

## Garment Factory Lofts – 233 Carlaw Avenue

### T.S.C.C. 1956 – Fire Safety Plan

As required by City of Toronto By-Laws and fire codes please find attached sections from the building's fire plan for your review. These documents are important as they contain guidelines and instructions regarding actions to be taken should you discover a fire, or hear the fire alarm. Please note that some section's may require feedback should someone residing in your unit be applicable. The sections included are:

- People Requiring Special Assistance (feedback)
- Emergency Procedures
- Emergency Procedures for Persons Requiring Special Assistance
- Confining, Controlling & Extinguishing a Fire
- Fire Hazards, Precautions & Occupant Responsibility
- Occupant Information on Fire Protection & Life Safety Equipment
- Occupant Handouts

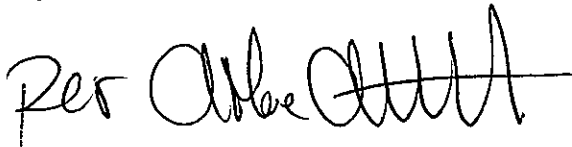
Please ensure you review the attached documents with anyone residing in your unit, and know the proper procedures to be followed should you discover fire within the building. ***If your unit is tenanted it is your responsibility as the landlord to ensure your tenants receive this information.***

If you have any questions regarding this please contact the ***Maple Ridge Customer Care department at 905-507-6726 or by email at customerservice@mrcm.ca.***

Thank you for your time and stay safe.

Regards,

**Maple Ridge Community Management Ltd**  
Agents acting for and on behalf of T.S.C.C. 1956



Carrie Cowton  
Property Manager

July 30, 2012

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*Dear Occupants:*

*In order to ensure your safety during an emergency situation, we are asking for your co-operation in filling out the following brief form. As required in our Fire Safety Plan we are attempting to determine whether any persons residing in your property would require special assistance should evacuation of the property becomes necessary.*

*All information will be kept strictly confidential and will certainly benefit those involved.*

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.....  
.....  
.....

***Please detach form and return immediately to the property manager.***

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**NAME:**..... **UNIT NO.:** .....

**TELEPHONE NO.:**.....

**DESCRIPTION OF REQUIRED ASSISTANCE SHOULD EVACUATION OF THE PROPERTY BECOMES NECESSARY.**

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.....  
.....

**Have staff been assigned to assist you in your evacuation.....**

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**SECTION 6 – Emergency Procedures For All Occupants**

*Occupants include occupants and contractors working within the properties and visitors and general public.*

*These occupants must be informed of fire safety responsibilities and emergency procedures.*

*Contractors working within the property are required to advise Property Manger prior to proceeding.*

**Upon Discovery Of Fire:**

1. *Alert occupants and leave the fire area, take suite key if readily available.*
2. *Close all doors behind you.*
3. *Alarm the occupants of the building by yelling "FIRE". Activate the fire alarm system, use the pull station.*
4. *Telephone TORONTO FIRE SERVICES, from a safe location, **Dial 9-1-1**, Never assume this has been done.*
5. *Give the correct building address and location of the fire and your name.*
6. *Use the exit to leave the building.*
7. *Do not use elevators.*
8. *Do not return until declared safe to do so by TORONTO FIRE SERVICES.*

**Immediately Upon Hearing The Fire Alarm:**

1. *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:**

1. *Before opening the suite door, feel the door and doorknob for heat. If they are not hot, brace yourself against the door and open it quickly. If you see smoke, or feel air pressure or a hot draft, close it quickly.*
2. *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.*
3. *Do Not Use Elevator.*

**Before Entering The Stairway, Open The Carefully and:**

1. *If there is no smoke, use the stairway to leave the building.*
2. *If there is smoke, do not enter the stairway, close stairway door. Go to the Alternate exit and again open the door carefully.*

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3. *If there is no smoke here, use the stairway to leave the building.*
4. *If there is smoke, return to your suite and protect yourself from smoke.*

**Once Inside The Stairwell:**

1. *If you encounter smoke on your way down the stairs do not continue.*
2. *Leave the stairway onto the closest available floor area, and proceed to an alternate stairwell. Open the door carefully and if there is no smoke, continue down the stairway and leave the building.*
3. *If you cannot use any stairwell to exit the building, return to your suite (if possible), or enter an available floor area and bang on a suite doors until you are able to take shelter.*
4. *Never go to the roof, smoke rises. Doors to the roof are locked and you could become trapped.*
5. *Remember to stay low to the ground if you are in a smoke filled environment. The air is cleaner near the floor.*

