

FIRE SAFETY PLAN

FOR

100 Grant Carman Drive, Nepean, Ontario, K2E 8B8
(ADDRESS)

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EMERGENCY TELEPHONE NUMBERS

FIRE DEPARTMENT: 9-1-1
POLICE DEPARTMENT: 9-1-1

Facility Address: Carleton Condominium Corporation No. 486
100 Grant Carman Drive
Nepean, ON K2E 8B8

Facility Telephone: (613) 228-3311
Facility Fax: (613) 228-7566

Property Management: DES Services Inc.
Manager: Josee Deslongchamps, RCM
Address: 2339 Ogilvie Road, Box 46104
Ottawa, ON K1J 7P1
Telephone: (613) 742-8406
Cell: Removed for public printing
Fax: (613) 742-4191
Email: desservices@rogers.com

Superintendent: Marshall MacLennan
Address: 117-100 Grant Carman Drive
Telephone (office): (613) 228-3311
Telephone (residence):
Cell: Removed for public printing

Assistant Superintendent: Andy Reaume
Address: 151 Bay Street, Ottawa, ON, K1R 7T2
Telephone:
Cell: Removed for public printing

Alarm Monitoring: ADT
Telephone: (613) 722-0044
Passcode: Removed for public printing

PERSONS REQUIRING ASSISTANCE IN CASE OF EMERGENCY EVACUATION

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BUILDING DESCRIPTION

Fire Key Box:	Located in main entrance
Residential:	YES
Building Height:	12 levels above grade 2 levels below grade
Ground Floor:	Residential units, Superintendent office, Board room/Management Office, Library, Multi-use Room, Party Room, Kitchen, Pool, Whirlpool, Sauna and change-room facilities
Floors 2 to 12:	Residential units
Garage:	Sprinklered

Exterior Parking Lot: To the front and north of building

Number of units: 199

Year of Construction: 1989

Heating system: Baseboard electric
A/C Two chiller units on roof

Keying Systems: FOB system by Jarrett ESP Services
727-0041
759-9225 (pager)
720-1543 (cell)

FIRE PROTECTION EQUIPMENT AND LOCATION

FIRE SAFETY PLAN:	Super's office (west wing Ground floor)
ALARM PULL STATIONS:	Floors 2 to 12: at both stairwell exits Ground Floor: in lobby and both stairwells
FIRE HOSE CABINETS:	Located in three areas on each floor: Between riser units 06 and 07 Between riser units 14 and 15 Near garbage chute
PORTABLE FIRE EXTINGUISHERS:	Located in three areas on each floor: Between riser units 06 and 07 Between riser units 14 and 15 Near garbage chute
EMERGENCY LIGHTING	Powered by emergency generator
EMERGENCY GENERATOR:	North wing of P1 level, (west of elevators)
FIRE CONTROL AND ANNUNCIATOR PANEL:	Superintendent's Office in west wing of Ground floor
HEAT DETECTORS:	Mechanical Rooms, Garbage Rooms
SPRINKLER SYSTEM:	Both levels of garage are protected by a dry sprinkler system. The garbage chute and garbage room are protected by a wet system.
STANDPIPE CONTROL VALVE:	Sprinkler room P2 level (east (left) of elevators)
STANDPIPES:	100 feet hose, flair out nozzle, 1.5 inch diameter hose
VENTILATION SYSTEM:	Supplies make up air to the building only. The manual shut off panel is located in the penthouse mechanical room.

FIRE PROTECTION EQUIPMENT AND LOCATION (continued)

PRESSURE FAN:	N/A
VOICE COMMUNICATION SYSTEM:	N/A
SPRINKLER CONNECTION SYSTEM:	N/A
FIRE PUMPS:	Sprinkler room P2 level (east of elevators)
HALON SYSTEM:	N/A
SMOKE DETECTORS:	Located at top of elevator shafts Inside apartments and north and south hallways
FIXED CHEMICAL EXTINGUISHERS:	N/A
FIREFIGHTERS ELEVATOR:	All three cabs
GAS VALVE:	Is located outside the building at rear south west side of garage door

ELEVATORS

Firefighter elevator: YES

Firefighter service: YES

Automatic Recall: YES

Name of Company:	REGIONAL ELEVATOR
Phone:	613-596-5821

Total Number of Elevators: 3 (three)

Total number of firefighter elevators: 3 (three)

Location of firefighter elevators: Main lobby

OPERATING INSTRUCTIONS:

Elevators come to ground floor and elevators open. Turn key switch inside elevator. It will then go to floor you desire. Door will stay open until door open button is pressed.

NOTE: If alarm is activated on ground floor, elevators will rest on the second (2nd) floor.

