

FIRE SAFETY PLAN

Occupants Version
Please contact Management if you
want the full version.

Gaetz Avenue Plaza

4901 46 STREET

Red Deer, AB

**THIS OFFICIAL DOCUMENT IS TO BE
KEPT READILY AVAILABLE ON SITE**

Revised DECEMBER 2024

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Section 4 – Occupant & Staff Procedures

There are no Fire Marshals for residential apartments; you are responsible for your own safety.

4.1 Important Contact Information for Your Building

Property Manager/ Agent

Name:	Skyward Living Properties Inc.
Address:	4901 46 Street, Red Deer AB
Telephone:	587-335-6668
Emergency Number:	24 Hour Call Centre 1-780-441-6290 Bonnie Mac Rae 403-872-7741

Building Owner

Name	Gaetz Avenue Plaza
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4.2 Detailed Fire Safety Plan

Your building is equipped with a Detailed Safety Plan. This plan is available by request from your property management company. Please contact them for more details.

4.3 Emergency Procedure

The action to be taken by occupants in a Fire Emergency is posted on each floor at:

ALL ELEVATOR LOBBIES

Instructions to Occupants

The actions to be taken by occupants in emergency situations will be posted and will read as follows:

Upon Discovery of Fire

1. Any person who sees fire or smoke must immediately warn personnel in the area.
2. Leave the fire area.
3. Activate fire alarm system.
4. Close but **do not lock** all doors behind you.

5. Call the Fire Department (911).
6. Do not use elevators; use the closest exit to leave the building immediately.
7. Help residents to leave the building, paying special attention to disabled people.
8. Proceed to the Muster Point (located on the green space to the north of the parking lot). Relay any information you have to the fire department.
9. Do not return until the Fire official has declared the situation is safe.

If a Fire Alarm is heard from within a Suite

1. Before opening the door, feel the knob for heat. If it is not hot, brace yourself against the door and open it slightly. If you feel air pressure or a hot draft, close the door quickly.
2. If you find no fire or smoke in the corridor, CLOSE the door behind you but leave it unlocked; leave by the nearest exit stairwell and call 911 when you are in a safe location.
3. If you encounter smoke in the corridor or stairwell, consider using the exit stairwell at the other end of the corridor, which may be clear, or return to your suite.

Evacuation Endangered Occupants & Occupants Unable to Leave Suites

If you cannot leave your suite, or have to return to it because of heavy smoke or fire, remain in your suite and:

1. Close the Door.
2. Unlock the door in the event fire fighters may need to enter your suite.
3. Fill your bathtub with water so you can soak blankets and towels.
4. Seal all cracks where smoke may get in by using wet towels or blanket (under the door).
5. If you require assistance, dial 911 and tell the Fire Department where you are. Signal to the fire fighters by waving a sheet from the window or balcony.
6. Crouch low to the floor if smoke comes into the room.
7. Move to the balcony or most protected room and partially open a window for air. (Close the window if smoke comes in.)
8. Remain calm and wait to be rescued. (Do not consider jumping.)

General

Occupants are advised to:

1. Pre-plan how and what to do according to these Fire Emergency Procedures.
2. Be fully acquainted with the fire protection installations that are provided for your safety.
3. Know where the fire extinguishers are located, as well as the pull stations, and fire exits.
4. Call 911 if you need emergency assistance.
5. Know the address of your building (4901 46 Street, Red Deer)
6. Your building is fully sprinklered including your suite. Only one sprinkler will activate during a fire. If the fire spreads to another part of the room the next sprinkler head will activate.

Also Note, the Alberta Fire Code States:

“No person shall intentionally disable a smoke detector, pull station, or sprinkler head so as to make it inoperable. Failure to comply will result in legal action/ prosecution for the individual.”

4.4 Fire Hazards

Occupants are advised that, to PREVENT A SERIOUS FIRE HAZARD:

- No Flammable or combustible liquids may be stored in any storage unit without the expressed written permission of management.
- **Smoking of any kind is not permitted on or in these facilities.**

4.5 Combustible Materials

A high standard of good housekeeping methods and preventative maintenance of building facilities are the most important factors in the prevention of a disastrous fire.

