

Fire Safety

Procedures Handbook

A Guide for Tenants and Residents



HCH Here to Care

Introduction

This booklet has been written to provide you with essential information and guidance about fire safety. Each building has its own fire safety plan designed to ensure the safety of tenants and residents in the event of a fire. Please keep this booklet in a safe place and become familiar with its contents. All staff at Holland Christian Homes have been trained in the procedures that they are to follow when the fire alarm is activated.

It is your responsibility to know where you should go and what you should do in case of fire. This handbook is a guide that has been designed to inform you about the fire procedures at Holland Christian Homes.

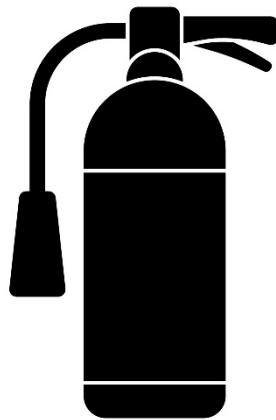


Table of Contents

Introduction

Important Questions	5
The fire alarm	6
Communications systems	6
• Faith Manor, Grace Manor	7
• Covenant Tower, King Tower, Peace Tower	7
• Trinity Tower, Hope Tower	7
Elevators	9
• Trinity Tower, Hope Tower	9
• Faith Manor, Covenant, Providence	9
• King Tower, Peace Tower	9
Fire safety, warning and activation devices	10
Tenant and resident lists	11
Instructions to occupants on fire procedures	12
If you discover a fire	12
If you hear the building fire alarm	12
Fire extinguishing, control and confinement	13
Emergency procedures	13
Control of fire hazards in the buildings	14

- Combustible materials 14
- Fire hazards 14
- To go or to stay – Important information 15**
- Fire in your building 15
- Your safety depends on the right decision 15



Important Questions

1. 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 apartment. Which is correct? Page 15
2. What else can I do to prepare myself before a fire emergency occurs? Page 16
3. How will I get information when I hear the fire alarm? Page 17
4. What actions can I take to protect myself from smoke entering the apartment during a fire? Page 17
5. I have read that some people get hurt trying to evacuate during a fire. Is that true? Page 18
6. What else should I know? Page 18
7. Where can I get more information? Page 18



The Fire Alarm

Peace, King and Covenant Towers, Faith and Grace Manors are equipped with a two-stage alarm system and a voice communications system.

- a) An alert alarm (*slow pulsing electronic tone – first five minutes*). During this alarm, follow the procedures outlined in this handbook.
- b) An evacuation alarm (*rapid pulsing electronic tone*). When this alarm sounds you will be given clear instructions on what you are to do over the voice communication system.

Trinity, Hope and Providence Towers have a single stage fire alarm system. The alarm remains at the same rhythm.

The fire alarm system in King Tower is inter-connected with the fire alarm system in Peace Tower-Grace Manor. If the fire alarm in any one of these buildings is activated, the alarm will sound in all three buildings.

The fire alarm system in Covenant Tower is connected with the fire alarm system in Faith Manor. If the fire alarm is activated in either of those buildings the alarm will sound in both buildings.

In Peace Tower, the alarm signal in the apartments from the 4th to the 17th floor can be silenced for 10 minutes at a time by pushing the silencing button found in the front hall of your apartment. The silencing button does not silence the voice loudspeakers.

The Fire Alarm

In Peace, King and Providence Towers the stairwells designated with “A” and all the stairwells in Covenant Tower and Faith Manor are pressurized to stop smoke filling the stairwells. Please ensure that the hallway doors are closed properly to prevent smoke from entering the stairwells.



When a fire alarm is activated the double doors in that building automatically close. It is important that you do not enter a building where the alarm has been activated or open the double doors unless evacuating from the area of fire. Opening these doors could allow the fire to spread or add oxygen to a blaze.



Communications Systems

Faith Manor, Covenant Tower, King Tower, Peace Tower-Grace Manor

Each building has a voice communication system as part of the fire safety system. This system allows staff to make announcements and give instructions, which can be heard in each apartment and throughout the halls. It will be used to inform you of the status of the emergency.

Providence Tower

Providence Tower has an intercom system that is not part of the fire safety system and can only be heard in the hallways. Staff will use the intercom to communicate instructions, and will hold signs/cue cards in front of lobby cameras as part of their procedures. *(See Channel 9990 for messages).*

Trinity Tower, Hope Tower

Neither Trinity nor Hope Tower have a voice communication system. However, they do have sign/cue cards that staff will hold up in front of the lobby camera. *(See Channel 990 for messages).*



Elevators

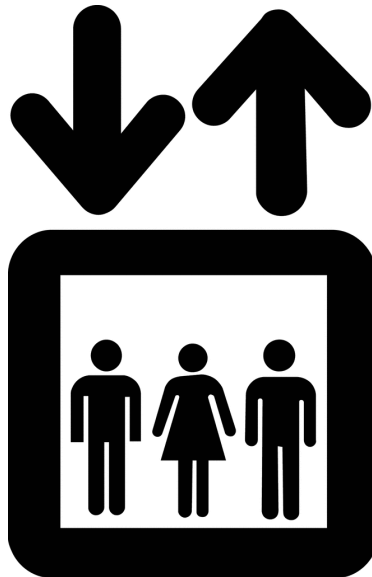
Do not use the elevators when the fire alarm is activated.