EMERGENCY LIGHTING

Generator Powered: YES

Battery pack: NO

COVERAGE:

All common areas – public areas, corridors, stairwells, parking garage.

Battery Pack Location: N/A

GENERATOR

Location:

P-1 WEST TO THE RIGHT OF REAR GARAGE DOOR

Fueled by: DIESEL

Location of Manual Starting Instructions:

IN GENERATOR ROOM ON CONTROL PANEL

EQUIPMENT POWERED BY GENERATOR:

Elevators, stand pipe booster pump, domestic booster pump, exhaust fans, supply fans, fire alarm system and garage doors.

SPRINKLER SYSTEM

TYPES:

Wet Dry Other

COVERAGE:

Parking levels 1 and 2 (dry)
Garbage rooms and chute (Wet)

VALVES

No.	Location	Coverage
1	Sprinkler room – P2 East	P1 North garage
2	Sprinkler room – P2 East	P1 South garage
3	Sprinkler room – P2 East	P2 north garage
4	Sprinkler room – P2 East	P2 south garage
5	Sprinkler room – P2 East	P1 and P2 locker rooms
6	Elevator Lobby – P1	Garbage rooms and chute

LOCATION OF FIRE DEPARTMENT CONNECTION:

Main entrance – approximately 30 feet from door

Fire Pump: YES

LOCATION: SPRINKLER ROOM – P2 EAST

OPERATING INSTRUCTIONS:

In sprinkler room, mounted on wall (beside sprinkler cabinet)

SPECIAL FEATURES

	<u>Yes</u>	<u>No</u>
1. SMOKE CONTROL	X	
Pressurization	X	
Smoke exhaust	X	
DETAILS:		
Pressurization in elevator shafts	X	
Smoke exhaust in both parking levels	X	
	<u>Yes</u>	<u>No</u>
2. FIXED EXTINGUISHING SYSTEMS		X
Coverage		
N/A		
Location of storage tank		
N/A		
Type of extinguishing Agent		
N/A		
Special Instructions for Firefighters:		
N/A		

FIRE ALARM SYSTEM

Manufacturer: EDWARDS
Model: EST 3
Type: Single stage
Voice Evacuation: NO

Monitored: YES
Company: ADT 613-722-0044

Primary Power: 110 Volts AC
Secondary Power: 24 Volt DC (Two (2) 12-Volt batteries)

Control Panel Location:
 GROUND FLOOR – SECURITY ROOM

Annunciator Panel Location:
 GROUND FLOOR – LOBBY MAIN ENTRANCE

Type of Sounding Devices:
 Pull stations inter-connected smoke detectors Other

TYPES OF DETECTION	LOCATION
Pull stations	North and south corridors
Pull stations	Garage entrances
Heat detectors	Mechanical rooms
Heat detectors	Garbage Rooms
Smoke detectors	Inside apartments
Smoke detectors	North and south corridors

ANCILIARY DEVICES (AUTOMATIC)

	YES	NO
Fan shut down	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Elevator return to grade	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Closing of fire doors	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gas shut off (N/A)		

STANDPIPE SYSTEM

Number of Risers: Three (3)
Size of risers: Six (6) inch diameter

Size of hose: 1 ½ inch (ONE AND ONE HALF INCH)

Location of hose stations: One north end, one south end, one near elevators

Length of hose: 100 feet

Type of nozzle: Flair out

Location of Fire Department Connection:
Main entrance

VALVES

No.	Location	Coverage
1	Sprinkler room – P2 East	Fire pump supply
2	Sprinkler room – P2 East	Fire pump discharge
3	Sprinkler room – P2 East	Fire pump by pass
4	Sprinkler room – P2 East	Fire pump bypass
5	Sprinkler room – P2 East	Garage hire hose cabinet
6	Storage Room – P1 East	North riser
7	Ceiling of elevator lobby P1	Center riser
8	Ceiling of south corridor P1	South riser