- Combustible waste materials in a building should not be allowed to accumulate to the point where the amounts constitute a fire hazard. No material is permitted to be stored or to accumulate in stairwells or corridors.
- Combustible materials shall not be used to absorb large flammable liquid spills in the building. Granular type absorbent material is required.
- In the event that combustible material was used to absorb flammable liquid spills, the materials, such as greasy or oily rags, are subject to spontaneous combustion, and should be deposited in a proper safety container, or promptly removed from the premises.

4.6 Fire Drill

The purpose of a Fire Drill is to ensure that the owner, management and the occupants are fully and totally familiar with emergency evacuation procedures. This will result in an orderly evacuation with efficient use of exit facilities. If a false alarm should occur and occupants evacuate the building as required by the Fire Safety Plan, then this may be used as your annual fire drill and recorded as such.

Fire Drill Requirements

- Fire Drills are held at least every twelve months as per the Alberta Fire Code.
- Occupants may be notified of a drill at least forty-eight (48) hours in advance by posting notices in the elevator lobby on all floors and at the main lobby.
- The Red Deer Fire Department will be notified of a fire drill; call 403-346-5511.
- The Property Manager and staff will meet one half-hour prior to the drill for a briefing, at which time they will decide the method of activating the alarm. The activation of the fire alarm is not necessary.
- After the drill, the Manager and staff will meet to discuss and analyze the operation and address any deficiencies noted, with a view to remedy.

Record of Fire Alarm Drill Report

Soon after the Drill and after all alarms are reset and all modes are at normal, the Manager and staff will meet to complete a **Record of Fire Drill** Sheet, which will consist of the following information.

- Date of fire alarm drill.
- Time of fire alarm drill.
- Was the alarm properly activated? Note: a different pull station to be tested each drill.
- Report deficiencies;
- Names of management staff present and
- General Comments.

4.7 Fire Extinguisher: Control or Confinement

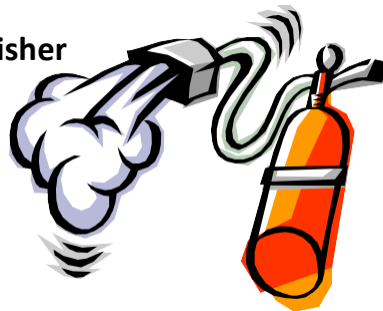
Handheld fire extinguishers are provided in the corridors of each floor. If the fire is small and you feel you can control its spread by using the extinguisher, first pull the nearest fire alarm, and then attack the fire. **This must be a voluntary act and should be done in pairs if possible.** Use common sense and caution at all times. If there is any doubt, leave the fire area and close the door. Never put yourself in a position where the fire is between you and the escape route.

In the event that the fire you discover cannot be extinguished with the use of the fire extinguisher or smoke presents a hazard to the operator, close the door to the area to confine or contain the fire. If you have not already done so, activate the fire alarm system by operating the manual alarm pull station. Leave the fire area. Ensure that the Fire Department has been notified and if safe to do so, wait to give arriving firefighters information about the exact location of the fire.

Operation of Portable Fire Extinguisher

Remember the **PASS**

- P** Pull the safety pin
- A** Aim the nozzle
- S** Squeeze the trigger handle
- S** Sweep from side to side (watch for fire restarting)



Important information for Using Fire Extinguishers

- Never reinstall the extinguisher after use! Notify site staff it has been used.
- Ensure a person acceptable to the Fire Department for servicing portable fire extinguishers properly recharges them.
- Keep extinguishers in a visible area without obstructions around them.
- Do not attempt to extinguish the fire unless you have been trained to do this and you feel that it is safe to do so.
- If the fire is small and you feel you can control its spread using the extinguisher, first pull the nearest fire alarm, then attack the fire.
- If in any doubt, leave the fire area.
- Use common sense and caution at all times.

4.8 TEST YOUR SMOKE ALARM

Over 60% of fire related deaths occur in residences without functioning smoke alarms. It is important to test your smoke alarms regularly to ensure they are performing correctly.

