

Waterloo Co-operative Residence Incorporated

## **Fire Safety Policy**

As approved by the General Manager,  
and incorporating all changes through:

**7 June 2011**

*(Note that, in this policy, the masculine shall include the  
feminine and the singular shall include the plural)*

## Revision History

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Date	Revisionist	Summary of Changes
17 November 2001	Russ Wong	Policy Change
16 December 2001	Russ Wong	Template Update
08 June 2002	Russ Wong	Policy Change: 'fag' replaced with 'COW' or 'co-operative work credit'
10 April 2007	Laura Reidel	Title page changed to reflect General Manager's jurisdiction over this policy.
13 November 2007	Cary Hubbard	Policy Change: to include partitions in common areas as safety hazard
20 May 2009	Cary Hubbard	Policy Change: Added restriction on cooking equipment in residence rooms; Policy Update: Reference to Smoking Policy, Update to Appendix to reflect current policy
7 June 2011	Clarissa Neudorf	Policy Change: to include ban on fireworks and firecrackers; Policy Change: Removed warning given to residence members with cooking equipment; Updated references to Fee and Fine Policy

## External Cross-references

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Policies referenced in this policy	Section Referenced	Referencing Policy	Section(s)
Damage and Disturbance	9(4)		
Fee & Fine Policy			
Smoking Policy			

## DEFINITIONS

- “membership review” means a hearing by the Board of Directors to determine if a member should be expelled and (if necessary) evicted.
- “automatic membership review” means a membership review that is necessary based on a member’s actions and must be undertaken by the Board of Directors as soon as possible.
- “WCRI owned barbeque” means a barbeque purchased by one or more divisions through their quality of life division fund(s) and/or provided by the Co-op as a service for the members.
- “CCK” refers to Clayfield, Carver and Kershaw divisions.

## POLICY

1. All of the necessary actions and precautions, as outlined in the following procedures, must be taken to prevent the occurrence of fire at WCRI. This is essential to maintaining a safe atmosphere for members and employees.

## PROCEDURE

### *Evacuation in the event of a fire alarm*

2. (1) Upon ringing of a fire alarm, everyone shall vacate the building within three minutes (unless prevented from doing so by hazardous conditions). Members shall not re-enter the building until the General Manager or delegate, or a fire official indicates that it is safe to do so.

### *General Manager’s fire prevention responsibilities*

3. (1) It is the responsibility of the General Manager or delegate to ensure that:

- a) In 280 Phillip Street, there is one fire extinguisher installed on each floor of each building;
- b) In CCK, there is one fire extinguisher on each floor of each block;
- c) In Dag Hammarskjöld division, there are three fire extinguishers on each floor;
- d) All fire extinguishers are regularly maintained;
- e) The fire warning and containment systems are regularly maintained; and
- f) Fire doors are clearly labelled as such.

(2) A laminated copy of Appendix A - Fire Safety and Emergency Procedures Notice must be posted as permanently as possible to the back of the following classification of doors throughout WCRI: apartment doors, unit doors, individual room doors, common room doors, and residence division washroom doors.

(3) All utility rooms shall be cleaned at least once each term in order to prevent accumulation of dust and debris.

### *Division Managers’ fire prevention responsibilities*

4. (1) At the beginning of each term, Division Managers shall ensure that all members in their division are aware of the contents of this policy. This information must be conveyed within the first three weeks of the commencement of the term and will most likely be delivered at the first block/building/floor meeting of the term.

(2) Notice of the contents of this policy shall be assumed to have been given to the members of a division after the first general meeting of that division. Nevertheless, a short hand-out (see Appendix A – Fire Safety and Emergency Procedures Notice) summarizing the salient points of this policy shall be distributed in such a manner that each member of the division is given an opportunity to read it.

(3) No warnings of any kind shall be allowed or given for violations of this policy after the members of a division have been notified of the contents of this policy.

5. (1) It is the responsibility of the Division Manager of each Division to ensure that:

- a) Dust or debris accumulation under stoves in the residence divisions is removed. The Division Manager may assign someone to the task of removing any dust or debris at least once each term.
- b) Storage cupboards, storage rooms, hall ways, and stairwells are kept free of clutter.
- c) Recyclable materials shall be temporarily stored in a neat fashion and removed for disposal on a regular basis.

6. (1) Division Managers must, if there is an issue concerning the fire extinguishers in their division, bring this information to the attention of the General Manager or delegate.

