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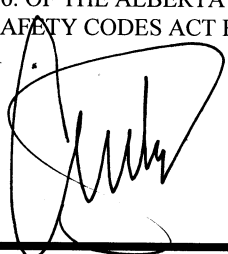
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**APPROVED FIRE SAFETY GUIDELINE  
for  
ROOMING HOUSES  
& CONVERTED BUILDINGS**

**IN ACCORDANCE TO THE ALBERTA FIRE CODE 1997  
AND THE SAFETY CODES ACT**

ISSUE OF THIS VARIANCE IS AUTHORIZED  
UNDER ARTICLE 1.1.2.6. OF THE ALBERTA FIRE  
CODE 1997 AND THE SAFETY CODES ACT BY  
THE ADMINISTRATOR

C. M. TYE



*SAFETY CODES COUNCIL*

**Alberta**

**LABOUR**

## **EXPLANATORY MATERIAL**

In November 1996, the Fire Technical Council introduced a guideline entitled "Approved Fire Safety Guidelines for Apartment Buildings". The guideline was established under the Alberta Fire Code 1992 as Fire Code Ruling 92-FCR-012. During the development of 92-FCR-012 it was recognized that a separate fire safety guideline was necessary to address fire and life safety requirements for *rooming houses or converted buildings*.

Code requirements for these buildings are different than those established for conventional *apartment buildings*. In the development of this guideline, consideration was given to the value that *rooming houses or converted buildings* have on affordable living standards. The guideline establishes fair safety standards and takes into consideration that these buildings are often altered without appropriate development and construction approval normally established under local municipal land use and development bylaws.

There is no intention for this guideline to over rule the requirements established through municipal land use and development bylaws. Persons altering, upgrading or renovating these buildings remain subject to conditions established in local bylaws and Provincial Codes.

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## 1. ADMINISTRATION

### a. SCOPE

This guideline is established as an *approved* guideline under Subclause 1.1.2.3.(1) (b) (i) of the Alberta Fire Code 1997:

#### 1.1.2.3. Acceptability

- (1) Where a provision of this Code requires compliance with one or more requirements of the Alberta Building Code, the provision is deemed to be satisfied if
- (a) the building or fire protection measure was constructed or installed after April 1, 1974, and conforms with regulations in force under the Uniform Building Standards Act at the time of construction or installation, or
  - (b) the building or fire protection measure does not conform to Clause (a) but
    - (i) meets the requirement of an *approved* guideline issued for a specific *occupancy*, or
    - (ii) where no *approved* guideline has been issued, the building or fire protection measure is constructed or installed in a manner that provides a level of safety that is *accepted*.

The guideline attempts to define acceptable safety requirements for *rooming houses* and buildings converted to a *residential occupancy* for multiple tenant or condominium use. The guideline may also be exceeded by building *owners* who wish to voluntarily improve the level of safety in their buildings. **Owners are encouraged to contact the local municipality to determine if there are upgrading programs in place where authorities other than the fire authority need to be involved.**

The guideline is intended to provide reasonable safety standards to ensure *building* occupants will be alerted to a fire or emergency condition and have reasonable opportunity to *exit* safely. The guideline cannot cover every situation that might be present in a building, therefore innovative solutions to meet the intent of the guideline are encouraged.

The *authority having jurisdiction* and *owners* should ensure that appropriate permits are issued for construction or renovation approvals. It is recommended that municipalities with permit systems establish a multi-disciplined task force consisting of fire, building, electrical, gas, plumbing, health and planning authorities to administer and apply the guidelines.

It is recommended a fire *safety codes officer* issue a letter of compliance when a building meets this guideline. *Owners* are responsible to maintain fire and life safety systems in accordance with the *Fire Code*.

### b. APPLICATION

The guideline applies to buildings that were built before April 1, 1974. The *authority having jurisdiction* is responsible for applying the guideline and may bring with them any other person to

inspect the building. It is recommended that officials responsible for the enforcement of local land use, building and development bylaws, health inspectors and *safety codes officers* in other disciplines be involved in the inspection and decision making process for each building.

