

1.4.1.1.3 Fire Safety Policy

1.1 PURPOSE

This policy outlines the Corporation's Fire Safety Policy

2.1 DEFINITIONS

- a) 'Corporation' shall mean the Central Elgin Non-Profit Housing Corporation
- b) 'Council' shall mean the Council of the Corporation of the Municipality of Central Elgin
- c) 'Municipality' shall mean the Corporation of the Municipality of Central Elgin
- d) 'Secretary-Treasurer' shall mean the Secretary-Treasurer of the 'Corporation
- e) 'Tenant' shall mean those persons named in the lease
- f) 'Board' shall mean the Board of Directors of the Corporation
- g) 'Residential Unit' shall mean any living accommodation used or intended for use as rented residential premises as per the lease agreement
- h) 'Common Area' shall mean the entry way, corridors, stairwells, common room, laundry room, lawn, walkways, and parking lot

3.1 POLICY

The Corporation will provide written instructions to each unit describing how to respond to a fire or a fire alarm.

Each tenant should read and understand the: **Corporation's Fire Safety Plan**.

The tenant shall not tamper with any component of the fire safety system, including door closers, smoke alarms, heat detectors, pull stations and communication system speakers.

Tenants are responsible for installing fresh batteries to their battery-operated smoke alarms on an annual basis.

3.1.1 Fire Hazards and Recommended Housekeeping

To avoid fire hazards in the building, tenants must abide by the following:

- a) No smoking permitted – refer to **No Smoking Policy** for further details
- b) Keep burning or pre-burnt materials such as matches or ashes out of waste baskets.
- c) Ensure that electrically powered equipment including, but not limited to coffeemakers, irons, and hot plates, are shut off and/or unplugged when not in use.
- d) Refrain from using unsafe electrical appliances, frayed or multiple extension cords, overloading outlets, and substituting lamp wire for permanent wiring.
- e) Always keep doors to stairways and corridors closed.
- f) Always keep stairways, landings, hallways, passageways and exits clear of obstructions and combustible refuse, including, but not limited to, mats, overshoes, and boxes.
- g) Not store paint, cleaning supplies, or corrosive materials in any storage-type areas, whether inside or outside the unit.
- h) Not use candles
- i) Place a hazardous materials/flammable materials sticker on their unit door where pressurized oxygen is in use.