

TENANT EMPLOYEE

FIRE SAFETY HANDOUT

(Direct Excerpt from Fire Safety Plan Sections)

FOR

**BLOOR ISLINGTON PLACE
3250, 3280, 3300 BLOOR STREET WEST**

JUNE 2022

Tenant Employee Handout Section – to be distributed to all employees

General Instructions (sticker).....	TE1
Emergency Procedures During Normal Hours.....	TE2
If You Become Trapped	TE3
After Hours instructions	TE3
Pull Station instructions	TE3
Tenant Employee General Responsibilities	TE4
Persons Requiring Assistance Policy	TE5
Fire Hazards and Recommended Housekeeping.....	TE7
Fire Prevention Policies	TE8
Fire Extinguishment Control/Confinement.....	TE10
Persons Requiring Assistance FORM.....	TE13
Persons Requiring Assistance List.....	Appendix A
Building/Emergency Contact Information.....	Appendix B
Site Plan	Appendix C

EMERGENCY PROCEDURES - TENANT EMPLOYEES

This section applies to all occupants (employees and/or general public) who are inside the building during an emergency.

Instructions to Tenants

This sign shall be posted at all exits, to instruct the occupants in a fire emergency situation.

IN CASE OF FIRE
<u>UPON DISCOVERY OF FIRE</u> LEAVE FIRE AREA IMMEDIATELY AND CLOSE DOOR SOUND FIRE ALARM CALL TORONTO FIRE SERVICES FROM NEAREST SAFE EXIT, AT 911
DO NOT USE ELEVATORS
<u>UPON HEARING FIRE ALARM</u> IF CONTINUOUS SIGNAL LEAVE BUILDING, VIA NEAREST EXIT. CLOSE DOORS BEHIND YOU. IF INTERMITTENT SIGNAL STAND BY AND PREPARE TO LEAVE BUILDING
<u>CAUTION</u> IF SMOKE IS HEAVY IN CORRIDOR IT MAY BE SAFER TO STAY IN YOUR AREA. CLOSE DOOR AND PLACE WET TOWEL AT BASE OF DOOR. IF YOU ENCOUNTER SMOKE IN
REMAIN CALM

TENANT EMPLOYEE EMERGENCY PROCEDURES

During Normal Hours

UPON DISCOVERY OF SMOKE OR FIRE

1. Leave fire area immediately.
2. Close all doors behind you.
3. Sound the fire alarm by activating the nearest manual pull station.
4. Alert occupants in your area and provide assistance to those who may need help to evacuate.
5. Telephone Toronto Fire Services at **911** from a safe location. Never assume that this has been done.
6. Give the correct building address including tower, **3250, 3280 or 3300 Bloor Street West**, location of the fire, and your name.
7. Use exit stairwells to evacuate the building.
8. If you encounter smoke, consider using an alternate exit.
9. **DO NOT USE ELEVATORS.**
10. **DO NOT** return until it is declared **SAFE** to do so by the Toronto Fire Services.

UPON HEARING AN ALERT SIGNAL

1. Remain calm, prepare yourself to evacuate, grab your jacket and any personal belongings, (e.g., purse, wallet, cell phone) make sure you are ready to evacuate on a moment's notice.
2. Wait at your desk and listen for announcements via the voice communication system and follow instructions.

UPON HEARING AN ALARM SIGNAL (SOUNDS LIKE GET--OUT--NOW) OR BEING MADE AWARE OF A FIRE

1. Using caution, proceed to the nearest exit stairway and exit the building via the designated exit routes.
2. Provide assistance to those who may need help to evacuate.
3. Before opening any door, feel the door and doorknob for heat using the back of your hand. If not hot, brace your foot two inches away from the door and open it carefully. If you see smoke, feel air pressure or hot draft, close door quickly and proceed to an alternate exit.
4. Leave building using the exit stairway.
5. If you encounter smoke, use an alternate exit.
6. **DO NOT USE ELEVATORS.**
7. Evacuate the building if you hear the fire alarm signal.
8. **DO NOT** return until it is declared **SAFE** to do so by the Toronto Fire Services.

