

PART 4

FIRE

Part 4.1 On-Site Fire Safety Director – Fire Procedures

At the sound of a fire alarm, or upon being informed of a fire condition within College Park or College Park Apartments, the On-Site Fire Safety Director shall initiate the following procedures:

- 1) Ensure immediately that Toronto Fire Services has been called at **911**, giving your name, exact address, nature of the emergency, nearest cross streets, your call back phone number and any other information requested by the dispatcher.
- 2) Confirm that the elevators are grounded, and if not, see that measures are taken to ground them. Approach the central alarm and control facility **on the east wall of the College (Ground) Level fire control room (accessed through the 424 Yonge Street entrance lobby)**. Ascertain in which zone the alarm was activated and the mode of activation.
- 3) Dispatch the Complex Response Team to investigate the cause of the alarm. Use the emergency voice paging system to inform the occupants of a fire alarm condition within the component and that emergency procedures are being initiated. This may be accomplished by activating the '**ALL CALL**' switch for the component in alarm, keying the microphone for approximately two (2) seconds and then giving the following instructions:
 - **Attention please. Attention please.**
 - **We are currently investigating the alarm condition.**
 - **The elevators are temporarily out of service. If you are hearing the Evacuation Signal at this time and if it is safe to do so, please evacuate immediately. Please try to avoid using Stairwell A4, if possible.**

Repeat the message, and then deactivate the 'ALL CALL' switch.

- 4) If the Complex Response Team confirms a fire condition, have someone call Toronto Fire Services a second time at **911** to give confirmation that a fire condition exists, and then place the component in alarm into general evacuation mode.
 - a) If the confirmed fire is in the commercial component, use the emergency voice paging system to instruct the Tenant Floor Wardens to evacuate their occupants out of the complex to the designated recommended assembly area. These instructions may be broadcast with the following procedures:
 - i) Activate the '**ALL CALL**' switch for the component in alarm.
 - ii) Give the following instructions into the keyed microphone:
 - **Attention please. Attention please.**
 - **We currently have an alarm condition on floor ____ (fire floor).**
 - **Tenant Floor Wardens, if it is safe to do so, start evacuating the occupants of your floor into the stairwells or exits and out of the complex to the recommended assembly area southwest of the complex**

on the area known as "The Pond". Please try to avoid using Stairwell A4, if possible.

- iii) Repeat the above message.
- iv) Deactivate the 'ALL CALL' switch.
- b) If the confirmed fire is in the residential component, use the emergency voice paging system to instruct the residents to evacuate out of the complex to the designated recommended assembly area. These instructions may be broadcast with the following procedures:
 - i) Activate the '**ALL CALL**' switch for the component in alarm.
 - ii) Give the following instructions into the keyed microphone:
 - **Attention please. Attention please.**
 - **We currently have an alarm condition on floor ____ (fire floor).**
 - **Residents, if it is safe to do so, start evacuating off of your floor into the stairwells or exits and out of the complex to the recommended assembly area southwest of the complex on the area known as "The Pond".**
 - iii) Repeat the above message.
 - iv) Deactivate the switch for the zone of activation.
- 5) If a fire condition cannot be confirmed, press the 'Acknowledge' switch to prevent the fire alarm from timing into second stage.
- 6) Use the *Incident Record Form* to record vital information about the incident for Toronto Fire Services upon their arrival. Information should include:
 - a) The component and floor of activation
 - b) Evacuated floors
 - c) Floors with persons requiring assistance to evacuate
 - d) Miscellaneous information

Dispatch a personnel member to meet Toronto Fire Services at **the appropriate entrance lobby based on the location of the alarm** upon their arrival with pertinent information.

- 7) **Upon being ordered by Toronto Fire Services to evacuate or relocate complex occupants:**
 - a) For the commercial component use the emergency voice paging system to instruct the Tenant Floor Wardens of the floors requested by Toronto Fire Services to evacuate or relocate their occupants into the stairwells or exits and to a safe location defined by Toronto Fire Services. These instructions may be broadcast with the following procedures:
 - i) Activate the emergency voice paging switches for the floors that are to be evacuated.
 - ii) Give the following instructions into the keyed microphone:

If relocation is required but no evacuation is necessary:

- **Attention please. Attention please.**
- **We currently have a fire condition on floor ____ (fire floor).**
- **Tenant Floor Wardens, if it is safe to do so, start evacuating the occupants of your floor to the exits and to the appropriate relocation floor or area. (As directed by Toronto Fire Services). Please try to avoid using Stairwell A4, if possible.**