**This Guideline applies to a:**

*Rooming house or converted building* as defined in this guideline and means;

“A building that was intended to be used as a rooming house or a building that has been converted to a multi-tenant *residential occupancy* having 3 or more *suites* where one or more *suites* contain *cooking facilities*.”

Typically, these residential occupancies need to provide a greater level of safety than what is presently prescribed for boarding and lodging houses in the *Building Code*. These occupancies can be a single family residential home that has been converted into three or more *suites*. An important criteria in applying the guideline is recognizing that *cooking facilities* within an individual *suite* may constitute a danger to other occupants of the building. For example, tenants may have stoves, burners, hotplates, etc., for preparing food in their *suite* or room. These types of food preparation devices can cause fires thus endangering other tenants in the building. Appliances such as a microwave oven are considered a safer device and do not pose the same fire hazard concern. Where tenants have microwave ovens in their *suite*, the fire *safety codes officer* should consider the safety of the electrical connection to the appliance before applying the guideline.

**Typical Living Arrangements Found in Rooming Houses and Converted Buildings**

- Usually no common kitchen, tenants use hot plates in *suites*
- Common sanitary facility shared by tenants
- May be a boarding or lodging house with more than 8 tenants
- May or may not have a commercial *occupancy* associated with it
- May have privacy *suites* or a mix of shared facilities

**The guideline does not apply to:**

1. Single family dwellings, town houses, row houses, motels, hotels, dormitories, buildings or dwellings that were originally designed and constructed for use as an *apartment building* that fall within the scope of 92-FCR-012, "Approved Fire Safety Guidelines for Apartment Buildings", or
2. Buildings designed where all *suites* have a separate *exit* not shared with any other *suite* or *occupancy*, or
3. Boarding or lodging houses where sleeping accommodation is provided for not more than 8 boarders or lodgers where the rooms form part of the proprietor's residence and the sleeping rooms do not contain *cooking facilities*.

**c. ALTERNATIVES**

A fire *safety codes officer* may accept existing conditions or modify or vary any specific requirement within these guidelines, where the officer is satisfied that such modifications will substantially accomplish the intent of this guideline.

**d. APPEALS**

The *owner* has the right to negotiate the contents of an inspection report. An *owner* also has the right to appeal the decision of the fire *safety codes officer* when an order is written.

Appeal procedures are:

- (1) A fire *safety codes officer* must issue an Order under the Safety Codes Act citing Subclause 1.1.2.3.(1)(b)(i) of the Alberta Fire Code 1997.
- (2) The *owner* has the right for a review of the Order by an *Administrator*, or
- (3) The *owner* has the right to appeal the Order to the Safety Codes Council.
- (4) A stay of the Order may be requested from the Chair of the Fire Technical Council.

**PROCEDURES FOR REVIEW OR APPEAL OF AN ORDER**

The *owner* may request an *Administrator* to review the Order to ensure the Order:

- (i) is proper, practical and reasonable,
- (ii) contains correct references and no typographical errors, and
- (iii) corrects or satisfies concerns about fire safety.

A request for the *Administrator* to review the Order must be made in writing and delivered in sufficient time to allow the *Administrator* to review the Order within 21 days of the service of the Order.

A request for review of an Order should be sent to:

**Fire Technical Administrator**  
**#705, 10808 - 99 Avenue**  
**Edmonton AB T5K 0G5**

**Tel: (780) 427-8265 Fax: (780) 422-7205**

An appeal should be sent to:

**Coordinator of Appeals**  
**#602, 10808 - 99 Avenue**  
**Edmonton, Alberta TK 0G5**

**Tel: (780) 413-0099 Fax: (780) 424-5134**  
**Tel: 1-888-413-0099 Fax: 1-888-424-5134**

A person may appeal the Order to the Safety Codes Council within 30 days of the date the Order was served. A request for an appeal must be accompanied by a non-refundable cheque or money order in the sum of \$500.00 made payable to the Safety Codes Council.

e. **DEFINITIONS**

*Accepted* means acceptable to the *authority having jurisdiction*.

