



Instructions to Occupants on Fire Procedures

Essex 1 and Essex 2 must maintain and adhere to a Fire Safety Plan approved by Toronto Fire Services.

The various sections of the approved plan include instructions for occupants (residents and guests), procedural actions for building personnel and contractors and information about building systems for use by emergency personnel. This full document is housed in a locked white cabinet at the entrance door to the main lobby of each building for use by emergency personnel. A copy is also available for inspection in the management office.

The following section applies to occupants (residents and guests) of Essex 1 and Essex 2 and is offered here as a convenient option for residents to refresh themselves on their role in a fire situation.

1 Fire Safety Begins With You

Learn what to do if a fire happens in your building. This is the best way to protect yourself and those around you. Every fire is different. You must always protect yourself from smoke. Remember, most fatalities result from smoke, not fire. Wherever you are, if there is smoke, crawl low under it, the air is cleaner near the floor. Here is what to do.

2 On Discovering a Fire:

1. Tell everyone in your immediate area.
2. Leave the Fire Area.
3. Close all doors behind you.
4. **DO NOT** use the Elevators.
5. Activate the Fire Alarm, by using the Pull Station.
6. Use the nearest Exit stairwell to leave building immediately.
7. Telephone the Toronto Fire Services by dialing **911**.

(NEVER ASSUME THAT THIS HAS ALREADY BEEN DONE).

8. Know and give the correct address of your building:

| | |
|---|---|
| Essex 1 | Essex 2 |
| 5229 Dundas Street West Toronto, Ontario, and the location of the fire . | 5233 Dundas Street West Toronto, Ontario, and the location of the fire . |

9. Meet the fire fighters at the main entrance and tell them where the fire is.
10. **DO NOT** return to your unit until it is declared safe to do so by Fire Officials.

3 If a Fire Alarm is Heard:

1. Before opening the door, check if smoke is entering from around the door. If not, feel the knob for heat. If it is not hot, brace yourself against the door and open it slightly. If you feel air pressure or a hot draft, close the door quickly.
2. If you find no fire or smoke in the corridor, **CLOSE** the door behind you, and leave by the nearest Exit stairwell and call the Toronto Fire Services at **911**, or stay in your suite until otherwise notified.
3. If you encounter smoke in the corridor or stairwell, consider using the Exit stairwell at the other end of the corridor, which may be clear, OR return to your suite.
4. If you can't use any stairway, return to your apartment if you can, or go into any corridor and bang on apartment doors until you find a place to take shelter.
5. Never go up to the roof, smoke rises to the top of the stairway. (there is no roof access, and you could be trapped.)

4 If You Remain In Your Suite

You must protect yourself from smoke. Stay in your apartment until you are rescued or until you are told to leave. This may take a long time. Do not wait too long to leave your apartment after the alarm has sounded. The longer you wait, the more is the risk that heavy smoke will have spread into the stairways and corridors. Your chances of survival are less.

1. Keep smoke from entering your apartment and have the door closed but not locked for possible entry by the fire fighters. Use tape or towel to seal cracks around the door and place wet towels at the bottom. Seal vents or ducts the same way.
2. If smoke enters your apartment or if you require assistance for evacuation telephone the Toronto Fire Services -Dial 911, tell them where you are and then move to the balcony. Close the doors behind you.
3. If you don't 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, however if smoke enters close the window.
4. If you require assistance for evacuation, dial 911 and tell the Toronto Fire Services where you are. Signal to the fire fighters by waving a sheet from a window or balcony.
5. Crouch low to the floor if smoke comes into the room.
6. Remain calm and wait to be rescued. Do not consider jumping. Listen for instructions from authorities.
7. Always keep the keys to your suite on you.

5 Fire Extinguishment: Control or Confinement

The use of fire extinguishment equipment is strictly voluntary.

Along the corridors on all floors there is a Fire Hose station/rack , containing a hand-held Fire Extinguisher. If the fire is small and you feel you can control its spread by use of the extinguisher, first pull the nearest fire alarm station then attack the fire. Use common sense and caution at all times. If in any doubt, leave the fire area.

Only after ensuring that the alarm has been raised and the Toronto Fire Department notified, a small fire can be extinguished by experienced person(s) familiar with extinguisher operation. In the event that the fire you discover cannot be extinguished with the use of the Fire Extinguisher or if smoke presents a hazard to the operator, close the door to the area so as to confine or contain the fire. Leave the Fire Area, and if safe to do so, wait to give arriving fire fighters information about the exact location of the fire.

If you have been properly trained to operate a portable fire extinguisher, you must remember the word "P.A.S.S." which stands for the following:

- P - Pull the safety pin out
- A - Aim the fire extinguisher nozzle at the base of the fire
- S - Squeeze the trigger
- S - Sweep back and forth at the base of the fire until the fire is out.

6.....Spill Control Procedures

In the event that a minor spill of diesel occurs inside the generator, here is what to do:

1. Tell everyone in the immediate area. Remain calm.
2. Where a leak occurs, quickly shutoff the source by closing all valves associated with the emergency generator.
3. Ventilate the room by turning on ventilation fans and open all doors in the room.
4. Inform someone or call if nobody around to Telephone the Toronto Fire Services by dialing 911. (**NEVER ASSUME THAT THIS HAS ALREADY BEEN DONE**).
5. Know and give the correct address and the location of the spill.

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| Essex 1 5229 Dundas Street West Toronto, Ontario, and the location of the fire. | Essex 2 5233 Dundas Street West Toronto, Ontario, and the location of the fire. |
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6. Before the spill can be cleaned up appropriate protective equipment must be worn. Rubber gloves, coveralls, rubber apron, boots and safety goggles are just some of the equipment that may be used.
7. Use absorbent booms or socks to dam the area of the spill.
8. Isolate the spill from any possible ignition sources such as the electrical equipment.
9. Use absorbent pads, wipes or absorbent material to soak up the spill.
10. Prevent the spill from contaminating other materials, entering sewers or traveling outside of the room.
11. After the spill has been contained and is cleaned up, absorbent socks, booms, or pillows that are used to clean up a spill, must be placed in steel drums or safety containers.

7 Emergency Procedure

The action to be taken by occupants in a Fire Emergency is posted on each Floor at all designated Exits.

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

LEAVE FIRE AREA IMMEDIATELY
AND CLOSE ALL DOORS.
CALL FIRE DEPT. 911
SOUND FIRE ALARM.
LEAVE BUILDING VIA NEAREST EXIT.

DO NOT USE ELEVATORS

UPON HEARING FIRE ALARM

LEAVE BUILDING VIA NEAREST EXIT
CLOSE ALL DOORS.

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