

EDGEWATER CONDOMINIUM EMERGENCY FIRE PROCEDURES

SAFETY FIRST, IN ALL ACTIONS.

THE EDGEWATER CONDOMINIUM

2024

FIRE SAFETY PLAN

FOR

VICTORIA CONDOMINIUM CORPORATION # 15

200 East St South, Suite 608,

Bobcaygeon Ontario K0M 1A0

Reviewed by Kawartha Lakes Fire Prevention

Last review date: January 2024

Required reading for all unit owners and residents.

Please place in your legal document binder

FIRE SAFETY PLAN

Page 2	Index
Page 3	Fire Safety Plan: Fire in Your Unit, Other Locations
Page 4	Fire Safety Plan: Clubhouse
Page 4 & 5	Electrical Failure
Page 6	Board of Directors Responsibilities
Page 7	Building Representatives Responsibilities
Page 8 & 9	Maintenance Contractor
Page 10 & 11	Fire Safety Tips
Page 12	Fire Hazards
Page 13	Fire Protection
Page 14	List of Board Members & Building Representative contact #; s

FIRE IN YOUR UNIT

- ⇒ Evacuate your unit and close but do not lock your door behind you. Take house and car keys with you.
- ⇒ Pull fire alarm located at the Exits in the mews ways to alert neighbours. This only rings in your building, not other buildings or the fire department.
- ⇒ Go promptly to Clubhouse, do not re-enter the building
- ⇒ Dial 9-1-1 from the Phone in Clubhouse or your cell phone. Give following information:
 - Edgewater Condominium, 200 East St. South,
 - Unit # and Bldg #
 - East Street or Mill Street entrance
- ⇒ Call a Board Member from the list inside the cover of the Fire Book located by the washrooms.
- ⇒ Stay in the Clubhouse and REMAIN CALM.
- ⇒ Do not return to your unit until a Fire Official gives you permission.

FIRE IN OTHER LOCATIONS

- ⇒ If you hear Fire Alarm,
- ⇒ Dial 9-1-1 from your phone or cell phone. Give following information:
 - Edgewater Condominium, 200 East St. South,
 - Bldg # explaining that you have just heard the fire alarm
 - East Street or Mill Street entrance
- ⇒ Unlock all unit doors, close windows, take your house & car keys and exit your unit via atrium if safe to do so or by your patio door if the atrium is smoke filled or there is fire in the atrium.
- ⇒ Go promptly to Clubhouse, do not re-enter the building
- ⇒ If there is no Board Member in the clubhouse, then call a Board Member from the list inside the cover of the Fire Book located by the washrooms.
- ⇒ A board member or building rep will do a head count.
- ⇒ Stay in the Clubhouse and REMAIN CALM.
- ⇒ Do not return to your unit until a Fire Official gives you permission.

FIRE AT CLUB HOUSE

- ⇒ Exit immediately. Close, but do not lock the doors.
- ⇒ Go promptly to Building #6, do not re-enter the Clubhouse
- ⇒ Dial 9-1-1 from your cell phone or neighbor in Building 6. Give following information:
 - Edgewater Condominium, 200 East St. South,
 - CLUBHOUSE
 - Mill Street entrance
- ⇒ Have a neighbor in Building # 6 call a Board Member
- ⇒ A board member or building representative will do a head count.
- ⇒ Stay in Building #6 and REMAIN CALM.
- ⇒ Do not return to your unit until a Fire Official gives you permission.

IN CASE OF ELECTRICITY FAILURE

In case of an electrical failure, the emergency exit lights and emergency lights will come on automatically. The emergency lights will remain on for approximately 20 minutes.

Unit Owner or Tenant: If your electricity goes off, immediately check to see if you are the only one affected by checking atrium lights or your neighbour. If it is only your unit, please contact your electrician. Notify your Building Representative. Keep a flashlight for emergency purposes. Have spare batteries on hand.