*Act* means the Safety Codes Act.

*Administrator* means an *Administrator* appointed under the Safety Codes Act.

*Apartment building* means a residential building 1 *storey* or greater in building height having 5 or more self contained *dwelling units* that share a common *means of egress* as described in *Fire Code Ruling 92-FCR-012 "Approved Fire Safety Guidelines for Apartment Buildings"*.

*Approved* means acceptable to the *Administrator*, Fire Discipline.

*Authority having jurisdiction* means a *safety codes officer* in the fire discipline exercising authority pursuant to designation of powers and terms of employment in accordance with section 28 of the Safety Codes Act.

*Balcony* means a *balcony* that is a minimum of 900 mm x 900 mm (36" X 36") except that where a *balcony* serves more than 1 *suite*, it shall have a minimum area of 0.5 m<sup>2</sup> per person (5.4 ft<sup>2</sup>).

*Barrier free* means that a building and its facilities can be approached, entered, and used by persons with physical, mental or sensory disabilities.

*Building Code* means the Alberta Building Code 1997.

*Cooking facilities* means an appliance or equipment used in the preparation of food which may include but is not limited to stoves, burners, hotplates, but does not include facilities which contain microwave ovens alone.

*Dwelling unit* means a *suite* operated as a housekeeping unit, used or intended to be used by one or more persons and usually containing cooking, eating, living, sleeping and sanitary facilities.

*Exit* means that part of a *means of egress*, including doorways, that lead from the floor area it serves, to a separate building, an open public thoroughfare, or an exterior open space protected from fire exposure from the building and having access to an open public thoroughfare.

*Exit stairwell* means a stairwell enclosure having a minimum 45 fire-resistance rating that is continuous throughout the enclosure.

*Fire Code* means Alberta Fire Code 1997.

*Fire resistance rating* means the time in hours or fraction thereof that a material or assembly of materials will withstand the passage of flame and the transmission of heat when exposed to fire under specified conditions of test and performance criteria, or as determined by extension or interpretation of information derived therefrom as prescribed in the *Building Code*.

*Fire separation* means a construction assembly that acts as a barrier against the spread of fire.

*Flame-spread rating* means an index or classification indicating the extent of spread-of-flame on the surface of a material or an assembly of materials as determined in a standard fire test as prescribed in the *Building Code*.

*Listed* means equipment or materials included in a list published by an accredited Certification Organization or Standards Writing Organization under the National Standards System of Canada.

*Means of egress* means a continuous path of travel provided for the escape of persons from any point in a building or contained open space to a separate building, an open public thoroughfare, or an exterior open space protected from fire exposure from the building and having access to an open public thoroughfare. *Means of egress* includes *exits* and access to *exits*.

*Occupancy* means the use or intended use of a building or part thereof for the shelter or support of persons, animals or property.

*Occupant load* means the number of persons for which a building or part thereof is designed and in the case of a *residential occupancy* or *dwelling unit*, shall be considered to be a maximum of 2 persons per sleeping area, unless it can be shown the bedroom or sleeping area will be occupied by fewer persons

*Owner* includes a lessee, a person in charge, a person who has care and control and a person who holds himself out as having the powers and authority of ownership or who for the time being exercises the powers and authority of ownership.

*Public corridor* means a corridor that provides access to *exit* from more than one *suite*.

*Residential occupancy* means the *occupancy* or use of a building or part thereof by persons for whom sleeping accommodation is provided but who are not harboured or detained to receive medical care or treatment or who are not involuntarily detained.

*Rooming house or converted building* means a building that was intended to be used as a rooming house or a building that has been converted to a multi-tenant *residential occupancy* having 3 or more *suites* where one or more *suites* contain *cooking facilities*.

*Safety codes officer* means an individual designated as a *safety codes officer* under section 27 of the *Act*.