Also remember:

- Never remove or disable smoke alarms.
- Test smoke alarms using the test button, and make sure everyone in your home knows their sound.
- If an alarm “chirps” warning the battery is low, replace the battery right away.
- Smoke alarms should be tested monthly.
- Smoke alarm batteries should be changed annually.
- Smoke alarms should be changed every 10 years.



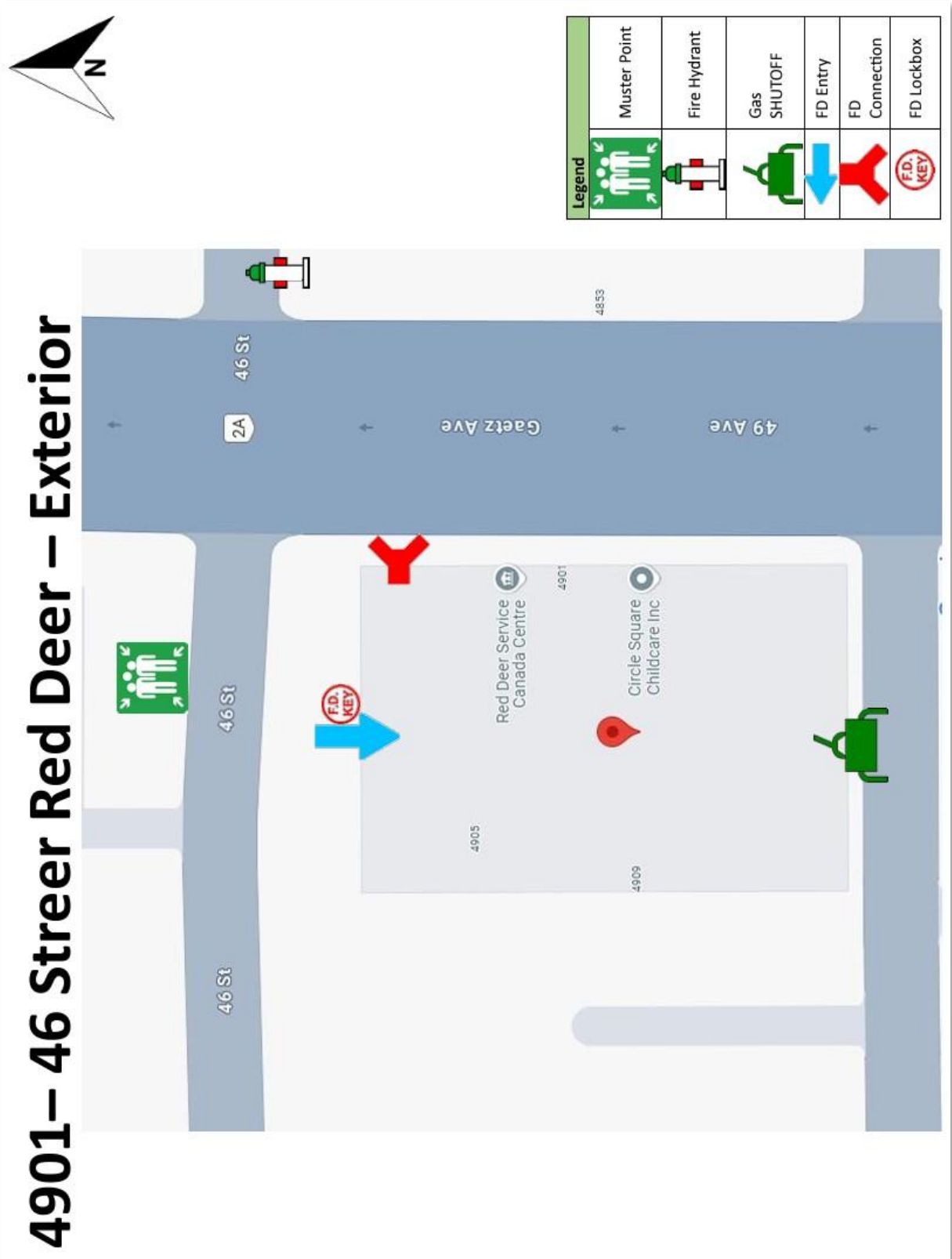
How to Properly Test your Smoke Alarm

You can test the battery and sound of your smoke alarm by pressing the “TEST” button (which is located on the front of the detector). However, this test does not actually test the sensitivity of your device to smoke.