Trinity Tower, Hope Tower

These elevators will stop when the fire alarm is activated. HCH staff and the fire department have a ‘fire key’ that will ground the elevators and open the doors. If you are in any of these elevators when the fire alarm is activated, the elevator will proceed to the main floor where you will be able to exit.

Grace Manor, Covenant, Providence, King and Peace Tower

When the alarm sounds, these elevators will automatically come to the main floor and open.



Fire Safety, Warning and Activation Devices

All tenants should become familiar with the locations of pull stations (red rectangular devices located at all exits which will sound the alarm when the lever is pulled) on their floor. If you discover fire or smoke, use the pull stations.

Each apartment has the following devices:

- Smoke alarms which activate by smoke and airborne particles. This alarm is **not** connected to the fire alarm system.
- Heat detectors in Providence, King and Peace Towers in each apartment. These detectors will activate the alarm when the temperature reaches 140 degrees Fahrenheit.
- An alarm speaker that generates a loud rhythmic tone to warn of danger. In Peace Tower this alarm can be silenced for 10 minutes at a time.

To ensure that all these devices are working properly, they are tested on an annual basis by a professional contractor. Any malfunctions should be reported to reception immediately.



Resident and Tenant List

On admission to the Towers, the Towers Nursing Office (“TNO”) staff assess your ability to independently leave the building during a fire alarm. Each month the lists are updated. If you feel your abilities have changed, have questions about your abilities or would like to know what your file says, feel free to talk to the TNO staff. This information is kept on your file and any assistance that you may require is noted on the list.

Residents in Faith and Grace Manor are automatically listed as requiring assistance in case of evacuation. Lists of residents are updated as changes to a resident’s ability occur.

HCH maintains a next of kin list in case of emergency. It is important to let staff know of any changes to next of kin information so that our records remain current and up to date.

These lists are stored in a lock box with the fire plan at the entrance of each tower. They are accessible to the fire department and staff. These lists indicate names, apartment numbers and the mobility and sensory status of each person. This gives the fire department and staff valuable information on the level of assistance required in case of evacuation.

Instructions to Occupants: Fire Procedures

If you discover a fire or smoke

1. Leave the area immediately
2. Close all doors behind you
3. Activate the fire alarm by using the red pull stations
4. Use exit stairwells to leave the building immediately
5. Phone Brampton Fire and Emergency Services from a safe place by dialing 911 (never assume this has been done)
6. Do not use the elevators
7. Do not return until it is declared safe to do so by the fire crew

If you hear the building fire alarm

1. Before opening the door, feel the knob for heat. If not hot, brace yourself against the door and open it slightly. If you feel air pressure or a hot draft, close the door quickly.
2. If you find no fire or smoke in the corridor, take your apartment key, close the door behind you and leave by the nearest exit.
3. If you encounter smoke in the corridor or stairwell. Consider taking an alternative exit where it may be clear, or return to your apartment.

If You Can't Leave Your Apartment



If you can't leave your apartment or have returned because of fire or heavy smoke, remain in your apartment.

1. Close the door
2. Leave the door unlocked so firefighters can enter
3. Dial 911 and tell Brampton Fire where you are and that you need help getting out. Signal to firefighters by waving a sheet or towel from a window or balcony.
4. Seal all crack where smoke may get in by using wet towels, sheets or duct tape
5. Crouch low to the floor if smoke comes into the room
6. Move to the balcony and close the door behind you
7. Wait to be rescued. Remain calm. Do not jump

Fire extinguishment, control or confinement

This is the primary responsibility of the fire department. The production of toxic fumes makes firefighting potentially dangerous.

An experienced person should attempt to extinguish a small fire only after ensuring that the fire alarm has been activated and the fire department has been notified. This is a voluntary act.

If the fire cannot be extinguished with the use of a portable fire extinguisher, leave the area and close the door to stop fire and smoke from spreading.

Emergency Procedures

Emergency procedures for occupants are posted on each floor at the pull stations.

Control of Fire Hazards in the Building

A. Combustible Materials

A high standard of housekeeping and building maintenance is the single most important factor in fire prevention. For example:

- Combustible waste materials in buildings must not accumulate and constitute a fire hazard, in locations such as elevator shafts, stairwells, or any other pathway out of the building.
- Combustible materials must not be used to absorb flammable or combustible liquid spills.
- Greasy or oily rags subject to spontaneous heating must be deposited in a proper safety container or be removed from the premises.
- Lint traps in laundry equipment must be cleaned to prevent excessive accumulation of lint.
- Flammable liquids must not be used for cleaning purposes.
- Combustible materials must not be stored on a roof or adjacent to any building so as to create a fire hazard.

