

# FIRE SAFETY PLAN

TWO-STAGE FIRE ALARM SYSTEM FOR:



## The Waterford Retirement Community - Barrhaven

121 – 125 Marketplace Avenue, Ottawa, Ontario K2J 6M6(7)

.....  
WRC Representative (signature): \_\_\_\_\_

Date: \_\_\_\_\_

WRC Owner (signature): Signed By Waterford

Date: February 16, 2021

City of Ottawa Official Authorization/Title: \_\_\_\_\_

Date: \_\_\_\_\_  
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## **Part 1 - Introduction**

The Ontario Fire Code, Section 2.8.2.1 requires the implementation of a FIRE SAFETY PLAN for this building / occupancy. The plan is to be kept in the building in an approved location and shall include:

- (a) the emergency procedures to be used in case of fire, including
  - (i) sounding the fire alarm,
  - (ii) notifying the **fire department**,
  - (iii) instructing occupants on procedures to be followed when the fire alarm sounds,
  - (iv) evacuating occupants, including special provisions for persons requiring assistance,
  - (v) the procedures for use of elevators, and
  - (vi) confining, controlling and extinguishing the fire,
- (b) the appointment and organization of designated **supervisory staff** to carry out fire safety duties,
- (c) the training of **supervisory staff** and instruction of other occupants in their responsibilities for fire safety,
- (d) documents, including diagrams, showing the type, location and operation of the **building** fire emergency systems.
- (e) the holding of fire drills,
- (f) the control of fire hazards in the **building**,
- (g) the maintenance of **building** facilities provided for the safety of occupants, and
- (h) the provision of alternative measures for the safety of occupants during any shutdown of fire protection equipment and systems or part thereof.

The implementation of the Fire Safety Plan helps to ensure effective utilization of life safety features in a building to protect people from fire. The required Fire Safety Plan should be designed to suit the resources of each individual building or complex of buildings. It is the responsibility of the owner to ensure that the information contained within the Fire Safety Plan is accurate and complete. The Fire Code defines “OWNER” as “any person, firm or corporation controlling the property under consideration”. Consequently, owners may be managers, maintenance staff and tenant groups.

The Fire Protection and Prevention Act Part VII, Section 28, states that in case of an offence for contravention of the fire code, a corporation is liable to a fine of not more than \$100,000 and an individual is liable to a fine of not more than \$50,000 or imprisonment for a term of not more than one year or both.

This official document is to be kept readily available at all times for use by staff and fire officials in the event of an emergency.

The fire safety plan approved location is: Reception Office (1 copy).

The Chief Fire Official is to be notified regarding any subsequent changes in the approved Fire Safety Plan.

The fire safety plan shall be reviewed as often as necessary, but at intervals not greater than 12 months, to ensure that it takes into account changes in the use and other characteristics of the building.





## **Part 3 - Emergency Procedures - Residents**

### **Directions for Residents Should The Fire Alarm Activate**

The Waterford is equipped with a **2-stage Fire Alarm System**. This means that there are 2 levels of fire alarm signals. The first signal (alert) is a slow intermittent "chime" sound. The purpose of this ring is to alert you to prepare to evacuate, however, read and understand your "To Go or To Stay" information. Staff will respond to the area indicated by the fire alarm system to investigate and announce information over the emergency paging system.

The second ring is a rapid succession of chimes, which means that you are to follow the evacuation instructions below and evacuate immediately if safe to do so. Make the decision to Go or to Stay. Understand the "To Go or To Stay" information. Listen for information announced over the emergency paging system. If the emergency page indicates the fire is in your area you are in an area of potential danger and should evacuate immediately via the closest exit if safe to do so. Do not use elevators; if it is clear, proceed to the nearest stairwell, and go down the stairs, exit the building and meet at the emergency assembly area in the front parking lot away from the building.

#### **Evacuation procedure in-suite:**

Immediately go to your suite door. Before opening it, feel it to see if it is hot. If your suite door is hot, **DO NOT** open the door.

- Turn the lights on in your suite,
- Dial 911. Tell them there is a fire, where you live, what your suite number is, and that you are trapped in your room. Go to the window and watch for help to arrive.

If your door is not hot, open it slowly to ensure the hall is not filled with smoke. If it is clear, proceed to the nearest stairwell, and go down the stairs, exit the building and meet at the emergency assembly area in the front parking lot away from the building. If you encounter smoke in the stairwell, go to the alternate stairwell. **DO NOT LEAVE THE PROPERTY AS IT IS MOST IMPORTANT WE CAN ACCOUNT FOR ALL OF OUR RESIDENTS.**

If the hallway is filled with smoke, immediately close your door, stay in your suite and follow the "Helpful Hints" and "To Go or To Stay" instructions.

#### **If you come across a fire:**

- 1) If the fire alarm system has not been activated, go to the nearest manual pull station and sound the alarm by pulling the handle,
- 2) Close all doors as you leave to contain the fire,
- 3) Proceed to the nearest stairwell if safe to do so, and go down the stairs, exit the building and meet at the emergency assembly area in the front parking lot away from the building.
- 4) Call 9-1-1, from a safe location.





## Helpful Hints

When you first move into your suite and make the Waterford your new home, take time to learn where your emergency exits are and which direction you would take to get out in an emergency. This is vital information that could save your life!

If you exit your suite, please flip the fire door tag mounted on the corridor side of door to reveal the green check mark indicating rooms that have been searched and are empty.

If you must evacuate, DO NOT take time to collect coats, valuables, sentimental items, etc. The most valuable possession you have is your own life. Protect it first!

Remember that smoke rises, so should you end up in a smoky area, crouch as low as possible as the air will be clearer there.

If walking along a dark smoky corridor or stairwell, stay to the side touching a wall or railing and stay low under the smoke. That will help keep you from becoming disoriented as you proceed to safety.

Watch along the corridors for the red "Exit" signs. They will remain lit during an emergency and help guide you to safety.

Should you be trapped in your suite and smoke is starting to enter under your door, place wet bath towels along the bottom of the door to help seal it. Use duct tape (masking tape may also be effective) to seal cracks around the door to your suite. Seal vents, air ducts and other areas where smoke is entering the suite in the same manner. **Do not lock your door.**

Make sure that you have a roll of duct tape readily available. Duct tape can be purchased in most hardware stores.

If you are having difficulty breathing due to smoke, place a damp handkerchief or cloth over your nose and mouth to help filter the smoke.