Property Electricity Failure-Hydro One down

For overall safety of residents, the board members and or building representatives will

- ✓ Walk the atrium and mews ways and ensure they are clear of any obstruction that may impede walking safely through the atrium to outside exit doors. The Board Member or Building Representative that does this should note the time and any issues they found and keep their notes until the failure is restored and at which time the notes should be transferred to the Fire Book in the clubhouse.
- ✓ The same person will also check on neighbours that may require assistance or are on oxygen. Those requiring oxygen may need assistance if their battery backup runs down. These visits should also be recorded and put in the book after the power has been restored.

- ✓ The above actions may be repeated in a long ongoing power outage. Every time this procedure occurs, it should be documented and recorded.
- ✓ There are flashlights in the electric panel room.

THE BOARD OF DIRECTORS OF THE EDGEWATER RESPONSIBILITY

The Board shall make sure the Fire Plan is initiated and carried through and maintain the integrity of Fire Book.

A Board Member will take the lead during an emergency situation, following direction from the Fire Services

The Board shall review the fire plan annually (November), update the review date on the fire plan, and forward a revised fire plan with a covering letter to the Fire Services outlining the changes. The Fire Services Department must approve the plan.

The Board shall ensure that the Building Representatives update the emergency information sheets on an annual basis, and that the file is updated and stored in the safe in the Clubhouse.

On a quarterly basis the Board must update the Fire Services of any changes of resident needs re oxygen and or assistance required to leave their unit.

On an annual basis The Board shall:

- a. Attend a Building Representative Meeting to review in detail the fire/emergency plan and ensure all building representatives understand their role during the emergency;
- b. Initiate a Fire Drill for all building reps and Board Members by middle of July of each year. This will allow new members to learn their roles;
- c. Arrange for a full fire drill for all owners/residents in the summer of each year. Notify Fire Safety Officer of date and time of tests;
- d. Approve contracts for outside services for annual testing of fire alarms, extinguishers and fire hydrants;
- e. Ensure the Maintenance Contractor completes all safety responsibilities as outlined;
- f. Ensure the Building Representatives update the Emergency Information Sheets.

Keep an operative emergency phone in the clubhouse and a seasonal phone in the swimming pool area.

Clubhouse is designated as the gathering point during a fire or any emergency. In case of fire in the Clubhouse, occupants should proceed to Building #6 until released by a Fire Official.

Board shall recommend that all fireplaces (that are not blocked) are inspected bi-annually by qualified personnel.

The Board shall ensure that each owner/tenant has an updated copy of the Fire Safety Plan to be placed in the legal document binder.

Assist with hourly patrols (Board members & Building Representatives) until repairs are complete after the Fire Department has declared the buildings safe.

Make a note in the "Fire Book" of action. **Make sure patrols put entries in the book.**

BUILDING REPRESENTATIVES RESPONSIBILITIES

During a fire, your role as a building representative will include the following:

Ensure that the fire alarm has been pulled in the building with the fire.

Dial 9-1-1 from your phone or cell phone. Give the following information:

- Edgewater Condominium, 200 East St. South,
- Unit # and Bldg #
- East Street or Mill Street entrance

Bring your house, car keys with you and your building representative keys to allow entry to the electrical panel, if required by firefighters. Remember your building representative keys work in any building.

If safe to do so, unlock all emergency door exits in your building, but keep doors closed.

Go promptly to the Clubhouse, do not re-enter the building.

Call Board Member (if required) the board list is on the inside cover of the Fire Book located by the washrooms

Begin headcount by building (if required) the resident list on the back cover of the Fire Book located by the washrooms.

Have the following information ready for the Fire Department

Unit # unaccounted for and number of residents;

Unit # of any resident that may require assistance

Stay in the Clubhouse and REMAIN CALM.

Do not return to your unit until a Fire Official gives you permission.

Ongoing during the year, your role as a building/safety representative will include the following:

Annually or as needed update the emergency information sheets and forward them to the appropriate board member; these sheets are updated on a computer system and a hard copy is printed and maintained in the locked safe in the Clubhouse. (All board members, and the Property Manager have this key.)