*Service room* means a room provided in a building to contain equipment associated with building services such as a furnace room, boiler room, electrical room, or laundry room.

*Smoke alarm* means a combined *smoke detector* and audible alarm device designed to sound an alarm within the room or *suite* in which it is located upon the detection of smoke within that room or *suite*.

*Smoke alarm system* means a system of interconnected *smoke alarms* which may be connected to



other *listed* alarm and detection devices and is installed throughout a building intended to alert the occupants of a fire condition.

*Smoke detector* means a fire detector designed to operate when the concentration of airborne combustion products exceeds a pre-determined level.

*Storey* means that portion of a building which is situated between the top of any floor and the top of the floor next above it, and if there is no floor above it, that portion between the top of such floor and the ceiling above it.

*Suite* means a single room or series of rooms of complementary use, operated under a single tenancy, and includes *dwelling units*.

*Unsafe condition* means

1. (a) any condition where there is an imminent or serious danger to persons or property because of a fire hazard or risk of an explosion, or  
(f) a thing, process or activity likely to cause or contribute to the injury of a person or property damage.
2. If a *safety codes officer* believes, on reasonable or probable grounds that an *unsafe condition* exists, the *authority having jurisdiction* may take such action as is necessary.

*Window* means a *window* that is an *exit* or provides an *access to exit* and:

- (a) may be opened from the interior without the use of keys, special devices or knowledge,
- (b) has no obstructions that impedes the opening,
- (c) is equipped with a device which will hold it in an open position, and
- (d) has an unobstructed opening of not less than 550 mm (21") high by 550 mm (21") wide where the sill height is more than 1 525 mm (5') above the inside of the floor, or
- (e) an opening of not less than 380 mm (15") in any direction with a minimum openable area not less than 3 500 mm<sup>2</sup> (3.8 ft<sup>2</sup>) where the sill height is less than 1 525 mm (5') above the inside of the floor.

## 2. FIRE ALARM AND DETECTION SYSTEMS

### a. GENERAL CONSIDERATIONS

A fire alarm or early warning detection system is essential for the safety of persons in residential buildings. Where existing devices or systems are installed in a building, they need to be evaluated to ensure the device or system is safe and will perform its intended function. *Smoke alarms* permanently connected to an electrical circuit (and must not have any disconnect switch between the over current device and the *smoke alarm*) or battery operated *smoke alarms* may be used under the guideline. *Owners* may wish to consider installing *listed smoke alarms* with a built in silence feature. **As a recommendation only**, *owners* might consider installing carbon monoxide detectors to alert occupants of carbon monoxide build up.

The primary intent of this section is to ensure the occupants will be notified in the early stages of a fire to permit safe evacuation of the building.

**b. GUIDELINE REQUIREMENTS**

- i. Where a *smoke alarm*, *smoke alarm system* or fire alarm system is not installed correctly, is not in operable working condition, is unsafe, or is not repairable, then the entire system must be replaced and the new system must be installed and verified in conformance with the *Building Code* and the appropriate referenced Underwriters' Laboratories of Canada (ULC) installation standards.
- ii. A fire alarm system is required when there are more than 10 persons sleeping in the building. Generally, this means the *occupant load* is based on 2 persons per bedroom or sleeping area, unless it can be shown the bedroom or sleeping area will be occupied by fewer persons. A fire alarm system consists of a control unit, automatic fire detectors (smoke and heat actuated), manual pull stations, bells or other audible devices and visual signalling appliances. Visual signal appliances need not be added to an existing fire alarm system unless the building is designated as being *barrier free*.
- iii. Where a fire alarm system is required, fire detectors must be installed in
  - (1) storage rooms not within *dwelling units*,
  - (2) *service rooms* not within *dwelling units*,
  - (3) rooms where hazardous products are used or stored,
  - (4) kitchens, lounges, and other common rooms, and
  - (5) within a *suite* adjacent to the *suite* entrance door where the *suite* opens directly into an *exit stairwell*.
- iv. *Smoke detectors* connected to the building fire alarm system are required to be installed in every *public corridor* and at the top of each *exit stairwell*.
- v. Duct-type *smoke detectors* connected to the building fire alarm system and to an air handling system are required to shut down circulation fans when the system serves more than one *storey* or more than one *suite* on a *storey*.
- vi. Duct-type *smoke detectors* in (v) may be replaced by relays that shut down circulation fans upon actuation of the fire alarm system.
- vii. *Smoke alarms* are required to be installed in accordance with the manufacturer's installation requirements on or near the ceiling of each sleeping room or each hallway of a *dwelling unit* that serves sleeping rooms.
- viii. Existing 110 volt three wire fire alarm systems shall be *accepted* provided all necessary detectors and devices can be added to the system and the system meets applicable standards.
- ix. Where a fire alarm system does not have all the required automatic detection components these are to be added providing the system can accept additional compatible components and operate safely. If additions cannot be made to a system, the system must be replaced in accordance with 2.b.i. of this guideline.