Fire Pump: Yes
Location: Sprinkler Room – P2 East

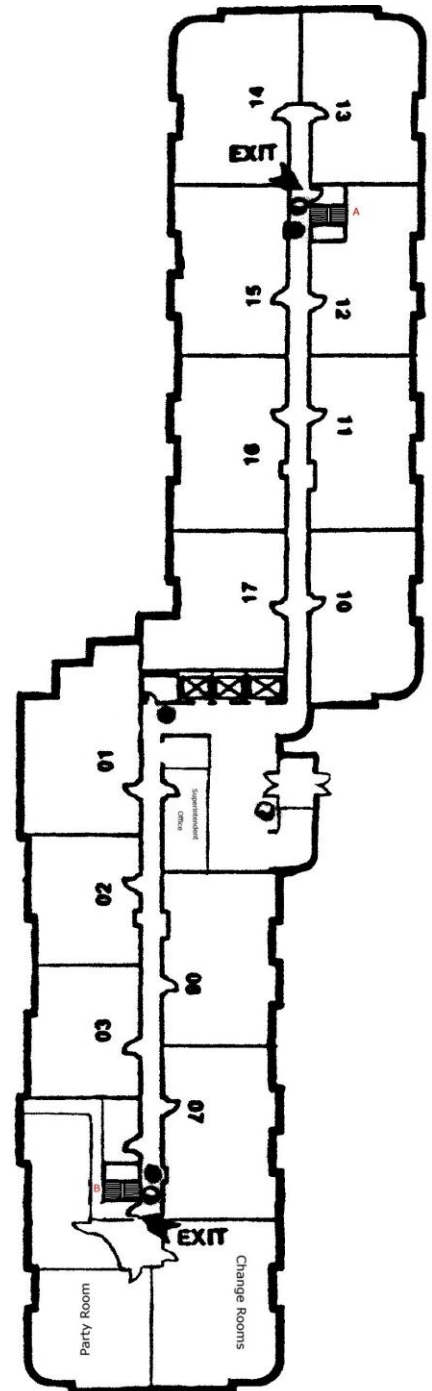
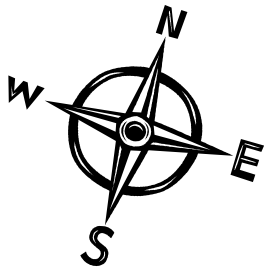
Operating instructions:
In sprinkler room on top of sprinkler head tool box

BUILDING PLAN – GROUND FLOOR

Ground Floor

- ☯ FIRE ALARM PULL STATION
- FIRE HOSE CABINET & FIRE EXTINGUISHER

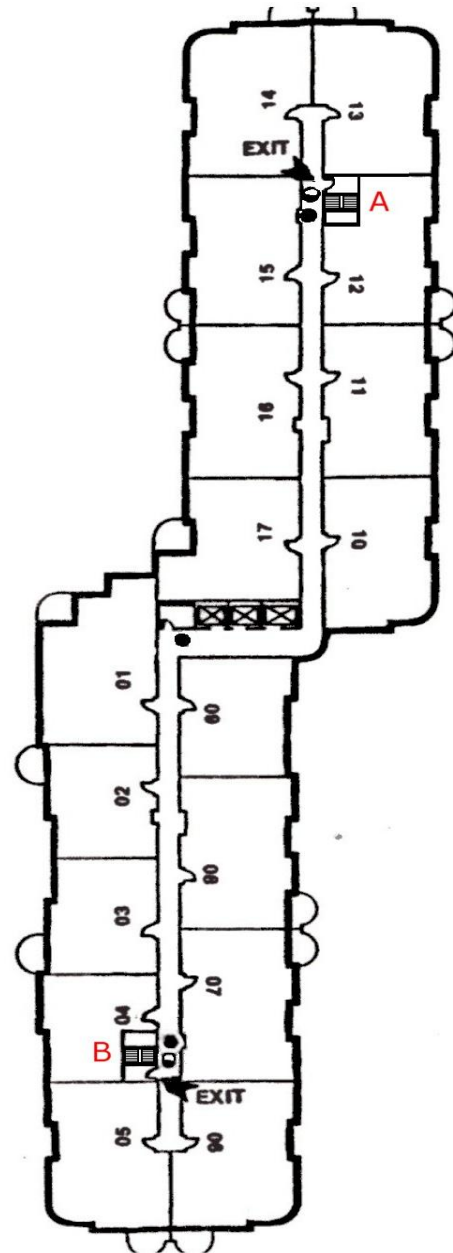
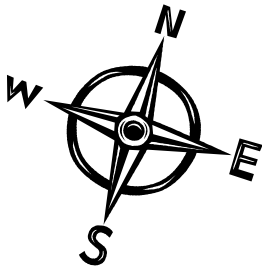
* **Fire Alarm Panel
In Superintendent Office**



