

		POLICY AND PROCEDURE MANUAL	
Category: PRC	Number: 001	LEISURE CENTRE EVACUATION PROCEDURE	
Type:	Authority:	Approved By:	
<input type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure	<input type="checkbox"/> Council <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Operational	<input type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input checked="" type="checkbox"/> Department Head	
Office of Primary Responsibility: Parks, Recreation & Culture			
Date Adopted: May 14, 2014		Date to be Reviewed: November 10, 2016	
Date Revised: December 10, 2015			
Manner Issued: In-service Training			

#### **PURPOSE:**

This procedure outlines the steps to take when evacuation of the Mission Leisure Centre is required. This procedure is to be followed in the event of a Fire, Ammonia Leak, Chemical Spill, Illegal Act (Bomb Threat, Terrorism) or Natural Disaster (Earthquake).

#### **PROCEDURE:**

##### **WHEN YOU HEAR AN ALARM (Fire or Ammonia)**

1. Assume it is REAL until confirmed false.
2. Move patrons to INTERIOR ASSEMBLY AREAS.
3. Evidence of risk – Proceed to the EXTERIOR ASSEMBLY AREA(s).  
Note – Ammonia Leak – Stay inside unless directed otherwise by evacuation coordinator!
4. NO evidence of risk – Wait for instructions from the staff member in charge.
5. One staff person, security or designated volunteer to stay with patrons at all times.

##### **WHO IS THE EVACUATION COORDINATOR (EC)?**

1. The senior maintenance staff member or whoever they designate.
2. Only this person can declare a false alarm, consult with local authorities (Fire/ Police/ Engineer/ etc) and declare that the building is safe to re-enter.
3. All staff, security and designated volunteers to follow directions given.

## ASSEMBLY AREAS

Area	Activity Areas (including washrooms and change/ dressing rooms)	Responsibility	Interior Assembly Area	Exterior Assembly Area
1	Admin/ Multi-Purpose Rooms/ Gymnasium Areas (Secure safe and gate)	Office/ Admin Staff	Main Lobby Octagon	Skate Park or Activity Centre
2	Weight Room/ Aerobic Studio Areas	Fitness Staff	Main Lobby Octagon	Skate Park or Activity Centre
3	Pool Chamber/ Sauna/ Steam/ Viewing Areas (Lock gate to pool)	Aquatic Staff	Deck by Hot Tub Exit Doors	Skate Park or Activity Centre
4	Both Arenas/ Curling/ Retail/ Court/ Youth Room Areas	Maintenance Staff	Arena Lobby by East Exit Doors	Skate Park or Activity Centre

## COMMUNICATION

1. The fire/ ammonia systems automatically contact the monitoring station who sends the Fire Dept – this should never be cancelled – even if it is a false alarm.
2. If the Fire Dept does not arrive in 10 minutes – call 911 for Fire Dept.
3. As soon as possible, the EC will arrange for the monitoring station to be contacted to update them on the incident.
4. Priority use of Radio is for EC and essential calls to the EC.
5. If evacuation to exterior – take 24/7 cell phone – 604-768-7569.

## AREA SPECIFIC RESPONSIBILITIES (where District staff are located)

### Reception

1. Close the till, lock the safe and if possible close the grating.
2. Carry the CELL telephone with you so you can communicate with the EC if necessary.
3. Evacuate to the lobby – direct patrons to exit the building through the front doors if possible.
4. Exit to the exterior evacuation point – Skateboard Park.

### Fitness

1. Close the office, studio and store rooms doors if possible.
2. Carry the radio with you so you can communicate with the EC if necessary.
3. Evacuate to the lobby – direct patrons to exit the building through the front doors if possible.
4. Exit to the exterior evacuation point – Skateboard Park.

### Pool

1. Clear the pool/changerooms and direct all patrons to the interior evacuation point and be ready to move to the exterior point – Skateboard Park.
2. Grab the first aid kits, keys, blankets and radio.

### Youth Lounge

1. Clear the lounge and direct patrons to interior/exterior evacuation points. Close/ lock the lounge door.