



**MEMBER**

# FIRE SAFETY PLAN

# Galaxy



# Fire Protection

## **Camwood Properties**

1475 Queen Street West  
Toronto, ON M5R 1A1

## **Resident's Handbook**



**This document is to be kept in a fire safety plan  
box per Municipal Code Ch. 470-3**



## ***Part 4A: Resident Fire Procedures***

### **Upon Discovery of Fire:**

- Warn others in the immediate area. Yell "**FIRE! FIRE! FIRE!**"
- Help persons requiring assistance to move to a safe location, if you are able and it is safe to do so.
- Leave the fire area. Close all doors behind you.
- Activate the fire alarm system. Use a pull station.
- **Call Toronto Fire at 9-1-1 as soon as it is safe to do so.**
- Give the correct building address, the location of the fire and your name.
- Continue with the instructions below:

### **Upon Hearing the Fire Alarm:**

- Exit the building. Close all doors behind you.
- Proceed to a safe location, away from fire fighters and their activities.
- Do not return until it is declared safe to do so by a fire official.

### **When You Leave the Building:**

- Before opening the door, feel the door and the 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 area is free of fire and/or smoke, close the door behind you and leave by the nearest exit.
- Do not enter a stairwell if you detect smoke inside it.
- Remember to stay low to the ground if you are in a smoke-filled environment. The air is cleaner near the floor level.

### **If You Cannot Leave the Building:**

- Return to your suite, close the door but leave it unlocked for possible entry by fire fighters.
- **Call 9-1-1 and tell Toronto Fire Services where you are.**
- Seal your door using wide tape. Delay putting towels at the base of your door until you see smoke, as it makes it difficult for firefighters to enter.
- Keep low to the floor if smoke enters the room.
- Partially open the window for air. Signal to fire fighters by waving a sheet or towel. Close the window if smoke comes in.
- Wait to be rescued. **REMAIN CALM. Do not panic.**
- Listen to instructions or information given by authorized personnel.

## Part 4C: Fire Extinguishment, Control and Containment

Fire extinguishment is primarily the responsibility of Toronto Fire Services.

The production of toxic fumes in buildings is dangerous – particularly if a large amount of smoke is being generated. Confining a fire in an enclosed space will keep the fire, smoke and fumes from entering into a means of exit. In many cases this can be accomplished if one remembers to close the door when leaving the fire area.

Only after ensuring everyone has evacuated the area, the alarm has been raised and Toronto Fire Services notified, should an experienced person, familiar with fire extinguisher operation, attempt to extinguish a small fire. This is a voluntary act. **Never attempt to fight a fire alone.**

If the fire cannot be easily extinguished with the use of a portable fire extinguisher, leave the area and confine the fire by closing the door. Leave the building and await the arrival of Toronto Fire Services.

**Only attempt to extinguish the fire if you have had training in using a portable fire extinguisher and you are not endangering yourself. Improper use of a fire extinguisher may lead to serious injury or death.**

### **Basic Operation (P.A.S.S.)**

- P Pull the safety pin. (usually a twist-pull action)
- A Aim (the nozzle, horn or hose) at the base of the fire.
- S Squeeze the trigger handle.
- S Sweep from side to side. Watch for re-flash.



### **Important:**

- Keep an exit at your back. Do not get trapped!
- **Never** re-hang an extinguisher once it has been discharged, even if it is only used for a few seconds. Have it re-charged by a qualified service company.
- **Always** maintain an area of 3 feet clearance around all fire protection equipment.

### **Classification of Fires:**

- A Ordinary combustibles – such as wood, paper, trash, etc.
- B Flammable liquids – such as oil, grease, gasoline, etc.
- C Energized electrical equipment – such as an electrical panel, etc.

**It is imperative that you use the correct class of fire extinguisher for the class of fire that you are extinguishing.**

Extinguisher classes can be identified by the following symbols:



**Remember:**

- **Attempting to extinguish a fire is a voluntary act.**
- **Only persons who are properly trained and feel confident in the use of a fire extinguisher should contemplate their use. Improper use of a portable fire extinguisher may lead to serious injury or death.**
- ABC fire extinguishers can be used on Class A, B and C type fires – such as wood, paper, trash, oil, grease and electrical.
- Water pressure fire extinguishers can be used only on Class A type fires – such as wood, paper and trash. Do not use this type of fire extinguishers on Class B or C type fires – such as oil, grease or electrical.

## ***Part 5: Controlling Fire Hazards***

### **Fire Prevention:**

- Never put burning materials such as cigarettes and ashes into the garbage.
- Never dispose of flammable liquids or aerosol cans in garbage.
- Avoid unsafe cooking practices such as deep fat frying, using too much heat, unattended stoves and loosely hanging sleeves. Look where you cook. Stand by your pan!
- The best policy is not to use candles in your home. Consider flameless, CSA-approved battery-powered candles instead.
- If you use candles, use sturdy holders with shades or chimneys that won't tip over.
- Stay in the room where you are using candles. If you go out, blow it out!
- Keep matches and lighters away from children and pets.
- Avoid careless smoking. Never smoke in bed.
- Never leave anything that may burn or cause a trip hazard in the halls, corridors or stairways.
- Always clean out the clothes dryer lint collector before and after use.

