



BUILDING EMERGENCY RESPONSE PLAN

Facility Name:

St. Paul Recreation Centre & Curling
Rink/Library

Date Prepared:

October 18, 2018



EMERGENCY PERSONNEL NAMES AND CONTACT NUMBERS

Title	Name	Location/Floor	Office Phone	Cell Phone
CAO	Steven Jeffery	Town Office	780-645-4481	780-210-0500
Manager	Harvey Smyl	Town Office	780-645-4481	780-210-0715
Supervisor	Daryll Peters	Parks & Rec	780-645-5313	780-210-5311
Safety Department	Ashley Dary	Town Office	780-645-1768	780-614-1800

- Designate Highest Ranking Person at the facility/bldg. as the main contact.
- Build Emergency Coordinator oversees the facility/bldg., addresses hazards, sets up fire drills and is the person in charge in the event of an emergency.



Table of Contents

1. Overview4
 ➤ Purpose.....4

2. Building Description5

3. Building Emergency Personnel5
 ➤ Building Emergency Coordinator5

4. Emergency Actions6
 ➤ Evacuation Planning6
 ➤ Shelter-in-Place Planning6

5. Assembly Areas/Muster Point6

6. Building Warning Systems6

7. Secure or Hazardous Locations6

8. General Emergency Personnel Guidance for Incidence Response7
 ➤ Evacuation7
 ➤ Shelter in Place7
 ➤ Fire7
 ➤ Ambulance7
 ➤ Explosion8
 ➤ Bomb Threat.....8
 ➤ Violent Person8
 ➤ Terrorism9
 ➤ Hostage Situation9
 ➤ Shooting Situation10
 ➤ Tornado11
 ➤ Response.....11

9. Evacuation/Fire Drill Report.....12

10. Bomb Threat Checklist.....13

11. Building Emergency Response Plan.....14

12. Building Layout18



1. Overview

Purpose

All organizations are required to establish an emergency preparedness (response) plan to mitigate the effects of a wide variety of potential emergencies. Emergency preparedness is designed to ensure the health, safety and welfare of all occupants in the facility, at the time of the occurrence. This planning shall be comprehensive enough to cope with a variety of emergencies.

These plans are for all municipal buildings within the Region of St. Paul. This is an “all hazards” plan for responding to and recovering from the different emergency events that we could potential encounter within our facilities. The development of the *Building Emergency Response Plan* was developed by the Safety Department with involvement from the CAO’s. The *Building Emergency Response Plan* development includes training, response to the different emergencies, and conducting fire drills.

Legislative Requirements

Under provincial legislation, every workplace must develop and implement an on-site emergency preparedness program. The employer must consult with affected employees in establishing the emergency preparedness program and ensure that the program is kept current. Emergency preparedness and response is regulated under the Occupational Health and Safety Act, Regulation and Code.

According to the Occupational Health and Safety Code an emergency preparedness program must include:

- The identification of potential emergencies.
- Procedures for dealing with the identified emergencies.
- The identification of, location of, and operation procedures for emergency equipment.
- Emergency response training requirements.
- Location and use of emergency facilities.
- Fire protection requirements.
- Alarm and emergency communication requirements.
- First aid services required.
- Procedures for evacuation.
- Designated evacuation responsibilities.



2. Building Description

The Town of St. Paul Recreation Centre is home to a few facilities:

- Municipal Library
- Recreation Centre
- Curling Rink

3. Building Emergency Personnel

The Region of St. Paul is committed to protecting the welfare of its community members and safeguarding our vital interests – employees/staff, reputation and property. For this reason, the Region of St. Paul has established guidelines for Building Emergency Planning. As Building Emergency Personnel, you play an important role in the implementation and effectiveness of this guidance in your bldg..

Chief Administration Officer (CAO)

- CAO selects a Building Emergency Coordinator (BEC) and gives them the authority to implement all phases of the plan.
- For shared bldg., the CAO should decide who is best suited to be the Building Emergency Coordinator.
- CAO consults with the Building Emergency Coordinator on a regular basis to ensure the plan is being followed, updated, and provides support where it's required for non-compliance.

Building Emergency Coordinator

- Ensuring bldg. emergency program has been implemented for all aspects of the bldg..
- Conducts evacuation drills
- Ensures the Emergency Response Plan is updated and maintained.
- Keep written record of decisions/actions during a response

4. Emergency Actions

Evacuation Planning

An evacuation is the quick exit of occupants from a bldg.. While evacuating, it is everyone's responsibility to make sure no one is left behind.