BUILDING PLAN – TYPICAL FLOOR PLAN

Typical Floor

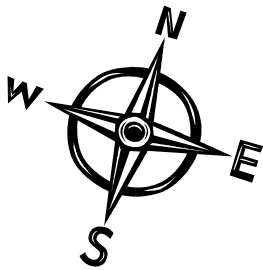
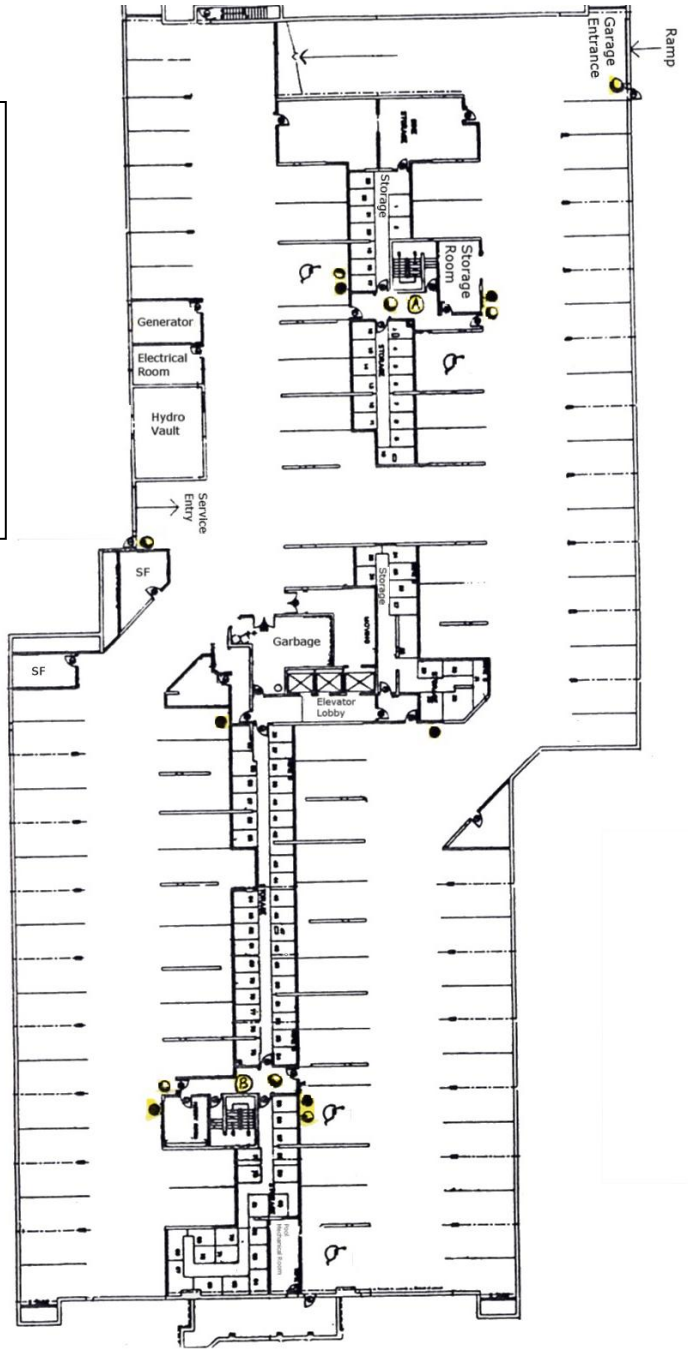
- ☉ FIRE ALARM PULL STATION
- FIRE HOSE CABINET & FIRE EXTINGUISHER



BUILDING PLAN – GARAGE LEVEL 1 PLAN

Garage Level 1

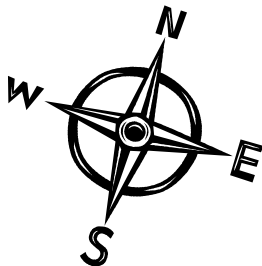
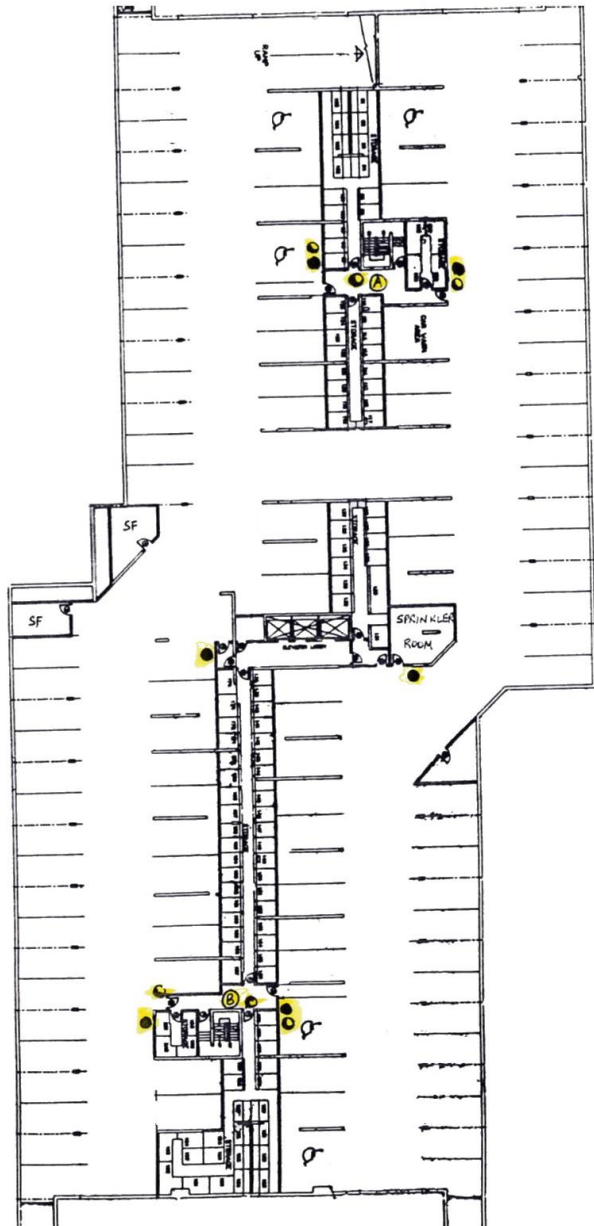
- ☉ FIRE ALARM PULL STATION
- FIRE HOSE CABINET & FIRE EXTINGUISHER



