

# **FIRE ESCAPE PLAN**

## **PROCEDURES FOR OCCUPANTS**

**To Be Posted On Each Floor And At The Main Entrance**

### **IN CASE OF FIRE:**

- A) CALMLY NOTIFY ALL OCCUPANTS OF A FIRE CONDITION.
  - B) LEAVE THE BUILDING IMMEDIATELY BY THE NEAREST AND SAFEST EXIT; CLOSING DOORS BEHIND YOU.
  - C) CALL THE FIRE DEPARTMENT FROM A SAFE LOCATION BY DIALING 911, GIVING YOUR NAME AND SAY THERE IS A FIRE AT:
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### **IF YOU HEAR AN ALARM OR ARE NOTIFIED OF A FIRE:**

- A) LEAVE THE BUILDING IMMEDIATELY BY THE NEAREST AND SAFEST EXIT, TAKING YOUR KEYS AND CLOSING ALL DOORS BEHIND YOU.
  - B) CALL THE FIRE DEPARTMENT FROM A SAFE LOCATION BY DIALING 911, GIVING YOUR NAME AND SAY THERE IS A FIRE AT:
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### **EMERGENCY CONTACT:**

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

**Phone:** \_\_\_\_\_

- IF POSSIBLE, EFFORTS SHALL BE MADE TO CONFINE, CONTROL AND EXTINGUISH THE FIRE USING AVAILABLE PORTABLE FIRE EXTINGUISHERS AFTER PHONING 911. IF SMOKE OR FIRE THREATEN THE SAFETY OF THE OPERATOR, LEAVE THE FIRE AREA AND CLOSE DOORS TO CONFINE THE SPREAD OF SMOKE AND FIRE.
- ALL FIRE HAZARDS IN THE BUILDING SHALL BE CONTROLLED AND ELIMINATED.
- ALL TENANTS SHALL BE RESPONSIBLE FOR FIRE SAFETY. THIS WILL REQUIRE CORRECTIVE ACTION TO BE TAKEN BY THE TENANT AND/OR THE TENANT IS TO REPORT THE HAZARD TO THE BUILDING OWNER. SMOKE ALARMS HAVE BEEN PROVIDED IN EACH DWELLING UNIT. SOME UNITS MAY ALSO BE EQUIPPED WITH SELF-CLOSING DEVICES ON THE ENTRY DOORS. THESE DEVICES ARE FOR YOUR PROTECTION AND ARE NOT TO BE TAMPERED WITH.
- ALL BUILDING FACILITIES PROVIDED FOR THE SAFETY OF OCCUPANTS SHALL BE MAINTAINED AND TESTED IN ACCORDANCE WITH THE APPLICABLE SECTIONS OF THE ONTARIO FIRE CODE.
- FIRE SAFETY PLAN - THE BUILDING OWNER AND ALL OCCUPANTS SHALL READ THE BUILDING'S FIRE SAFETY PLAN IF ONE EXISTS SO THAT THEY ARE AWARE OF THEIR RESPONSIBILITIES FOR FIRE SAFETY. THE BUILDING OWNER WILL REVIEW THIS PLAN WITH THE BUILDING OCCUPANTS ON AN ANNUAL BASIS OR, AS AN ALTERNATIVE, A FIRE DRILL WILL BE HELD ONCE PER YEAR. PARTICIPATION BY THE OCCUPANTS IN THE DRILL WILL BE AT THE DISCRETION OF THE OWNER.