

FIRE SAFETY PACKAGE

FOR OWNER'S AND RESIDENT'S OF
THE MARQUIS



1108 6TH AVENUE SW

Created by **Fahrenheit 451**
(issue 2015-11-10)

Contact Information:

Property Manager / Agent

Parterre Property Services Inc.
#150, 720 – 28 Street NE
Calgary, Alberta, T2A 6R3
Telephone: 403-241-2162
Fax: 403-241-2164
Email: caladmin@parterreproperty.ca

Building Owner

THE MARQUIS Condominium Association
1108 6th AVENUE SW
Tel: (403) 608-7799

Building Operator

THE MARQUIS Condominium Association
1108 6th AVENUE SW
Office: (403) 663-9658
Cell: (403) 608-7799

Emergency Procedures

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 on each floor and will read as follows:

Upon discovery of Fire

1. Leave the fire area
2. Activate fire alarm system.
3. Close all doors behind you
4. Call the Calgary Fire Department (Dial 911) from a safe place.
5. Do not use the elevators.
6. Do not return until the Fire Official has declared the situation 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, and leave by nearest exit stairwell and call the Calgary Fire Department at 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.

Evacuating 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. Seal all cracks where smoke may get in by using wet towels or sheets (e.g., under the door, air conditioning and heating vents).
4. If you require assistance for evacuation, dial 911 and tell the Calgary Fire Department where you are. Signal to the fire fighters by waving a sheet from a window or balcony.
5. Crouch low to the floor if smoke comes into the room.
6. Move to the balcony or most protected room and partially open a window for air. (Close the window if smoke comes in).
7. Remain calm and wait to be rescued. Do not consider jumping.

General

Occupants are advised to:

1. Be fully acquainted with the fire protection installations that are provided for your safety.
2. Know where the fire extinguishers are located, as well as the pull stations, and fire exits.
3. Call the Calgary Fire Department at 911 if you need emergency assistance.
4. Know the address of your building.
5. Your building is fully sprinklered including your suite. Only one sprinklered will activate during a fire. If the fire spreads to another part of the room then the second sprinkler head will activate.

Notice for Persons Requiring Assistance

Dear Residents;

As required in our Fire Safety Plan and in order to ensure the safety of all residents during any emergency in the building, we are asking for your co-operation.

If you have any person residing in your Suite who would require special assistance during evacuation or any emergency, please fill in the information on the form below.

All information received is kept in strict confidence and used only by authorized persons in case of an emergency.

Please return the completed form to the Property Manager as soon as possible.

DETACH HERE AND RETURN BOTTOM PORTION



NAME: _____

SUITE _____ TELEPHONE NUMBER _____

DETAILS: _____

Please supply the particulars of any handicap or medical problem concerning yourself and/or family member that would require assistance in an emergency. (Example: difficulty walking, special breathing, heart problems, hearing problems, apparatus, bedridden).

FIRE SAFETY PACKAGE

THE MARQUIS

RECORD OF SUITE ALARM ACTIVATION

- ❑ *In order to alleviate the need to access your suite during the annual fire inspection, if the fire alarm in your suite activates, please fill in the following form.*
- ❑ *Please return the form to a board member or the management company.*

Date of Alarm:	Name:	Phone:
Suite #:	E-mail:	Cell:

<i>Please fill in for each device in your suite</i>	<i>Location</i>	<i>Works OK</i>	<i>Did not Work</i>	<i>N/A</i>	<i>Silence Switch</i>
Fire Alarm Horn					
Fire Alarm Strobe Light					N/A
Fire Alarm Horn					
Fire Alarm Strobe Light					N/A
Fire Alarm Horn					
Fire Alarm Strobe					N/A

Did The Fire Alarm in your suite Operate Properly?	YES	NO: Description of Deficiency.
Were Occupants Evacuated Properly?	YES	NO: Description of Deficiency
Could you here the alarm in all areas of your suite.	YES	NO: Description of Deficiency

TO ALL RESIDENTS

Please take note that your suite is equipped with a Smoke Alarm for your protection. This Smoke Alarm was in good working order prior to your occupying your suite.

To ensure your own safety, it is very important to maintain your Smoke Alarm as follows:

- 1) Press the test button once a week to check the internal buzzer or horn.
- 2) Once a month, test the Smoke Alarm with smoke by lighting a candle and then blowing it out. Let the smoke from the extinguished candle waft into the Smoke Alarm. To turn the alarm off, simply wave it with a newspaper or fan to clear the smoke from the chamber.
- 3) Once per year, use a vacuum cleaner to vacuum the accumulated dust out of the Smoke Alarm.

If you should find that the detector does not work, have it replaced immediately.