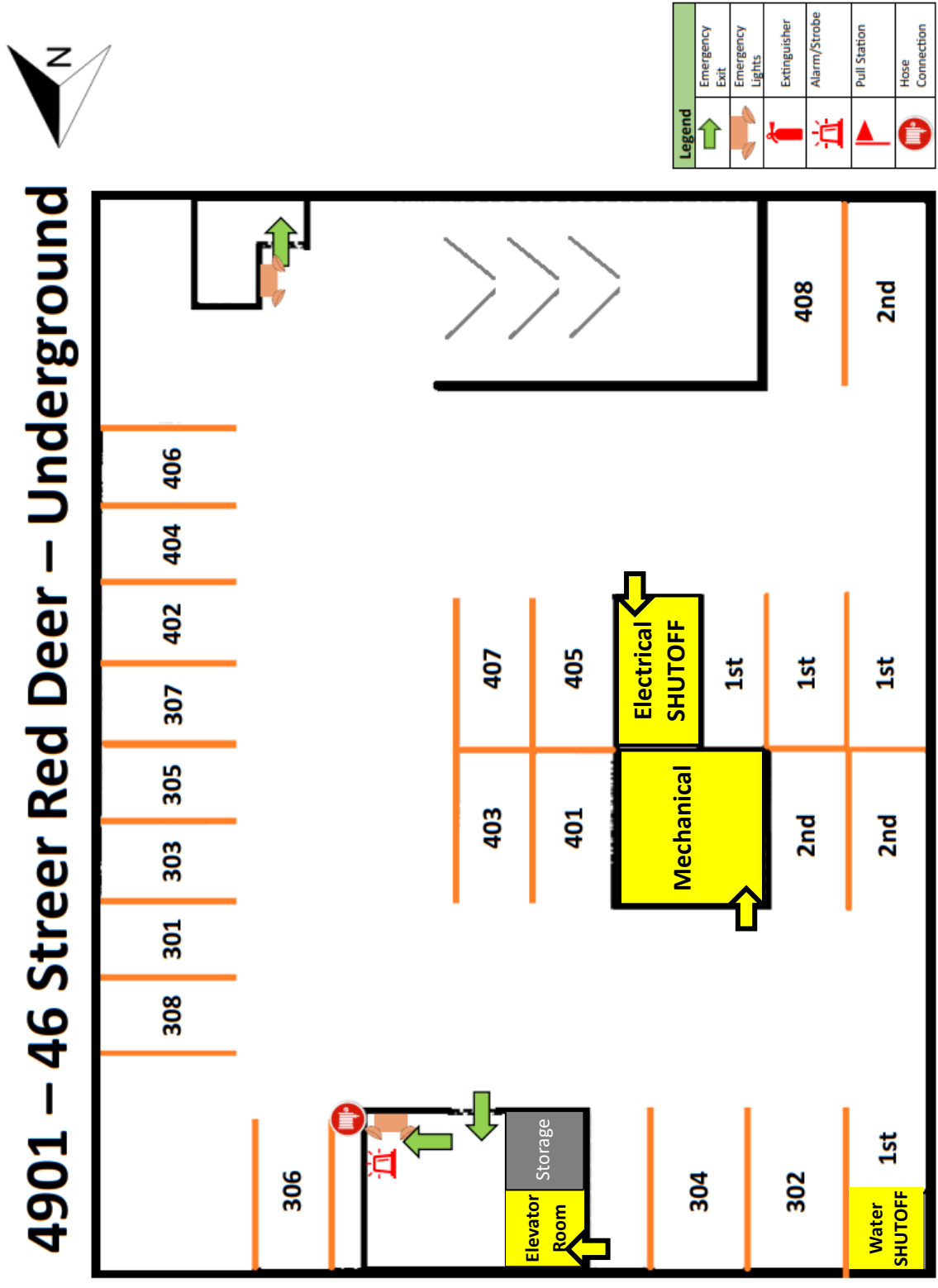
You can safely test this aspect of your alarm by blowing out a candle underneath the device or by purchasing a can of artificial smoke from the hardware store. **WARNING:** use caution around an open flame and use proper care when extinguishing candle flame.