As needed throughout the year, notify the appropriate Board Member that one of your neighbours is currently on oxygen, or may need assistance in an emergency situation. This information must be forwarded by the board to the Fire Services department on a quarterly basis.

Monthly check the flashlights in the electric panel room to ensure they are working and not requiring new batteries.

Assist with hourly patrols (Board members & Building Representatives) until repairs are complete after the Fire Department has declared the buildings safe.

Make a note in the "Fire Book" of action. Make sure patrols put entries in the book.

MAINTENANCE CONTRACTOR(S)

Part of your maintenance contract is ongoing safety of the property; the following scheduled items are your responsibility:

Have a working knowledge of the Fire Alarm system.

Snow removal from all exit doors and building entrances.

When required remove snow from patio unit doors.

On a monthly basis perform the following:

- a. Check all fire extinguishers and report problems. Make entry on extinguisher tags.
- b. Check exits from mews ways, ensuring the doors and hardware function properly.
- c. Check exit signs and emergency lights.
- ✓ Report any problems or concerns to the appropriate Board member and record action in the *fire book*.

On quarterly basis perform the following:

- a. Check the fire alarm system with the responsible Board member.

On an annual basis perform the following;

- a. **Test Fire Alarm System:** Make arrangements to have an outside company to test the fire alarm system. This is usually performed in January. The outside company will complete the test, correct any concerns and provide both the Fire Department and VCC with written reports. Once the written reports are received, they should be filed in the Fire Book.
- b. **Test Fire Extinguishers:** Make arrangements to have an outside company to test the fire extinguishers in each building and the clubhouse. This is usually performed in June. The outside company will test the extinguishers, correct any concerns and provide both the Fire Department and VCC with written reports. Once the written reports are received, they should be filed in the Fire Book.
- c. **Test Fire Hydrants:** Make arrangements to have an outside company to test the fire hydrants in both parking lots. This is usually performed in June. The outside company will perform tests on the hydrants based on a 3 year schedule, correct any concerns and provide both the Fire Department and VCC with written reports. Once the written reports are received, they should be filed in the Fire Book.

Assist Board Members and or Building Representatives during emergencies when on site.

Assist with hourly patrols (Board members & Building Representatives) until repairs are complete after the Fire Department has declared the buildings safe.

Make a note in the "Fire Book" of action. **Make sure patrols put entries in the book.**

Fire Safety Tips & Hazards

Fire Safety Tips: (City of Kawartha Lakes Emergency Services)

1. Be prepared for fire.

Know exactly what to do and where to go if there is a fire. Plan Your Escape! Make a home escape plan or refer to your building's fire safety plan.

- If a fire was to occur in your home tonight you may have less than 60 seconds to escape to safety. Your life could depend on having a Home Escape Plan in place and practiced regularly with all members of your family. The main goals of a Home Escape Plan is as follows:
 - Make sure that everyone in your house can clearly hear the smoke alarms from their bedrooms. Will it wake you during the night?
 - Know 2 ways out of every area in your home. Make sure that these exits from your home are kept clear of clutter, snow, ice. For example if one of your escape routes is a window or sliding door, does it freeze shut in the winter months?
 - Have a "designated meeting area" where all members of your household can safely meet outside in the event of a fire. (CLUBHOUSE)
 - Go over your procedure for calling 9-1-1 in the event of a fire from outside of your home. Cell phones are usually the first thought but chances are, you won't have the "seconds" during escape to grab one. Make sure you have a spare set of vehicle keys outside of your home.

Tips for "The Escape"

- If you hear a smoke alarm, GET OUT and STAY OUT!
- When you escape move quickly and carefully, check doors for heat
- If you encounter smoke during your escape stay low, smoke will be heaviest closer to the ceiling. Consider alternative exits.

