



**MOUNT PEARL
Glacier**

**EMERGENCY EVACUATION
PLAN
(EEP)**



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FOREWARD

During certain emergency conditions, it may be necessary to evacuate this building. The purpose of this evacuation safety plan is to provide staff at the Mount Pearl Glacier with guidance on the procedures to follow during an emergency. Examples of such emergencies include smoke/fire, ammonia leak, bomb threat, and or a natural event etc.

Pre-planning and rehearsal are effective ways to ensure that building occupants of the Mount Pearl Glacier recognize an emergency and how to respond. Practicing an evacuation during a non-emergency drill provides training that will be valuable in an emergency situation. These evacuation drills will be practiced on an annual basis. It is therefore imperative that everyone knows what to do in case of an emergency.

The aim of this plan is to protect and preserve people, equipment, materials, and the environment. It will also ensure to restore essential services/functions at the facility as fast as is reasonably and safely possible.

If you notice any unsafe conditions that have the potential to become an emergency, please notify Blair Delaney, Recreation Facilities Manager, for the Community Services Department, 748-1077. Cell # 728-9079

1.0 RESPONSIBILITIES AND DUTIES

1.1 CHIEF FIRE MARSHALL

The Chief Fire Marshall shall be appointed by the Director of Community Services or their designate.

The Chief Fire Marshall is:

Recreation Supervisor, Facility & Sport Tourism 748-1100 ext. 1102 Cell # 685-4316

Alternate Chief Fire Marshall is:

Manager of Facilities Maintenance 748-1100 ext. 1103 Cell # 769-7053

The Chief Fire Marshall is responsible for:

- The fire safety of **ALL** building personnel during core hours.
- Providing leadership and assuring the establishment and continuity of the Fire Safety Plan by providing information and guidance.
- Liaison activities with the Fire Department and/or any other designated authority in the event of an emergency.
- The appointment of other personnel as may be required.
- To hold fire drills as required by this manual.

1.2 DEPUTY FIRE MARSHALLS

The Deputy Fire Marshalls shall be appointed by the Director of Community Services or their designate.

The Deputy Fire Marshall is:

Manager of Facilities Maintenance 748-1100 ext. 1103 Cell # 769-7053

The Alternate Deputy Fire Marshall is:

Maintenance Repairperson, Refrigeration & AC 748-1100 ext. 1105 Cell # 685-6946

The Deputy Fire Marshalls are responsible for:

- Assisting the Chief Fire Marshall in their responsibilities and assuming Chief Fire Marshall's responsibilities in their absence.

- Notifying the Chief Fire Marshall of the name of a replacement in case of absence.
- Appointing Floor Marshalls and Deputy Floor Marshalls.
- Reviewing the Emergency Evacuation Plan with staff on a regular basis.

1.3 FLOOR MARSHALLS/DEPUTY FLOOR MARSHALLS

Floor Marshalls will be the Arena Attendant 1&2.

Deputy Floor Marshalls will be Arena Attendant 3 & Box Office Staff.

The Floor Marshall's are responsible for:

- The communication between each other via radio throughout the emergency.
- The control of evacuating patrons and staff from the facility and directing them to the appropriate muster station.
- Floor Marshall Rink 1 will complete a sweep of Sport Alliance offices (key will be in staff lunchroom).
- Communicating with staff to ensure that the facility is being swept and that all are secure throughout the evacuation.
- In the absence of the Fire Marshall or Deputy Fire Marshall the Floor Marshall will communicate with the fire department and other emergency responders.
- Reporting the incident to the Deputy Fire Marshall once the evacuation is complete.

The Deputy Floor Marshalls are responsible for:

- The safe evacuation of all personnel, including visitors, on their floor in the event of fire or other emergencies occurring during core hours and for advising the Chief Fire Marshall of all such emergencies.
- Being familiar with and acting in accordance with all the provisions of the emergency procedures.
- Performing a sweep of their section of the facility including assigned public occupancy rooms to ensure that the facility is cleared of all patrons and visitors.

