

AVALON ARENA ASSOCIATION EMERGENCY RESPONSE PLAN

The purpose of emergency response procedures is to provide Avalon Arena Association employees with essential information and materials required to promptly respond to an emergency. These procedures are established to communicate policies and procedures on emergency and fire preparedness. All employees must be familiar with the Company's emergency response procedures.

For clarification purposes, the following definitions apply:

Emergency — A situation or event where Twin Rinks Arena or Capital Subaru Arena takes immediate action to protect employees, and property that are at risk, where this action does not form part of their normal business activity. Emergencies may include but are not limited to fire, flood, storm, hazardous materials emergency, bomb threat, subversive action, or a combination thereof.

Emergency procedure — The prescribed actions to be taken in the event of an emergency as prescribed in the OH&S Program.

Emergency equipment — Equipment that is specifically designed and placed for the purpose of being used to control or contain an emergency, emergency equipment may include fire extinguishers and first aid kits.

RESPONSIBILITIES

It is the responsibility of the Company to communicate its emergency plans to all its employees, either in writing or orally, and to review the plans with employees if the plan or employee responsibilities change. The Company shall re-evaluate and update the plan, as necessary.

Management is responsible for ensuring that all employees are aware of emergency equipment locations, and safety procedures. Management is also responsible for:

- Assisting all employees and visitors in the event of fire or other incident that may occur during normal working hours;
- Providing leadership and communications during an emergency;
- Ensuring all employees are accounted for during an emergency; and
- Initiating and evaluating emergency evacuation drills.

Supervisors are responsible for replenishing emergency supplies and equipment as necessary and stocking first aid supplies, when required.

Employees are responsible for maintaining awareness of current occupant emergency plans and equipment locations. As well, employees are also required to inform the Supervisor of the use of emergency equipment as soon as possible so that supplies may be replenished.

First Aid Attendants shall provide assistance, as per their level of training.

Employees are required to be aware of all firefighting equipment, emergency exits and current floor plans so as to ensure preparation in the event of a fire.

EMERGENCY NUMBERS

Emergency contact numbers shall be posted in conspicuous locations throughout the workplace, particularly near telephones and areas frequented by employees.

Emergency Contact	Phone #
AMBULANCE, POLICE, FIRE	911
City of St. John's (After Hours Emergency)	1-709-576-8100
Metro Paramedic Services - Ambulance	(709) 777-6320
RCMP	1-800-563-2172
Royal Newfoundland Constabulary (RNC)	1-800-363-4334
Poison Control — St. John's	709-722-1110
Environmental Emergencies	1-800-563-2444
Serious Accident Reporting Line (24 hrs.)	709-729-4444
Occupational Health & Safety Division - St. John's	709-729-2706
Newfoundland & Labrador Construction Safety Association	709-739-7000
Health Canada, Hazardous Products — Product Safety	709-772-4050
Newfoundland Power — Emergency (24 Hours)	1-800-474-5711
Newfoundland Power — Technical Services (St. John's)	709-737-2860
Avalon Arena Association	709-579-9681
Stephen Haggerty — Executive Director	709-631-0025 (C)
Steve Porter — Chief of Operations	709-699-0755 (C)

FIRE EVACUATION PROCEDURES

IF YOU DISCOVER A FIRE at Twin Rinks Arena or Capital Subaru Arena:

1. Immediately sound the fire alarm. Pull stations are located at each main entrance and rear exits.
2. Dial 911:
 - a) State your name.
 - b) Give address where the fire is.
 - c) Give any information you have about the fire. (What floor, how fast the fire is spreading, people trapped, etc.)
 - d) Turn off all equipment.
3. Leave by the nearest safe exit.
4. Walk Quickly, Do Not Run! Close doors behind you.
5. Do not go on the ice surface or to the dressing rooms. Coaching staff and staff personnel will assist in evacuating children from these areas.
6. Keep to the right and in single file, in halls and on stairs.
7. When you leave the building proceed to the Muster Station. Move away from the doorways to allow others behind you to exit and keep clear of entrances and exits for fire department operations.
8. Do not remove any vehicle from the parking lot unless directed to do so by the Fire Chief.

Muster Points & Head Counts

In the event of an emergency evacuation, building occupants shall move to the muster point located in the upper parking lot, where the Emergency Response Coordinator or designate will conduct a head count of employees. If an employee is unaccounted for, and presumed in the building, their general whereabouts shall be immediately reported to the Emergency Responding Authority.

