

FIRE SAFETY PLAN

Crossbow Point

Buildings
155, 165, 175
Crossbow Place

When you take possession of your Unit:

- Familiarize yourself and all those who use your Unit with the location of the nearest:
 - Emergency Exit doors
 - Fire extinguishers
 - Fire alarm pull stations
 - Muster Point location
- Do the same in the garage where your parking stall is located
- Be aware of potential ignition sources in your unit (examples: kitchen appliances and high-powered electrical devices or those that produce heat such as dryer, dishwasher and room heater)
- Check the functionality of the smoke alarm(s) in your unit

If a fire is detected:

- Pull the fire alarm
- Leave the fire area and assist anyone in immediate danger to a safe area and proceed to the Muster Point
- Do not use the elevator
- Call the Fire Department at 911
- Do not re-enter your building

If you hear the Fire Alarm:

- Attempt to leave your Unit. Before opening the door feel the door and the handle for heat
- If the unit door is cool to the touch, open it slightly and check the hallway for smoke. If there is no smoke or fire in the hallway or stairwell proceed to the nearest safe emergency exit and continue to the Muster Point
- If the unit door feels hot stay in your Unit. If you feel air pressure or hot draft, close door quickly
- If your Unit is on the ground floor you may use the balcony or patio as an alternate emergency exit, if this can be done safely
- Do not use the elevator
- Do not re-enter the building
- If you encounter smoke or fire and are unable to leave safely, return to your Unit or try another emergency escape route, such as the other side of the hallway leading to an emergency exit

If you cannot leave your Unit:

- Close the door
- Call 911 and inform the Fire Department that you cannot safely exit your Unit and Building
- Seal all cracks where smoke can get in. Place wet towels or sheets at the base of your hallway door. Use duct tape (or similar) to tape and seal the perimeter of the door to prevent smoke from penetrating your Unit
- If your Unit starts filling with smoke, move to the balcony and try to notify someone of your inability to leave the building. Wait for the Fire Department to evacuate you
- Move to the most protected area in your Unit and partially open the window for air
- Close the window if smoke comes in

- Wait to be rescued, remain calm, do not panic or jump
- Listen to instructions or information which may be given by authorized personnel (a bullhorn may be used by emergency personnel)

Important Equipment

Fire Extinguishers

- Portable Extinguishers are in the hallways (mostly close to stairwell doors)
- They are intended as an initial measure to cope with fires of limited size
- Use if this can safely be done

Smoke Alarms

- All Units have installed smoke detector alarms
- They are located adjacent to every sleeping area mounted to the ceiling and no closer than 12 inches to the wall.
- In 2017 the Corporation installed new alarms in all Units. They are 120V electrical powered devices. They have a “stand-alone” function within your Unit and are NOT wired to a central alarm system
- Check Smoke Alarms regularly
- Generally, they should be replaced every 10 years
- The Unit owners are responsible for checking the alarms. However, during our Contractor’s annual inspection and maintenance some alarms may be tested. The Corporation plans to replace the fire alarms in about 10-year intervals and as required if an alarm is malfunctioning
- If the Smoke Alarm was triggered by smoke or fire in your Unit and there is an emergency you must leave your Unit, close the door, activate the fire alarm at the Fire Alarm Pull Station in the hallway, leave the building and call 911

Emergency Shelter (temporary)

- During time of residential building evacuation, our 165 Crossbow Pl. amenities building will be open and available for temporary use
- Should this not be a safe alternative, then the reciprocal agreement that we have with Crossbow Landing provides that their amenities building (160 Crossbow Pl.) will be available for our use
- The Boards of both the Point and the Landing, along with a number of Owners, and PEKA, Spillett Security Group Inc. and Russell Protective Service are aware of this reciprocal agreement and will facilitate access to the two amenities buildings as may be appropriate from time to time