Practicing your escape can be a fun activity but remember that it is serious business. When you hear a smoke alarm activate you need to get out right away. Smoke and Fire can travel at a deadly speed and that is why it is important to know your Home Escape Plan and practice it on a regular basis.

2. Smoke alarms protect everyone.

Have a smoke alarm installed on every level of your home - especially near sleeping areas. Every month, test the alarms by using a broom handle or can to gently push the alarm test button. Make sure everyone can hear the smoke alarms from all areas of your home.

3. If you smoke...

Use large, deep ashtrays and always make sure your cigarette butts are out. Never smoke when you are lying down, if you are drowsy, or in bed.

4. Don't Reach for Danger!

Wear tight-fitting or rolled-up sleeves when cooking and don't reach over a hot burner. If a pot catches fire, cover it with a lid and turn off the burner. Never leave your cooking unattended.

5. If your clothing catches fire...

Lower yourself to the ground, cover your face with your hands, and roll over and over to put out the flames. If you can't do this, grab a towel or blanket and smother the flames.

6. Crawl low under smoke.

Most fire victims die from smoke, not flames. Smoke always rises, so you must get down on the floor where the air is cleaner. Crawl on your hands and knees to safety.

7. Give space heaters space.

Keep them at least 1 metre (3 feet) away from everything - including you. A slight brush against a heater could set your clothing on fire.

8. Need assistance?

If you would like help to test your smoke alarms or to prepare a fire safety plan, talk to your friends, family, or home support worker. There is help available within your community.

Fire Hazards:

Do not use unsafe electrical appliances, frayed or damaged electrical cords. Electrical equipment is to be CSA approved.

Do not overload electrical circuits. Do not overload outlets or extension cords. Do not exceed the power levels indicated on extension cords.

Do not store dangerous combustibles in unit (gas, paint thinners, flammable paints, etc.)

NEVER SMOKE IN BED.

Do not store oily rags in the unit.

Do not store empty or full propane tanks inside your unit.

Unplug appliances not in use. Reduce the use of extension cords whenever possible.

Keep lint traps in the dryer clean, empty after each load of laundry.

Do not store newspapers and cardboard; take them to re-cycle bins daily.

Hard wired smoke detectors should be replaced at minimum, every ten years.

Smoke detectors in units should be checked monthly by the unit owner.

Wood that is stored in units that have fireplaces should be stored no closer than 1.2 meters away from the edge of the fireplace.

If you notice any arcing in any outlet in your unit, have the outlet replaced by a qualified electrician.

Do not store or place any objects in the atrium and mews ways, please see Edgewater Rule#9 for details.

FIRE PROTECTION

6 ground level brick veneer buildings, asphalt shingles. Total 60 units.

Separate ground level, brick veneer clubhouse.

Separate storage building of cement block with brick veneer.

Pool Pump House building of cement block.

Pump House for sprinkler system made of cement block.

Boat House made of wooden posts with asphalt shingles.

Gazebo on the waterfront made of wood with asphalt shingles.

Primary fire exits from each unit are the atriums and emergency exit doors with the garden doors to the patio as your secondary exit.

Cement block fire stops between each unit, mews ways and atriums.

Staggered roof heights between units.

Mews ways and atriums have interlocking cement brick floors, decorative cement block walls, sheetrock ceilings

Fire alarm upgrade in late 2004 to meet code, including smoke detectors.

Emergency lights and exit lights installed Jan/Feb 2005 to meet code

3 pull stations in each building. One at each of the exits from the mews ways

Each atrium has one smoke detector connected to fire alarm system

There is at least one fire bell in each atrium, plus one bell at the end of longer mews ways.

Exit and emergency lights installed to fire code specifications.

Each atrium has at least one approved fire extinguisher, plus one at the "T" of mews ways.

Two (2) owner fire hydrants on site. One (1) town hydrant near each entrance to each parking lot.

Composite Fire Station approximately one and one half ($1 \frac{1}{2}$) kilometers away.