Try to stay calm and think clearly. The Waterford is of concrete construction and has sprinklers throughout for your protection. As well, the door to your suite has a high fire rating, offering you additional protection if it is kept closed.

We will be having fire drills every month and expect all residents and staff to participate in them. You will be given instructions on what to do prior to the drill. By having drills regularly, our responses will become routine and could be of great value in a true emergency. Remember, your safety and well-being is our top priority!

The Waterford keeps an up-to-date list of residents who require assistance to evacuate in the event of a fire. This list is kept at the main Reception Desk located on ground floor at Bldg. #121 (Waterford Grand). This list is updated regularly by the Waterford; please contact management should you need to be on this list either temporarily or long term. The list will be given to the firemen when they arrive should they be required to assist you. The list of those requiring assistance to evacuate is also included in the Fire Safety Plan.

**\*\*IT IS MOST IMPORTANT THAT YOU REMAIN CALM AND BE ASSURED THAT STAFF  
WILL HELP KEEP YOU SAFE AND WELL-CARED FOR DURING AN EMERGENCY\*\***





## Resident "To Go or To Stay"

Every fire is potentially dangerous and unpredictable, so do not underestimate the risk to your life. Fire and smoke move very quickly, and the conditions in any part of the building may change in an instant. Smoke can spread throughout a building and enter your suite even when the fire is many floors away. During an emergency, you will not have much time to decide what to do. Make sure you know what to do ahead of time.

To go or to stay ... **the decision is yours**. Each option involves a major commitment on your part. Your choice will depend on the circumstances at the time of the emergency. You should understand the consequences of this important decision. **Most of the time, the best thing to do in a fire is leave the building as soon as possible. If you let this opportunity pass, you must be prepared to protect yourself from smoke and other effects of fire until you are rescued or told by the fire department that it is safe to leave.** This may take a long time and the conditions in the building may deteriorate. Do not try to leave your suite a long time after the fire alarm has sounded. The longer you wait to evacuate, the more risk there is that heavy smoke and heat will have spread into the stairways and corridors. Your chances of survival are significantly reduced. The following information will help you to make the right decision and to develop a personal fire emergency response plan ahead of time.

### When should I go?

Evacuation is appropriate under any of the following conditions:

- 1) **As soon as possible when you hear the fire alarm or discover a fire.**
- 2) **When the fire is in your suite.**
- 3) **When the fire is on your floor or the floor below or above you.**

### When should I stay in the suite?

Remaining in the suite is appropriate under any of the following conditions:

- 1) **If you encounter smoke in the corridor on your floor.**
- 2) **If you encounter smoke in the exit stairs.**
- 3) **If your suite door is hot at touch**
- 4) **If instructed to remain in the suite by Staff or fire department personnel handling the fire emergency.**





## **Part 6(a) - Residential Area Fire Hazards**

### **To avoid fire hazards in the building, residents must:**

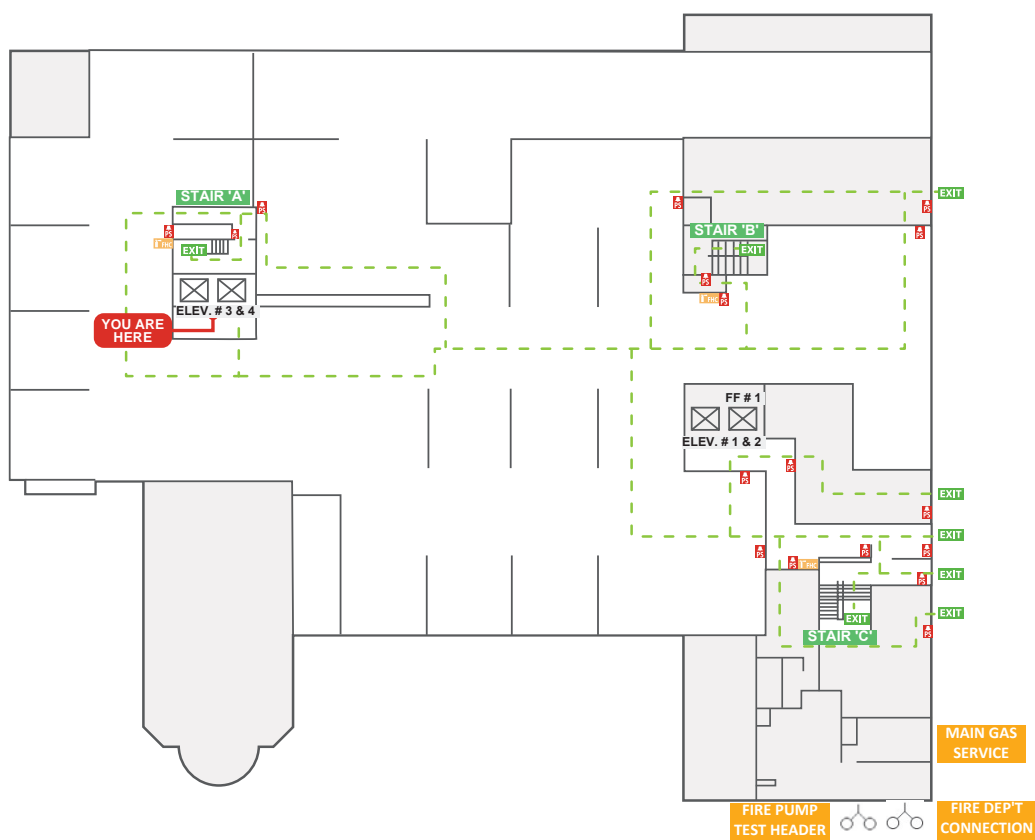
- Never leave anything that may burn or cause a trip hazard in the halls, corridors and / or stairways.
- Always clean out clothes dryer lint collector before and after use.
- Do not use unsafe electrical appliances, frayed extension cords, over-loaded outlets or lamp wire for permanent wiring.
- Do not prop or wedge fire doors open.
- Do not use extension cords as permanent wiring.

### **In general, residents should:**

- Know how to alarm residents of building, know where exits are located.
- Call Ottawa Fire and Emergency Service immediately (9-1-1) whenever you need assistance in an **emergency** situation.
- Know the correct address of the building
- Notify the building owner / property management 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 CO detector if applicable) instructions, available from building owner / property management.
- Know the supervisory staff in your building.
- Report any fire hazard to supervisory staff.
- Know the stairwell designations indicated on the front of the stairwell door.