BUILDING PLAN – GARAGE LEVEL 2 PLAN

Garage Level 2

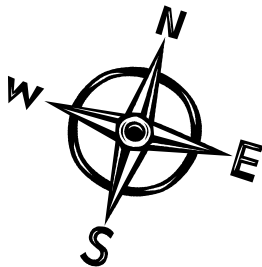
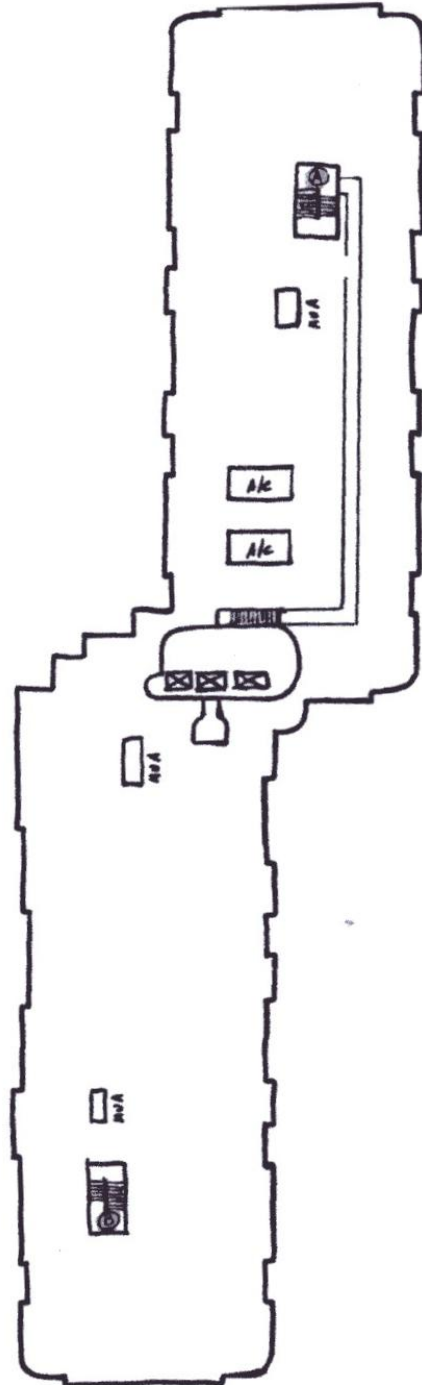
- ☉ FIRE ALARM PULL STATION
- FIRE HOSE CABINET & FIRE EXTINGUISHER