If a complete evacuation is necessary:

- **Attention please. Attention please.**
- **We currently have a fire condition on floor ____ (fire floor).**
- **Tenant Floor Wardens, if it is safe to do so, start evacuating the occupants of your floor into the stairwells or exits and out of the complex to the assembly area southwest of the complex on the area known as "The Pond". Please try to avoid using Stairwell A4, if possible.**

iii) Repeat your message and then deactivate the emergency voice paging switches to those floors.

b) For the residential component use the emergency voice paging system to instruct the residents of the floors requested by Toronto Fire Services to evacuate or relocate into the stairwells or exits and to a safe location defined by Toronto Fire Services. These instructions may be broadcast with the following procedures:

i) Activate the emergency voice paging switches for the floors that are to be evacuated.

ii) Give the following instructions into the keyed microphone:

If relocation is required but no evacuation is necessary:

- **Attention please. Attention please.**
- **We currently have a fire condition on floor ____ (fire floor).**
- **Residents, start evacuating off of your floor to the exits and to the appropriate relocation floor or area. (As directed by Toronto Fire Services)**

If a complete evacuation is necessary:

- **Attention please. Attention please.**
- **We currently have a fire condition on floor ____ (fire floor).**
- **Residents, start evacuating off of your floor into the stairwells or exits and out of the complex to the assembly area southwest of the complex on the area known as "The Pond".**

iii) Repeat your message and then deactivate the emergency voice paging switches to those floors.

- 8) If the alarm was the result of a confirmed incident and has been brought under control and it is deemed safe by Toronto Fire Services to resume normal operations, use the emergency voice paging system to inform the occupants of the confirmed alarm condition and that it is safe to resume normal operations by giving the following instructions:

- **Attention please. Attention please.**
- **The fire condition has been rectified and the complex has been deemed safe by Toronto Fire Services.**
- **We will be resetting the fire system momentarily.**
- **It is now safe to return to your floor.**
- **Thank you for your cooperation.**

Repeat the message. Contact the Assembly Area Coordinators and inform them that it is safe for the occupants to return to the complex.

- 9) If the alarm is verified to be a nuisance alarm, **and with the permission of Toronto Fire Services**, activate the 'ALL CALL' button under the heading of 'EMERGENCY INSTRUCTION' and use the emergency voice paging system to inform the occupants of the nuisance alarm condition by giving the following instructions:

- **Attention please. Attention please.**
- **The alarm condition has been resolved, and there is no need to evacuate the complex.**
- **Please resume your normal activities.**
- **We will be resetting the fire system momentarily.**
- **Thank you for your cooperation.**

Repeat the message. Contact the Assembly Area Coordinators and inform them that it is safe for the occupants to return to the complex.

- 10) Reset the fire alarm.

Note: DO NOT RESET THE FIRE ALARM UNDER ANY CIRCUMSTANCES UNTIL TORONTO FIRE SERVICES ARRIVES AND GIVES PERMISSION TO DO SO.

Note: Ensure the Complex Response Team does not utilize an elevator that ascends to the alarm floor or above.

Note: If you are informed that one stairwell is contaminated with smoke, use the emergency voice paging system to inform the entire multi-use complex to use the other stairwell. If all stairwells are contaminated, inform the Tenant Floor Wardens, so that they are able to initiate the instructions dictated in Sub-section (C) of their procedures.

Note: Stairwell A4 will be used for Police, Fire Department and Persons with Disabilities operations during an evacuation. Occupants need to be discouraged from using Stairwell A4 to evacuate unless there are no other options available to them.

Alternative Fire Suppression System

Five alternative fire suppression systems are installed in the complex, located **in the tenant spaces on the 3rd, 4th, 5th and 6th Floors of 21 College Street (pre-action) and at the proscenium opening of the 7th Floor stage (deluge)**. The systems on the 4th and 5th Floors have monitoring fire alarm panels, located **in the tenant spaces on those floors**. Activation of a monitoring fire alarm panel sends an alarm signal to the complex's fire alarm system. Activation of a monitoring fire alarm panel sends a trouble signal to the complex's fire alarm system.



Part 8.8 **Smoke Control**

Upon alarm activation, the following occurs:

- Air-handling units that shut down: all air-handling units