



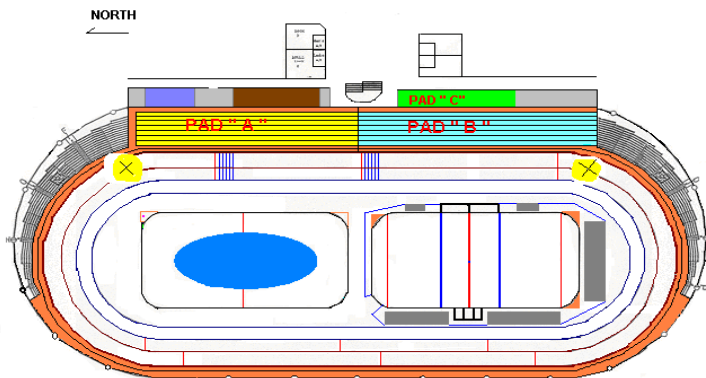
Faculty of Kinesiology

# Emergency Response Plan

Olympic Oval

- Fire Alarm
- Ammonia Alarm
- Injury Procedure
- Power Outage
- Robbery Procedure
- Theft

- When the building goes into alarm, white strobe lights will flash and a loud audible alarm will sound.
- This activates all Oval staff as each has a specific job. ABIDE by their directions.
- If not on the ice, evacuate the building immediately and gather at the atrium in KNB and wait for instruction from Campus Security or the Fire Department.
- If on the ice, you must immediately stop all activity and prepare to evacuate. Gather in one of the marked areas on the illustration below ready to evacuate, and wait for instruction from the Sr. Warden or Operations team.
- Always evacuate immediately if smoke or flames are visible



# Fire Alarm: Staff Responsibilities

## **Sr. Warden:**

- The Sr. Warden shall report to the main building control panel located in the lobby.
- Acts as communications command center.
- Will assist security and CFD where possible (questions and directions etc.)
- Sr Operations team member will replace the Sr. Warden if not onsite.

## **Operations/Ice Patrol**

- This team will evacuate the event floor; this includes all ice surfaces, the tunnel and sprint pads.
- One member of the Operations team will safely investigate the area of the alarm for a possible cause.

## **Skate Shop/Caretaking**

- These two groups will work together to ensure both Ladies and Men's locker rooms are clear.
- They will also ensure that the HP weight room and SSC offices are evacuated.

## **Guest Services**

- Open all front gates to allow easy egress
- Check and clear the front foyer, upper level including washrooms and viewing deck.
- Check and clear both CIS offices, ASSA, OIOC and Calgary club offices.

## **Administration Staff**

- Admin staff will ensure that all admin offices, timing decks, lounge and boardroom are evacuated.
- They will assist both the Guest Services staff and Skates shop/Caretaking.

## Stages

### STAGE 1

- Blue flashing lights on the west side of the building.
- Ammonia has been detected but not at a serious level.
- Sr Warden or Operations will contact Campus Security 220-5333

### STAGE 2

- The fire alarm will activate. White strobe lights and the audible alarm.
- Ammonia level is serious enough to require building evacuation.
- Evacuate immediately to KIN B. ALWAYS evacuate to the EAST of the building.

- Ensure ABC: Airway, Breathing, Circulation.
- If a trainer or EMT is onsite they will be the first responder; Operations will assist.
- If no trainer or EMT contact Operations through in-house radio (located North rink timing deck, South rink timer's bench or North-East corner of the Oval by the timing deck stairs.
- **CALL 911 DIRECTLY IF LIFE THREATENING.** Operations needs to be made aware: this will reduce response time.
- Operations is always required to fill out an accident report which is inputted into OARS (online accident reporting system).
- **DO NOT DRIVE INJURED PERSONS TO THE HOSPITAL.**

- There is emergency lighting in all areas of the Oval including dressing rooms and the tunnel. Stay calm if the power goes out; emergency lighting comes on a few seconds after power goes out.
- Suspend all activity and clear ice surfaces.
- For longer expected power outages Operations staff will instruct athletes/public /staff to evacuate to Kinesiology.

1. Telephone the CPS immediately once safe to do so (911).
2. Have someone else contact Campus Security by telephoning 220-5333.
3. Close and lock all doors to the premises to maintain the scene.
4. Attempt to hold or identify any possible witnesses.
5. DO NOT discuss the incident with anyone and ask all witnesses to do the same.
6. DO NOT leave the scene.
7. Notify the Manager on Duty.



- Secure your belongings to prevent thefts.
- If something is stolen, stay calm.
- Contact Operations or Guest Services immediately.
- Campus Security will be called to file a report.
- Have your UCID ready and make a list of everything that was taken with thorough descriptions of everything.
- Oval staff and Campus Security are there to help you