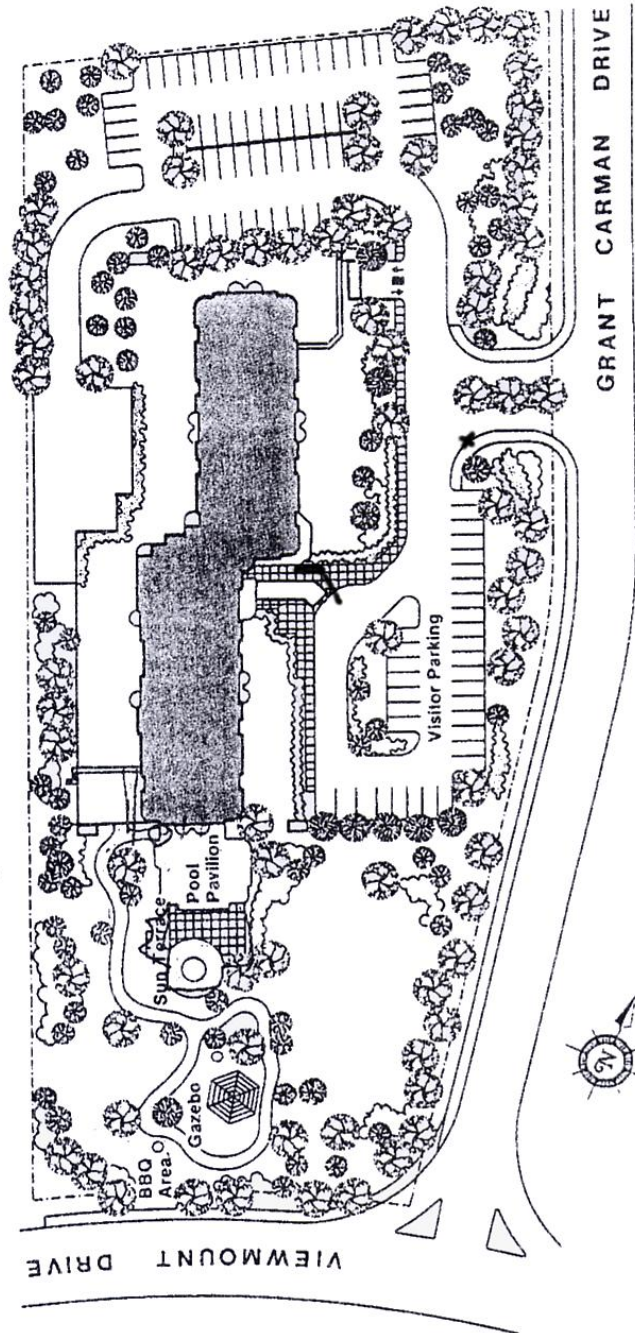
BUILDING PLAN – ROOF PLAN

Roof

- ☉ FIRE ALARM PULL STATION
- FIRE HOSE CABINET & FIRE EXTINGUISHER



BUILDING PLAN – SITE PLAN



INSTRUCTIONS TO RESIDENTS ON FIRE PROCEDURES

(A copy of these instructions is to be provided to all residents and staff members)

**IF A FIRE OCCURS NEAR YOU
IF YOU SEE, SMELL OR SUSPECT A FIRE... ACT QUICKLY!**

IF A FIRE OCCURS IN YOUR SUITE

- 1) LEAVE THE AREA OF DANGER
- 2) WARN THE PERSONS NEARBY IN THE SAME AREA
- 3) SOUND THE FIRE ALARM
- 4) CLOSE ALL DOORS IN YOUR PATH OF EXIT
- 5) USE A SAFE EXIT STAIRWELL
- 6) TELEPHONE THE FIRE DEPARTMENT FROM AN AREA OF SAFETY (911)

DO NOT USE THE ELEVATOR

**DO NOT RETURN UNTIL IT IS DECLARED SAFE BY THE FIRE DEPARTMENT
OFFICIAL**

EXTINGUISHMENT OF A FIRE

**DO NOT ATTEMPT TO EXTINGUISH A FIRE UNLESS IT CAN BE ACCOMPLISHED
WITHOUT ENDANGERING YOUR LIFE OR ANYONE ELSE'S. OTHERWISE, LEAVE
THE ROOM CLOSING THE DOOR TO CONFINE THE FIRE TO THE ROOM OF ORIGIN,
SOUND THE ALARM AND CALL THE FIRE DEPARTMENT.**

IF YOU HEAR THE ALARM OR SMELL SMOKE

- 1) TURN OFF ALL WORKING EQUIPMENT
- 2) FEEL THE DOOR BEFORE YOU OPEN. IF WARM, DO NOT OPEN. REMAIN
IN YOUR SUITE
- 3) SEAL ALL OPENINGS TO PREVENT SMOKE FROM ENTERING
- 4) TELEPHONE THE FIRE DEPARTMENT AT 911. GIVE YOUR EXACT
LOCATION
- 5) SIGNAL FOR HELP
- 6) DO NOT PANIC

INSTRUCTIONS TO RESIDENTS ON FIRE PROCEDURES (continued)

- OR -

- 1) TURN OFF ALL WORKING EQUIPMENT
- 2) FEEL THE DOOR, IF NOT WARM, OPEN IT CAUTIOUSLY
- 3) IF HALLWAY IS FREE OF SMOKE OR HEAT, TAKE KEY, LEAVE SUITE, CLOSE DOOR.

DO NOT USE ELEVATORS

- 4) SE ONE OF THE EXIT STAIRWELLS. IF SMOKE IS PRESENT, USE AN ALTERNATE STAIRWELL.
- 5) IF SMOKE IS PRESENT IN ALL STAIRWELLS, YOU MAY WISH TO RETURN TO YOUR SUITE AND FLOW STEPS 3, 4,5 AND 6 IN THE PREVIOUS INSTRUCTIONS
- 6) CONTACT THE FIRE DEPARTMENT FROM AN AREA OF SAFETY. DO NOT ASSUME THEY HAVE BEEN CONTACTED.