**IF You Cannot Leave Your Suite or Have Returned To It Because Of Fire Or Heavy Smoke, Remain In Your Suite And:**

1. *Close the door but leave it unlocked for possible entry of Fire Fighters*
2. *Dial 9-1-1 and the Toronto Fire Services where you are.*
3. *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)*
4. *Keep low to the floor if smoke enters the room.*
5. *Move to the balcony or the most protected room and partially open the window for air. Signal To Toronto Fire Services by waving a sheet/towel. Close the window if smoke comes in.*
6. *Wait to be rescued, Remain calm. Do not panic or jump.*
7. *Listen for instructions or information given by authorized personnel.*

***If there are no safe exits or if you require assistance follow instructions in section 8***

***UPON EXITING THE PROPERTY - Immediately proceed to exit the building and report to Group Meeting Area.***

***Area #1 - West Sidewalk (Front of Building)***

***Note: Assisting Other Occupants is voluntary***

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**SECTION 8 – Emergency Procedures For Persons Requiring Assistance**

- *Close any doors to reduce fire and/or smoke spread*
- *Unlock door/s for possible entry of Firefighters*
- **Dial 911** and tell Toronto Fire Services the address and your location within the property.
- *Signal Toronto Fire Services by waving at the window or from floor area.*
- *Also give your location in the property such as floor # or suite #.*
- *Seal all cracks where smoke can get in, especially around door frames and heating and air conditioning outlets. Use available material or clothing and wet if possible.*
- *Alert others to your location*
- *Move to the most protected area.*
- *A small window can be opened for fresh air, but if smoke enters, close window*
- *Crouch low to the floor if smoke enters the room*
- *Wait to be rescued and remain calm. **Do Not Panic***
- *Listen for instructions or information that may be given by authorized personnel.*
- *Toronto Fire Services is on the scene within minutes of the alarm.*

*A list of names and location of persons with disabilities or any other persons who require special assistance to evacuate the property must be updated as necessary by the Property Manger.*

***If you require assistance ensure your name is on the list in section 5 of this fire safety plan.***

***Remember: Smoke Is The First Sign OF A Fire***

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**Section 14 – Confining, Controlling And Extinguishing A Fire**

**Note: "This is a voluntary Act"**

Controlling a fire or preventing its spread, by closing the door, will permit a reasonable period of time necessary for escape from the building.

In the event of a fire, judgment may be necessary in deciding which action is appropriate in a given situation.

**NOTE:** The production of noxious fumes in modern buildings makes any attempt at fire fighting extremely dangerous to untrained personnel, particularly if a large amount of smoke is being generated.

Only after ensuring that everyone has evacuated the area, the alarm has been raised and the TORONTO FIRE SERVICES notified, should an experienced person (familiar with fire extinguisher operation) attempt to extinguish a small fire. This is a voluntary act. Never attempt to fight a fire alone. If it cannot be easily extinguished with the use of a portable fire extinguisher, leave the area and confine the fire by closing the door. Leave the building and await the arrival of TORONTO FIRE SERVICES.

**DO NOT** fight fire unless you are trained, properly equipped and confident of your ability to do so - life safety is priority. Make sure you have an escape route at all times and a backup person.

**Fire Extinguishers**

Learn how to operate the extinguishers in your building. Learn the classifications of fires.

This Building contains the following type of fire extinguisher.

TYPE ABC Extinguishers Can be used any type "A" "B" or "C" type fire

<b>CLASSIFICATION OF FIRES</b>
<b>A = ORDINARY COMBUSTIBLES, e.g. wood paper, trash, etc.</b>
<b>B = FLAMMABLE LIQUIDS, e.g. oil, grease, etc.</b>
<b>C = ENERGIZED ELECTRICAL EQUIPMENT, e.g. electrical panel, etc.</b>
<b>K = VEGETABLE OIL, ANIMAL OIL, or fats in cooking appliances</b>

**Note:** Never use water on class B or C fires

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**Fire Extinguisher Procedures**