Section 7 – Schematic Drawings

7.1 Exterior Surroundings

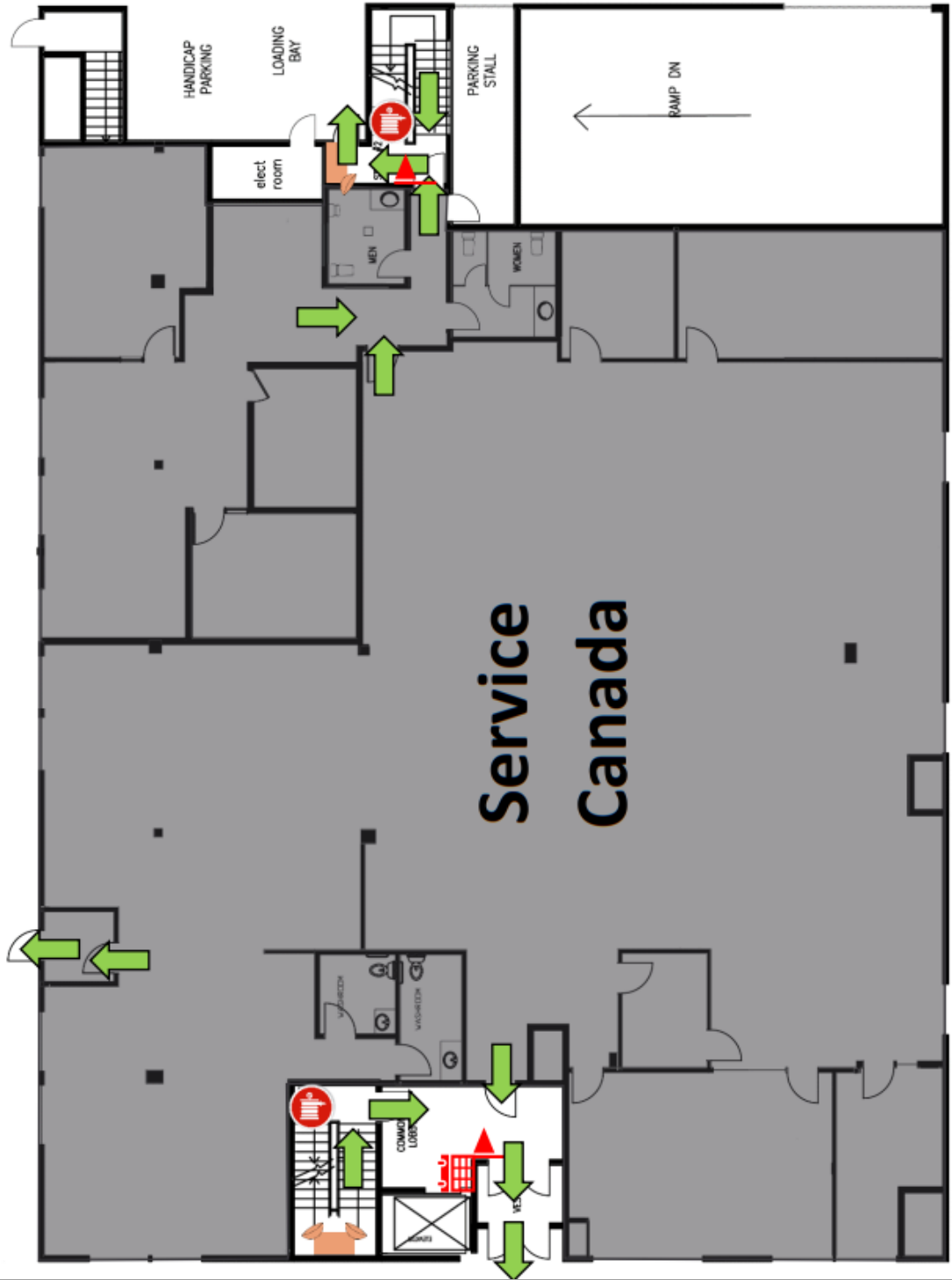


7.2 Evacuation Maps





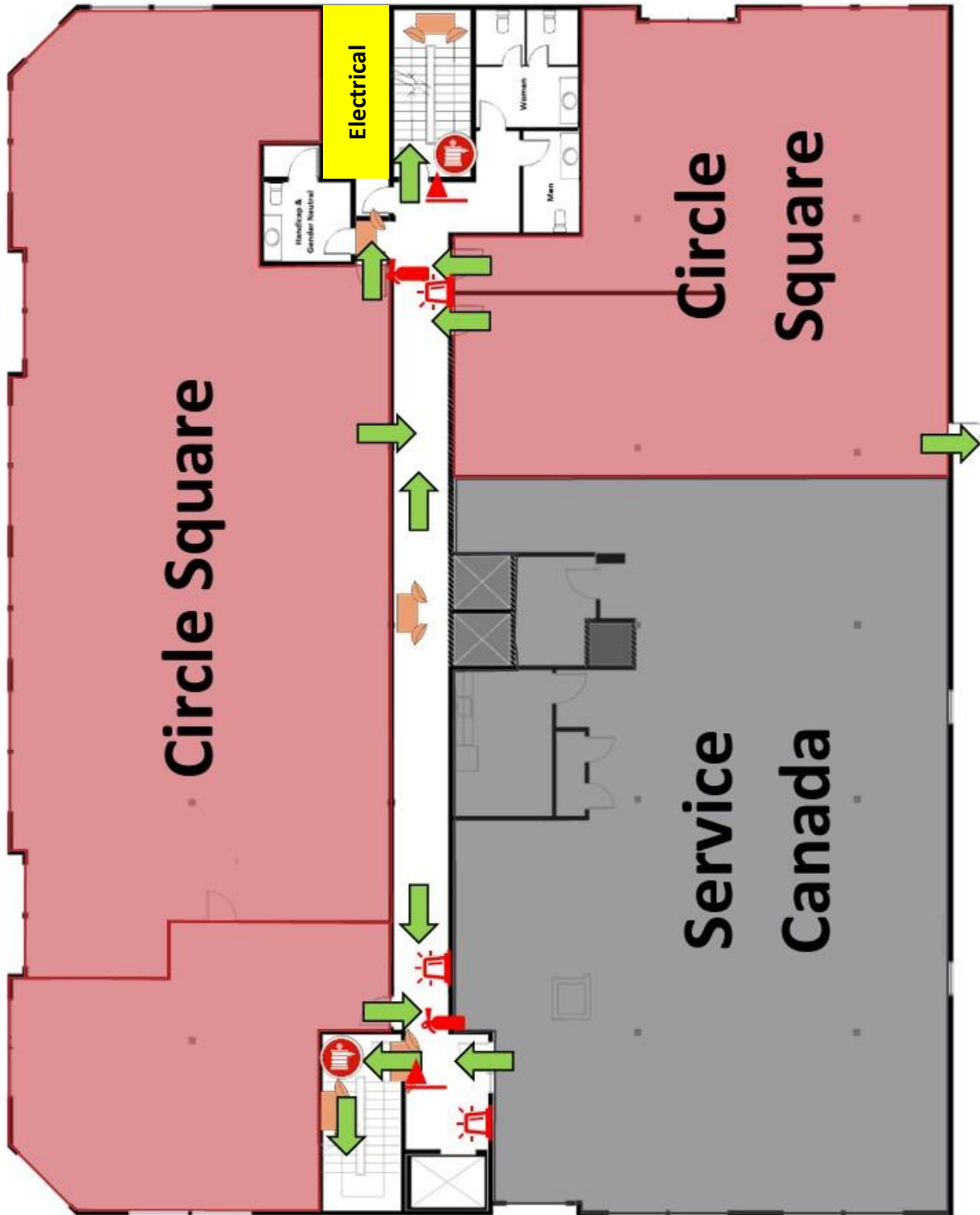
4901– 46 Streer Red Deer – 1st Floor



Legend	Emergency Exit	Emergency Lights	Extinguisher	Alarm/Strobe	Pull Station	Hose Connection	Fire Panel



