



Emergency Evacuation/Fire Brigade

First, One individual will be instructed to call the Fire Department if deemed necessary! The Duty Manager will delegate this responsibility.

In the event of a minor event the following will be announced:

“Red Light One, Red Light One...to the area” (ie: receiving)

Fire Brigade to the scene to assess situation.

***Members: Management – PRINT ROLL CALL (Time Well Scheduled)
Supervisors***

***Each will: -Bring Fire Extinguishers
-Determine if we need to evacuate
-Inform Management (if not aware)***

If decision is made to evacuate, announcement will be made:

“Red Light Two, Red Light Two” (this means evacuate the building)

In the case of an evacuation each department will be responsible for the following:

Customer Care/Cash/Returns

Customer Care Manager/Supervisor make sure terminals are turned off
Assist customers out of store
Meet in the grass area by the Service Centre (Shaganappi Trail)

Office

Manager evacuate people from upstairs
Check staff locker rooms/Washrooms
Check Lunch Room
Evacuate by front entrance
Meet in the grass area by the Service Centre (Shaganappi Trail)

Warehouse

Manager evacuate people from warehouse
Check Back Areas/ Upper Mezzanine Areas
Meet in the grass area by the Service Centre (Shaganappi Trail)

Service

Manager check locker/lunch room
Evacuate shop by service man door
Manager to monitor staff entrance
Manager to check Parts Areas
Manager to check customer lounge
Meet in the grass area by the Service Centre (Shaganappi Trail)

Departmental Areas

Manager monitor Front Entrance\Exit Doors
Supervisors assist in directing customers to exit
Meet in the grass area by the Service Centre (Shaganappi Trail)

Management






Know which staff are working and on shift
(Review roll call in Time Well Scheduled)
Monitor sales floor
Last to leave building
Meet in the grass area by the Picnic Table (Lunch Table)
Report any missing staff to the General Manager/Duty Manager

General Manager and/or Duty Manager

Ensure Fire Department has been called if determined necessary
Meet in the grass area by the Service Centre (Shaganappi Trail)
A Head-Count of all staff will be conducted. Individuals NOT accounted for will be reported to the Fire Department.

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## **Follow the steps below if determined the Fire Department is to be called**

- Step 1.            Call Fire Department
- Step 2.            Announcement made
- Step 3.            Fire Brigade
- Step 4.            Evacuate
- Step 5.            Managers Responsible to ensure all staff accounted for