TENANT EMPLOYEE EMERGENCY PROCEDURES Continued

IF YOU BECOME TRAPPED

1. Close the door.
2. Unlock the door for possible entry by firefighters.
3. Dial 911 and tell Toronto Fire Services where you are, then signal to the fire fighters by waving a sheet/towel.
4. Seal all cracks around the doors where smoke can get in by using wet towels, an item of clothing or masking/ duct tape. Seal mail slots and air conditioning outlets.
5. Keep low to the floor if smoke enters the room.
6. Move to the most protected room.
7. Attempt to contact authorities, to advise them of your location. Dial 911.
8. Wait to be rescued, remain calm, do not panic or jump.
9. Listen for instructions or information given by authorized personnel.

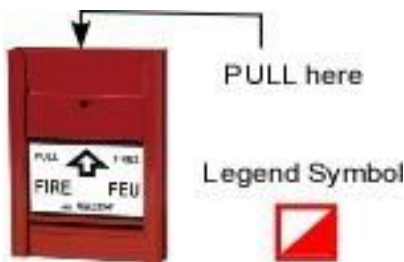
AFTER HOURS - IF YOU ARE IN THE BUILDING AFTER YOUR NORMAL WORKING HOURS or ON HOLIDAYS OR WEEKENDS:

For your SAFETY, please check in with Security to let them know you are working late.

1. Evacuate the building if you hear the fire alarm signal.
2. If you are working alone, call 911 if you are uncomfortable leaving via the stairs, giving them your location, and which stair you are taking to the ground floor.
3. Follow instructions given for “UPON HEARING AN ALARM SIGNAL”.

PULL STATION INSTRUCTIONS

This is the MAIN type of pull station, however, they may differ in some part of the building.



TENANT EMPLOYEE RESPONSIBILITIES

1. LISTEN to instructions from your Fire Warden
2. Do NOT waste time asking if the alarm is real. Until it is investigated, ALL alarms are considered real.
3. Control fire hazards. READ Sections 7 & 8.
4. Do not dispose of flammable liquids or aerosol cans in garbage cans.
5. Do not use unsafe electrical appliances, frayed extension cords, over-load outlet or lamp wire for permanent wiring.
6. Know where the fire alarm pull stations and exits are located.
7. Maintain access to portable extinguishers and other fire protection equipment.
8. Ensure that electrically powered equipment is shut off at closing time.
9. Call the Toronto Fire Department immediately at **911** whenever you need assistance.
10. Know the correct building address; 3250, 3280 or 3300 Bloor Street West.
11. Know the audible fire alarm signal and the procedures established to implement evacuation.
12. Report any condition, which may be a fire hazard, to the Chief Fire Warden.

GENERAL

Occupants are advised to:

1. Be fully acquainted with the fire equipment locations that are provided for your safety. Keep them unobstructed for use by Fire Services personnel.
2. Should you have any questions regarding fire emergency procedures contact the manager or your resident Fire Warden.
3. Call the Toronto Fire Services at **911** if you need emergency assistance.
4. Know the building address – **3250, 3280 or 3300 Bloor Street West**, which tower you are in – East, Centre or West, and which floor you are on.

PERSONS REQUIRING ASSISTANCE

This procedure is in effect for people who have been identified as needing assistance and are employees in the building.

The Fire Code defines this as anyone, for *any* reason, visible or invisible, who will not be able to use the stairs at a normal rate of travel. This means no one will be hampered in their travel down the stairs.

Those who may find this stair travel difficult are *personally* responsible to report this to their Company's Personnel or Human Resources Department, or the area Fire Warden, as each company is responsible for maintaining its own space and personnel safety. This information **must** be relayed to the Building Management office before an emergency occurs to allow pre-planning inclusion and must be updated as often as necessary. SEE NOTE BELOW

This is not meant to violate confidentiality, but to attempt to ensure the safety of everyone in the building. A list of "persons in need of assistance" is required by the Fire Department, to be handed to the responding Officer immediately upon arrival at the building, to dispatch adequate fire fighters and equipment for this purpose and call for backup if necessary.