**Before Extinguishing Fire:**

*Yell 'FIRE' to notify occupants.*

*Activate The Fire Alarm System*

*Call fire department immediately.*

*Preferably, work with a partner.*

*Always have a safe exit route. Never let fire come between you and your exit.*

**To Extinguish A Fire:**

*Choose an extinguisher. This Building contains:*

*TYPE ABC – Can be used any type "A" "B" or "C" type fire*

*Do not use water on energized electrical or grease fires.*

**P***ull safety pin.*

**A***im at the base of the fire.*

**S***queeze handles together.*

**S***weep the extinguishing agent across the base of the fire.*

*If there is any physical danger, leave the area and close the door.*

**Note: "This Is A Voluntary Act"**

**Never Fight A Fire Alone**

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**Section 15 - Fire Hazards, Precautions & Occupant Responsibility**

**General**

*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 directions to avoid fire hazards:*

**To avoid fire hazards in the building, occupants must:**

- *Combustible waste materials shall not be stored in any other area than designated areas.*
- *Combustible materials shall not be permitted to accumulate in any part of corridors leading to exits.*
- *Combustible materials shall not be used to absorb flammable or combustible liquid spills within buildings.*
- *Rags or materials that have greasy, oily or flammable substances must have special handling as they may be subject to spontaneous heating. The heat is created when rags are crumpled or missing oxygen and the heat may be sufficient to cause a fire. Do not crumple wet or damp rags that have greasy, oily or flammable substances. Do not put them into garbage cans.*
- *Flammable liquids shall not be used for cleaning purposes.*
- *DO NOT use unsafe electrical equipment, frayed extension cords, over-loaded outlets.*
- *Do Not cover electrical cords with carpeting.*
- *Use power bars with built in circuit breakers, never use damaged cords and keeps heaters away from things that can burn.*
- *Use extreme caution when using items with open flames.*
- *Turn off office equipment, etc. when not in use.*
- *Unplug coffee pots, toasters and other small appliances when not in use.*
- *Avoid unsafe cooking practices: deep fat frying, too much heat, unattended stoves, loosely hanging sleeves.*
- *Never leave anything that may burn or cause a trip hazard in the halls, corridors and/or stairways.*
- *Blow out all candles before leaving the room or going to bed. Use sturdy holders and keep candles up and away from children and pets.*
- *Avoid careless smoking. Never smoke in bed.*
- *Keep matches and lighters up and out of sight and reach from small children.*
- *Ensure cigarettes are stubbed out and empty only cold butts in the trash.*
- *All ashes shall be stored in proper safety containers and combustible materials shall not be stored with ashes in the same container.*
- *Excessive drinking contributes to fatal fires – watch anyone in your home that drinks excessively and then smokes or cooks.*



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**Occupant Responsibilities**

- *Be familiar with and follow occupant emergency procedures in the event of fire.*
- *Assist persons not familiar with the building in the event of an emergency.*
- *Know all exit routes from building and alternate escape routes from area.*
- *Know the location of fire protection equipment in the common areas of the building.*
- *(e.g. fire extinguishers)*
  
- *Be familiar with fire hazards and control fire hazards in your area.*
  
- *Do not block exit doors. Exit doors must be accessible from the inside and must not be blocked from inside or outside and may not be fastened. Keep exit routes clear of all occupant emergency procedures as well as their own specific duties and responsibilities.*

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**SECTION 16 – Occupant Information On Fire Protection And Life Safety Equipment**

Following is a brief description of a number of fire protection equipment and life safety features which are present in this property and as an occupant you should know their purpose for life safety in the event of an emergency:

**Fire Alarm System**

The purpose of a fire alarm system is to alert all the occupants of the property that an emergency of fire exists, so that such occupants may put into practice the measures required by the FIRE SAFETY PLAN. This property is equipped with a Single stage fire alarm system. Upon activation of the alarm signal complete evacuation is required throughout the property. The fire alarm may be activated manually by the use of a manual pull stations or by activations of smoke/heat detectors or activation of the automatic sprinklers.

**Exits**

An exit is the route or path that leads to the outside. Walls, floors, doors or other means provide a protected path necessary for occupants to proceed with reasonable safety to the outside. Know the location of all exits from the property.

**Fire Department Access**

Fire department access allows firefighters and their equipment to gain access to the property. Vehicles parked in a fire route, excessive vegetation, snow and other forms of obstructions to access routes and fire hydrants are not permitted by the FIRE CODE.

**Portable Fire Extinguishers**

Portable fire extinguishers are intended as a first aid measure to cope with fires of limited size. Portable extinguishers are rated for the corresponding classes of fire. Only use extinguishers if trained and there is a safe route of escape from the area.

