



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 at the Muster Station at the grass area by the picnic table

Office

Manager evacuate people from upstairs
Check staff locker rooms/Washrooms
Check Lunch Room
Evacuate by front entrance
Meet at the Muster Station at the grass area by the picnic table

Warehouse

Manager evacuate people from warehouse
Check Back Areas/ Upper Mezzanine Areas
Meet at the Muster Station at the grass area by the picnic table

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 at the Muster Station at the grass area by the picnic table

Departmental Areas

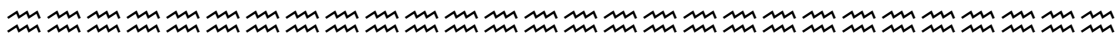
- Manager monitor Front Entrance\Exit Doors
- Supervisors assist in directing customers to exit
- Meet at the Muster Station at the grass area by the picnic table

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 at the Muster Station at the grass area by the picnic table
 A Head-Count of all staff will be conducted. Individuals NOT accounted for will be reported to the Fire Department.



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
- Step 6  Fire Department will advise if/when to return to building