



Riverside Gate II Condominium Corporation OCSCC # 769

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Riverside Gate II Fire Emergency Directives

When the fire alarm is pulled in the garages, the pool and the main floors of Rivergate I and Rivergate II, the fire alarm will ring in both buildings. Otherwise, the fire alarm will only ring in the building affected.

The decision to evacuate immediately when the fire alarm is heard or to wait for the instructions given by the Fire Department rests ultimately with each individual depending on his or her circumstances. There are, however, certain steps that everyone should take to be better prepared to deal with such an emergency. As a minimum, these are:

- It is recommended that every unit owner have a general purpose ABC fire extinguisher in a readily accessible location and be familiar with its operation,
- Have a plan of action ready for a fire in Rivergate II,
- Know where the closest fire alarm is located on your floor,
- Be aware of the monthly fire alarm test and know how to silence the alarm in your suite, and
- Advise the Property Manager in writing if you cannot evacuate the building due to physical limitations or medical conditions. A list of those who cannot self-evacuate is kept on the Rivergate II Fire Control Panel so that the Fire Department can evacuate you if there is a fire on your floor.

When the Fire Alarm is Activated in Rivergate II

- If the fire is in your suite, make sure everyone in your suite evacuates immediately and close your entrance door completely but do not lock it,
- Immediately pull the fire alarm located on your floor,
- If the fire is not in your suite and you are concerned about smoke in the hallway, make sure your entrance door is completely closed and put some wet towels at the bottom of the door to seal the air gap (the entrance door of your suite has a one hour fire tested resistance to a fire located on the other side of the door),
- If you decide to stay in your suite, listen carefully to the instructions given by the Fire Department Supervisor on the public announcement system, once the fire is located (approximately 6-7 minutes after the fire alarm is pulled). You may be asked to evacuate; if you are, carefully follow the instructions given. For example, if the fire is located in the East Wing, East Wing residents may be asked to evacuate by the West Wing stairs, and
- If you are in your suite and still concerned, you could stand on your balcony while you wait for the instructions from the Fire Department given over the public announcement system. Make sure that your entrance door is completely sealed with wet towels before you open your patio door (or windows) as you could create a draft and the smoke could seep into your suite. Keep your patio door open to enable you to hear the instructions given by the Fire Department.

Please do not hesitate to contact our Property Manager Ian Davidson at 613-755-4065 should you have any questions on these directives. These directives are also posted on our website at www.riversidegate2.com in the **Members Area**.