- Identify Exit Routes
 - Exits are clearly marked
- Identify Assembly Areas/Muster Point's
 - Outside the affected bldg. in a safe and convenient location
 - Alternate assembly areas/muster point's - the emergency or weather may dictate changes in the assembly areas/muster point's



Shelter-in-Place Planning

There may be emergencies that arise that do not give individuals the opportunity to safely evacuate. For these emergencies, sheltering-in-place may be necessary.

Examples of emergencies where the shelter-in-place option may be preferred include:

- Severe weather
- Active shooter/active threat situations

5. Outside hazardous materials release

6. Assembly Areas/Muster Points

- Primary – East Parking Lot
- Alternate – Tourism Center

7. Building Warning System

The Rec Centre and curling rink do not have a security system or a sprinkler system. The Library does have a security in place, but do not have a sprinkler system. Fire extinguishers are located throughout the bldg. and are clearly marked. All fire extinguishers are ABC rated.

8. Secure or Hazardous Locations

There are a number of locations in the bldg. that should remain secure and not used as refuge due to critical or hazardous operations, or that may be of importance to emergency responders in the actions that they may take. Those areas include:

- Janitorial room
- Mechanical room
- The electrical room
- Concessions
- Kitchen in MPR
- Ice Plant room

9. General Emergency Personnel Guidance for Incident Response

Evacuation

(Fire, Hazardous Materials Release)

- Assist in evacuation if the fire alarm sounds.
- **Call 911**
- In the event of an evacuation, gather your personal belongings quickly (purse, keys, cell phone etc.) and proceed to the nearest exit.



- Move away from the problem, use alternative exits. Maps of the bldg. are posted at all exits.
- Help those who need assistance.
- Report the location of those unable to evacuate to the Fire Warden.
- Be ready to be guided by additional instructions.

Shelter in Place

Means to seek safety within the bldg. you already occupy, rather than to evacuate the area. Shelter in Place will happen when "chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment." You will need to:

- Select a small interior room, with no or few windows, and taking refuge there.
- Put as much indoor air and/or radiation shielding-mass between the individual and the hazardous outside air, such as a basement or centrally located medium to small room, and trying to make it as airtight as possible by shutting off all ventilation/HVAC systems and extensively sealing the shelter's doors and windows from all outside air contaminants with damp towels.
- Remain in the location until you receive the all clear.

Fire

- Anyone detecting a fire is to immediately proceed to the nearest fire alarm pull station and activate the alarm.
- **Call 911**
- Attempt to extinguish the fire using fire extinguishers ONLY if you are trained, the fire is small and NOT between you and the exit.
- Know 2 ways out of the bldg..
- Report to your designated Assembly Area/Muster Point
- Vacate the bldg. using the nearest exit and do not re-enter the bldg. until permitted to do so by an authorized official.

Ambulance

- Tell an employee immediately.
- **Call 911**
- Give exact location where ambulance is needed. Emergency response plan is posted at all exits with details and address.
- Give brief description of emergency, including: number of victims, conscious/unconscious, breathing on their own, and CPR in progress.
- If a heart condition is suspected, be sure to advise the dispatcher. An AED is located on the main floor in the bldg. and is equipped with an alarm. All employees in the bldg. are first aid trained to provide assistance.

Explosion

- In the event of an explosion, IMMEDIATELY take cover under a table, desk, etc., which will provide cover from falling glass or debris.
- Once it is safe to do so activate the closest pull station to sound the fire alarm.



- Check the surrounding area for injured or trapped people. Assist people that are not trapped out of the bldg..
- Evacuate the area as soon as it is safe to do so.
- **Call 911**
- Relay the following information:
 - Your location
 - Cause of the explosion, if known
 - Area where explosion occurred
 - Injuries
- Remain outside until you get the all clear.

Bomb Threat

Responding to the threat

- Inform supervisor
- Have a co-worker call 911 from a separate phone away from the call receiver.
- Do Not pull the fire alarm or any power switches. If there is a device in the bldg. it could trigger it to activate. The caller may also hear the alarms and remote trigger the device.
- Have an employee go through the bldg. and ask everyone to evacuate quickly and in a calm manner.
- Do not touch the device if one has been found.
- Do not use cell phones or any other transmitting device.
- Proceed to the Assembly Area/Muster Point and await further instructions.

Violent Person

Assess the situation

- Try to calm and reassure the person.
- If it is possible to flee the area safely and avoid danger, do so.
- If you are not in the immediately or adjacent area, seek safety within the bldg. or room, close and lock doors and windows, turn lights off and stay quiet and hidden. If you can evacuate safely, do so.
- **Call 911.**
- Get the word out to others in the bldg..
- Get on the floor behind a desk, remain silent.
- Wait for instructions from 911 dispatcher.
- Be aware there may be more than one source of active danger.

