

Emergency Plan

Adopted October 2024

Section Number and Title	Pg	Section Number and Title	Pg
1. Purpose	1	6. Sewer Back Up	4
2. Emergency Telephone Numbers	1	7. Vandalism – Theft – Illegal Entry	4
3. Fire Emergency	2	8. Water Pipes Leaking	5
4. Major Medical Emergency	3	9. Acts of Terrorism	5
5. Power Failure	3	10. Map – Fire/Evacuation	6

1. PURPOSE

To prevent personnel injury, minimize loss and reduce damage to the facility and contents.

2. EMERGENCY TELEPHONE NUMBERS

Emergency	Fire-Police	911
Police	non-emergency	506-460-2300
Fire	non-emergency	506-460-2500
Electricity	NB Power	506-458-4415
Telephone	Rogers	1-866-727-2141
National Alarm 24 hr		506-458-9433
Monitoring		506-457-4143

Vandalism, Theft, Water Pipe Leaks

City of Fredericton

506-460-2235 (office) (Monday to Friday - 8:15 am to 4:30 pm)

506-460-2300* (Weekends, holidays, after regular office work hours)

Keys to open Centre. People are listed by distance from Centre

Madeleine Gaudet	(506) 459-2388
Krista Steeves	(506) 260-3459
Susan Wright	(506) 455-8839

3. FIRE EMERGENCY

BEFORE A FIRE - Coordinator, Facilitators and Volunteers

1. Always know your escape route. Be familiar with more than one way out of the building. Study map on page 6.
2. Know the location of, and how to operate all available fire extinguishers in your area. Again, study map on page 6. (to be kept current)
3. Any safety violations you see should be reported immediately to the Coordinator or if not available to the Volunteer on duty.
4. When in the building after-hours, ensure that all occupants are registered on the sign in sheet located at Reception.
5. The following IN CASE OF A FIRE instructions and the fire/evacuation map on page 6 should be reproduced and posted prominently in the Centre.
6. Each Facilitator should do a head count at the beginning of each program session and record it for reference in the case of an emergency.

IN CASE OF A FIRE

1. **NEVER RISK YOUR LIFE AND DO NOT PANIC!**
2. If a fire is discovered and has not yet activated the alarm system, go to the security panel by the front door and press the fire alarm buttons.
3. If the fire is small and confined and the smoke is not a hazard to the operator, use the portable fire extinguisher.
4. If a small fire **cannot be extinguished** with a portable fire extinguisher or the smoke presents a hazard to the operator, **CLOSE THE DOOR** to the area in order to confine and contain the fire. **LEAVE THE FIRE AREA.**
5. **ALERT** any other people in the building by shouting **FIRE-FIRE-FIRE.**
6. When evacuating, **FEEL A DOOR** before you open it. If warm, do not open. If not warm, open carefully.
7. **IF YOUR NORMAL PATH OF EXIT CAN NOT BE ACCESSED, USE YOUR ALTERNATE ROUTE.**
8. **DIRECT EVERYONE** to follow the access route to and assemble by program groups in the parking lot closest to your exit point and away from the building. If possible, take the sign-in sheet, volunteer's book and portable phone with you.
9. **MAKE SURE EVERYONE IS OUT**, check all washrooms, close all doors and go to parking lot closest to your exit point.
10. **CALL 911** from a safe area. **DO NOT** assume that the alarm monitor has contacted 911 already....**DO IT YOURSELF.**

11. **GIVE the CORRECT ADDRESS (15 SAUNDERS STREET)** and exact location of the fire.
12. **DO NOT RETURN** until it is declared safe by the Fire Department, who will advise if and when it is safe to return to collect belongings.

Report all fires, regardless of size to the Fire Department (506-460-2500) and notify the President of the Centre.

4. MAJOR MEDICAL EMERGENCY

A Major Medical Emergency is one in which there is an imminent risk of loss of life or quality of life if immediate action is not taken.

If a Major Medical Emergency situation arises:

1. Survey the scene and determine if the person involved is conscious, if an accident has happened and if the area is safe to enter.
2. Assign someone to call 911 immediately and require them to report back to you as to the status of the call.
3. If the area is safe, go to the person and stay with them until medical assistance arrives. Do not approach if your safety is at risk.
4. The Centre has an Automatic Defibrillator (located at the Volunteer station). Have someone get it for you if possible.
5. Put gloves on before touching the victim.
6. Treat all external bleeding with direct pressure and clean dressings and provide reassurance to them.
7. If you have first aid training and the victim is unconscious, monitor vitals and provide rescue breathing or CPR as needed. First Aid Kit is located at the Reception desk.
8. Allow victims to give themselves any appropriate medication.
9. Send the assigned person to the nearest entrance to direct emergency personnel to the scene.
10. When emergency response personnel arrive, identify yourself immediately and offer any assistance they may require.

5. POWER FAILURE

1. Operators should shut off all equipment that can be shut off. This will reduce the possibility of a power surge when the power is eventually restored to the building.
2. All emergency lighting will come on. However, remember that the emergency lighting

will only stay lit for 30 minutes maximum.

3. The Coordinator or Volunteers will direct all occupants to gather where emergency lights are on.
4. In the event the power outage is expected to exceed the 30 minutes of emergency lighting, people should orderly leave the building.

6. SEWER BACK UP

1. Usually becomes prevalent in the washrooms.
2. If toilets are plugged, not overflowing, call the City at 506-460-2235.
3. Once the toilet over flows, it is now a contaminated area. Wear gloves!
 - Contact the City
 - Contact Service Master at [\(506\) 300-1411](tel:5063001411)
 - All must leave the Centre immediately
 - Only Coordinator or Volunteer remains until Service Master arrives

7. VANDALISM – THEFT – ILLEGAL ENTRY

1. If any act of vandalism, improper building entry, or theft is detected, immediately call the Police at 506-460-2300, to file a report.

To report vandalism or damage to building, contact the City of Fredericton
506-460-2235 (office hours) (Monday to Friday) or
506-460-2300 (Weekends, holidays and after office work hours)

2. Contact the Centre's Coordinator or the President at 506-459-2388

Unless otherwise instructed by the Police investigating personnel, do not disturb any evidence at the scene of the occurrence. Stand by to direct the Police investigators to the scene.

3. Complete an Incident Report detailing everything you observed respecting the situation. Please clearly state what you saw and heard. Do not confuse this with what you think happened.

8. WATER PIPES LEAKING

- 1 Should a leak be noted in a water pipe (HVAC, domestic water or sprinkler water), immediately call the City of Fredericton at 506-460-2235 (office hours) (Monday to Friday) or 506-460-2300* (Weekends, holidays, and after office work hours).
- 2 If the leak is a major one that may affect the ability of SSSC to continue normal operations, turn off the main control valve in room R2 located next to the Coordinator's office.
See picture to the right showing the valve near the wall.



Call the fire department at 506-460-2540 who will likely send a crew down to assist in the assessment.

9. THREATS TO PERSONAL SAFETY

- 1 Upon the receipt of a threat of terrorism (bomb scare, shooting) immediately call 911 and advise of the exact nature of the threat or action.
- 2 Leave the building and go to parking lot next to the lawn bowling. Take sign-in sheets with you.
- 3 If you cannot leave the building, stay calm and remain in a "safe" location and await assistance from Police or Fire Department.

10. Map – Fire / Evacuation

In Case Of Fire and/or Evacuation