MUSTER POINTS — Upper Parking LOTS

Emergency Follow-up

Following an emergency several issues must be addressed. These include:

- Assessment of damage;
- Investigation of cause;
- Cleanup and repair of damage; and
- Restocking of emergency supplies.

The responsibility of assessment of damage will involve a joint effort from Management and Supervisors. A formal written estimate shall be developed. Investigation of the cause shall be performed using Avalon Arena Association accident/incident investigation procedures. Cleanup and repair should not be performed until a full assessment of damage and an investigation of the cause have been completed. Refilling of fire extinguishers and first aid kits shall be done as soon as possible after their use. Managers/Supervisors shall be responsible for contacting the appropriate service provider for refilling purposes.

EMERGENCY RESPONSE TEAM

Building Fire Marshall	<u>Executive Director</u>	<u>Stephen Haggerty</u>
Deputy Fire Marshall	<u>Chief of Operations</u>	<u>Steve Porter</u>
Floor Wardens	Maintenance Staff	

Building Fire Marshall

- Responsible for providing leadership, assuring the establishment and continuity of the Fire Safety Plan by providing information and guidance, establish the Fire Emergency Organization.
- To be the liaison with the Fire Department and/or any other designated authority in the event of an emergency.
- To appoint other personnel as may be required.
- Prepare a fire safety plan as part of a Manual of Emergency Procedures.
- Report any changes in the status of the building to the Fire Marshall and/or Deputy Fire Marshall.
- Arrange Fire Prevention Meetings.

Deputy Fire Marshall

- To act as building Fire Marshall in their absence and to assist them in their duties and responsibilities.
- Notify the building Fire Marshall of the name of a replacement in case of absence.
- Be responsible for the safety of ALL occupants of the building, including staff, spectators and on ice patrons. This involves on-the-spot decisions for fire safety, the relocation of building occupants and the exercising of flexibility of directions.
- To advise the Building Fire Marshall of all emergencies.
- To appoint Deputy Floor Wardens as required.
- Responsible for appointing a Floor Monitor who may be required to assist handicapped persons.
- Be familiar with and act in accordance with all the provisions of the emergency procedures.

Floor Wardens

- To conduct a visual check of the building daily and report any faulty condition immediately to the Building Fire Marshall for action. If the Building Fire Marshall is absent, a message must be left. Faulty conditions would include:
 - o Fire doors wedged or blocked open;
 - o Exit lights out;
 - o Fire extinguishers inoperable or obstructed; and/or
 - o Obvious fire hazards such as; accumulation of combustibles, oily rags, defective electric wiring, unauthorized smoking.
- Assign two deputy Floor Monitors to assist in the evacuation of each physically handicapped person.

Duties of Floor Wardens — In Case of Alarms

- Any person seeing fire or smoke or smelling gas is to warn the persons nearby, pull the nearest fire alarm and call 911. All other unusual circumstances are to be reported to the Building Fire Marshall or Deputy Marshall.
- If fire, smoke or gas is reported Floor Wardens are first to supervise the immediate evacuation of personnel close to the fire, then the evacuation of the entire building calmly and swiftly. While speed is desirable it is secondary to maintaining order and discipline.
- The Building Fire Marshall should be informed on the location and size of the fire.
- If a fire alarm sounds, fire and smoke doors are to be closed when possible and Floor Wardens are to be responsible for directing traffic. The nearest stairway and exit doors are to be used for evacuation purposes.
- Floor Wardens are to assign two Monitors to assist each disabled person in evacuating.

- During the evacuation process, Floor Wardens and/or Monitors are to check all rooms, closets, and washrooms to ascertain that the building has been completely evacuated.
- Cases requiring medical assistance are to be accompanied by two Monitors to a first-aid post.
- No one is to re-enter the building without instructions from the Fire Chief.
- A written report should be compiled and given to the Building Fire Marshall.

Canteen Personnel Responsibilities

- Be responsible for ensuring that all electrical units and fan units are shut down in the event of a fire.
- Calmly evacuate all personnel from the canteen area.
- Inform building Fire Marshall or Floor Warden that the canteen is evacuated and shut down.
- Leave building immediately after exiting the canteen.

