PERSONS REQUIRING ASSISTANCE TO EVACUATE

There are a multitude of reasons why a person may require assistance to evacuate via the exit stair. A person's condition may literally affect their ability to walk (e.g. arthritic knee, broken leg, hip problems, etc.), in which case it may be possible for them to evacuate using the stairs, but they will move slowly and may need another person's assistance to do so.

There are also conditions that do not actually affect a person's ability to walk, however, those conditions may become severe as a result of having walked down the exit stairs (e.g. asthma) or may lead to a high level of distress for the person in question (e.g. severe claustrophobia).

Planning

Persons requiring assistance should be identified prior to emergencies, for the purpose of formulating plans for their safety.

Building Management should provide residents with information on the methods of evacuating persons requiring assistance, or what actions to take in the event that a person are unable to evacuate. Those who require assistance should feel comfortable with the plan.

Residents should ensure that they contact building management if they have a condition that may inhibit their ability to evacuate the building safely without assistance.

Persons Unable to Evacuate

Those persons for whom evacuation using the exit stairs is not possible should consider the information below.

Rescue by firefighters is not inevitable, nor is evacuation via an elevator a certainty.

In the event that a person or person(s) has remained in the building and is in no immediate danger (i.e. there is no fire in the building, or the fire is not in the vicinity and is not likely to spread to that area of the building), they will likely remain in place until the situation is resolved. Thus, firefighters may concentrate their efforts on more immediate risks such as investigating and/or controlling a fire that may be occurring.

Exit stairs are designed to provide protection from fire and smoke and are therefore the safest locations in the building. Therefore, in the case of those who believe the elevator lobby to be the logical place to await rescue, they should be informed that the exit stair (either inside the stair or immediately outside the stair) is the ideal place to stay.

Should firefighters decide that a rescue is called for; they may or may not use the elevator. If they do use the elevator, it is likely that they may only take the elevator to a safe floor somewhere below the “fire floor” and ascend the rest of the way using the exit stairs.

Building staff should never use the elevators to evacuate building occupants.

ONGOING RESPONSIBILITIES

RESIDENTS

All residents of the building will:

- Comply with the applicable Fire Code within the space you control/lease.
- Know the sound and sequence of the building's fire alarm and procedures to be followed upon hearing the fire alarm.
- Know the procedures to be followed upon discovery of fire or smoke.
- Notify building management if you have a condition that you feel may inhibit your ability to evacuate the building safely without assistance.
- Participate in fire drills as described in this Plan and attend all fire safety training sessions provided.
- Assist in fire prevention by controlling fire hazards and conditions that might threaten the safety of occupants. Take appropriate action to ensure that fire hazards reported to you are corrected as soon as possible. Refer to the "Fire Prevention" section of this Plan for more information.

IF YOU HEAR A FIRE ALARM SIGNAL

RESIDENTS – EVACUATE

- Evacuate the building:
  - Before opening the door into the corridor, feel the doorknob for heat and check around the edges of the door for smoke. If the door is hot or smoke is visible, stay in your suite and follow the procedures on the next page to "Stay in Suite/Protect in Place".
  - If the door is cool and there is no smoke, open the door slightly, bracing yourself against it. If you feel pressure or a hot draft, close the door immediately and stay in your suite and follow the procedures on the next page to "Stay in Suite/Protect in Place".
  - If there is no pressure or hot draft, open the door and proceed to the nearest safe exterior exit door or exit stair.

- Use the procedures above to ensure that the exit stair is safe to enter. If it is not, proceed to another exit. If the other exits are not safe either, return to your suite and follow the procedures on the next page to "Protect in Place".

- If it is dangerous to leave your suite, you are not able to go down an exit stair, or you are instructed by the Fire Department to stay in place, follow the procedures on the next page to "Stay in Suite/Protect in Place".

