

Fire Safety Guide



EMERGENCY PROCEDURES FOR OCCUPANTS

IN CASE OF FIRE

Upon hearing an in-unit smoke alarm or carbon monoxide detector continually beeping:

- ◀ Leave your unit
- ◀ Close doors behind you
- ◀ Sound the fire alarm (use a pull station)
- ◀ Leave the building via nearest exit
- ◀ Do not use elevators
- ◀ Call 9-1-1 Ottawa Fire Services

Upon discovery of fire:

- ◀ Leave the fire area immediately and close doors
- ◀ Sound the fire alarm (use a pull station)
- ◀ Leave the building via the nearest exit
- ◀ Do not use elevators
- ◀ Call 9-1-1 Ottawa Fire Services

Upon hearing fire alarm:

- ◀ Leave the building via nearest exit
- ◀ Close doors behind you
- ◀ Do not use elevators
- ◀ Call 9-1-1 Ottawa Fire Services

CAUTION

If you encounter smoke use an alternate exit

- ◀ Do not return to the building until it is declared safe to do so by the Ottawa Fire Services Officer in-charge.

REMAIN CALM

If you are in a unit and hear a fire alarm

- ◀ Before opening the door, feel the door and the doorknob for heat. If not hot, brace yourself against the door and open slightly, and if you feel a hot draft, or see smoke close the door quickly.
- ◀ If you find no smoke or fire in the hall, take your unit key with you, close the door behind you, and leave by the nearest exit stairwell.
- ◀ If you encounter smoke in a hall or stairwell, consider taking the hall to the other side of the building where another stairwell may be clear, or return to your unit.

If you cannot leave your unit or have returned to it because of fire or heavy smoke, remain in your unit and:

- ◀ Close the door
- ◀ Unlock the door for possible entry of firefighters
- ◀ Only if you are in medical distress, call 9-1-1 Ottawa Fire Services to tell them where you are, and then call the ARRIV Call Centre at 613-415-7865
- ◀ Crouch low to the floor if smoke enters the room

EMERGENCY PROCEDURES FOR OCCUPANTS

(continued from page 1)

If you cannot leave your unit or have returned to it because of fire or heavy smoke, remain in your unit and:

- ◀ If your apartment or townhome has a balcony, move there or to the most protected room in your home. Partially open the windows for air or close the windows if smoke comes in
- ◀ Remain Calm. Do not panic or jump
- ◀ Listen for instructions or information which may be given by authorized personnel over a loudspeaker

CONTROL OF FIRE HAZARDS

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

- ◀ Do not dispose of flammable liquids or aerosol cans in garbage or garbage chutes
- ◀ Never force cartons, coat hangers, or bundles of paper into the garbage chute as they may become blocked. These items must be taken to the Garbage Room or Recycle Room for safe disposal
- ◀ Properly dispose of any oily rags
- ◀ Do not store any flammable or combustible liquids/gases inside your unit or the building
- ◀ Avoid unsafe cooking practices (deep fat frying, using too much heat, an unattended stove, or wearing loose fitting clothing while cooking, etc.)
- ◀ Do not use unsafe electrical appliances, extension cords that are frayed, over-load electrical outlets, or improperly use power bars, or extension cords for permanent wiring
- ◀ Never leave candles unattended; use candle holders that have a glass cylinder which covers the flame
- ◀ Keep hallways, stairwells, passageways and exits clear of obstructions, (i.e. wheelchairs, walkers, scooters, and bicycles) combustible refuse, or other items at all times
- ◀ Combustible materials may not be attached to the public side of the main unit door
- ◀ Combustible materials (including tires) may not be stored in underground parking garages
- ◀ Ensure that the fire door closer on the main unit dwelling unit door is operational at all times. If the door closure becomes inoperable report this to the ARRIV Call Centre immediately for repair at 613-415-7865
- ◀ Maintain 1 meter (3 feet) between space heaters and combustible material
- ◀ Do not wedge open or obstruct any fire doors or disengage the self-closing devices (where installed)
- ◀ Test your smoke and carbon monoxide alarm(s) monthly. If the unit(s) does not operate, or is not mounted as intended, report this to the ARRIV Call Centre immediately for repair at 613-415-7865

CONTROL OF FIRE HAZARDS *(continued from page 2)*

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

- ◀ Develop, implement, and practice a fire escape plan
- ◀ Always clean out the clothes dryer lint collector before and after each use
- ◀ Avoid washing clothing or rags saturated with flammable or combustible liquids in the laundry facilities
- ◀ Storage, handling and use of portable oxygen systems shall be in conformance with CSA-Z305.12. *“Safe, Storage, Handling, and Use of Portable Oxygen Systems in Residential Buildings and Health Care Facilities”*
- ◀ Restrict ignition sources when oxygen is in use
- ◀ Clean kitchen hoods and filters frequently to avoid buildup of grease. Ensure the cleaning of rags or paper towels that contain grease are disposed of in a metal container outside and away from the building
- ◀ Staff, tenants and guests are not permitted to use BBQs (gas or charcoal) or to have open air fires on ARRIV Properties balconies, terraces, or rooftops at any time
- ◀ The tenant association or tenant must make a request to the Manager, Tenant Experience, to have notices that they wish to post laminated

Additionally Occupants are advised to:

- ◀ Know how to alert building occupants of a fire condition
- ◀ Know where exits are located
- ◀ Call 9-1-1 if you experience a life-threatening emergency, a medical situation, a crime in progress, fire, serious accident, or exposure to the inhalation or swallowing of a poisonous substance
- ◀ Know the correct address of the building
- ◀ Notify the Manager, Tenant Experience, 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 carbon monoxide alarm if applicable) instructions that are available from the Manager, Tenant Experience
- ◀ Report any fire hazard to ARRIV Properties immediately
- ◀ Ensure that visitors are familiar with the fire safety rules and emergency procedures
- ◀ Do not park vehicles in fire routes
- ◀ Notify ARRIV Properties as soon as the tenant becomes aware that a smoke alarm or carbon monoxide in the unit is disconnected, is not operating, or that the operation of the unit is impaired

BASIC FIRE EXTINGUISHER OPERATION (PASS)

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 at the base of the fire

- ◀ When the fire is extinguished, immediately back away from the area carefully. Always watch the fire in case the fire re-ignites
- ◀ Never turn your back to the fire area
- ◀ Always keep a clear path between yourself and the exit
- ◀ Call 9-1-1 Ottawa Fire Services to have them ensure that the fire is completely extinguished
- ◀ Never re-hang an extinguisher once it has been discharged (even if it is only used for a few seconds)
- ◀ Call the ARRIV Call Centre at 613-415-7865 immediately to make them aware of the building and location of the fire extinguisher that needs to be recharged

ALWAYS KEEP AN EXIT AT YOUR BACK. DO NOT GET TRAPPED!