CHANCE.

Cooking Safety:

Did you know that cooking is the number one cause of home fires in Ontario? Many of these fires start because pots and pans are left unattended on the stove. So next time you cook, your fire department encourages you to STAND BY YOUR PAN.

If you must leave the kitchen when you're cooking, turn off the stove and remove the pot from the burner, especially if you are using oil or high temperatures. A cooking fire can start in a flash, so keep an eye on your fries and STAND BY YOUR PAN!

Electrical Hazards:

Keep electrical hazards in check! The improper use of extension cords can cause shocks, fires and other electrical hazards. Your fire department asks that you check your extension cords to make sure they are not frayed or damaged, and that the prongs are not loose. Keep your extension cords away from heat or water and avoid running them under carpets or heavy furniture.

Portable space heaters:

Portable space heaters can quickly warm up a cold room, but they have also been the cause of many serious home fires. Your fire department urges you to use your heaters with care. Keep portable heaters at least one metre (3 feet) away from all combustible materials, including paper, bedding, furniture and curtains. Never use your heater to dry clothing or shoes. Make sure you turn the heaters

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off before leaving your home or going to bed.

Candles:

There's nothing cosier than the warm glow of candlelight, but did you know that candles are one of the leading causes of fire? Your fire department asks you to please take care when using candles in your home. Keep lit candles in sturdy holders on level surfaces and if possible, place a glass chimney or shade over it. Candles can easily be knocked over, so keep them out of the reach of children and pets, and away from anything that can burn. Be sure to extinguish candles before leaving the room or going to bed.

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