7. (1) It is the responsibility of Division Managers to check, at end of term sign-out, that the appropriate copies of Appendix A - Fire Safety and Emergency Procedures Notice remain posted on the appropriate doors as stated in 4(2).

#### *Offences*

8. (1) It is prohibited to clutter common hallways or stairwells, and other such possible routes of emergency exit. This specifically prohibits, but is not limited to, storage of objects in hallways and stairwells. A single violation of this rule shall result in a fine issued according to the *Fee and Fine Policy*.

(2) Storage of flammable liquids (as defined in the Ontario Fire Code), unstable liquids (as defined in the National Fire Code of Canada), and dangerous goods (as defined in the Transportation of Dangerous Goods Act) in the buildings is prohibited. This offence is punishable by a fine issued according to the *Fee and Fine Policy*.

(3) No barbeques or open burning of any kind is permitted indoors or on a balcony. This offence is punishable by fines issued according to the *Fee and Fine Policy*. The sole exception to this is indoor electric barbeques used for cooking. A violation of this sub-section also constitutes a violation of Waterloo Bylaw 96-87.

(4) Tampering with the fire warning and/or containment systems is prohibited and is also an offence under the Criminal Code of Canada. A single infraction of this rule shall result in the fine specified in the *Fee and Fine Policy* that normally applies for a third strike.

(5) Smoking is prohibited in and around WCRI buildings, per the current *Smoking Policy*. Violation of this policy/section shall result in a fine issued according to the *Fee and Fine Policy*. If a smoke alarm is activated as a result of an infraction of this section, the fine issued shall be that normally issued for a second strike.

(6) Fire doors are to remain closed at all times. If the fire doors leading to a particular floor are kept open for any period of time, a fine shall be issued for each individual who is being blamed for the infraction. Fines incurred as a group shall not be counted as an offence under this policy for the purpose of determining grounds for Membership Review. If an offender cannot be identified, then the members of that floor are to be held collectively responsible.

(7) With the exception of WCRI owned barbeques, members may under no circumstances light a fire on WCRI property.

(8) Members may not hang curtains, sheets, or other materials as dividers in the common areas of apartments. The first violation of this rule will result in a request to immediately remove the divider. Further violations of this rule will result in fines issued in accordance with the *Fee and Fine Policy*.

(9) Members residing in residence divisions (i.e., North, South, and Hammar) may not use cooking equipment (e.g., microwaves, kettles, grills, rice cookers, toasters/toaster ovens, coffee makers, etc.) in their individually assigned rooms nor may they store, with the exception of pots and pans, cooking equipment in that space. The first violation of this rule will result in a request to immediately remove the cooking equipment and a fine issued in accordance with the *Fee and Fine Policy*.

(10) Members are prohibited from possessing or igniting display fireworks, family fireworks, and firecrackers (as defined by the City of Waterloo Bylaw No. 06-030) on WCRI property. Members that are found to have any of the above in their possession will be fined as a first offence under the *Fire Safety Policy*. Members that ignite any of the above will receive an automatic second offence fine under the *Fire Safety Policy*.

### *Barbeques*

**9.** (1) Only WCRI owned barbeques may be operated on WCRI property.

(2) The barbecues are for cooking purposes only. A grate is to be placed over the flame at all times. The flame must be extinguished when cooking has been completed.

(3) No barbeque is to be left unsupervised at any time. The last member at the barbeque is responsible for making sure the flame is put out when there will be no one to supervise the flame. Note that in the case of all members leaving the barbeque at the same time, all can be fined for neglecting the flame.

(4) Note that noise and other complaints will be covered under the *Damage and Disturbance Policy*, as applicable.

### *Penalties*

**10.** (1) One fine under this policy shall constitute grounds for a Membership Review. Three fines of any sort under this policy shall result in an automatic Membership Review, unless otherwise noted.

(2) The General Manager shall bring to the attention of the Board of Directors any situation in which a Membership Review is required.

## **Appendix A: Fire Safety and Emergency Procedures Notice**

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Read this notice so that you are prepared in the event of fire and understand how to prevent a fire. All members are responsible for understanding and abiding by these rules and instructions. Further details are available in the *Fire Safety Policy* which can be found online at [www.wcri.coop/Members/policies.aspx](http://www.wcri.coop/Members/policies.aspx).