B. Fire Hazards

In order to prevent fire hazards in Holland Christian Homes, tenants are asked to:

- Never put burning materials such as cigarettes and ashes into garbage chutes.
- Never dispose of flammable liquids or aerosol cans in garbage chutes.
- Never force cartons, coat hangers, or bundles of paper into the chute because it may become blocked.

- Avoid unsafe cooking practices, (deep fat frying, unattended stoves).
- Never leave shoes, mats, scooters, walkers, wheelchairs or any other obstruction outside your door.
- Never store propane anywhere in the apartments, storage areas, or underground parking garages.
- Please report any accumulations of garbage or other flammables in hallways, storage areas, entrances and exits from the building.
- Never block passages or hallways with walkers, scooters, or wheelchairs.

“To Go” or “To Stay”?

The following article was produced by the Office of the Fire marshal to clarify the choices and responsibilities you have as tenants. We have shortened it and changed some words to make it easier to understand.

Fire In Your Residential Building

Your safety depends on making the right decision. Your safety is your responsibility! 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 apartment 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 apartment.

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.

Important Information

If you decide to stay, you must be prepared to protect yourself from smoke until you are rescued or told by the fire department that it is safe to leave.

When should I go?

When the fire is in your apartment.

You are in immediate danger and should ensure that everyone in your apartment leaves. Close the apartment door behind you. Do not lock it. Pull the fire alarm and warn other tenants located on your floor as you exit the building. Call the fire department by dialing 911.

When should I stay in the apartment?

You should stay in the apartment in the following situations:

- A. If you encounter smoke in the corridor on your floor. If you cannot safely reach an exit stairway, return to your apartment as quickly as possible. Take actions to protect yourself from smoke. **Call 911 and provide details of your situation.**
- B. If you encounter smoke in the exit stairs. Do not travel through smoke. Re-enter the floor immediately. If the corridor is free of smoke, try the alternate exit stairway. Otherwise, seek refuge in an apartment on that floor as quickly as possible. Take actions to protect yourself from smoke. **Call 911 and provide details of your situation.**
- C. If instructed to remain in the apartment by the fire department. Trying to evacuate may expose you to dangerous smoke and may slow firefighting operations. Take actions to protect yourself from smoke. **Call 911 and provide details of your situation.**

Important Information

D. If you are physically unable to use the stairs, take actions to protect yourself from smoke. **Call 911 and provide details of your situation.**

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

Become familiar with the fire safety features in your building. Learn the location of the exit stairways and practice using them. Familiarize yourself with the fire alarm signal. Identify the location of fire alarm pull stations.

Keep this handbook in a convenient place and review it regularly. For more detailed information, contact Brampton Fire and Emergency Services at 905.874.2700 or Robert Marcinkiewicz, HCH's Director of Environmental Services at 905.463.7002 ext. 5237 or Robert.

Marcinkiewicz@HCH.ca. A fire safety presentation for residents and tenants can be requested.

How will I get information when I hear the fire alarm?

If the building has a voice communication system, staff will make announcements to inform you that they are on location, when the fire department has arrived, or evacuation is required. In Trinity, Hope and Providence Towers watch channel 990.

How do I protect myself from smoke entering the apartment?

Use duct tape to seal cracks around the door to your apartment and place wet towels at the bottom of your doors. Seal vents, air ducts and other areas in the same way. If smoke is coming from one room in your apartment, close the door and seal off the room with tape and wet towels.

Important Information

If the apartment fills with smoke, move to the balcony or patio and close the doors behind you. Take a cordless phone and call 911 to provide details. Take warm clothes or blankets if the weather is cold.

I have read that some people get hurt while trying to evacuate during a fire. Is this true?

Some people die because they attempt to leave the building through smoke filled corridors and stairs in the advanced stages of a fire. If you made the decision to stay in the apartment during the fire emergency, do not change our mind and attempt to get out later.

If you encounter smoke during evacuation, look for an alternate route that is clear of smoke, return to your apartment or seek refuge in another tenant's unit. Do not use the elevator for evacuation. Never go to the roof since it is not designed as an exit.

What else should I know?

Each apartment is designed as a compartment that will protect you during the fire emergency. However, if smoke spreads into your apartment, protect yourself from smoke with duct tape and wet towels.

Have questions? Need more information?

If you have any questions about fire safety, contact

Robert Marcinkiewicz

Director of Environmental Services

905.463.7002 ext. 5237

Robert.Marcinkiewicz@HCH.ca

Stairways in Peace Tower and Grace Manor

Peace Tower and Grace Manor Contain the following stairs:

Stair C: Peace Tower floors 4-17

- Exits to outdoors only

Stair D: Peace Tower floors 4-17

- Exits to parking garage and basement lobby only

Stair E: Peace Tower guest rooms and Grace Manor dining rooms on 2nd and 3rd floor

- Exits to the outdoors and to the basement garage

Stair F: Grace Manor unit 3 North

- Exits to outdoors and to the basement garage

Stair G: Grace Manor unit 3 South

- Exits to the outdoors and to the basement garage

Stair H: Peace Tower lobby

- Exits to the Peace Tower basement lobby

*Stair A and B are in King Tower