### **Electrical Wiring:**

- Do not use unsafe electrical appliances, frayed extension cords, over-loaded outlets or lamp wire for permanent wiring.
- Temporary electrical wiring shall not be used where it presents a fire hazard.
- When extension cords are used, fused power bars are the best choice.
- Remove need for permanent extension cords by having more outlets installed by a licensed electrician.
- Maintain at least 1 m clearance around all electrical panels.

### **Combustible Materials:**

- A high standard of housekeeping and building maintenance is an important factor in preventing fire.
- Combustible materials in the building shall not be permitted to accumulate in quantities or locations which will constitute a fire hazard.
- Combustible materials shall not be permitted in any service room or service space, other than those for which the room or space was designed, or any means of egress.
- Combustible materials shall not be permitted in horizontal concealed spaces, such as crawl spaces and ceiling spaces.
- Combustible materials shall not be used to absorb flammable or combustible liquid spills within the building.
- Greasy or oily rags, or materials subject to spontaneous heating, shall be deposited in a proper safety container or be removed from the premises.
- Flammable liquids shall not be used for cleaning purposes.
- 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.
- All flammable liquids are to be dispensed and stored in approved containers.
- Do not store propane inside the building.

## ***Part 6A: Responsibilities***

### **Responsibilities of the Residents:**

- Never disable a smoke or carbon monoxide alarm, or any other fire alarm device. Doing so is against the law and is a chargeable offense.
- Notify the landlord if a smoke or carbon monoxide alarm is disconnected, not operating or impaired.
- Read and follow the manufacturer's smoke alarm (and CO alarm if applicable) instructions, available from building owner/property management.
- Call Toronto Fire Services at 9-1-1 immediately whenever you need assistance in a fire emergency.
- Know the correct address of the building.
- Know the audible fire alarm signal and the procedures established to implement safe evacuation.
- Notify the Superintendent if special assistance is required in the event of an emergency.
- All suite and stairwell doors are designed to self-close and latch. Never wedge or prop open these doors.
- Report any fire hazard to the superintendent.
- Appreciate the necessity of keeping the common areas free of combustible materials.
- Remember the importance of reporting any deficiencies in life safety equipment to the Superintendent, such as:
  - Exit lights not illuminated
  - Exit doors not closing and latching properly
  - Insufficient lighting in stairwell exits
  - Locked exit doors
  - Suite and stairwell doors that failed to self-close and latch
  - Fire extinguishers discharged
- Do not bring propane inside the building.
- Maintain 18" clearance around all sprinkler heads.

## ***Part 7: Evacuation Procedures***

- Assuming stable fuel, heat, and oxygen levels, a typical structure fire may double in size every minute, thus it is vital to evacuate the building quickly.
- It is extremely important to recognize the early visible signs of a fire and to have rehearsed the evacuation of the property. Early detection could give you the extra time that saves your life.
- Your initial reaction and the time involved may determine your safety. At the first sign of smoke, noxious fumes or strange odours or spill, immediately leave the area, taking other occupants in that area with you. Remain calm. Close the doors behind you.
- Call Toronto Fire Services at 9-1-1 when you are out of the building. Do not assume that someone else has already called.
- It is a good idea to program the building address into your cell phone. In a state of panic it is possible that you may forget.
- It is crucial for you to be familiar with your surroundings. Survey the building to determine the number of exits available. Be sure you know the location of fire and safety equipment and how to operate the equipment. Check out all alternate escape routes. It is critical to know the direction to exit for the quickest avenue to safety.
- Have a designated evacuation meeting area.

### **Instructions for Persons Requiring Assistance**

- Persons requiring assistance to leave the building may consider the option to shelter in place. Please refer to instructions for “If You Cannot Leave the Building” in Part 4A of this plan.
- Persons requiring assistance to evacuate should complete the form on the next page and submit it to the Property Manager.
- **Please note that completing this form does not guarantee the fire department will prioritize your rescue if you are not in immediate danger. Have measures in place to protect yourself if you cannot or choose not to evacuate in an emergency.**
- Notify the Property Manager immediately if your needs change.
- The Property Manager is responsible for maintaining a current list of persons requiring assistance. This list must be kept current.

---

---

**Notice to All Residents**

Dear Resident:

Please provide the following information for any person(s) in your suite that would require assistance to evacuate the building during a fire emergency. The information received will be given to emergency personnel upon arrival at the building.

**Please note that completing this form does not guarantee the fire department will prioritize your rescue if you are not in immediate danger. Have measures in place to protect yourself if you cannot or choose not to evacuate in an emergency.**

Please complete the form below and submit it to the Property Manager. Ensure that this information is kept up to date and advise the Property Manager of any changes.

---

DETACH HERE AND RETURN

Please print clearly

Name: \_\_\_\_\_

Suite#: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Reason for assistance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_