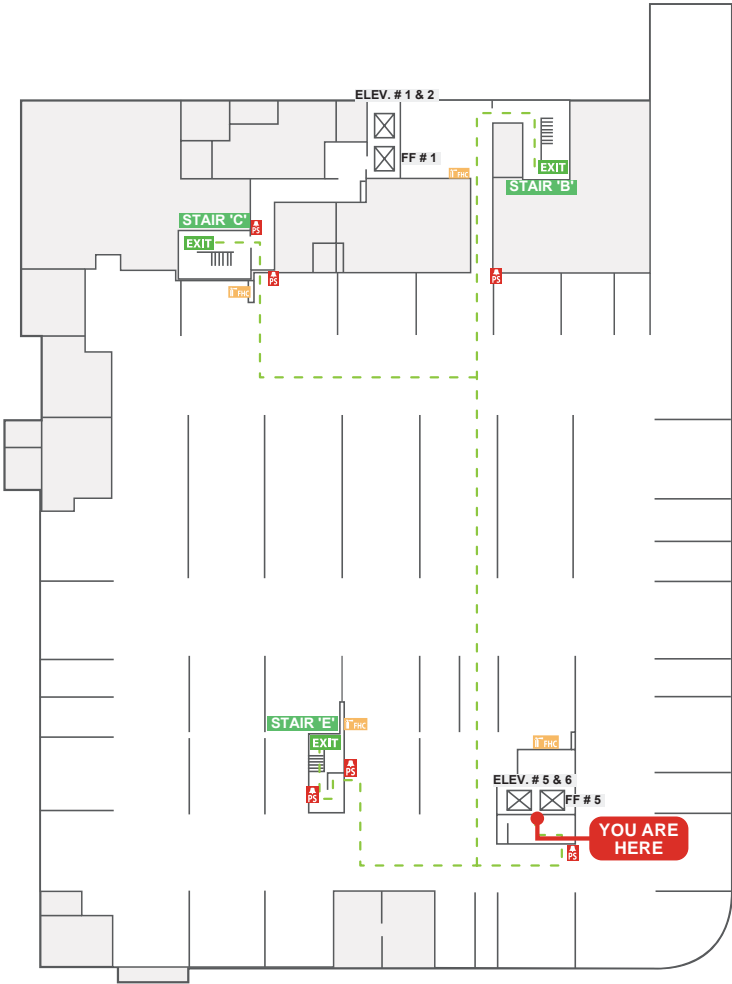






**EXIT** Exit Door  
**PS** Pull Station  
**FHC** Fire Hose Cabinet  
Exit Route





EXIT

Exit Door

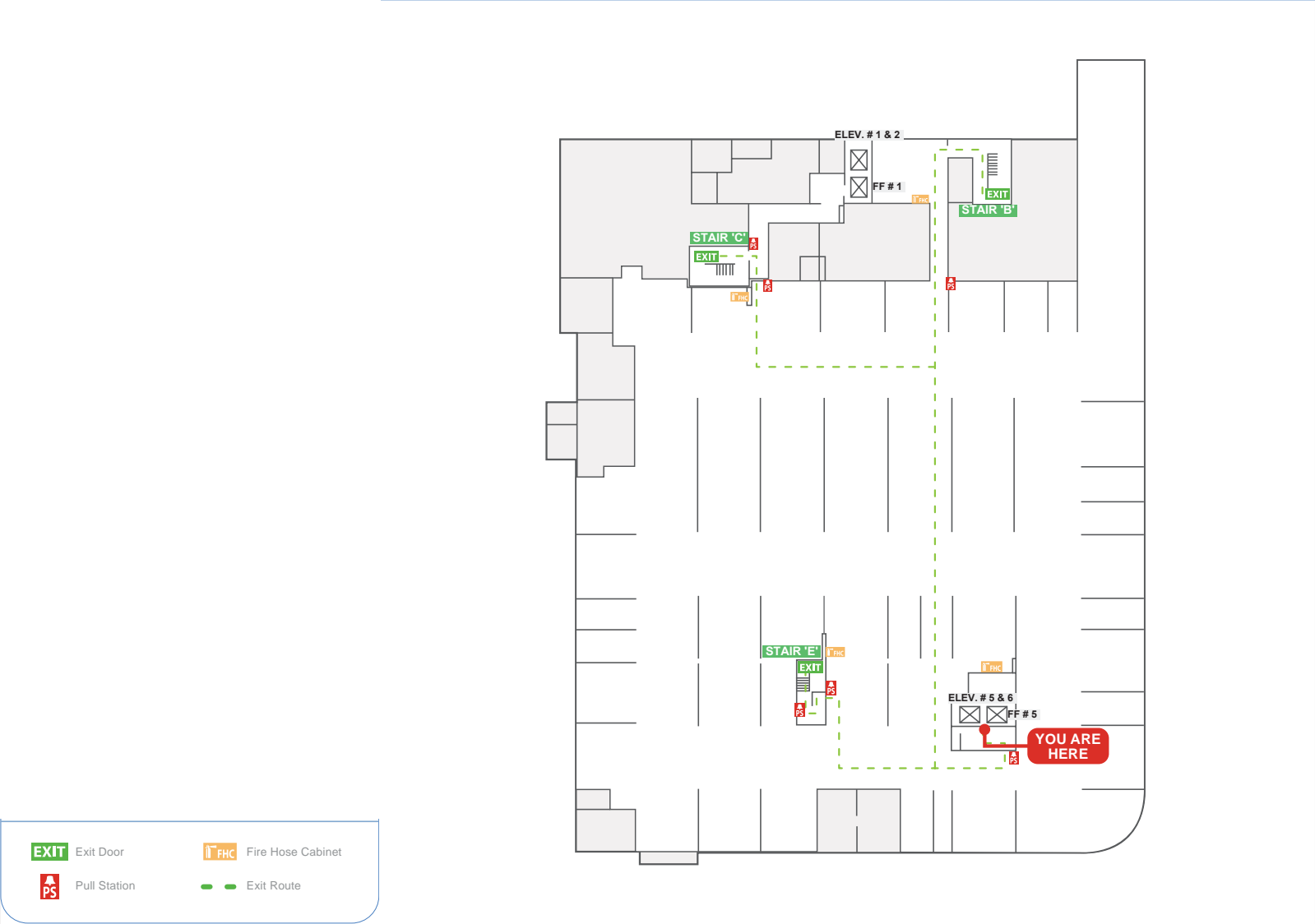
FHC

Fire Hose Cabinet

PS