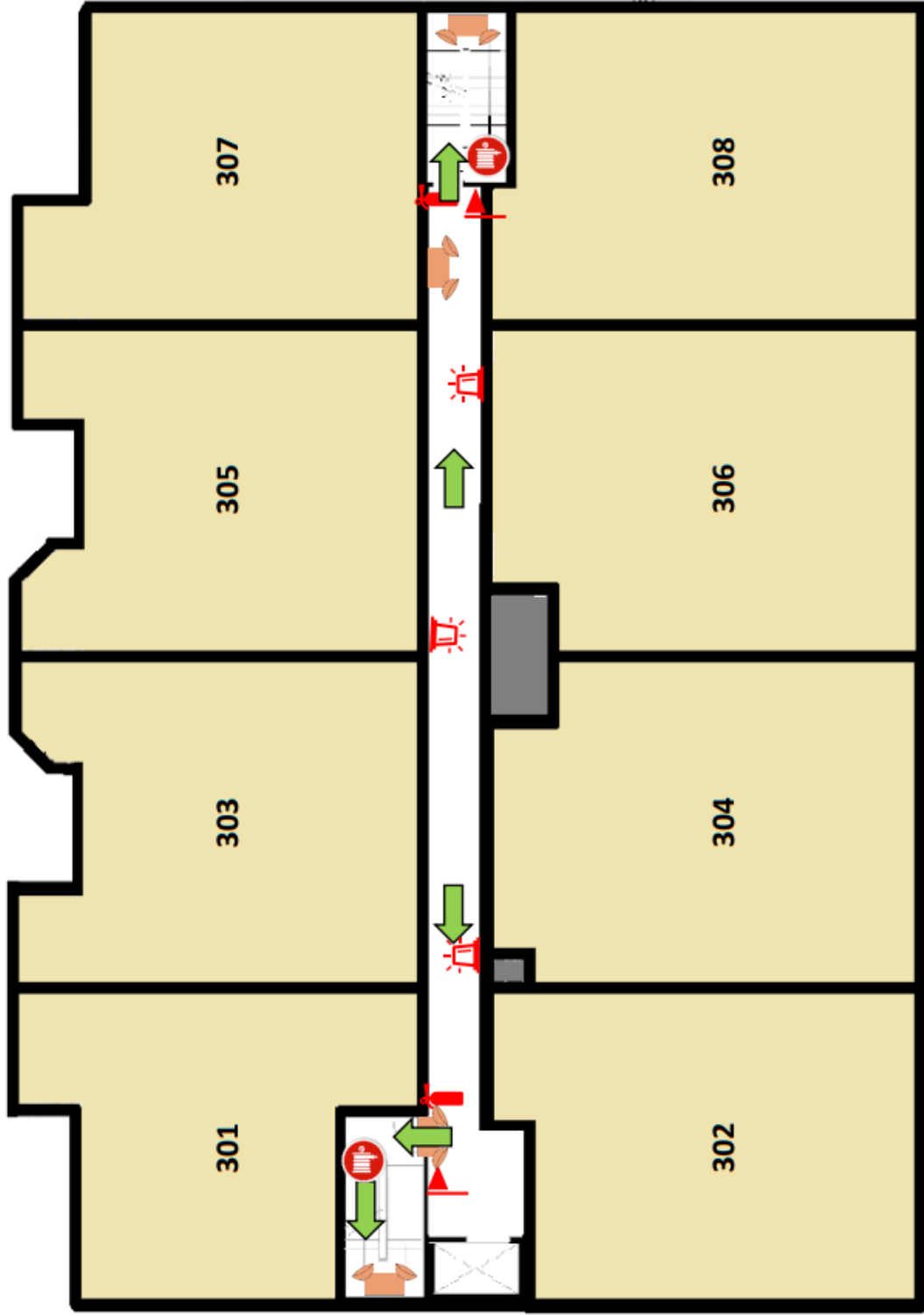
4901 – 46 Streer Red Deer – 2nd Floor



Legend	
	Emergency Exit
	Emergency Lights
	Extinguisher
	Alarm/Strobe
	Pull Station
	Hose Connection