NON-AMBULATORY RESIDENTS

IF YOU HAVE A HANICAP, PLEASE ADVISE THE BUILDING STAFF NOW SO THEY ARE AWARE AND PREPARED TO ASSIST YOU FIRST.

“IMPORTANT” KNOW YOUR BUILDING

YOU SHOULD KNOW WHERE YOUR EXISTS ARE, YOUR NEAREST PULL SWITCH AND PORTABLE EXTINGUISHERS. THIS KNOWLEDGE MAY SAVE YOUR LIFE.

CONFIRMING YOU ARE OUT OF THE BUILDING

ONCE YOU HAVE EVACUATED THE BUILDING, IT IS IMPORTANT THAT ALL RESIDENTS REMAIN OUT OF THE LOBBY AND AWAY FROM THE FRONT ENTRANCE OF THE BUILDING.

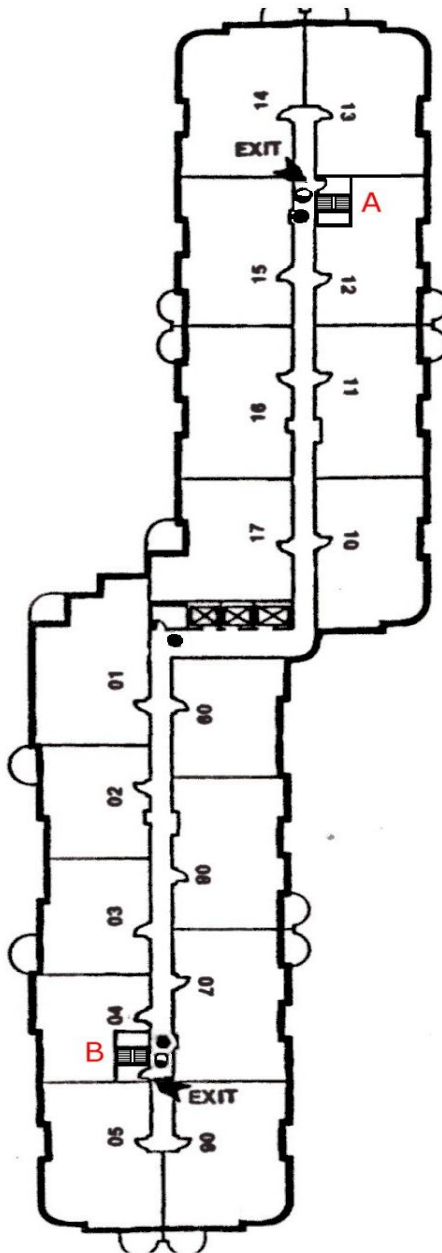
ALL RESIDENTS SHOULD MAKE THEIR WAY TO THE EXTERIOR PARKING AREA AT THE SIDE OF THE BUILDING.

A LOG OF ALL RESIDENTS WHO HAVE SAFELY EVACUATED THEIR UNITS WILL BE MAINTAINED BY A VOLUNTEER MEMBER OF YOUR COMMUNITY AT THIS LOCATION. **PLEASE REGISTER WITH THIS INDIVIDUAL AS SOON AS POSSIBLE AFTER YOUR EVACUATION.**

SAMPLE SIGNAGE

Posted on each floor near elevators:

**WESTPARK
CONDOMINIUM HOMES**



IN CASE OF FIRE IF YOU DISCOVER A FIRE

- Leave the area of danger
 - - Close all doors in your path of exit
 - Sound the alarm
 - Telephone the Nepean Fire Department from an area of safety
 - Use a safe exit stairwell
- DO NOT USE ELEVATORS
UPON HEARING ALARM**
- Leave building via nearest exit closing doors behind you

CAUTION

- If smoke is heavy in corridor, it may be safer to remain in your area; close door and place a wet towel at base of door.
- If you encounter smoke in stairwell, use alternate exit or if all stairwells are affected, it may be safer to stay in your suite.

SAMPLE SIGNAGE

Posted above all pull stations:

**IN CASE OF FIRE:
PULL ALARM AND CALL
FIRE DEPARTMENT**

911

**EN CAS D'INCENDIE
TIREZ SUR LA MANETTE ET
APPELEZ LE SERVICE DES INCENDIES**

APPOINTMENT OF SUPERVISORY STAFF

The Fire Safety Coordinators of the Board of Directors are in charge of the overall Fire Safety Plan. The Emergency Personnel have been appointed by the Fire Safety Coordinators and they are trained to react positively to conditions that may arise during an emergency to carry out the duties of emergency evacuation.