Pull Station

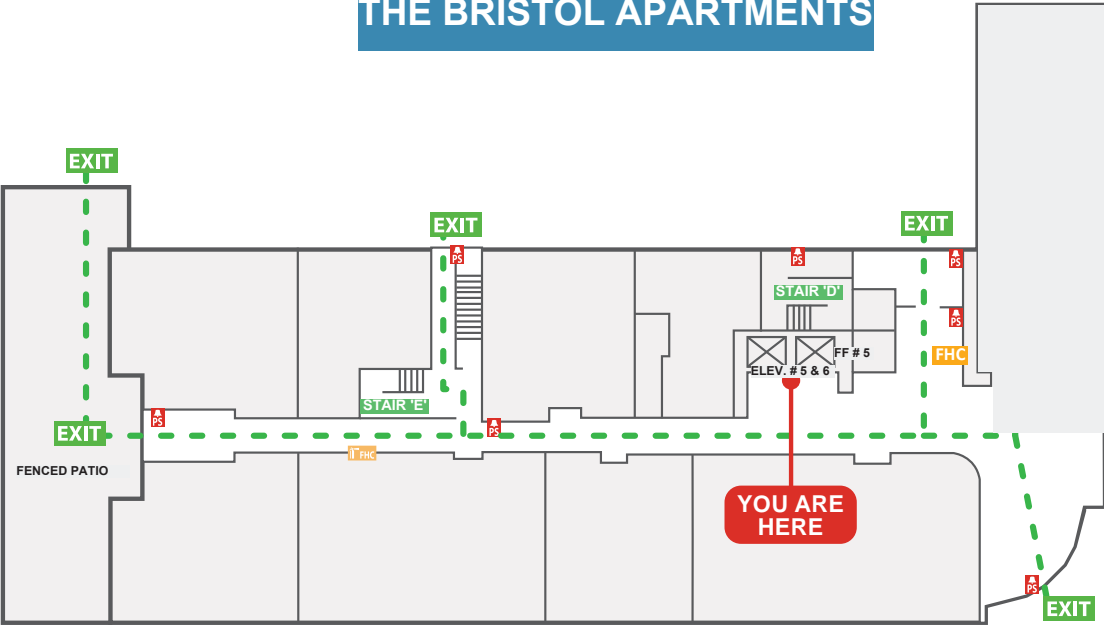
Exit Route







THE BRISTOL APARTMENTS

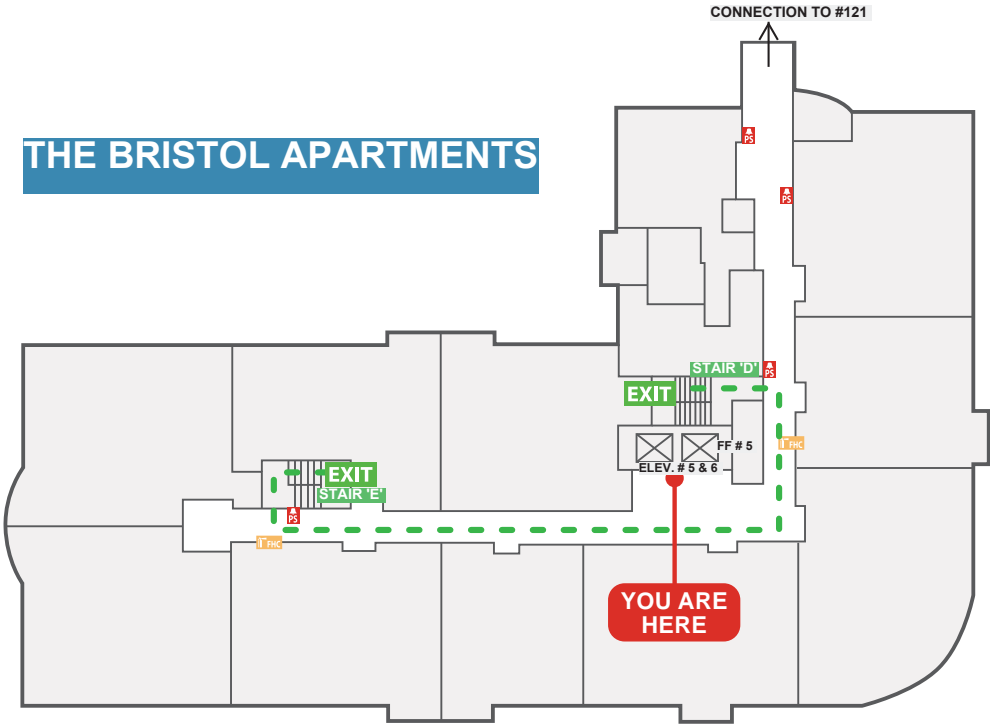


<b>EXIT</b>	Exit Door	<b>FHC</b>	Fire Hose Cabinet
<b>PS</b>	Pull Station		Exit Route