Coaches Responsibilities (Deputy Floor Wardens)

- To have the responsibility for the safety of ALL players and/or skaters on their team or in their group in the event of a fire or other emergency occurring during their practice or game. This involves on the spot decisions for fire safety, the relocation of players and/or skaters and the exercising of flexibility of directions.
- Coaching support staff have the responsibility to assist the coach in all emergency situations.
- All parties have the responsibility to make themselves familiar with the building and emergency exits.
- Is responsible for informing the building Fire Marshall of all such emergencies.
- Responsible for keeping an accurate account of the number of players and/or skaters under their supervision.
- To evacuate players and/or skaters from the ice surface or dressing room by using the nearest exit.
 - o On ice participants should be directed off the ice either by the gate along the front of the ice surface or by the gate at the far end of the ice surface. Under no circumstance should anyone leave the ice to return to the dressing room.
 - o Participants in dressing rooms should be evacuated by the safest exit. Coaching staff should make themselves familiar with all building exits.
 - o Participants should be evacuated from the building and directed a minimum of 100m from the building, keeping the entrance free from obstruction to facilitate fire department operations.
- To be responsible for having team or group information sessions with all participants outlining fire safety procedures.
- Record date and time of information sessions and report such to the Building Fire Marshall.

Fire Drills

Fire drills shall be conducted in accordance with the National Fire Code of Canada. Evacuation drills are to be held at least once a year. Evacuation drills are intended to evaluate the effectiveness of the emergency evacuation procedures and require the active participation of all employees. All staff shall perform their respective duties. Managers/Supervisors will use the Fire Drill Report form in Appendix B to record all evacuation drills.

Appendix B: Fire Drill Report

Fire Extinguishers

All portable fire extinguishers shall be installed on brackets or mounted in wall cabinets. Signage to indicate extinguisher location shall be present; as well the floor plan will highlight the location of this equipment. A qualified inspector shall inspect all extinguishers at least annually. Extinguisher type and size will conform to the Provincial or Federal Fire Code.

Class A— fires involve ordinary combustible such as paper, cloth, wood, rubber, and some plastics.

Class B -- fires involve flammable liquids such as gasoline, thinners, oil-based paints, and greases.

Class C -- fires involve energized electrical equipment.

Class D -- fires involve combustible metals such as magnesium, titanium, zinc, and potassium.

Fire Suppression Systems

In locations equipped with automatic fire suppression systems, sprinklers shall be professionally maintained on an annual basis. Employees shall not place any object in a position that would obstruct operation of the sprinkler heads or their ability to detect fire (i.e. 18" clearance).

First Aid Kits

All first aid kits shall be stocked, accessible and visible in the workplace. Signage to indicate the location of the first aid kits shall be present; as well the floor plan will highlight the location of the kits. Contents of the first aid kits shall be inspected during the workplace inspection.

Fire Department Authority

In the event of an emergency, the Building Fire Marshall will inform the responding Fire Department of the situation. The responding Officer of the Fire Department shall be in charge of the situation. Personnel will not re-enter the building until authorization is obtained from the Officer in charge. The Building Fire Marshall may take control after the responding fire department authority gives permission.

EMERGENCY GUIDELINES**Emergency Lighting**

Emergency lighting must highlight emergency exits located in the workplace. In the event of failure, alternate sources of lighting must also be available, i.e. flashlights.

Power Outage

All employees should shut off computers, equipment, machinery and tools. This will prevent injuries and damage from unexpected equipment start-ups, power surges to the equipment and possible fires. Leave on light switches. This will signal the return of power.

Bomb Threat

If a bomb threat is called in:

- Remain calm;
- Keep the caller on the line as long as you can and try to get as much information as possible; and
- If a co-worker is nearby, try to signal them to notify Management/Supervision. If you are alone, notify Management/Supervision by phone as soon as the call has ended.

If you discover an explosive device or suspect an explosive device:

- Remain calm;
- Do NOT touch or move it;
- Notify Management/Supervision immediately by phone;
- Do NOT assume this is the only one;
- Search your immediate area;
- Do NOT touch anything; and
- Report any suspicious objects to the responding emergency personnel.

If an Evacuation Order is given:

- Remain calm;
- Follow the instructions of Management/Supervision; and
- Evacuate all persons from your location, and then proceed to the nearest muster point.