- x. Fire alarm systems that do not transmit a signal to the fire department are required to have a legible, permanently-mounted notice posted at each manual pull station indicating the fire departments emergency telephone number and requesting the fire department be notified when the alarm system has been activated. (See Appendix A. “Emergency Planning”)
- xi. Where acceptable to the *owner* and the *authority having jurisdiction*, a *smoke alarm system* may be installed in buildings that have sleeping accommodation for 10 or less persons.

### 3. MEANS OF EGRESS AND EXITING SYSTEMS

#### a. GENERAL CONSIDERATIONS

A safe *means of egress* is vital to all occupants. Buildings will require an evaluation of the egress system by a fire *safety codes officer*. Where a boarding or lodging house has more than 8 boarders or lodgers then the building should be treated as either a *rooming house or converted building* for exiting purposes.

A *rooming house or converted building* is not limited by the number of occupants and usually has self contained *suites* with *cooking facilities* within the *suites*. It is expected that each floor level of a rooming house will be served by at least two *exits*. At least one *exit* should be separated from the remainder of the building by a *fire separation* that provides a 45 minute *fire resistance rating*. The second or any additional *exits* from a floor area would be determined at the discretion of the fire *safety codes officer* who may consider appropriate alternatives.

A separate *exit* can be provided through the use of building features such as fire escapes, exterior stairs and *windows* sized and accessible for exiting.

#### b. GUIDELINE REQUIREMENTS

- i. Buildings to which this guideline applies are expected to have 2 separate and independent ways out of every *storey* above the second *storey*.
- ii. No *exit* door shall be locked or secured in any fashion to prohibit an individual from opening the door from the inside. *Exit* doors should be *accepted* if they are equipped with thumb turn or lever type latches.
- iii. A fire escape is an acceptable *exit* provided it is constructed in a manner acceptable to the fire *safety codes officer* or complies with the *Building Code*.
- iv. A *suite* may be served by a *window* as an *exit* provided:
  - (1) the *suite* is located in the basement, first or second *storey*, or
  - (2) the *suite* is located on the third *storey* with direct access to a *balcony*.
- v. A dead-end *public corridor* is permitted provided the dead-end portion of the corridor does not exceed 4.6 m in length measured from the end of the dead-end portion to the

- nearest *exit*, or 3 m in length measured from the end of the dead-end portion to a point where it shall be possible to go in opposite directions to one of two *exits*.
- vi. A *suite* door is permitted to be located within an *exit stairwell* provided the door is equipped with self-closing and latching hardware.
  - vii. Emergency lighting is required to illuminate all *means of egress* when the building is required to have a fire alarm system.
  - viii. A *flame-spread rating* will apply to the interior finish material that forms part of the interior surface of a floor, wall, partition or ceiling of a *means of egress*.
  - ix. The *flame-spread rating* of finish materials shall be
    - (1) 25 on walls and ceiling of *exits, means of egress*, and stairs,
    - (2) 25 on the ceiling of corridors forming part of the *means of egress*,
    - (3) 75 on the walls of corridors forming part of the *means of egress*, or
    - (4) 25 on the upper half of the walls of a corridor and 150 on the lower half of the wall.
  - x. Where the area of a building has sprinkler protection the *flame-spread rating* of finish materials is permitted to be not more than 150, except in *exit* stairs where the rating is 25.