### **IN THE EVENT OF FIRE**

- Do not panic! Leave fire area immediately; take a key.
- Close all doors behind you.
- Activate fire alarm; use pull station.
- Use stairwells to leave building immediately.
- Dial 911. Do not assume this has been done. State your address and location of fire.
- Do not return until it is declared safe to do so by the General Manager or delegate, or a fire official.

### **IF YOU ARE IN YOUR ROOM AND A FIRE ALARM IS HEARD**

- Before opening door, feel knob for heat. If it is not hot, brace yourself against the door and open slightly. If you feel air pressure or a hot draft, close the door quickly.
- If the corridor is free of smoke, take a key, close the door behind you, and leave by the nearest stairwell.
- If you encounter smoke in corridors or stairwells, take the other stairwell if it is clear of smoke or fire, or return to your room, if all exits are hazardous.

### **IF YOU CANNOT LEAVE YOUR ROOM**

- Do not panic! Remain in your room and close the door. Unlock the door for possible entry by a fire-fighter.
- Dial 911. Do not assume this has been done. State your address and location of the fire.
- Seal all cracks where smoke and heat can enter by using wet towels or sheets.
- Crouch low to the floor if smoke or heat enters the room.
- Move to the balcony, a window, or the most protected room/area of the room and partially open the window for air. Close the window if smoke or heat enters. Turn on lights.
- Wait to be rescued. Remain calm. Do not panic or jump.
- Listen for instructions or information that may be given over loudspeakers.

### **FIRE SAFETY RULES AND PENALTIES**

- It is prohibited to clutter common hallways or stairwells, and other such possible routes of emergency exit. This specifically prohibits, but is not limited to, storage of objects in hallways and stairwells.
- Storage of flammable liquids (as defined in the Ontario Fire Code), unstable liquids (as defined in the National Fire Code of Canada), and dangerous goods (as defined in the Transportation of Dangerous Goods Act) in the buildings is prohibited.
- No barbecues or open burning of any kind is permitted indoors or on a balcony. This offence is punishable by fines issued according to the *Fee and Fine Policy*. The sole exception to this is indoor electric barbecues used for cooking. A violation of this sub-section also constitutes a violation of Waterloo Bylaw 96-87.
- Tampering with the fire warning and/or containment systems is prohibited and is also an offence under the Criminal Code of Canada. A single infraction of this rule shall result in the fine specified in the *Fee and Fine Policy* that normally applies for a third strike.
- Smoking is prohibited in and around WCRI buildings, per the current *Smoking Policy*. If a smoke alarm is activated as a result of an infraction of this section, the fine issued shall be that normally issued for a second strike.

- Fire doors are to remain closed at all times. If the fire doors leading to a particular floor are kept open for any period of time, a fine shall be issued for each individual who is being blamed for the infraction. Fines incurred as a group shall not be counted as an offence under this policy for the purpose of determining grounds for Membership Review. If an offender cannot be identified, then the members of that floor are to be held collectively responsible.
- With the exception of WCRI owned barbeques, members may under no circumstances light a fire on WCRI property.
- Members may not hang curtains, sheets, or other materials as dividers in the common areas of apartments. The first violation of this rule will result in a request to immediately remove the divider. Further violations of this rule will result in fines issued in accordance with the *Fee and Fine Policy*.
- Members residing in residence divisions (i.e., North, South, and Hammar) may not use cooking equipment (e.g., microwaves, kettles, grills, rice cookers, toasters/toaster ovens, coffee makers, etc.) in their individually assigned rooms nor may they store, with the exception of pots and pans, cooking equipment in that space. The first violation of this rule will result in a request to immediately remove the cooking equipment and a fine issued in accordance with the *Fee and Fine Policy*.
- Upon ringing of a fire alarm, members shall vacate the building within three (3) minutes (unless prevented from doing so by hazardous conditions). Members shall not re-enter the building until the General Manager or delegate, or a fire official indicates that it is safe to do so.
- All infractions of the *Fire Safety Policy*, except as indicated, shall be fined in accordance with the current *Fee and Fine Policy*, as follows:
  - First offence           \$100.00
  - Second offence       \$500.00
  - Third offence         \$1000.00 and Membership Review
- One fine under this policy shall constitute grounds for a Membership Review. Three fines of any sort under this policy shall result in an automatic Membership Review, unless otherwise noted. Notification of fines incurred under this policy shall be sent to the WCRI office, which will maintain a permanent record of such.