

EVENING AND WEEKEND EVACUATION PLAN

On evenings and weekends:

- Call 403-343-1055 then extension #1
- Put on the vest and whistle behind Cathy Cameron's office door
- The School Host** will use a whistle in case of an Emergency
- To activate the strobes and PA – press intercom and 2850 (this will also deactivate the strobes and intercom)
- In case of a fire on the weekend, evacuate the building and do not go back in for any reason
- Call Fire 911 and the RCMP dispatch at 403-343-5575
- Contact the Crisis Coordinator – Cathy Cameron at 403-506-6337
- Call the Maintenance 'after hour' number 403-343-1055 and #1
- If necessary, call the Collicutt Centre to evacuate user groups
 - Denis Delemont – Collicutt Centre Supervisor CELL 403-506-3325**
 - Stan Krawiec – Collicutt Centre Operations CELL 403-358-6584
 - Jodi Smith – Collicutt Centre Coordinator CELL 403-597-2570

For an 'Out of School' group or tournament in the building:

- Evacuate everyone and make an announcement over the PA system
- Leave the building immediately from the nearest exit
- Call Fire 911 and the RCMP dispatch at 403-343-5575
- Contact the Crisis Coordinator – Cathy Cameron at 403-506-6337
- Call the Maintenance 'after hour' number 403-343-1055 and #1
- If necessary, call the Collicutt Centre to evacuate user groups (see above)

'Evening' Emergency (regular week):

- Make an announcement over the PA system to alert the caretakers to leave the building
- Do not go looking for fire or shut off any systems
- Call Fire 911 and the RCMP dispatch at 403-343-5575
- Contact the Crisis Coordinator – Cathy Cameron at 403-506-6337
- Wait outside for Emergency services and Maintenance and let them know that you have evacuated the building
- Under no circumstances is anyone to re-enter the building after evacuating until the "All Clear" has been given by Emergency Services and the Maintenance Department.