If the danger is outside the building:

- Turn off all the lights, close and lock all windows and doors.
- If you can do so safely, get everyone on the floor and out of the line of fire of windows or doors.
- Move to a core area of the bldg. if safe to do so and remain there until an “all clear” instruction is given by an authorized known voice.



- If the staff do not recognize the voice that is giving instruction, they should not change their status.
- Unknown or unfamiliar voices may be false and designed to give false assurances.

If the danger comes into the facility:

- There is no one procedure to recommend in this situation.
- Attempt to get the word out to other staff if possible, and call 911 if that seems practical.
- Use common sense. If hiding or flight is impossible, attempt to negotiate with the individual.
- Attempting to overcome the individual with force is a last resort that should only be initiated in the most extreme circumstances.
- Remember, there may be more than one active danger.
- Wait for the “all clear” instruction.
- In a shooting situation, the most senior person is in charge until emergency response personnel are on the scene.
- Be careful not to make any changes to the scene of the incident since law enforcement authorities will investigate the area later.
- In case you must flee, do not go to the Assembly Area/Muster Point for your bldg.. Get as far away from the shooting scene as possible and then contact authorities.

Terrorism

- Escape if you can, rather than barricading in a safe place. Leave all belongings and get out.
- If you cannot escape, seek refuge, turn phone to silent and remain quiet.
- If you are trapped, refer to Hostage Situation.

Hostage Situation

If taken hostage:

- Be patient. Time is on your side. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions and be alert. Captors are emotionally unbalanced. Don't take any action which could harm your well-being.
- Don't speak unless spoken to and then only when necessary. Don't talk down to or attempt to rationalize with the captor. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible but do not stare.
- Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected, severe mood swings, irrational actions, etc. Displaying a certain amount of fear can possibly work to your advantage.
- Do not make quick or sudden moves. If you must go to the bathroom, need medications, or first aid, ask your captors.

Once the local police arrive, they will be briefed on the situation and it will be turned over to them. There will be a communication link between the local police and Safety.

Always be observant. The personal safety of others may depend on what you remember about the situation.



Shooting Situation

- **Call 911** as soon as possible.
- Provide a description of the person, nature of behavior, and the last known location of the person.
- Immediately notify your supervisor.
- Assist anyone who maybe injured.

Hear or See Gun Shots

- **Call 911** as soon as possible.
- Provide a location of shots and if known, a description of the danger, any injuries and condition of person who has been shot, if known.
- If in the area of the danger, take cover behind cement or solid items (in newer bldgs. most interior walls are sheetrock and don't provide the required protection).
- Use furniture or heavy items for protection.
- Shut off lights.
- Stay away from windows and out of sight.
- Assist others if possible.
- Stay quiet – do not draw attention to yourself.
- Do not pull or sound any fire alarm devices in an attempt to alert other people of the incident or to frighten the suspect.
- If possible, call 911 and tell the exact location if the suspect is still shooting, type of weapon, and if there are any injuries.

Tornado

Tornado Watches and Warnings are issued by the National Weather Service when the probability exists that a significant threat could develop over a wide area. Warnings are issued for much smaller areas and periods of time than Watches.

Tornado Watch means that conditions are favorable for tornadoes to form. Be alert to weather conditions and announcements.

Tornado Warning means that a tornado has been sighted or radar indicates rotation in the clouds. TAKE SHELTER! Advise other to do the same.

In the event of a National Weather Service issued tornado warning:

- An Alert will be activated
- Personnel are directed to seek shelter for one or more of the above
- It is not safe to leave the shelter until local radio and television stations announce that the warning has expired.
- Where available, supplemental notification tornado warnings through one of the following methods:
 - Amplified voice announcements over the public address system
 - Regional Alert Notification System, Alberta Emergency Alert System



Warning signs include:

- Severe thunderstorms, with frequent thunder and lightning
- An extremely dark sky, sometimes highlighted by green or yellow clouds
- A rumbling sound or a whistling sound.
- A funnel cloud at the rear base of a thundercloud, often behind a curtain of heavy rain or hail.

Response

Go to a safe place to protect yourself from glass and other flying objects. Tornadoes can change direction, intensity, and speed very quickly. The tornado may be approaching your area.

- Get under a piece of sturdy furniture, such as a desk or heavy table, and hold on to it. Sturdy furniture will help protect you from falling debris. If tornado wind enters the room and the object moves, holding on with one hand will help you move with it, keeping you protected.
- Use your other arm and hand to protect your head and neck from falling or flying objects. Your head and neck are more easily injured than other parts of your body. Protect them as much as you can.
- Stay away from windows. Flying debris can shatter glass. Violent winds and debris slamming into buildings cause most structural damage.
- **Avoid places with wide-span roofs, such as large hallways.** Wide-span roofs are frequently damaged or destroyed in tornado winds, providing less protection and more risk of injury, than roofs over smaller rooms.
- Help injured or trapped persons. Give first aid where appropriate. Do not move seriously injured persons unless they are in immediate danger of further injury. Call for help.
- Evacuate when it's safe to do so.