When a need is identified, a discussion of designated waiting areas is required, a main, and an alternate, accommodating all persons, equipped with a telephone, and located as close as possible to stairwell or an elevator lobby. These locations are to be highlighted on a copy of a floor plan, along with the normal working areas, and sent to Management for inclusion, and pre-planning changes. This list is required to be kept up to date, and adjusted as often as necessary, to ensure your safety is maintained. If you choose *not* to advise the company of a problem, you could be jeopardizing yourself and others unnecessarily.

After these precautions are in place, it must also be realized that if the problem is *NOT NEAR your location, it is possible that you may not be evacuated at all!* Toronto Fire Services will make these decisions after arrival and briefing on the situation. CALL 911 OR 9-911 from a safe place and advise them you are there.

The Fire Warden shall ensure Emergency Coordinator knows a disabled person has been left at the waiting area during a fire alarm.

Please note: the **building staff** will **not** be operating the elevator under alarm conditions.

PERSONS REQUIRING ASSISTANCE Continued

IF THIS SECTION APPLIES TO YOU, FILL OUT THE FORM AT THE BACK OF THE BOOKLET AND SUBMIT TO YOUR SUPERVISOR.

The property manager or designate is responsible for the safety of occupants within the Complex at all times. The Toronto Fire Services may be able to employ limited evacuation operations during a fire emergency, however, this cannot be expected or guaranteed. Provisions shall be put in place by the property manager or designate to provide a safe evacuation of persons requiring assistance to exit the building during a fire emergency. Planning shall take into consideration the fact that elevators will not be available for building supervisory staff use during an emergency evacuation. It may be necessary to “**stage**” **persons requiring assistance in an area of refuge, to await evacuation assistance.**

- **They Will Be Removed by Fire Services If They Are in Any Danger.**
- Provide these persons with a safe enclosed area, near the elevator with a telephone and hearing protection (fire alarm sound is distressing when left on the floor)
- They can call 911, an operator may stay on the phone with them if necessary.

During an evacuation, the desired goal should be for a person requiring assistance is complete evacuation from the building. However, if evacuation is not possible, then an area of refuge shall be utilized for the staging of any persons requiring assistance.

Ideally, a suitable alternate location for refuge (**if your floor is in evacuation mode alarm**), will be a minimum of three storeys below the fire floor or next **CROSSOVER FLOOR**.

Move if there is **SMOKE** (or if you feel uncomfortable staying), otherwise, you may stay on your floor.

Call 911 to advise **where you are, and, if you are moving to another floor.**

IF NECESSARY, if someone cannot manipulate the stairs, try sitting them down on the stair and moving down in a sitting position.

Once supervisory staff has established a suitable staging area for any persons requiring assistance, the specific floor and location of the staging area must be reported to the chief fire warden immediately upon reporting to the **closest** fire command area:

POST 1 located at the northeast corner of Aberfoyle Crescent and Lomand Drive
OR

POST 2 on Bloor Street, east of centre doors.

FIRE HAZARDS

Occupants are advised that, to prevent a serious fire hazard and the following should be understood and practiced:

1. Do not dispose of aerosol cans or flammable liquids in the garbage.
2. Practice safe cooking measures. Do not overheat any cooking utensil. Constantly attend to any deep-fat frying operations and microwave ovens. Wear sensible clothes when cooking. Avoid dress that includes loosely hanging sleeves or highly combustible fabrics.
3. Do not use unsafe electrical appliances or frayed extension cords. Do not overload circuitry.
4. Do not smoke anywhere within the Complex including in the underground Parking Garage.
5. No person shall intentionally disable a fire detector or fire alarm speaker so as to make it inoperable. Failure to comply will result in legal action / prosecution for the individual.
6. Fire detectors shall be maintained in operating condition.