1.4 MUSTER STATION LOCATIONS

- Muster Station # 1: Rink 1 Upper Parking Lot near main entrance
- Muster Station # 2: Rink 2 Lower Parking Lot near Track and Field

1.5 AREAS OF RESPONSIBILITY CHART

FLOOR MARSHALLS

	Floor Marshall	Area of Responsibility	Muster Station Location	
	Arena Attendant 1&2	Call 9-911 to confirm response from Fire Department. Fire Department Comms Centre 722-1234 Direct patrons to Muster Stations	Upper and Lower Parking Lots	
	Arena Attendant 3 & Box Office Staff	Direct patrons to Muster Stations	Upper and Lower Parking Lots	

NOTE

DO NOT USE THE ELEVATOR.

CLOSE, BUT DO NOT LOCK DOORS.

FLOOR MARSHALLS TO COMMUNICATE WITH EACH OTHER VIA RADIO ONCE BUILDING HAS BEEN CLEARED TO ENSURE TOTAL EVACUATION. FLOOR MARSHALLS WILL THEN RETURN TO THE MUSTER STATION TO COMMUNICATE EMERGENCY STATUS.

FIRE DEPARTMENT WILL DETERMINE THE ALL CLEAR.

DO NOT SILENCE OR RESET THE FIRE ALARM OR THE FIRE ALARM PANEL UNTIL INFORMED TO DO SO BY THE FIRE DEPARTMENT.

DURING A SCHEDULED FIRE DRILL, THE CHIEF FIRE MARSHALL WILL SILENCE AND RESET THE FIRE ALARM.

2.0 EMERGENCY

2.1 DUTIES – IN CASE OF FIRE ALARM

Any person seeing fire, smoke is to warn persons nearby, operate the nearest manual fire alarm station and confirm the alarm by telephoning 9-911.

If fire or smoke is reported, Floor Marshalls are first, to assume position as per area of responsibility listed in chart and maintain communication with other Floor Marshall at all times.

Fire and smoke doors are to be closed quickly and Floor Marshalls are to be responsible for directing traffic. The nearest stairway and exit door are to be used for evacuation purposes. Elevator must not be operated unless specifically authorized by the Fire **Department**.

If you discover a minor fire, you should immediately fight the fire by using a portable fire extinguisher. Only attempt to fight a fire that is small or blocking you from your only exit. Never put yourself in danger. When fire is extinguished notify the Chief Fire Marshall and or Deputy Chief Fire Marshall.

If you discover a major fire or smoke; You must activate the manual fire alarm at the closest pull box station. Notify the Fire Department. Immediately evacuate the building following the guidelines as outlined in your responsibilities and duties.

As the main evacuation flow is engaged, Floor Marshalls are to check **all rooms, program rooms, closets, and washrooms** to determine that the floor has been completely evacuated. **Close but Do Not lock the office doors.**

The Floor Marshall is to be the last to leave their respective area and is to report to the other Floor Marshall as you exit from the facility.

Power to the main doors at the entrance opposite from the Muster Station used will be shut down to prevent re-entry into the building. The Floor Marshall assigned to this area will remain outside of this entrance and maintain contact with the other Floor Marshall Via radio.

If evacuation is required staff on shift immediately:

- ✓ Follows facility emergency plan
- ✓ Locates people who need to be evacuated
- ✓ Informs them of the need to evacuate and the preferred route
- ✓ Instructs them to go to a specific destination
- ✓ Makes necessary arrangement for evacuation
- ✓ Stay in control of the situation
- ✓ Move public at a pace that does not induce panic
- ✓ Once outside do not re-enter the facility until the “All Clear” is given

The safety of the staff during this process should be maintained at all times.

