



Evacuation Guidelines Northern Sports Centre

General Guidelines:

No responder is to endanger themselves or others when responding to alarms, when conducting a physical sweep of an assigned area, or when participating in first aid, firefighting, or rescue activities. All personnel will communicate their intent prior to taking action.

Responsibilities:

Upon the receipt of an evacuation alarm,

- **Northern Sports Centre:** The most senior staff member present will act as the NSC Representative and all other staff will act as Floor Wardens in the event of an after-hours evacuation alarm in the NSC. All NSC staff will stand by at the Occupant Assembly Area to assist personnel (Security, Facilities, or Prince George Fire Department) as required.
- **Occupants** will evacuate a building in alarm as soon as possible, regardless of the alarm tone (intermittent or steady state). Evacuees will not be permitted to re-enter the building until the “All Clear” is given by the Shift Engineer and communicated to evacuees by Security Officers. Evacuees may enter other buildings on campus once they have vacated the building in alarm. Evacuees are required to follow instructions as issued by responding personnel.
- **Persons with disabilities** (temporary or permanent) should develop an emergency evacuation plan and identify individuals that are able to provide assistance in the event of an evacuation alarm. Emergency egress routes should be reviewed to ensure they are free from obstacles and lead directly outside or to an emergency exit stairwell to wait for rescue from the Prince George Fire Department.

Upon the termination of the incident,

- Risk & Safety will facilitate post-incident debriefings with representatives from Facilities and Security.
- All other departments involved in the building evacuation will conduct internal debriefings with their staff who participated in the incident and specifically address their roles, responsibilities, and recommendations to improve department performance in future incidents.



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Annunciator Panel Location:

Northern Sports Centre

North Entrance Vestibule

Occupant Assembly Areas:

11 West Parking Lot

12 South Parking Lot

Evacuation Procedures:

Upon the receipt of an evacuation alarm,

The **NSC Representative** will:

- Distribute Floor Warden vests to NSC staff and assign each Floor Warden an area to sweep.
- Wait near the office for all Floor Wardens to return with their report.
- Inform the Facilities Representative (daytime) or Security Officer (after-hours) at the annunciator panel of the Floor Wardens' findings.
- Proceed to the nearest Occupant Assembly Area and stand by as a resource person for the responding personnel.

The **NSC staff** will:

- Report to the NSC Representative in the office to receive Floor Warden assignment and put on Floor Warden vest.
- Conduct a physical sweep of assigned area.
- Advise all building occupants that they must leave the building via the nearest emergency exit and proceed to the Occupant Assembly Area.
- Direct persons with disabilities to the nearest emergency exit stairwell for evacuation by Prince George Fire Department.
- Return to the office and inform the NSC Representative of your findings.
- Proceed to the nearest Occupant Assembly Area and stand by as a resource person.