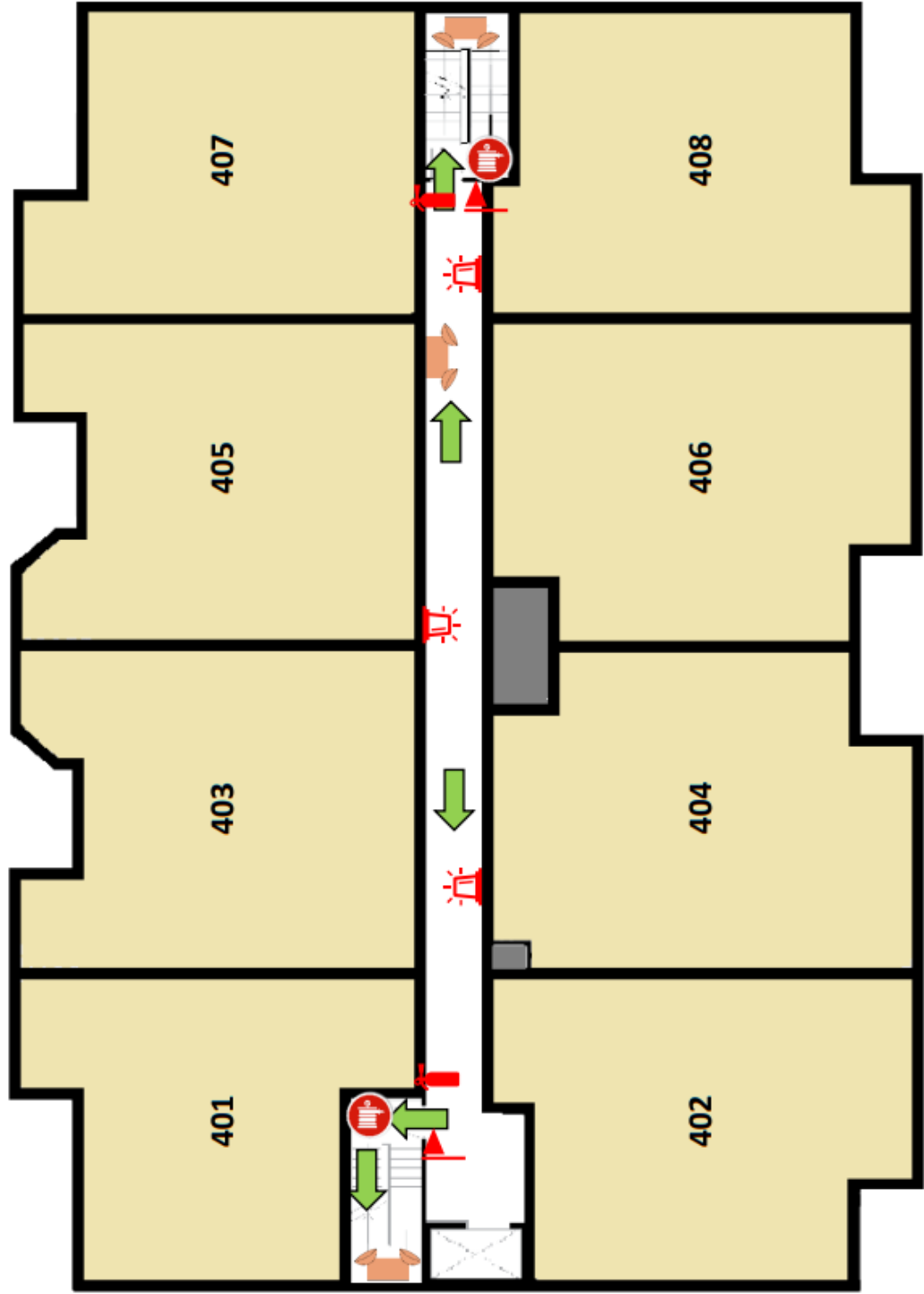
4901 – 46 Streer Red Deer – 3rd Floor



Legend	
	Emergency Exit
	Emergency Lights
	Extinguisher
	Alarm/Strobe
	Pull Station
	Hose Connection



4901 – 46 Streer Red Deer – 4th Floor



Legend	Emergency Exit	Emergency Lights	Extinguisher	Alarm/Strobe	Pull Station	Hose Connection