Combustible Materials

A high standard of good housekeeping methods and preventative maintenance of building facilities are the most important factors in the prevention of a disastrous fire.

1. Combustible waste materials in buildings should not be allowed to accumulate to the point where the amounts constitute a fire hazard. No material should be stored or allowed to accumulate in elevator shafts, ventilators, stairwells, or corridors.
2. Combustible materials shall not be used to absorb large flammable liquid spills within the building. Granular-type absorbent material is preferred.
3. In the event that combustible material was used to absorb flammable liquid spills, the materials, such as greasy or oily rags, are subject to spontaneous combustion, and should be deposited in a proper safety container, or promptly removed from the premises.
4. Do not use flammable liquids for cleaning purposes.
5. Do not store combustible material on any roof or in areas adjacent to the building.
6. Never leave articles such as: shoes, rubbers, mats, paper storage, etc. in the exit corridors and or stairwells.

FIRE PREVENTION POLICIES

General

Wherever there are people, the possibility of accidental fire is always present. The best way to fight fire is to prevent it from happening in the first place.

The prevention of fires is the ultimate achievement in fire safety.

Fire prevention is everyone's responsibility. If you notice a fire hazard in your area, immediately contact your Manager as well as the Security Manager. If you notice a fire hazard in another area, contact the Security Manager.

The following fire prevention measures are noted for the purpose of creating a fire safe environment for employees and guests.

The following measures are mandated by this Fire Safety Plan:

Fire Prevention for Office Areas

General Hazards

1. Keep all hallways, aisles and corridors free from obstructions such as chairs, desks, file boxes, etc.
2. Do not allow accumulation of paper and boxes in the office area. Inactive files must be stored in designated, approved storage rooms.
3. Ensure that all stairwell doors remain closed at all times. They must never be propped open.
4. Smoking is permitted only outdoors and in designated smoking areas. Many fires are related to careless smoking practices. (Refer to the province of Ontario's smoking policy).
5. Avoid placing combustible materials directly in contact with an electrical outlet.
6. Do not hang anything from a fire sprinkler head.

FIRE PREVENTION Continued

Electrical Hazards

1. Report any frayed or damaged electrical wires to the appropriate authority. Electrical wiring that is defective, frayed, or cracked must be replaced.
2. Do not use outlets or electrical devices that show evidence of electrical arcing or sparking. Immediately report such a hazard to a supervisor or to the maintenance department.
3. Avoid using extension cords wherever possible. Extension cords are designed for temporary use only. If they are to be used, they must be protected from physical damage. They must never be run under mats or carpets or underfoot.
4. If a circuit breaker consistently “trips”, discontinue using the device that is causing the circuit to trip. It must be determined if the device is faulty, or if there is too much current passing through the circuit, or if the circuit wiring is at fault. Only a certified electrician should assess and repair problems in the electrical distribution system.

Storage Areas

1. Storage areas must be kept clean and free of rubbish.
2. Materials must be stacked neatly to ensure stability of the piles.
3. There must be a clearance of at least 18 inches between fire sprinkler heads and stored material.
4. Material must not be stored directly touching an electrical outlet.
5. Circuit breaker panels located in storage rooms must not be covered or obstructed by stored material.
6. Electrical equipment and devices must not be operated or connected to an electrical source in storage rooms.
7. Smoking in storage rooms is strictly prohibited.
8. Doors to storage rooms must be kept closed at all times.
9. Flammable and combustible liquids must not be stored in storage rooms used for ordinary combustible materials (e.g., paper, boxes, clothing, linens, etc.).
10. Hazardous, reactive, or unstable chemicals and substances must not be stored in storage rooms used for ordinary combustible materials.

FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT

If the fire appears containable, you must first decide if you are capable of fighting the fire. The use of a portable fire extinguisher is strictly on a voluntary basis. Unless you have had recent fire extinguisher training, the actual task of extinguishing the fire should be left to Toronto Fire Services.

