

Quality Management Ltd.

TENANT FIRE SAFETY INFORMATION

OVERVIEW

The fire alarm system is to be activated to alert the other occupants of an emergency in the building, putting into operation an approved Fire Safety Plan. The Fire Department and Quality Management are to be notified by telephoning **911** and **943-1711** giving the correct address and the exact location of the fire (floor number and/or suite number.)

INSTRUCTIONS TO TENANT ON FIRE PROCEDURES:

IN THE EVENT OF DISCOVERING A FIRE, OCCUPANTS ARE TO:

Leave the fire area, take key.

Close all doors behind you.

Telephone the Fire Department at **911** (never assume this has been done) and then the Quality Management's Emergency number at **943-1711**. Know and give the correct address and location of fire in the building.

Activate the fire alarm, using pull the station.

Use stairwell exits to leave the building immediately.

DO NOT USE THE ELEVATOR/S

Do not return until it is declared safe to do so by the Fire Official.

IF YOU ARE IN A SUITE AND YOU HEAR THE FIRE ALARM.

Before opening door, feel door knob for heat. If not hot, brace yourself against the door and open slightly. If you feel air

FILE:
2/11/04

pressure or a hot draft, close the door quickly.

If you find your corridor smoke-free, take your suite key and close the door behind you, leaving the floor by way of the nearest stairwell exit.

Should you encounter smoke in corridor or stairwell, taking the stairwell exit opposite the smoke filled one, if that proves to be unsuccessful return to your suite.

If you cannot leave your suite or have returned to it because of fire or heavy smoke, remain in your suite and close the door.

Keep the door unlocked to facilitate emergency entry by fire fighters.

Dial **911** and tell Fire Department where you are then signal to fire fighters by waving a sheet from the balcony or window.

Seal all cracks where smoke can get in by using wet towels or sheets. (Roll of wide masking tape is useful.)

Crouch 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 (close the window if smoke comes in.) Hang a white sheet or towel over the balcony to indicate you are unable to leave your suite.

Wait to be rescued. Remain calm. Do not panic or jump from the balcony.

Listen for instructions or information which may be given by authorized personnel or over loudspeakers in your suite.

FIRE EXTINGUISHING, CONTROL AND/OR CONFINEMENT

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard to the occupant, then the door to that area are to be closed, confining and containing the fire. Leave the fire/smoke filled area, activate

the fire alarm system and ensure the Fire Department has been notified as previously outlined and wait for the Fire Department.

FIRE HAZARDS:

In order to avoid fire hazards in the building, occupants are advised to:

Not put burning material such as cigarettes and ashes into garbage chutes.

Not to dispose of flammable liquids or aerosol cans in the garbage chutes.

Never force cartons, coat hangers, bundles of paper into the garbage chute as this may create a blockage.

Never use your parking stall or balcony as a storage area/facility.

Never through cigarette butts off your balcony.

Avoid unsafe cooking practices, (too much heat when using cooking oil, unattended stoves or loose clothing when working around elements).

Only use CSA. approved appliances and or equipment, be cautious of frayed electrical cords, over-loaded outlets and extension cords used as permanent wiring. Please report all electrical problems to your Manager or Caretaker.

Avoid careless smoking. Use ashtrays. Never smoke in bed.

Do not store flammable or combustible liquids in the building. Follow all directions on consumer product ie: cleaning and hobby type products.

In general, occupants are advised to:

Know where the fire alarm pull stations and exits are located.

Know the correct building address.

Know the location of the fire hose and extinguishers.

Quality Management Ltd.