THE BRISTOL APARTMENTS

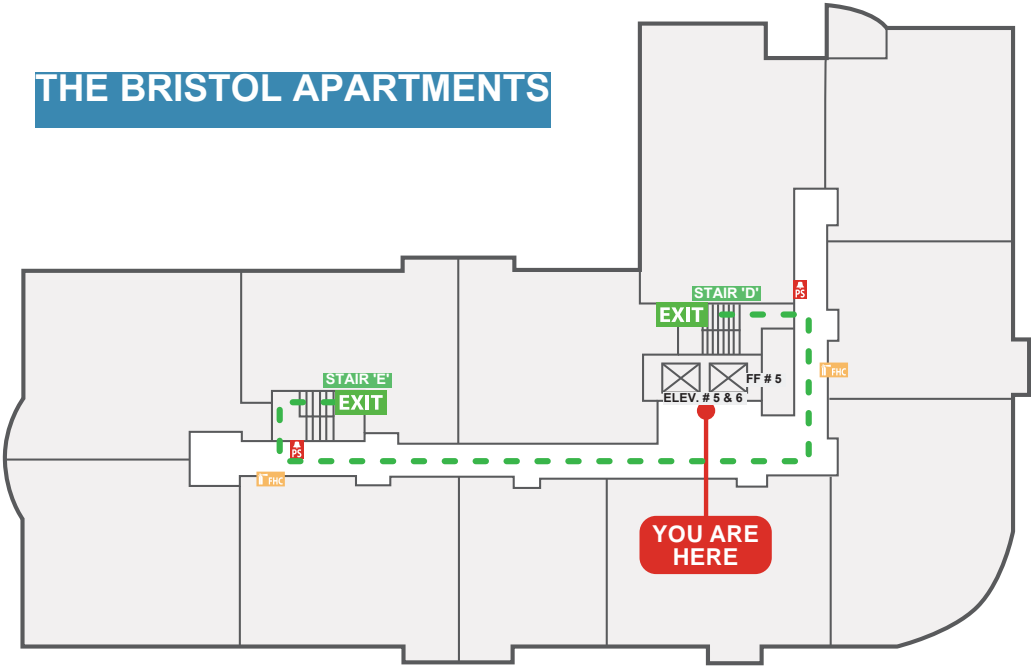


<b>EXIT</b>	Exit Door	<b>FHC</b>	Fire Hose Cabinet
<b>PS</b>	Pull Station		Exit Route





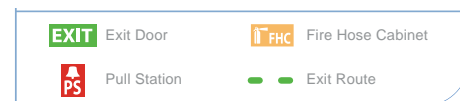
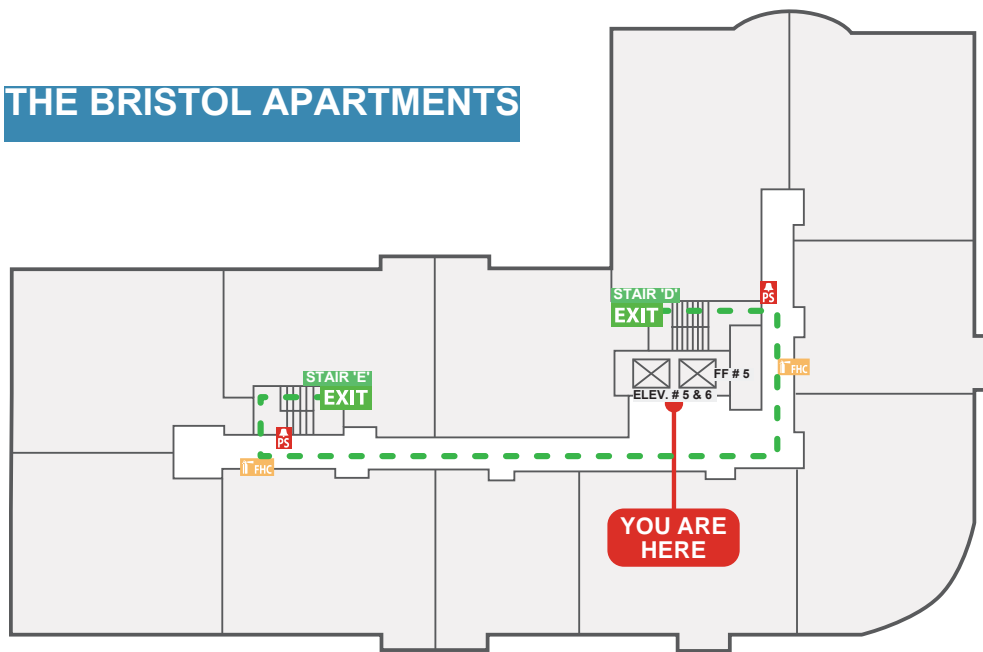
THE BRISTOL APARTMENTS



<b>EXIT</b>	Exit Door	<b>FHC</b>	Fire Hose Cabinet
<b>PS</b>	Pull Station		Exit Route



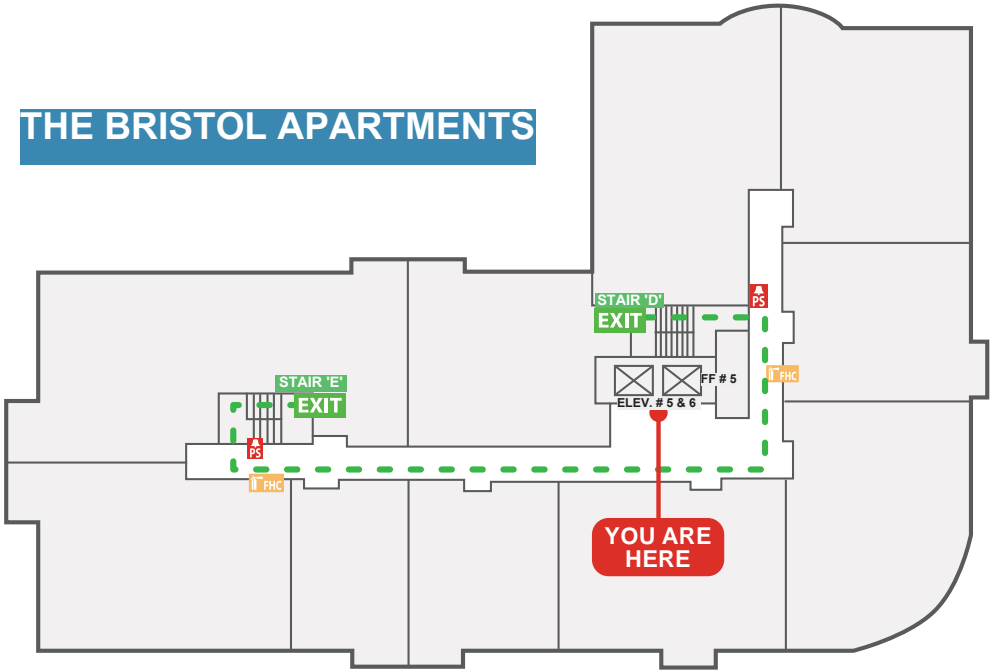
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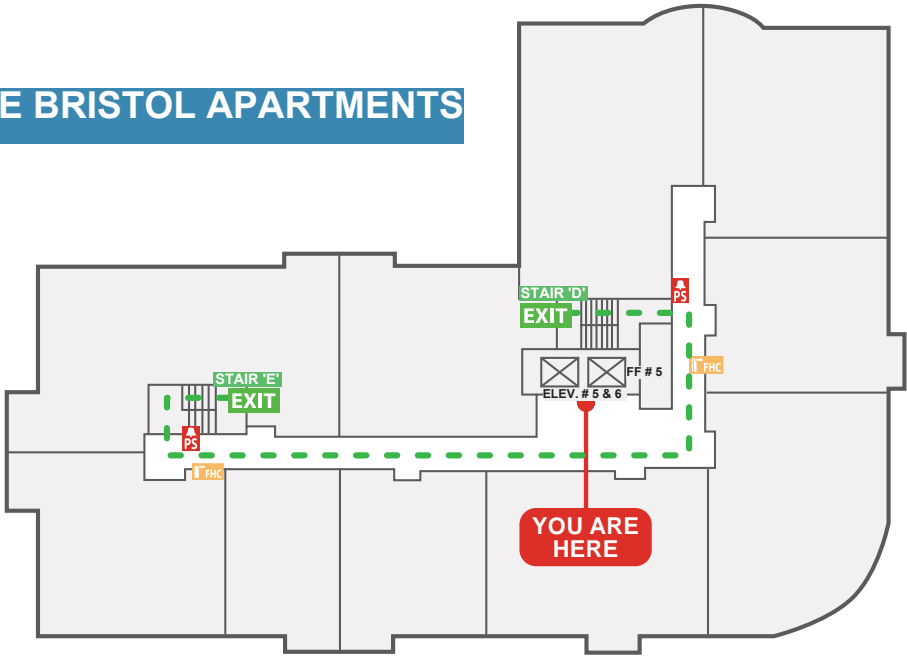
THE BRISTOL APARTMENTS



