

EMERGENCY FIRE PROCEDURES

INSTRUCTIONS TO RESIDENTS:

1. If you discover a fire, immediately sound the fire alarm in this building by activating the alarm pull station (red box) in the hallway outside your Unit.
2. If you have time and are not endangering yourself, **DIAL 911**.
3. If feasible, you can attempt to extinguish the fire or keep it under control with the available fire equipment.
4. If you cannot control the fire, isolate it by **CLOSING THE DOORS**, then get out by the nearest exit.

AT THE SOUND OF THE ALARM:

1. **DO NOT USE THE ELEVATORS.** Walk, do not run as you exit the building. **SHUT ALL DOORS BEHIND YOU** and proceed along the hallway and down Stairwell No. 1 in a quiet and orderly manner. (Stairwell No. 1 will take you directly to our building's lobby – Stairwell No. 2 will take you to the back of our building where you would be required to walk around to the front to meet up with the other Residents). Do not push or jostle. When you have reached the outside of our building, move away from the doorway to allow others behind you to emerge. An announcement, including further instructions will be made on the building's Public Address System as soon as the situation is known and the necessary actions identified. For those residents who are currently subscribed to Shaw Television, a printed sign will be displayed on your closed circuit television set indicating what action, if any you should be taking at this time. It should be noted that the doors from the Stairwell into the hallways **DO NOT** unlock when the fire alarm is activated. The doors from the Stairwell to the hallways are always unlocked on floors 3, 8, 13, 18, 23 and 28.
2. Go outside to the front of our building on Quebec Street, leaving clear access for Fire Department trucks and Fire Department personnel. **DO NOT GO BACK INTO THE BUILDING FOR ANY REASON.** Wait for the "all clear" before reentering the building.

3. The person who discovers the fire should, after activating the building fire alarm, telephone the Fire Department (**DIAL 911**), giving the following information:
 - State your name
 - Give the address of the building (**1188 Quebec Street**) and the nearest intersection (**Terminal Avenue**).
 - Give information about the fire, i.e. what floor it is on, how fast it is spreading, people trapped, etc.
 - Meet the Fire Department at the entrance to the building to give updated information and to assist as a resource person.

4. For those residents who have been identified as needing assistance in evacuating the building and others who are unable to walk down the stairs, stay in your Unit and await an announcement from our Public Address System as to whether it is a false alarm or the building should be evacuated. If the fire is in your Unit or you detect smoke coming into your Unit, you must get out immediately and go directly to Stairwell No. 1. With the help of other residents and to get away from the danger on your floor, you must make your way down at least two flights of stairs. If you are able to safely remain in your Unit but the announcement indicates that you must evacuate the building, **DIAL 911** immediately, advising the operator of your location and situation in order that the Firemen can locate you and safely remove you from the building. If, after you dial 911 you have to move from your Unit, **DIAL 911** again and advise them of your new location.

5. If the fire alarm rings in your own Unit and it is a False Alarm because of smoke from cooking or candles, **DO NOT** open the hallway door to clear out the smoke as this could activate the entire building's fire alarm system. Instead, open your balcony door as well as some of your windows. Turn on your bathroom and kitchen fans as this will help eliminate the smoke from your Unit

6. **NEVER** store propane tanks inside our building - neither inside your Unit, in the garage, in your parking stall nor in your storage locker. They are extremely dangerous in a fire situation.

7. Signs indicating how to turn off the sprinkler system on your floor are located in the Stairwell. You should check on your floor so that you know the proper location. Keep in mind that turning off the sprinkler system **WILL** activate the building's alarm system. The sprinkler system should **NEVER** be turned off unless you are absolutely certain that it is safe to do so.

8. The fire alarm will **NOT** be turned off until it is determined without a doubt that it is completely safe to do so. The Fire Department will, under normal situations, reset our fire alarm system.