

Evacuation Procedure for PCGA Volunteers

2021 March

The following information for Charity Volunteers working a bingo assignment at Play! Gaming & Entertainment is taken from the facility's official fire plan.

IF YOU HEAR THE FIRE ALARM:

- Remain calm
- Evacuate building immediately through the nearest exit
- Close all doors behind you to reduce the spread of fire and smoke
- Proceed to The Apartment Building (West Side Stories) across the parking lot

Inform the Chief Fire Warden if you have information about the emergency situation or persons requiring assistance in the building.

Do not return to the building until it is declared safe to do so by the **Chief Fire Warden or the Fire Department**.

CHIEF FIRE WARDEN

For the purposes of this section of the Fire Safety Plan, from 8 AM until closing, the Session Manager will be considered the Chief Fire Warden unless the General Manager is on site. The Chief Fire Warden is responsible for the following:

IN THE EVENT OF FIRE, OR THE ACTIVATION OF THE FIRE ALARM, the Chief Fire Warden shall:

- Ensure that the fire alarm has been activated and not silenced until the fire department has arrived and assumed control of the emergency situation.
- Ensure that Kingston Fire & Rescue has been notified by calling 9-1-1.
- Supervise the evacuation of building occupants, where necessary ensuring those persons requiring assistance are accommodated. Ensure that all washrooms are checked.
- Ensure that all business units in the building are notified of the situation and their units are evacuated. Ensure that all washrooms are checked.
- Ensure that the Fire Department access route is clear and any necessary keys are available.
- Provide relevant information pertaining to the emergency situation to the fire department upon their arrival.
- Account for all staff, customers, and volunteers with the assistance of designated Fire Wardens.
- Give the "All CLEAR" signal for occupants to return to the building, only after notification from the Fire Officer in charge that it is safe to do so.