<b>EXIT</b>	Exit Door	<b>FHC</b>	Fire Hose Cabinet
<b>PS</b>	Pull Station		Exit Route



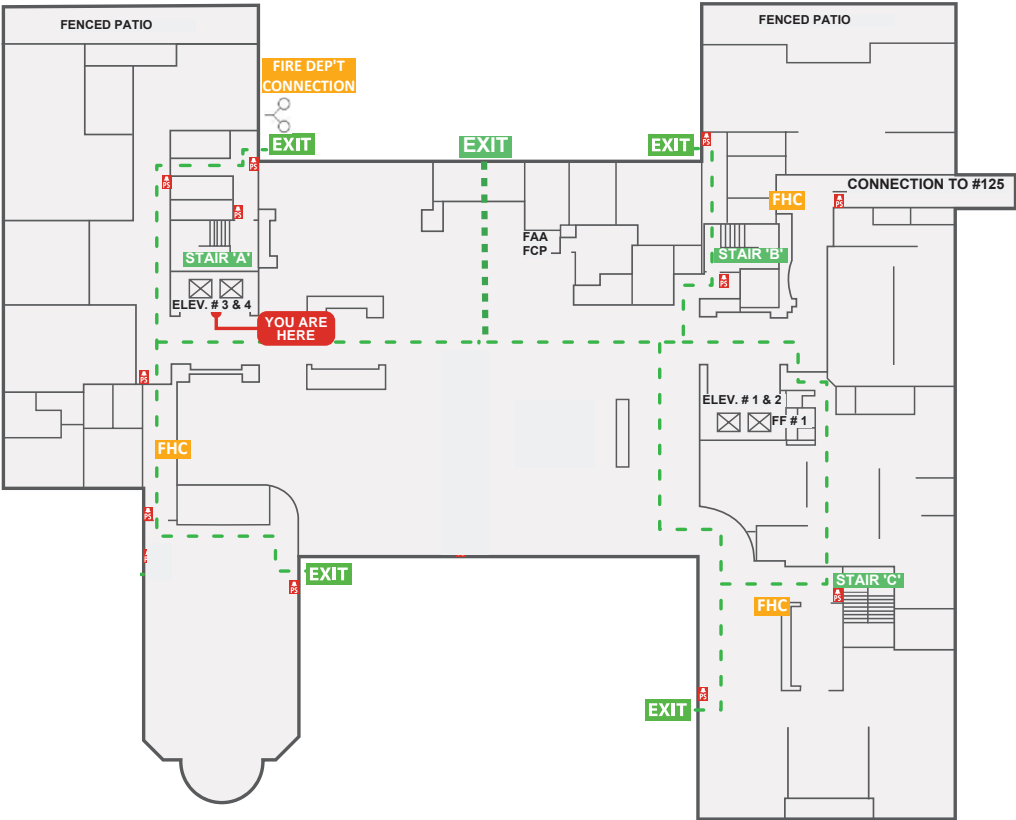
THE BRISTOL APARTMENTS



	Exit Door		Fire Hose Cabinet
	Pull Station		Exit Route



THE GRAND



EXIT

Exit Door

FHC

Fire Hose Cabinet

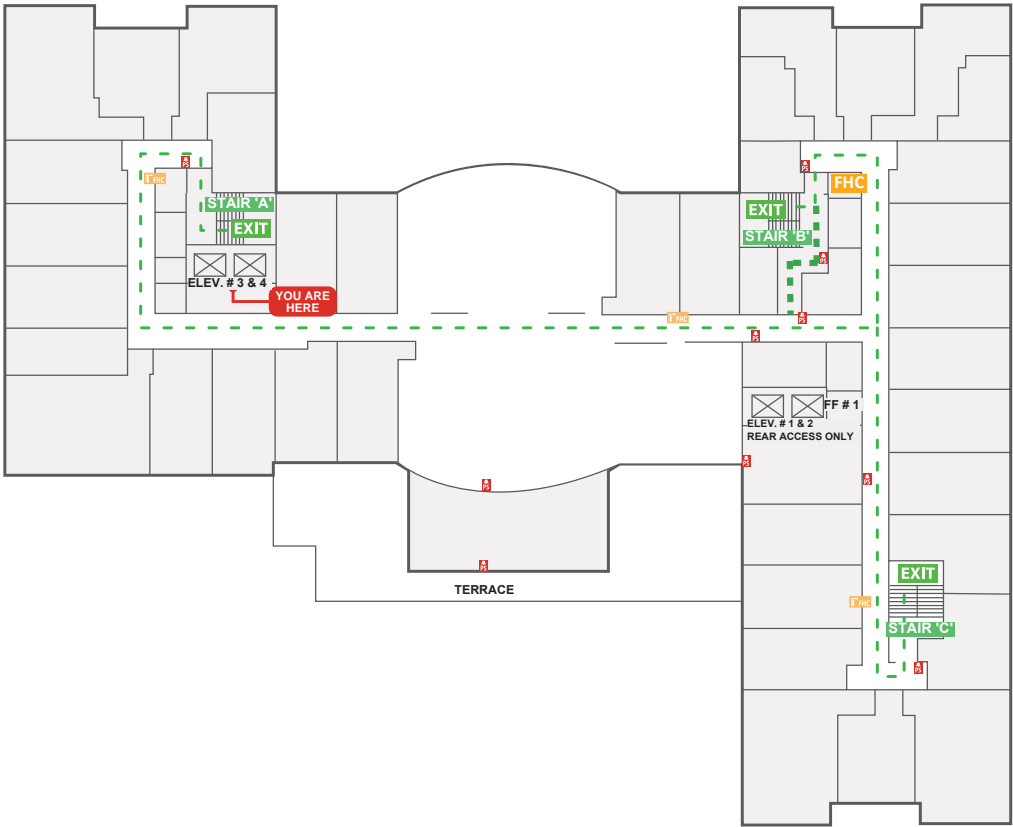
