



OTTAWA FIRE SERVICES  
SERVICE DES INCENDIES D'OTTAWA  
*Protecting Our Nation's Capital With Pride*  
*Protéger notre capitale nationale avec fierté*

# Fire Safety in High-Rise Buildings

**fire safety  
begins with you!**

**Learn what to do** if a fire happens in your building!

**Know the fire safety features** in your building and the emergency procedures outlined in the building's fire safety plan!

**Know the locations** of all available exit stairs from your floor in case the nearest one is blocked by fire or smoke!



## If there is a fire in your unit:

- Tell everyone in the unit to leave. **Close all doors behind you.**
- Pull the fire alarm on your floor and yell **"FIRE"**.
- Leave the building using the nearest stairway.
- **Call 9-1-1** when you are safe.
- Meet the firefighters and tell them where the fire is.



### To stay or go?

If the fire is not in your unit, the safest action depends on conditions at the time. In some situations, leaving the building may be the safest option. In others, it may be safer to remain in your unit. Whether you stay or go, act quickly and protect yourself from smoke.

## If you decide to leave the building, when you hear the fire alarm:

- Feel the door to your unit before opening it. If it is hot, use another way out.
- If it is cool, leave the building immediately, using the closest stairway.
- **Close all doors behind you.**
- **DO NOT** use the elevator.
- If you encounter smoke in the stairway, use another stairway.
- If this is not an option, return to your unit, or seek shelter in another unit.
- If an announcement is made throughout the building, listen carefully and follow the directions.
- **Call 911 if you are in medical distress and report your location**

## If you can't get out of your unit or you decide to stay in your unit:

- Stay in your unit until you are rescued or until you are told to leave. This may take a long time.
- **DO NOT** try to leave your unit a long time after the alarm has sounded.
- The longer you wait, the more risk there is that heavy smoke will have spread into stairways and corridors. Your chances of survival are less.
- Keep smoke from entering your unit. Place a wet towel at the bottom of the door.

## If smoke enters your unit:

- **Call 9-1-1** and tell them where you are and then move to the balcony.
- **Close the doors behind you.**
- If you don't have a balcony, go to the most smoke-free room, close the door and seal it with tape and towels. If necessary, open the window for fresh air. Show emergency personnel where you are by hanging a sheet from the window or balcony.
- Keep low to the floor where the air is cleaner.
- Listen for instructions from authorities.

For more information go to [ottawa.ca/FireSafety](http://ottawa.ca/FireSafety)



**ottawa.ca-3-1-1**  
VRS • SRV 613-580-2400  
TTY • ATS 613-580-2401