#### **4. COMPARTMENTATION - FIRE SEPARATIONS AND RATINGS**

##### **a. GENERAL CONSIDERATIONS**

Existing construction materials will generally be *accepted* where the materials or the assembly of materials provides a *fire separation* with a *fire-resistance rating*. It is not the intent of the guideline to have existing construction materials replaced or more materials added to existing construction to increase the *fire-resistance rating*. Where separations are breached with holes, the openings must be patched and sealed with materials that will maintain the *fire-resistance rating*.

Where a boarding or lodging house has more than 8 boarders or lodgers then the building should be treated as either a *rooming house or a converted building*. A *rooming house or converted building* may have self contained *suites* with *cooking facilities* within the *suites*. It is expected that rooms or *suites* be separated from each other and from the remainder of the building by a *fire separation* that provides a 45 minute *fire-resistance rating*.

It is the intent of this guideline to ensure that where a *fire separation* presently does not exist and is required, that appropriate construction materials and assemblies be used to achieve the necessary ratings. It is the intent of this guideline to permit the fire *safety codes officer* to use judgement in evaluating the need for and condition of *fire separations*.

In some cases, it may be appropriate to use alternatives such as installing sprinkler protection or increased fire detection.

**b. GUIDELINE REQUIREMENTS**

- i. *A fire separation with a fire-resistance rating of 45 minutes is required for storage rooms located within or under exit stairwells and service rooms.*
- ii. Doors to individual sleeping rooms must be at least a solid core door and be equipped with a positive latching device.

**5. FIRE SUPPRESSION AND EXTINGUISHING SYSTEMS**

**a. GENERAL CONSIDERATIONS**

Most *residential occupancy* buildings addressed by this guideline are not protected by an automatic sprinkler system. It is not the intent of this guideline to make sprinklering of residential buildings a retrofit requirement. This guideline does permit the *owner* to install sprinkler protection in conformance with NFPA standards and recognizes the increased level of protection for the type of building addressed in the scope of the standards. The guideline recognizes NFPA 13D, "Sprinkler Systems in One- and Two-Family Dwellings and Manufactured Homes", and NFPA 13R, "Sprinkler Systems in Residential Occupancies up to and Including Four Stories in Height".

**b. GUIDELINE REQUIREMENTS**

- i. There must be at least one, 2-A:10-B:C rated, multi-purpose dry chemical portable fire extinguisher located in the vicinity of the principal entrance or *exit* on each floor level.

**6. SPECIAL SAFETY CONSIDERATIONS**

**a. GENERAL CONSIDERATIONS**

Buildings addressed by this guideline may have serious safety infractions which come under the jurisdiction of officials other than fire authorities.

Examples of other authorities are:

- *safety codes officers* in plumbing, gas, electrical, building, boiler and pressure vessels
- local or regional health officials
- municipal planning and development
- bylaw enforcement

The use of a multi-disciplined task force is one method of applying the guidelines to ensure jurisdictional problems do not arise.

**7. EMERGENCY PLANNING**

**a. GENERAL CONSIDERATIONS**

It is the responsibility of the *owner* to ensure that proper fire safety plans are established that address the operation and maintenance of fire and life safety systems. (See Appendix A.)

**b. GUIDELINE REQUIREMENTS**

- i. Prior to a tenant occupying a residential *suite* and once annually, the *owner/manager* shall:
  - (1) inspect, test and maintain the *smoke alarms* in each *suite* and maintain written records of such testing, and
  - (2) ensure the operation of *smoke alarms* in each *suite* and provide each tenant with written instructions of the evacuation procedures and emergency instructions for the building.
- ii. Each floor area is to have posted a floor plan showing the *exits*, emergency evacuation routes and the location of fire and life safety equipment and general evacuation procedures.