- **DO NOT GO TO THE ROOF! DO NOT ATTEMPT TO GO THROUGH SMOKE!**

- Report any information you may have to the building superintendent or Fire Department personnel pertaining to: persons still in the building that are in danger, persons that require assistance to evacuate, or the location of any smoke or fire you encountered

- Proceed to your predetermined meeting location outside the building, keeping clear of Fire Department personnel and equipment.

- Do not return to the building until authorized to do so by the Fire Department

IF YOU HEAR A FIRE ALARM SIGNAL

RESIDENTS - STAY IN SUITE/PROTECT IN PLACE

For residents within their suite only. Any occupants in amenity/common space will evacuate upon hearing the alarm signal.

- Reasons for staying in your suite:
  - The suite door is hot, or smoke appears at the door edges.
  - Air pressure or heat is felt upon opening the door.
  - There is smoke in the corridor.
  - There is smoke or obstructions in all your available exits.
  - You cannot exit the building using the stair and no assistance is available to you or
  - The Fire Department has advised you to remain in your suite.

- If it is decided to stay in your suite, follow these "Protect in Place" procedures:
  - Remain in your suite and close the door.
  - Unlock the door for possible entry of firefighters.
  - **Call 911 if there is fire or smoke on your floor and you cannot exit**. Ask for the Fire Department and alert them to your location and why you could not leave. If possible, wave or hang a sheet from a window to signal the firefighters. Never break a window to get fresh air.
  - Use wet towels, sheets or duct tape to seal door thresholds, mail slots, transoms, air conditioning outlets or other openings that may admit smoke. Crouch low to the floor if smoke enters the suite.
  - Listen for instructions that may be given by authorized personnel.
  - Wait to be rescued. Remain calm. Do not panic or jump.

IF YOU HEAR A FIRE ALARM SIGNAL

OCCUPANTS

- Evacuate the building immediately, using the nearest exit.

- Check all doors before opening them. Using the back of your hand, check the door for heat:
  - If the door is hot, leave the door closed and unlocked and use an alternate path to an exit.
  - If the door is not hot, brace yourself against it and open slightly. If you feel air pressure or a hot draft close the door quickly, leaving it unlocked. Use an alternate exit.

- If you are unable to use an alternate exit or are trapped.
  - Return to a safe area and close the door, leaving it unlocked.
  - Seal off all openings which may admit smoke.
  - Crouch low to the floor if smoke enters the room.
  - **Call the Fire Department @ 911** and alert them to your location.
  - Wait to be rescued. Listen for instructions given by authorized personnel.

- Walk to your nearest exit and leave the building. Use exterior exits or exit stairwells only. Close all doors behind you.

- Follow instructions provided by building staff and the Fire Department.

- Report dangerous conditions. Upon leaving the building, report to building staff or Fire Department personnel if you know of anyone still in the building or if you suspected or had seen fire or smoke.

- Report to your designated assembly location.

- Do not return to the building until the "ALL CLEAR" has been given by the Fire Department.

FIRE PREVENTION

The best way to fight fire is to prevent it from happening in the first place. In most cases fires do not just happen; they are usually traced to human error and prevention of fires is the ultimate achievement in fire safety. **Fire prevention is everyone's responsibility.** If you notice a fire hazard report it to your supervisor immediately.

The following fire prevention measures are noted for the purpose of creating a safe environment for occupants and building staff.

GENERAL HAZARDS

- Keep all hallways, aisles and corridors free from obstructions.
- Ensure that all fire doors remain closed at all times. They should never be propped open.
- Smoking is a major cause of fire deaths. Many fires are related to careless smoking practices. This is a non-smoking facility.
- Avoid placing combustible materials directly in contact with an electrical outlet.
- Do not hang anything from a fire sprinkler head.