2.2 DUTIES – IN CASE OF AMMONIA ALARM

- Call the **Manager of Facilities Maintenance at 769-7053** and give all the particulars of the leak.
- Trained staff is to investigate the ammonia level reading on the ammonia leak detector. If concentration is less than 25ppm and exhaust fan is running, trained staff can enter the plant room to investigate the leak.
- If concentration is above 25ppm and below 250ppm full face mask with proper filters is to be worn before entry into plant room is permitted.
- If at any time ammonia is detected due to a bad seal of the mask, staff is to exit the plant room immediately.
- If concentration is above 250ppm entry is **PROHIBITED** by any staff.
- The **Manager of Facilities Maintenance** will contact Cimco for follow up assessment.
- Unless immediate evacuation is essential, the **Manager of Facilities Maintenance** shall decide the course of action necessary.
- If evacuation is deemed necessary, it will be done in accordance with the directives outlined in responsibilities and duties. The Fire Department will be notified as soon as possible.
- Provide first aid treatment if necessary and if qualified to do so.

2.3 SUPERVISORY PERSONNEL RESPONSIBILITIES

Responsible to ensure all staff are aware of their responsibilities in the event of an emergency.
Review and participate in updating and improving upon the Emergency Evacuation Plan annually.

2.4 FIRE ORDERS

The Chief Fire Marshall shall post Fire Orders throughout Mount Pearl Glacier (Appendix A). Fire Orders shall be posted on every notice board or other approved locations.

2.5 FIRE DRILLS

Frequency

Fire drills shall be conducted once per year for Mount Pearl Glacier

Procedure

All personnel, with exception of those authorized by the Chief Fire Marshall shall participate in evacuation drills.

Special consideration is necessary for such personnel as those handling money, confidential documents etc. In such cases the fire drill situation shall be pre-planned so that there is maximum participation by all persons including the public in the drills to the limit of practicability.

The **St. John's Regional Fire Department** must be notified prior to any drill being held and **they** should be invited to attend. **The Fire Department can be contacted by calling 722-1234**

Observers may be posted during the fire drill and a debriefing shall be held to evaluate and amend procedures if necessary.

Although speed is desirable in evacuating a building, it is not the object itself but secondary to maintaining order and discipline.

APPENDIX A

FIRE ORDER

ALL PERSONNEL

1. If you discover fire, see smoke, operate the nearest manual fire alarm station, and warn persons nearby in the same area. When in a safe location, telephone the **FIRE DEPARTMENT 9 -911** giving the name and address of the building **Mount Pearl Glacier 45 Olympic Drive, Mount Pearl**, and location of the fire **or note if it is an Ammonia Leak**. Walk quickly to the outside and clear the building to the closest Muster Station.
2. Once outside, stay at your assigned Muster Station and report to Floor Marshall
3. Fight the fire using extinguishers, **ONLY** if it is small and/or located between you and an exit.
4. If you hear the fire alarm in your area, walk quickly to the outside and clear of the building using the nearest safe exit if deemed safe to do so.
5. Move away from the exterior doorways and move along the sidewalks away from the building to allow progress of those following you and to keep the area clear for Fire Department operations. Go to Muster Station.
6. Elevators shall not be used.
7. Floor Marshalls shall carry out their assigned duties, assuming full control of all occupants on the floors, while continuing communication between each other.
8. Floor Marshalls will evacuate assigned areas.

CAUTION

If you encounter smoke in the stairway – use an alternate exit.

If smoke is heavy in the corridor, it may be safer to stay in your area. Close but do not lock all doors between you and the fire. Use phone and call the Fire Department and tell them exactly where you are.

If your only way is through smoke, the best air will be several inches above the floor. Get down on your hands and knees and crawl quickly to the exit.

FIRE ALARM

When a fire alarm sounds, all occupants of the building **MUST** evacuate the building. Floor Marshall's shall ensure the floor is clear and then proceed to verify that all occupants are safely evacuated. They will then report the findings to the Chief or Deputy Fire Marshall.

Once the emergency has been identified and dealt with, Fire **Department** will issue an "ALL CLEAR" to the Chief Fire Marshall or Floor Marshalls and they will communicate this information to the employees.

In event of a planned drill the Chief Fire Marshall will give the "ALL CLEAR"