**Emergency Lighting**

Emergency lighting ensures that exits, corridors and principal routes to the outside are illuminated in the event of a loss of power.

**Exit Lights**

Exit lights indicate the location or access route of an exit. Exits lights must be illuminated at all times.

**Fire Hose Cabinets**

The property is protected with fire hose cabinets.

Note: Fire Hose for use by trained persons only.

**Automatic Sprinkler System**

The property is equipped with automatic sprinklers in the underground parking level.

**SECTION 20 – Occupant Handouts**

***Fire In Your Residential Building***

***To Go??***

***or***

***To Stay??***

***Your safety depends on the right decision.***

*Your fire safety is your responsibility! If you live in an apartment or condominium, your safety also depends on the actions of the building management and other residents. 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.*

***!*** *Some information I have read tells me to evacuate immediately in case of fire. Other information says that I will be safer if I stay in my suite. Which is correct?*

*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:*

***A: As soon as possible when you hear the fire alarm or discover a fire. The earlier you leave, the better are your chances of getting out safely no matter where you are located in relation to the fire area. It is extremely rare for stairways and corridors to be contaminated by smoke in the early stages of a fire. Proceed as quickly as possible to the outside.***

***B: When the fire is in your suite. You are in immediate danger and should ensure that everyone who is in your suite leaves with you. If you have physical limitations, plan ahead to ensure that you can get the***

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*assistance you need to evacuate quickly. Close the suite door behind you. Activate the fire alarm system and warn other residents located on your floor as you exit the building. Call the fire department when it is safe to do so.*

**C: When the fire is on your floor or the floor below you.** *You are at high risk and should evacuate as quickly as possible if you have reason to believe that the fire is on your floor or on the floor immediately below you. Activate the fire alarm system (if the bells are not yet ringing) and warn other residents located on your floor as you exit the building.*

**When should I stay in the suite?**

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

**A: If you encounter smoke in the corridor on your floor.** *This may be an indication that the fire is in an advanced stage or is located on your floor. If you cannot safely reach an exit stairway, return to your suite as quickly as possible. Take actions to protect yourself from smoke. Call the fire emergency number and provide details of your situation.*

**B: If you encounter smoke in the exit stairs.** *The fire may have breached the stairway enclosure. Do not travel through smoke. Do not go to the roof. Re-enter the floor area immediately. If the corridor is free of smoke, try an alternate exit stairway. Otherwise, seek refuge in a suite on that floor as quickly as possible. Take actions to protect yourself from smoke. Call the fire emergency number and provide details of your situation.*

**C: If instructed to remain in the suite by fire department personnel handling the fire emergency.** *Attempting to evacuate at this stage may expose you to smoke unnecessarily and may impede fire fighting operations. If you are located on the fire floor or on the floor immediately above the fire floor, you are at high risk and may require rescue. Take actions to protect yourself from smoke. Call the fire emergency number and provide details of your situation.*

**D: If you are physically unable to use the stairs.** *Take actions to protect yourself from smoke. If you are located on the fire floor or on the floor immediately above the fire floor, you are at high risk and may require rescue. Call the fire emergency number and provide details of your situation.*

**2 What else can I do to prepare myself before a fire emergency occurs?**

*Become familiar with the fire safety features provided in your building. For example, the effects of fire will be significantly reduced in a fully sprinklered building. This is an important consideration if you are unable to use stairs to evacuate the building during a fire emergency (e.g. physical disabilities, medical condition, etc.) or where the fire department has limited capacity to carry out rescue. Learn the location of the exit stairways and practice using them. Know which floors you can use to cross from one stairway to another. Familiarize yourself with the fire alarm signal. Identify the location of fire alarm manual pull stations and read the instructions about how to operate them. If your building has a voice communication system, learn how it will be used by supervisory staff during an emergency. Get a copy of the fire emergency procedures from your building management and read them carefully. They may also be able to provide you with other important information. Keep this material in a prominent place*

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and review it periodically. Contact your fire department for more information or to request a fire safety presentation for all residents.

