

## FIRE PROCEDURES FOR 88 WELLESLEY STREET EAST, TORONTO

### Upon discovery of fire:

- Alert occupants and leave the fire area, take suite 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 use elevators.
- Do not return until it is declared safe to do so by a Fire Official.

### Immediately upon hearing the fire alarm:

- To go or to stay, the decision is yours. In either case, you must act quickly and you must protect yourself from smoke.

### If you decide to leave the building:

- Before opening the suite door, feel door and doorknob for heat. 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 corridor is free of fire and/or smoke, take the suite key if readily available, close the door behind you and leave by the nearest exit.
- Do not use elevator.

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.
- 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 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 the 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 the suite and:

- Close the door but leave it unlocked for possible entry by fire fighters.
- Dial 9-1-1 and tell the TORONTO FIRE SERVICES where you are.

- Seal all cracks where smoke can enter by 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.

### CONTROL OF FIRE HAZARDS

To avoid fire hazards in the building, occupants must:

- Never put burning materials such as cigarettes and ashes into the garbage chute.
- 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 fat frying, too much heat, unattended stoves (going to the phone for a period of time or becoming engaged in front of a computer or a TV set), and 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, corridors and/or stairways.
- Always clean out dryer lint collector before and after use.

In general, occupant 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 established to implement safe evacuation. Read and follow the manufacturer's smoke alarm (and CO detector if applicable) instructions, available from building owner/property management.
- Know the supervisory staff in your building.
- Report any fire hazard to the supervisory staff.
- Know stairwell designation and the crossover floors.