Portable extinguishers can be used to extinguish small fires or control and minimize a fire until the arrival of Toronto Fire Services. This is a VOLUNTARY MEASURE and is primarily the responsibility of the **Fire Department** as the production of noxious fumes in modern buildings makes any attempt at fire fighting extremely dangerous to untrained, unequipped personnel, particularly if a large amount of smoke is being generated.

Only after ensuring that **the alarm has been raised** and the Fire Department notified, should an **experienced** person (familiar with the extinguisher operation) attempt to extinguish a small fire. You should only consider extinguishment if the fire **IS BETWEEN YOU AND THE EXIT**, or the fire is small:

and if the fire alarm has been sounded

and if you are not alone,

and if you have accessibility to the proper portable extinguisher

and if you are trained and/or feel confident in doing so.

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 operator, then the door to the area should be closed to confine and contain the fire. Leave the fire area, ensure the Fire Department has been notified and wait **outside** for Toronto Fire Services

In the event of a fire emergency, all occupants should leave the fire area immediately. Confine the fire by closing the door when leaving the fire area. This will keep the fire, smoke and/or fumes produced by the fire, from entering into the means of egress. Your main concern is to remove people in immediate danger and ensure that nearby occupants are notified by yelling "FIRE." Upon evacuation of the area and reaching a safe location, ensure that Toronto Fire Services have been notified by calling 911 and ask for the Toronto Fire Services. Give your name, telephone number, the address of the building, and the location of the fire. If possible, meet the arriving fire suppression crews to provide them with details of the fire emergency.

Types of Fire Extinguishers

There are typically five types of portable extinguishers found within an office building.

Pressurized Water	Used to fight Class A fires only located within Fire Hose Cabinet
ABC Dry Chemical	Used to fight ABC Class fires located within Fire Hose Cabinet
CO2	Used to fight Class B & C fires Being phased out of use and replaced with dry chemical
Halcon Substitutes	Used to fight ABC fires
Wet Chemical	Used to fight K Class fires in kitchens

PERSONS REQUIRING ASSISTANCE FORM

Please see Tenant Employee instructions – for additional information. Sample Notice to all tenant employees

Dear Tenant:

To ensure your safety during an emergency situation in your building, we are asking your co-operation in filling out the information requested below on any persons residing in your unit who would/may required special assistance in an evacuation.

THIS INFORMATION DOES NOT NEED TO BE DISCLOSED.

All information received will be kept strictly confidential and will enable us to be of assistance in the event of any emergency (i.e., this information will be kept confidential and given to the Fire Department on their arrival).

AS REQUIRED, return the completed form to the Management Office OR your Management / Fire Warden.

DETACH HERE AND RETURN

PERSON REQUIRING ASSISTANCE

(PLEASE PRINT LEGIBLY)

NAME: _____ Expiry Date: _____
M-D-Y

SUITE #: _____ Tower E-W-C: _____ TEL: _____

Particulars of any medical issue concerning yourself that would require assistance in an emergency situation (i.e.: difficulty walking, heart problems, nervous disorder, asthma, pregnancy, etc.)

If it is a temporary situation, please indicate date expected to be off the list.

APPENDIX “C”