**3 How can I identify the location of a fire when I hear the fire alarm?**

*In some buildings, the fire alarm system may have different tones (evacuation and alert signals) which will assist you to identify when immediate evacuation is required for your floor. If the building is equipped with a voice communication system, supervisory staff may be appointed to provide information on the location of the fire to the building occupants. Find out if these features apply to your building by becoming familiar with the building fire safety plan and emergency procedures as discussed in item No. 2 above.*

**4 What actions can I take to protect myself from smoke entering the suite during a fire?**

*The following steps can be taken to protect yourself from smoke entering the suite during a fire emergency:*

- *Use duct tape (masking tape may also be effective) to seal cracks around the door to your suite and place wet towels at the bottom. Seal vents, air ducts and other areas where smoke is entering the suite in the same manner.*
- *If smoke is worse in one room (e.g. bathroom), close the door and seal off the room with tape and wet towels as noted above.*
- *If the suite fills with smoke, move to the balcony (if you have one) and close the doors behind you. Take a cordless or cellular phone with you if available. Call the fire emergency number and provide details of your situation. Also, take warm clothes or blankets if the weather is cold.*
- *If you do not have a balcony, go to the most smoke-free room, close the door and seal it with tape and towels. Open the window for fresh air but be prepared to close it again if this makes the conditions worse. Never break the window to get fresh air or you will not be able to seal it off if conditions change.*
- *Keep low to the floor where the air is cleaner.*

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

**5 I have read that most people die trying to evacuate during a fire. Is this true?**

*Experience shows that people who evacuate in the early stages of a fire can safely reach the outside. Most people die because they attempt to leave the building through smoke-filled corridors and stairs in the advanced stages of a fire. Although the conditions are different for each fire, this could occur as early as 10 minutes after the start of the fire. If you made the decision to stay in the suite during the fire emergency, do not change your mind and attempt to evacuate later. Please refer to item No. 1 for details of when evacuation is and is not appropriate. If you encounter smoke during evacuation, look for an alternate route that is clear of smoke, return to your suite or seek refuge with other occupants on the*

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nearest floor. Do not use the elevator for evacuation (except under direction of the fire department) and never go to the roof since it is not designed as an exit.

**6 What else should I know?**

Many people are reluctant to evacuate unless they are certain that there is a real fire. This problem is made worse by nuisance alarms. Remember, a real fire grows for every minute that you delay and you may lose the only opportunity to evacuate safely. For this reason, all occupants who are able should begin evacuation procedures immediately upon hearing the alarm. If you made an initial decision to stay in your suite when a fire emergency occurs, do not attempt to evacuate in the advanced stages of the fire. You cannot outrun the effects of fire and smoke and will be placing yourself in extreme danger. Each suite is designed as a fire compartment and will afford you a degree of protection during the fire emergency. However, smoke spread into your suite is very likely so be prepared to protect yourself from smoke for the duration of the emergency. This may be a long time.

**7 Where can I get more information?**

Your building management or local fire department can provide copies of the following materials:

- Fire In Your Apartment Building (pamphlet)
- Plan Ahead - Fire Safety In Apartment Buildings (pamphlet)
- If You Hear The Fire Alarm And Cannot Leave Your Apartment (door sticker)

You can also download this material from the Office of the Fire Marshal's web site:  
<http://www.ofm.gov.on.ca>. The pamphlets are located under Public Fire Safety Information.

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As of **March 1, 2006** every home in Ontario must have a working smoke alarm on every storey and outside all sleeping areas.



**Homeowners**

It is the responsibility of homeowners to install and maintain smoke alarms on every storey of their home and outside sleeping areas.

**Landlords**

It is the responsibility of landlords to ensure their rental properties comply with the law.

**Tenants**

If you are a tenant of a rental property and do not have the required number of smoke alarms, contact your landlord immediately. It is against the law for tenants to remove the batteries or tamper with the alarm in any way.

**Failure to comply with the fire code smoke alarm requirements could result in a fine of up to \$50,000 for individuals or \$100,000 for corporations.**

- When installing smoke alarms, refer to the manufacturer's instructions for information about correct placement, testing and maintenance.
- Test your smoke alarms every month using the test button.
- Replace smoke alarm batteries at least once a year and whenever the low-battery warning chirps.
- Replace smoke alarms with new ones if they are more than ten years old.
- Cooking or steam from a shower can cause smoke alarms to activate. **DO NOT REMOVE THE BATTERY.** Instead, try moving the alarm to a different location or purchase a smoke alarm with a hush feature that will temporarily silence the alarm.

For further information, please contact Toronto Fire Services, Fire Prevention Division through Access Toronto at 416-338-0338 or visit the website of the Office of the Fire Marshal, [www.ofm.gov.on.ca](http://www.ofm.gov.on.ca)