Evacuation/Fire Drill Report						
Building Name:				Date:		
Time Evacuation Started:		Ended:		Total Time:	mins	
					secs	
♦ Evacuation routes and plans posted?					Y	N
♦ Evacuation routes kept clear?					Y	N
♦ Exits are clearly marked?					Y	N
♦ Did occupants immediately begin to evacuate the building when alarm sounded?					Y	N
♦ Did everyone evacuate the building?					Y	N
♦ Did everyone exit by the nearest exit?					Y	N
♦ Did everyone know where the Assembly Area/Muster Point was?					Y	N
♦ Did the Building Emergency Coordinator control the Assembly Area/Muster Point?					Y	N
♦ Were the fire wardens aware of handicapped person(s) and provided assistance? (If Necessary)					Y	N
♦ Did everyone remain outside the building and wait for further instructions?					Y	N
♦ Are the building staff knowledgeable in their assigned duties?					Y	N
♦ Was the drill conducted in an orderly manner?					Y	N
♦ Verbal debriefing to all Wardens.					Y	N
Drill Rating:						
Successful:		Needs Improvement:				
Rescheduled Date:						
Comments:						
Recommendations:						
Recorded by:						
Coordinators Name:						



Bomb Threat Checklist

- A. When a bomb threat is received:**
- Listen
 - Do not interrupt the caller
 - Be calm
 - Obtain as much information as you can

B. Exact Wording of Threat: _____

C. Questions to Ask:

1. Have you got the right number? _____
2. What time will the bomb _____
3. How much time do we have to evacuate? _____
4. Can you give me an idea of where the bomb is located? _____
5. What does the bomb look like? _____
6. What will cause the bomb to explode? _____
7. How did you place it? _____
8. Why did you place the bomb? _____
9. Where are you calling from? _____
10. Why did you call me? _____
11. What is your name? _____

D. Identifying Characteristics: MALE FEMALE Estimated age of caller _____

- Accent English French Other (specify) _____
- Voice Loud Quiet Other (specify) _____
- Diction Good Nasal Lisp Other (specify) _____
- Manner Calm Emotional Vulgar Other (specify) _____
- Speed Fast Slow Stutter Other (specify) _____
- Background Noises? (specify) _____
- Was voice familiar? Yes No (specify) _____
- Was caller familiar with area? Yes No (specify) _____

E. Any additional information: _____

F. Reporter's Particulars:

Call received by: _____ Position: _____

Supervisor Contacted at: (24 hr clock) _____ Police Called Y N

Call Received at: (24 hr clock) _____ Call Ended at: (24 hr clock) _____

Length of Call: _____



Building Emergency Response Plan

Fires, medical emergencies, hazardous materials incidents, bomb threats, etc

FIRE:

Upon discovery of a fire:

1. Warn nearby occupants, and activate the nearest 'Pull Station' if equipped.
2. Designate someone to call 911. Be prepared to give the address:

4802 53 ST

3. Fight the fire using portable firefighting equipment, only if you are trained and it is safe to do so. Make sure the fire does not lie between you and the only exit.
4. If you have not been assigned a specific responsibility, evacuate to the Assembly Area/Muster Point.

FIRE SAFETY TIPS:

1. Know the location of portable firefighting equipment and how to use it.
2. Know the locations of all exits; plan an alternate escape route.
3. Keep your work area clean. Remove garbage daily.
4. Report any unsafe equipment or conditions to your supervisor.

MEDICAL:

1. Ensure the safety of yourself and all others.
2. Call 911
3. Provide medical assistance.
4. Keep victim calm.

Location of First Aid Kit for Library: In office

Location of AED for Library: North Wall behind front desk

Location of First Aid Kit for Recreation Centre: Small concession booth by lobby

Location for AED for Recreation Centre: Wall beside small concession booth lobby

Location for First Aid Kit for Curling Rink: Concession Booth

Location for AED for Curling Rink: Curling Rink lobby North wall

EXPLOSION:

1. Get down on the floor; take shelter under tables, desks or other such objects.
2. Protect face and head with arms against flying glass or debris.
3. Once it is safe to do so, evacuate.

EMERGENCY ASSEMBLY AREA/MUSTER POINT LOCATION:

Primary – East Parking Lot
Alternate – Tourism Center

Rec Center, Curling Rink & Library