SITE PLAN

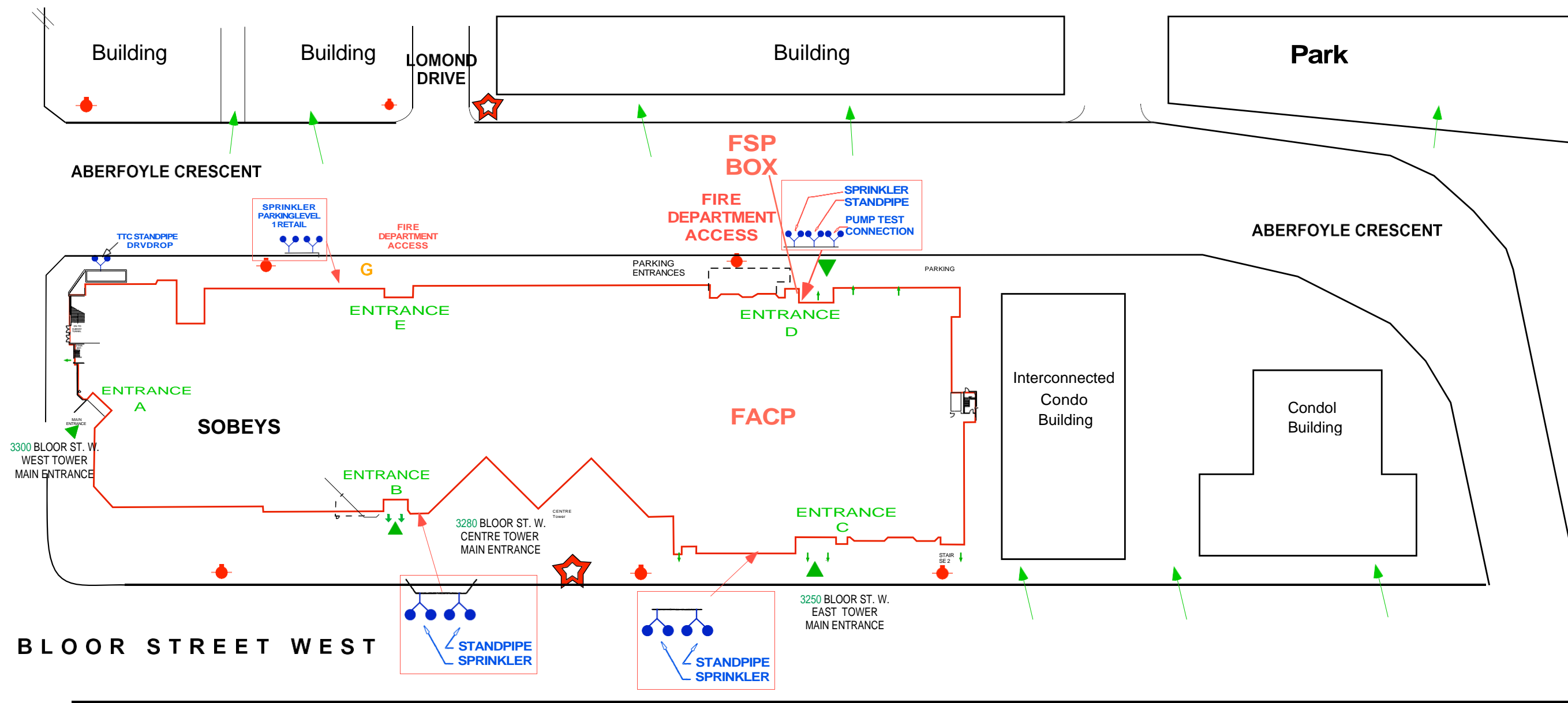
Use the attached SITE PLAN to mark your company's meeting place. Make sure all employees know where it is.

Report to the Chief Fire Warden **closest to your exit**, locations are marked with a STAR on the plan,

Keep away from any mechanical / fire protection / gas equipment.

Do not block driveways.

ISLINGTON AVENUE



BLOOR STREET WEST

- FSP FIRE SAFETY PLAN BOX
- CONTROL CENTRE CONTROL CENTRE - SECURITY DESK
- ▲ MAIN ENTRY
- FIRE HYDRANT
- G EMERGENCY GAS SHUTOFF
- SIAMESE CONNECTIONS
- ★ CHIEF FIRE WARDEN REPORTING STATION

▲ TENANT COLLECTION AREAS

SITE PLAN
3250, 3280 & 3300 BLOOR STREET WEST
2022 by A.G.E. GROUP FIRE SAFETY 905-420-0009