



SCHEDULE "H"

OCCUPANT FIRE PROCEDURE

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.



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Before entering the stairway, open the door carefully and: (continued)

- If there is no smoke, 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 closet 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.



Schedule “H” - FIRE HAZARDS

To avoid fire hazards in the building, occupants must:

- Never put burning material such as cigarette 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, and unattended stoves, loosely hanging sleeves.
- **Never** use unsafe electrical appliances, frayed extension cords, over-loaded outlets or lamp wire for permanent wiring.
- Avoid careless smoking. Never smoke in bed.
- Never leave any articles such as shoes, rubbers mats, etc. in the halls, corridors and stairways.

In general, Occupants should:

- Know where the fire alarm pull stations and exits are located.
- Call the fire department immediately (9-1-1) whenever you need assistance.
- Notify the Property Management if special assistance is required in the event of an emergency.
- Know the audible fire alarm signals and the procedures established to implement safe evacuation.
- Know the supervisory staff assigned to your floor area or building.
- Report any fire hazard to supervisory staff.
- Know the crossover plan (if any).
- Know the floor area and/or adjacent buildings (where designated as temporary safe area of refuge).

Commercial, Retail and Industrial Properties

A high standard of housekeeping and building maintenance is probably the most important single factor in the prevention of fire. Listed below are some specific hazards.

- Combustible refuse stored in non-designated areas.
- Fire and smoke barrier doors not operating properly.
- Improper storage of flammable liquids and gasses.
- Defective electrical wiring and appliances, over fusing, and the use of extension cords as permanent wiring.
- Dryer lint collectors full or improperly vented.
- Careless use of smoking materials.
- Kitchen hoods and filters not cleaned regularly