



# **BERKELEY CASTLE**

2 Berkeley Street, Suite 100, Toronto, Ontario, M5A 4J5

(Phone) 416-366-3704 (Fax) 416-366-3857

[www.BerkeleyCastle.ca](http://www.BerkeleyCastle.ca)

## **Berkeley Castle**

# **Occupant Fire Safety**



## **OCCUPANT FIRE SAFETY RESPONSIBILITIES**

### **Building Fire Safety Committee Concept**

This building has a Fire Safety Committee headed by the Building Fire Marshal. The members of the Fire Safety committee are:

- The Building Fire Marshal (The Property Operations Manager for the building)
- Tenant Fire Wardens (business tenant representatives)
- Assistant Tenant Fire Wardens (business tenant representatives)

### **Tenant Representatives**

For **each floor or partial floor area** occupied by a business tenant, the tenant senior manager is to appoint **two** staff members as follows:

- A supervisory staff to be the Tenant Fire Warden for his/her floor
- A second employee to be the Assistant Tenant Fire Warden for his/her floor.

### **Emergency Evacuation Area**

Each Tenant Fire Warden is to designate a location for his/her fellow employees to congregate at during any emergency evacuation.

This will allow each Tenant Fire Warden to perform a headcount in order to assure that all occupants have evacuated safely.

In all cases, the Emergency Evacuation Areas are to be well away from the building and out of the way of arriving emergency vehicles. We suggest the “Green P” parking lot, the baseball/soccer field or the school basketball courts (certainly not inside the courtyard).

## **EMERGENCY RESPONSIBILITIES**

### **Duties of Tenant Fire Wardens During a Fire Alarm**

1. When the fire alarm is sounded, all Tenant Fire Warden will initiate the evacuation process from their floor/area of responsibility. The primary duty of the Tenant Fire Warden during a fire alarm is to ensure an orderly and expedient evacuation of their area. All occupants are to be directed to exit the building using the nearest emergency exits in their immediate area and to proceed to their designated Emergency Evacuation Area for a headcount., (NOTE: If you are in a Kitchen, shut off all cooking equipment before leaving.

2. Tenant Fire Wardens will provide assistance to any physically disabled person who requires assistance to evacuate the building.

3. If for any reason a disabled person cannot be safely evacuated the Tenant Fire Warden shall:

- if necessary and if possible, move the disabled person away from any smoke or fire to a safer area and
- inform the arriving Fire Department where there is a disabled person who requires immediate Fire Department assistance to evacuate the building.



4. Once all persons have been evacuated from the Tenant Fire Warden's area, the Tenant Fire Warden will proceed to the ground floor to inform the Fire Department that all occupants in his/her area are out of the building.

### **Duties of Assistant Fire Warden During a Fire Alarm**

1. When the fire alarm is sounded, the Assistant Tenant Fire Warden will assist the Tenant Fire Warden to ensure that an orderly and expedient evacuation is conducted. Employees will evacuate the building using the nearest exit in their area and proceed to their designated Emergency Evacuation Area for a headcount. (In the event that the Tenant Fire Warden is absent, the Assistant Tenant Fire Warden will assume the duties of the Tenant Fire Warden in addition to his/her own duties.)
2. The Assistant Tenant Fire Warden will assist the Tenant Fire Warden to evacuate or safeguard any physically disabled person.
3. The Assistant Tenant Fire Warden will check that all washrooms are clear of occupants.
4. The Assistant Tenant Fire Warden will check to ensure that all doors are left closed.
5. Once all employees have been safely evacuated from the building the Assistant Tenant Fire Warden will keep employees from their area together at the chosen Evacuation Assembly Area. The Assistant Tenant Fire Warden will instruct their group to stay clear of the building and make sure that no one re-enters the building until instructed to do so by a Fire Services Official.



## **ONGOING FIRE SAFETY RESPONSIBILITIES**

### **Ongoing Fire Safety Responsibilities of Tenant Fire Wardens**

- Keep a list of all physically disabled personnel on your floor using the form provided in this document.
- Keep the doors to stairways closed at all times.
- Keep stairways, landings, hallways, passageways and exits clear of any obstructions at all times.
- Do not permit combustible materials to accumulate in any part of a stairway, fire escape or other means of egress.
- Participate in the annual fire drill.
- Arrange for a substitute in your absence.
- If advised that the fire alarm system is disabled, increase your vigilance on fire safety by conducting an hourly patrol of your area.
- NOTE regarding the electric clothes dryers on the 4<sup>th</sup> Floor, the lint collector filters must be kept clean at all times in order to avoid any danger of fire. Clean them after each use.

### **Ongoing Fire Safety Responsibilities of Assistant Tenant Fire Wardens**

- Assume the above duties of the TFS Liaison in his/her absence.



## **ALL OCCUPANTS INCLUDING RESIDENTIAL OCCUPANTS**

Take a few moments to plan for an emergency evacuation. Ensure that you know where emergency exits, pull stations and fire extinguishers are located. Read these instructions thoroughly. If you have any questions, ask your Tenant Fire Warden or the Building Fire Marshall (Building Operations Manager).

### **If you discover a fire:**

- Alert other occupants and leave the fire area.
- Close all doors behind you.
- Activate the fire alarm system, use a pull station.
- Telephone the TORONTO FIRE & EMERGENCY SERVICES, from a safe location by dialling 911
- Give the correct building address and location of the fire and you name.
- Use the exit to leave the building.
- Do not use elevators
- Proceed to the Emergency Evacuation Area.
- Do not return until it is declared safe to do so by a Fire Official.

### **Immediately upon hearing any fire alarm:**

- Turn off any electrical equipment.
- Evacuate via the nearest exit.
- Do not use elevators.
- Proceed to your floor's Emergency Evacuation area.
- If you encounter fire or smoke, use an alternate exit. (Most fire related deaths are caused by smoke).
- If you are in your closed office, before opening the door, feel the door knob for heat. If it is not hot, brace yourself against the door and open it slightly. If you see smoke or feel heat, close the door quickly.
- If you cannot leave your area or have returned to it because of fire or heavy smoke, remain where you are and:
  - Close the door.
  - Dial 9-1-1 and tell the TORONTO FIRE & EMERGENCY SERVICES where you are.
  - Seal all cracks where smoke can enter by using wet towels if possible.
  - Keep low to the floor if smoke enters the room.
  - Wait to be rescued. Remain calm. Do not panic.
  - Listen to instructions or information given by authorized personnel.

