

FIRE SAFETY PLAN FOR

College Park

444 Yonge Street, Toronto, Ontario, M5B 2H4
7 College Street, Toronto, Ontario, M9V 1H4
21 College Street, Toronto, Ontario, M9V 1H5

College Park Apartments

424 Yonge Street, Toronto, Ontario, M5B 2H3

Published By:

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Phone: 1-800-545-9028

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This plan should be reviewed internally every 12 months.

<p style="text-align: center;">APPROVED</p> <p style="text-align: center;">____/____/____ YY/MM/DD</p> <p style="text-align: center;">_____ (Signature)</p> <p style="text-align: center;">Toronto Fire Services</p>
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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.



Smoke Control

Upon alarm activation, the following occurs:

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

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.

- b. Personnel to keep the main entrance lobby clear and meet Toronto Fire Services at **the appropriate entrance lobby based on the location of the alarm** with pertinent information.

To observe the actions of personnel when the alarm sounds, complex staff should be stationed at strategic locations throughout the drill floors.

Fire Drill Documentation

The following *Fire Drill Register* form documents who participated in the fire drill, which is to be held once every three months.

The *Fire Drill Checklist / Debrief Form* provides an evaluation report of the fire drill, while documenting evacuated floors and times.

The *Fire Drill Report* allows the Fire & Life Safety Director to document the critique of the drill during a post-drill meeting with the On-Site Fire Safety Director, the Complex Response Team and the Tenant Floor Warden teams. This report must be filled out by every Tenant Floor Warden and submitted to the Fire & Life Safety Director. The following points must be covered during the critique:

- * *The clarity and volume of the audible alarm.*
- * *The accessibility and condition of the portable fire extinguishers and fire hose.*
- * *The hallways and exits were clear of obstructions.*
- * *Were any doors wedged open or blocked?*
- * *Were any evacuation or suppression operations hindered?*
- * *Were duties not understood or carried out, etc?*
- * *What was the attitude of tenants/occupants?*

SECTION 13

ALTERNATE MEASURES

In the event that any portion of the complex's life safety equipment (fire alarm systems and related equipment or sprinkler and standpipe system) goes (or is taken) offline, alternate measures must be taken to notify occupants of an emergency. In such an instance occupants will be notified and instructions will be posted to inform occupants of actions to be taken in case of an emergency. These alternate procedures must be acceptable to the Chief Fire Official.

The notice must indicate that the impact of these systems being offline will be minimized and where necessary the use of watchmen, megaphones and portable radios, etc. will be used to notify occupants of emergencies. Assistance and direction for such situations will be sought from Toronto Fire Services.

When such a situation arises, the Fire & Life Safety Director will take the following actions:

- 1) Call Toronto Fire Services at 416-338-9000 and the fire alarm monitoring company and advise them of which system or portion of system is offline, how long it will be offline and that Fire Watch Patrols are being performed on a regular basis throughout the affected area or areas.
- 2) Post notices at each elevator lobby and entrance/exit area in the portions of the multi-use complex affected by the system outage, prior to the system going offline if possible, advising occupants to be extra vigilant in watching for smoke or fire in their areas. Advise occupants that, should they discover smoke or fire, they are to raise the alarm with fellow occupants in their area and then call 911 from a safe phone (a phone located well away from the smoke or flame). Occupants should pass on their name, address of the complex (7 College Street & 21 College Street (College Park) or 424 Yonge Street (College Park Apartments)), suite and floor number and the situation that they have discovered. (smoke, open flame, etc.). Once Toronto Fire Services has been notified, occupants should evacuate as per the emergency response procedures in this manual.
- 3) Assign personnel to a regular Fire Watch Patrol of all areas affected by the system outage. They should concentrate on areas where work is being done, specifically areas where welding or procedures involving open flames are taking place. The persons on the Fire Watch Patrol must have a designated supervisor and shall:
 - Have no other duties during the patrol.
 - Be identified to Toronto Fire Services, providing phone numbers for immediate contact.
 - Be easily identifiable to complex occupants by uniform or clothing.
 - Be familiar with the operation of all fire/life safety systems in the multi-use complex.
 - Be aware of the number and locations of complex occupants.
 - Be capable of directly notifying emergency agencies (cell phone required) and occupants (e.g., air horn) of an incident.
 - Maintain a chronological written record of activities on site for the duration of the Fire Watch.
 - Patrol every 30 minutes during normal business hours and every 60 minutes after normal business hours.

- 4) Once the system outage has ended, notify Toronto Fire Services and the fire alarm monitoring company. Replace the posted notices with new ones stating that the system outage has ended.

Note: If the system outage is expected to exceed 24 hours, the Chief Fire Official must be notified in writing to the Fire Prevention Office at Toronto Fire Services – South Command, 77 Elizabeth Street, 2nd Floor, Toronto, Ontario, M5G 1P4. In addition to written notification the Chief Fire Official shall also be notified by phone via the communications centre at 416-338-9000.

Note: In the event that an exit has become unavailable due to construction or repairs, temporary exit signs will be installed to identify alternate exits. Once the exit has been made available again the temporary exit signs shall be removed.

Note: In the event that a fire extinguisher is removed for servicing, an equivalent style of extinguisher must be provided in the same location until the original extinguisher is returned.

SECTION 17

DISTRIBUTION OF FIRE SAFETY PLAN

Copies or portions of this fire safety plan have been distributed as follows:

- 1 Copy in the Security Office
- 1 Copy in the Fire Control Room
- 1 Copy at Toronto Fire Services

Portions (specific procedures and the Facility Description) of the Fire Safety and Evacuation Plan have been included in the Emergency Response Procedures Manual (distributed to building staff such as the Fire Safety Director and Building Response Team) and the Tenant Floor Warden Booklets (distributed to the Tenant Floor Wardens).