ELECTRICAL HAZARDS

- Disconnect all electrical appliances with heating elements (e.g. coffee maker) at the end of the workday.
- Electrical wiring that is defective, frayed, or cracked must be replaced.
- Evidence of electrical arcing in outlets and electrical devices should mean discontinuation of use until a qualified electrician can assess the problem.
- Avoid using extension cords wherever possible. Extension cords are designed for temporary use only. If they are to be used, they should be protected from physical damage. They should never be run under mats or carpets.
- If a circuit breaker consistently "trips", discontinue using the device that is causing the circuit to trip. It must be determined if the device is faulty, or if there is too much current passing though the circuit, or if the circuit wiring is at fault. Only a certified electrician should assess and repair problems in the electrical distribution system.
- Circuit breaker panels shall not be covered or obstructed by stored material.

STORAGE AREAS

- Storage areas should be kept clean and free of rubbish.
- Materials should be stacked in such a way as to ensure stability of the piles.
- There should be a clearance of at least 18 inches between fire sprinkler heads and stored material.
- Light fixtures should be protected by a wire guard or cage to prevent accidental breakage of light bulbs.
- Material should not be stored directly touching an electrical outlet.
- Electrical equipment and devices should not be operated, or connected to an electrical source in storage rooms.
- Doors to storage rooms shall be kept closed at all times.
- Flammable and combustible liquids should not be stored in storage rooms used for ordinary combustible materials (e.g. paper, boxes, clothing, linens, etc.).
- Hazardous, reactive, or unstable chemicals and substances shall not be stored in storage rooms used for ordinary combustible materials.
- Service rooms should not be used for storage.

FLAMMABLE AND COMBUSTIBLE LIQUIDS

- The handling and storage of flammable and combustible liquids are required to comply with applicable requirements of the current Ontario Fire Code.
- Personnel using hazardous chemicals are required to be familiar with the SDS sheets, which describe the use and handling of chemicals.
- Do not store flammable and combustible liquids with corrosives, oxidizers, reactive chemicals, or compressed gases.

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 activated and the Fire Department has been notified should an attempt be made to extinguish the fire and only by experienced person(s) familiar with how to properly operate the extinguisher(s). If the fire cannot be easily extinguished leave the area and confine the fire by closing the door.

Fighting the fire is always a voluntary act.

Fire and smoke can be contained and/or controlled by ensuring that doors are closed.

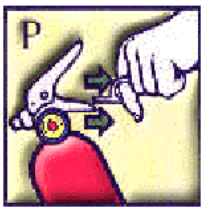
In the event a fire cannot be easily extinguished with the use of one fire extinguisher, or the smoke presents a hazard for the operator, leave the fire area immediately, close all doors behind you and evacuate the building.

Only those persons who are trained and familiar with extinguisher operation may attempt to fight the fire. Always maintain access to the nearest exit; never put the fire between you and your escape path.

Suggested Operation of Portable Fire Extinguishers:

Remember the acronym (**P.A.S.S.**)

- **P** – Pull the safety pin
- **A** – Aim the nozzle
- **S** – Squeeze the trigger handle
- **S** – Sweep from side to side (watch for fire restarting)









- When the fire is extinguished, back away from the fire and watch for a restart, do not turn your back on an extinguished fire.
- Never re-hang extinguishers after use.
- Ensure they are properly recharged by a person that is qualified to service portable fire extinguishers
- Keep extinguishers in a visible area and unobstructed at all times.

PERSONS REQUIRING ASSISTANCE INFORMATION FORM

Please complete and return this form to Property Management via e-mail at sugarwharfwest@menres.com as soon as possible.

Name:		**Telephone:**	
Address:			
Unit/Suite Number:			

As required in the condominium corporation's Fire Safety Plan and as per the Ontario Fire Code Section 2.8 Subsection 2.8.2.1, in order to ensure the safety of all residents during any emergency in the Building or at this Site, we ask for your co-operation.

If you have any person residing in your unit/suite who would require special assistance during evacuation or any emergency, this includes temporary or permanent disabilities, please fill in the information on this form below.

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

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

Date:

EMERGENCY INFORMATION	
Name:	**Relationship:**
Home Ph. No.:	**Cell Ph. No.:**