## APPENDIX A

### EMERGENCY PLANNING

#### TENANT FIRE SAFETY GUIDELINES

As a tenant, you should be familiar with what to do in the event of a fire or other emergency and how safety systems in your building operate.

#### FIRE NOTIFICATION SYSTEMS

1. Each tenant *suite* should have a permanent wire or battery operated *smoke alarm*. Operation of these devices will initiate an alarm heard within the *suite*.
2. A system of interconnected *smoke alarms* will operate when any one *smoke alarm* is activated.
3. A fire alarm system with alarm bells, pull stations and automatic fire detectors is intended to notify all occupants of a fire condition.

#### EGRESS SYSTEMS

Tenants should be familiar with alternate ways out of the building. Alternate *exits* may include doors leading directly to the outside, stairways, *windows* or balconies.

#### FIRE PROCEDURES - What to do in Case of a Fire **IN YOUR SUITE:**

1. Alert everyone in your *suite* as quickly as possible.
2. Leave your *suite* - close the door behind you but - don't lock it.
3. If not already activated, sound the fire alarm system.
4. If a fire is in a very early stage and you are able to do so, consider using a portable fire extinguisher to extinguish or control the fire.
5. Make your way to the nearest *exit* and leave the building - **DO NOT RE-ENTER.**
6. Call the Fire Department at 911 from a safe location. Meet the fire department and inform them of the fire location, and any other important information.

#### FIRE PROCEDURES - What to do in case of a fire **IN YOUR BUILDING:**

When you hear the building fire alarm system, a *smoke alarm system* or a *smoke alarm*, stop what you are doing

1. Call the fire department at 911 and give them the building address and if possible the location of the fire.
2. Open your *suite* door slowly and check the corridor for conditions of smoke and fire.
3. Leave the building using the safest available *exit* and **DO NOT RE-ENTER.**
4. If you are unable to leave, keep your *suite* door closed. Use a wet material to seal the door from smoke, wait by your *balcony* or *window*, and signal the attention of those outside. Don't panic. Wait to be rescued, or until the "all clear" is given by the fire department.

## **FIRE SAFETY IS YOUR CONCERN**

### **Fire Alarm System**

- Know what your fire alarm or *smoke alarm system* sounds like.
- Know where the pull stations are so they can be activated quickly.
- Get in the habit of testing the *smoke alarm* in your *suite* on a regular basis. You should also know how to reset it without removing the battery.
- If your *smoke alarm* is battery operated, make sure the battery is changed at least annually. If you are unable to manage this task, your building manager/owner or your local fire department may be able to help.

### **Emergency Evacuation**

- Know at least two ways out of the building from your *suite*.
- Practice fire drills as often as necessary to familiarize yourself and other tenants
- Know how you will contact the fire department and what information they will need to respond to your emergency.

### **For Your Protection**

- Your building should have portable fire extinguishers installed and ready to use. Know where they are and how to use them in an emergency.
- Be familiar with signs posted in your building providing information on alternate *exits*, fire protection equipment and emergency telephone numbers.
- Practice good housekeeping to ensure your *suite* and building are clean and tidy.
- Use laundry equipment safely. Clean the dryer lint trap after each use.
- Dispose of waste properly on a regular basis.
- When using candles or open flame devices, ensure they are held in a properly based container, away from combustible material, and away from conditions where they can be knocked over.(i.e. pets, wind.)
- Flammable liquids and propane are not to be stored or used inside buildings.
- Cook safely, especially when deep fat frying. Do not leave cooking unattended.
- Avoid careless smoking. Keep lighters and matches within your control. Ensure cigarettes are carefully extinguished and disposed of properly.
- Know when electrical appliances and devices are unsafe to use. Do not use extension cords as a permanent source of power. Don't overload outlets, and know the location of circuit breaker/fuse panels.
- Familiarize yourself with the building and know what to do in an emergency.