PS

Pull Station

Exit Route



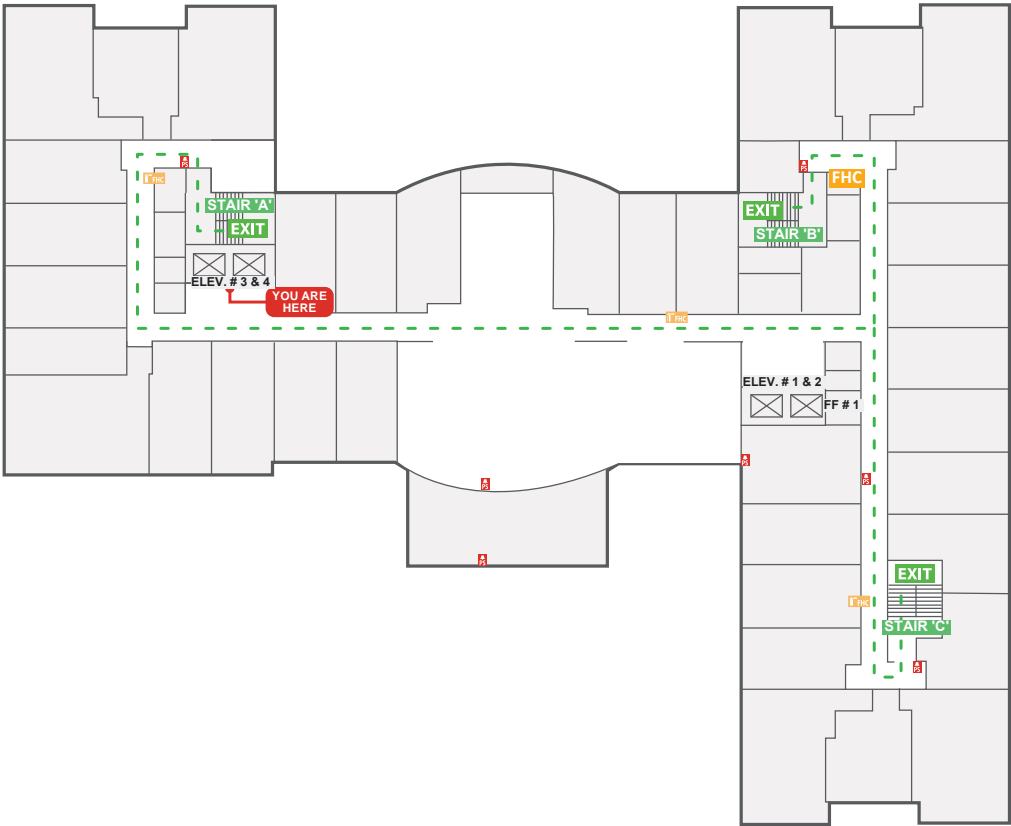
THE GRAND



- EXIT Exit Door
- FHC Fire Hose Cabinet
- PS Pull Station
- Exit Route



THE GRAND

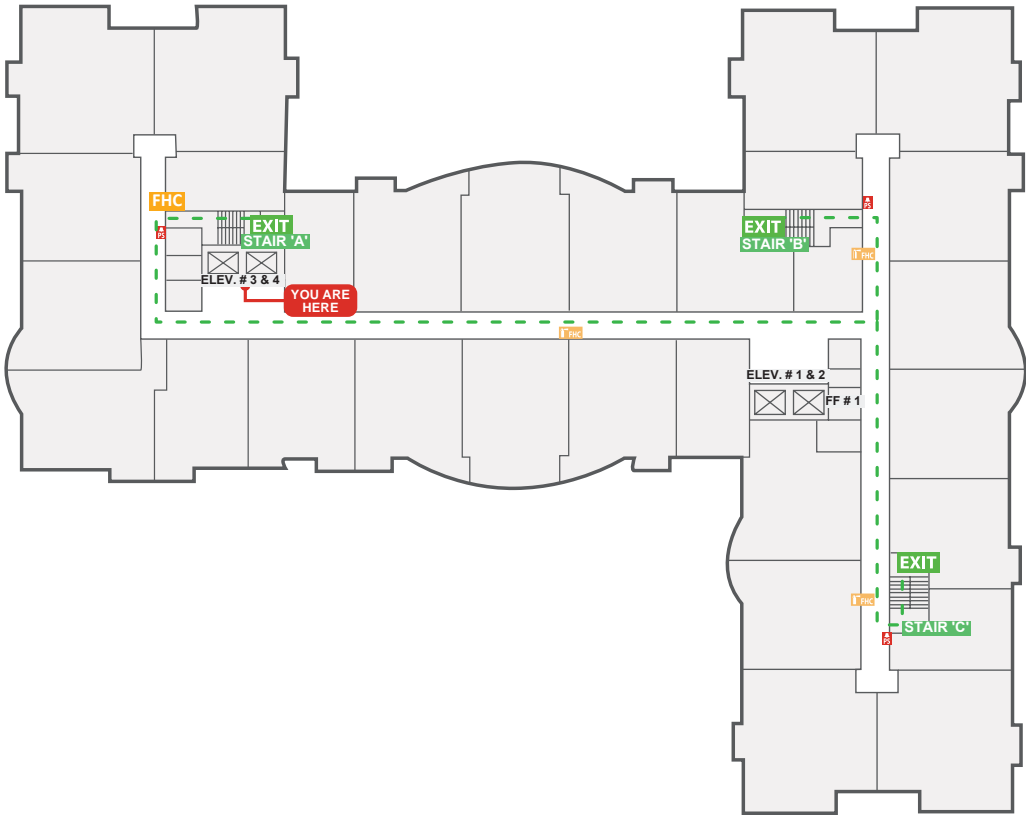


- EXIT Exit Door
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- Exit Route