It cannot be stressed too strongly the need for complete cooperation and understanding between the Fire Department, the Board of Directors, management and participating employees and residents, as to what is required to put a Fire Safety Plan into effect and provide the necessary time to train personnel and residents. In return, employees and residents must realize that what us being provided is for their security, the prevention of loss of life or serious injury through fire.

RESPONSIBILITIES OF THE SUPERINTENDENT

The Superintendent must:

- ✓ Be in complete charge of the approved Fire Safety Plan and the specific responsibilities of the building staff;
- ✓ Educate and train all building personnel and residents in the use of the existing fire safety equipment and in the action to be taken during an emergency.
- ✓ Survey the building to determine the number of exits available from each floor or area.
- ✓ Notify the Property Manager or in his/her absence, the Board of Directors of any problem concerning the safety equipments.
- ✓ Ensure that the Fire Safety Plan is available at all times for Fire Department use.
- ✓ NOTE: the fire alarm system is not to be silenced until the Fire Department has arrived and has investigated the cause.
- ✓ Be responsible for the INSPECTION and TESTING of all FIRE EQUIPMENT as required by the Fire Code and must be recorded in the Fire Protection Equipment Log Book.
- ✓ Keep access roadways, fire routes and fire pumper connections clean and accessible for the fire department use at all times.
- ✓ Assist Emergency Personnel in the evacuation of occupants
- ✓ Establish a procedure to facilitate fire department access to the building, meet the fire department and provide information pertaining to the alarm or location of the fire.
- ✓ ON arrival of the Fire Department, the Superintendent will brief the senior officer on:
 - Available information on the location, cause and extent of the fire
 - Action taken to date
 - Floors where occupants remain and the number of mobility impaired on each floor
- ✓ Be available to carry out any procedures the Fire Chief requires.
- ✓ Assist the Fire Department in the operation of all fire systems in the building.

ALTERNATE MEASURES IN THE EVENT OF EQUIPMENT SHUT DOWN

In the event of the shut down of fire protection equipment and systems or part thereof, the Superintendent will notify the Fire Department and residents and instructions must be posted as to alternate provisions or actions to be taken in case of an emergency. An alternate measure is to conduct periodic patrols of all common areas of the building to monitor fire safety should this become the case. The se provisions and actions must be acceptable to the Chief Fire Official.

FACILITY MAINTENANCE AND ALTERNATIVE MEASURES

AT ALL TIMES, THE BUILDING STAFF MUST:

1. Not let any combustible material collect in any storage or all space, electrical rooms or mechanical rooms.
2. Keep all hallways free of all obstructions at all times.
3. Keep all fire doors closed at all times and check daily.
4. Keep all building exits and emergency exits clear of snow and ice.

REPORT ANY MALFUNCTION OR EQUIPMENT DEFICICNEIES IN NEED OF REPAIRS TO THE PROPERTY MANAGER OR IN HIS/HER ABSENCE TO THE BOARD OF DIRECTORS IMMEDIATELY.

THE ALTERNATIVE MEASURE IN THE EVENT OF THE FIRE ALARM SYSTEM BECOMING NON-OPERATIONAL IS TO CONDUCT PERIODIC PATROLS OF ALL COMMON AREAS OF THE BUILDING TO MONITOR FIRE SAFETY SHOULD THIS BECOME THE CASE.

FIRE DRILLS

The procedure for conducting fire drills in buildings shall be determined by the Fire Department in consultation with the Superintendent, taking into consideration:

- (a) the building occupancy and its fire hazards;
- (b) the safety features provided in the building;
- (c) the desirable degree of participation of occupants other than supervisory staff;
- (d) the number and degree of experience of participating supervisory staff; and
- (e) the testing and operation of fire emergency systems installed in the building.

FIRE DRILL WILL BE CONDUCTED ONCE EVERY THREE (3) MONTHS

FIRE DRILL PROCEDURES

- Advise residents of a fire drill 48 hours in advance
- Contact the Fire Department and the monitoring company immediately before proposed fire drill and after the drill
- The fire alarm will be activated (pull station)
- Supervise evacuation of participants
- Test and operate emergency equipment
- Repair or cause of be repaired the malfunction of equipment

HAZARDOUS MATERIALS STORAGE

Updating the MSDS binder is the responsibility of the Superintendent. The binder is located in the Superintendent's office situated on the ground floor.

Cleaning Products

Cleaning products are stored in the Garbage Room which is situated in the basement P1 level.

Paint

Paints and paint solvents are stored in the Maintenance Room which is situated in the basement P2 level.

Pool Chemicals

Pool chemicals are stored in the Pool Area Ground Floor which is adjacent to the women's change room on the ground floor.

Generator Fuel

Diesel is stored in the Generator Room which is situated in the basement P1 level.