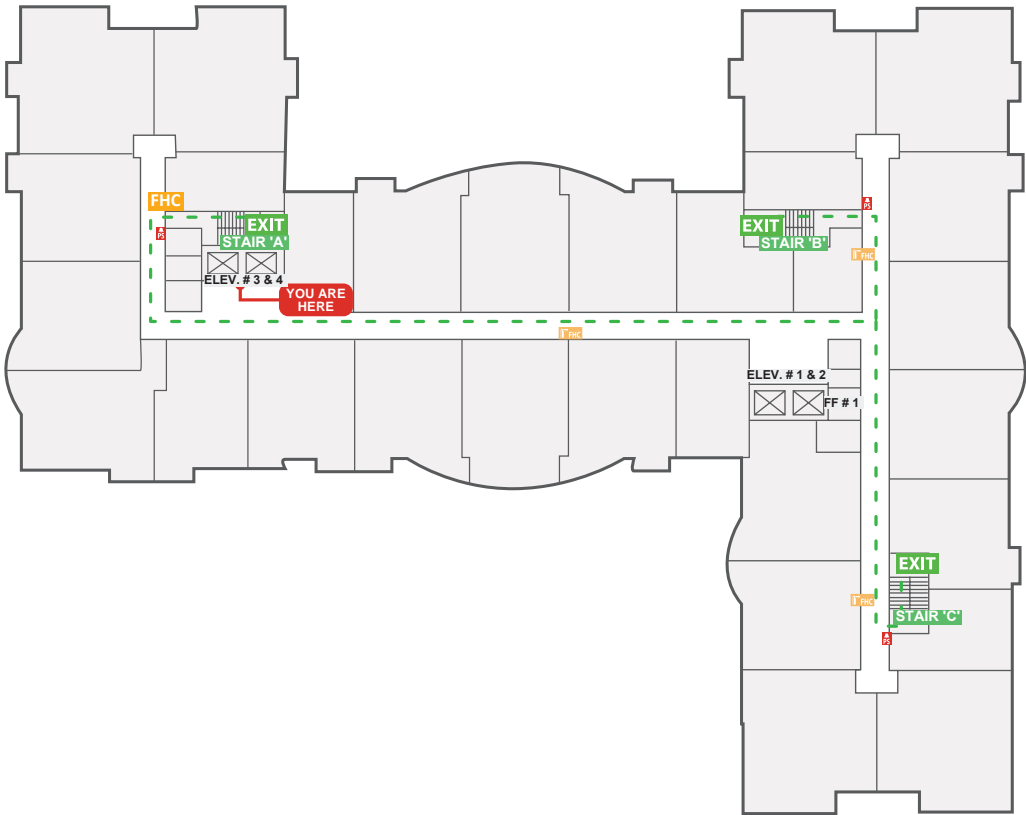
THE GRAND



- EXIT Exit Door
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- Exit Route



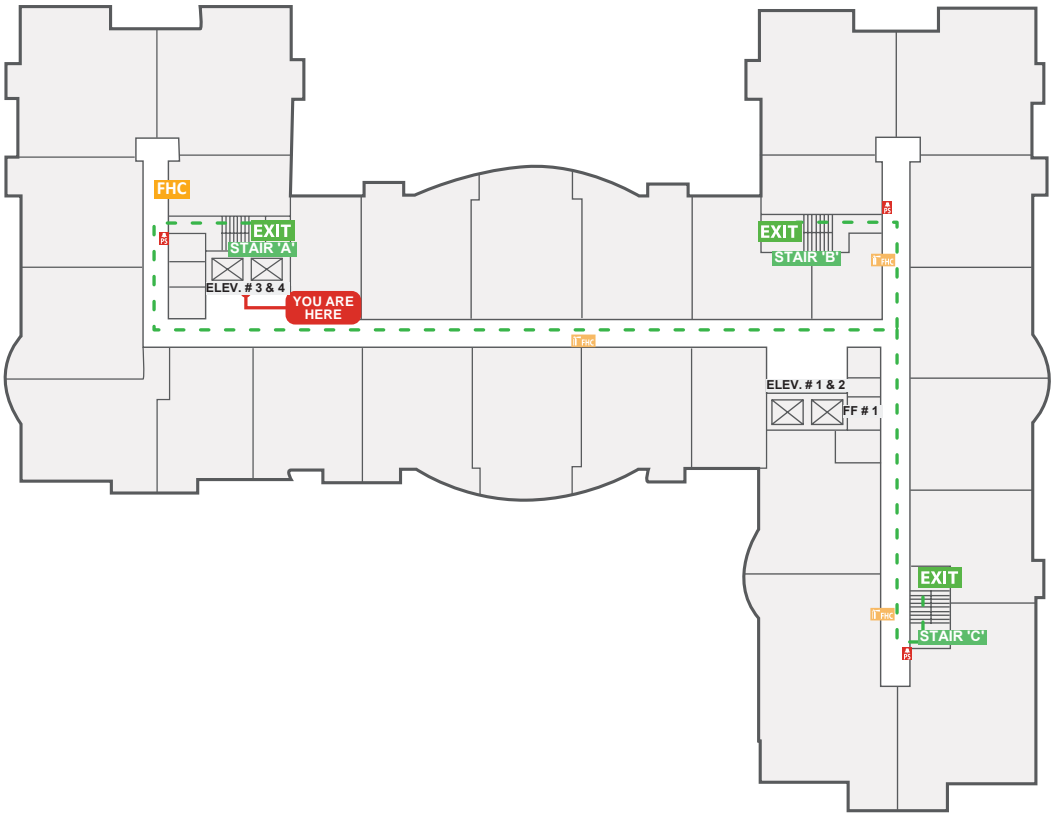
THE GRAND



- |  |              |   |                   |
|--|--------------|---|-------------------|
|  EXIT | Exit Door    |  FHC | Fire Hose Cabinet |
|  PS   | Pull Station |      | Exit Route        |



THE GRAND



- EXIT** Exit Door
- FHC** Fire Hose Cabinet
- PS** Pull Station
- Exit Route**