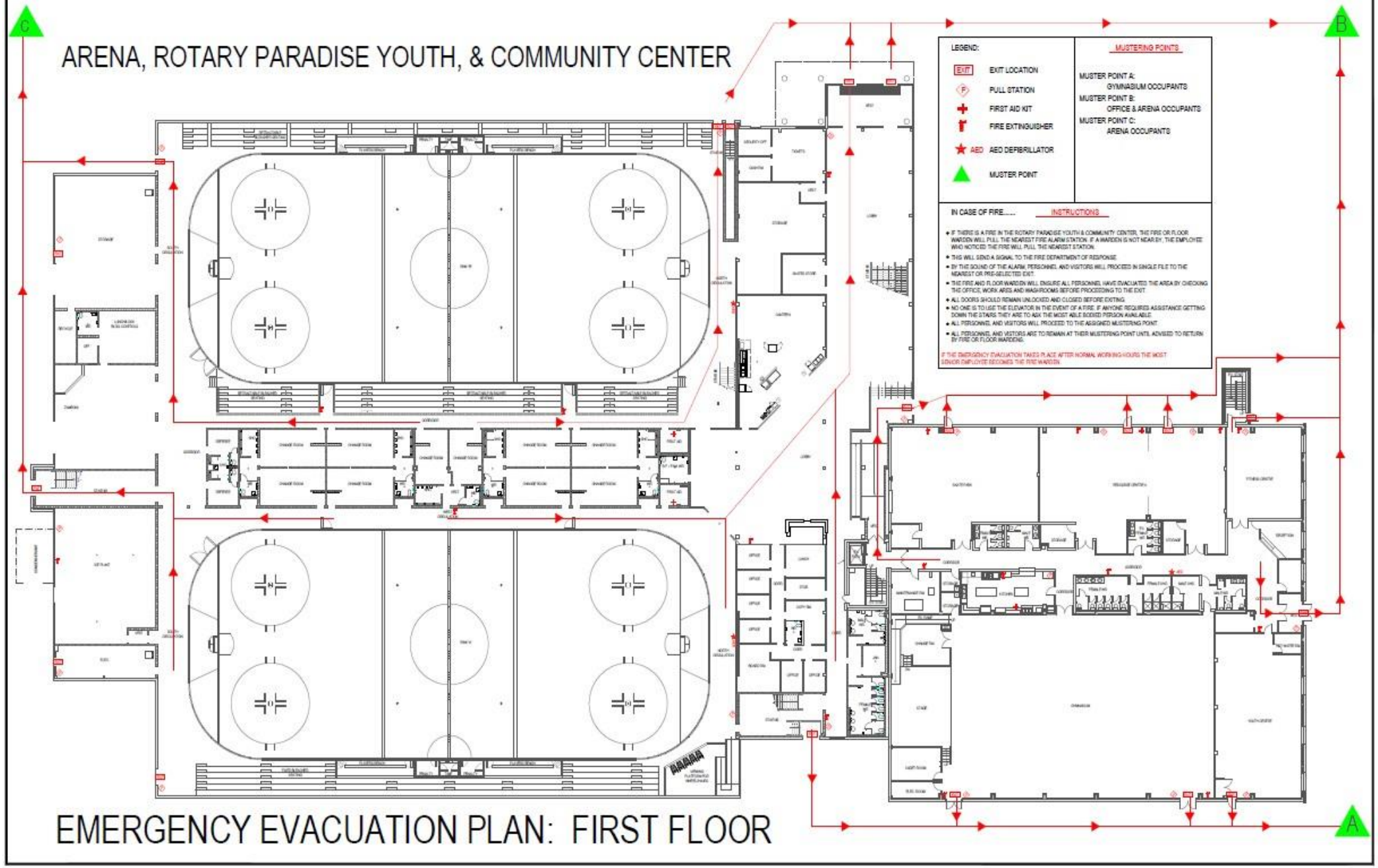
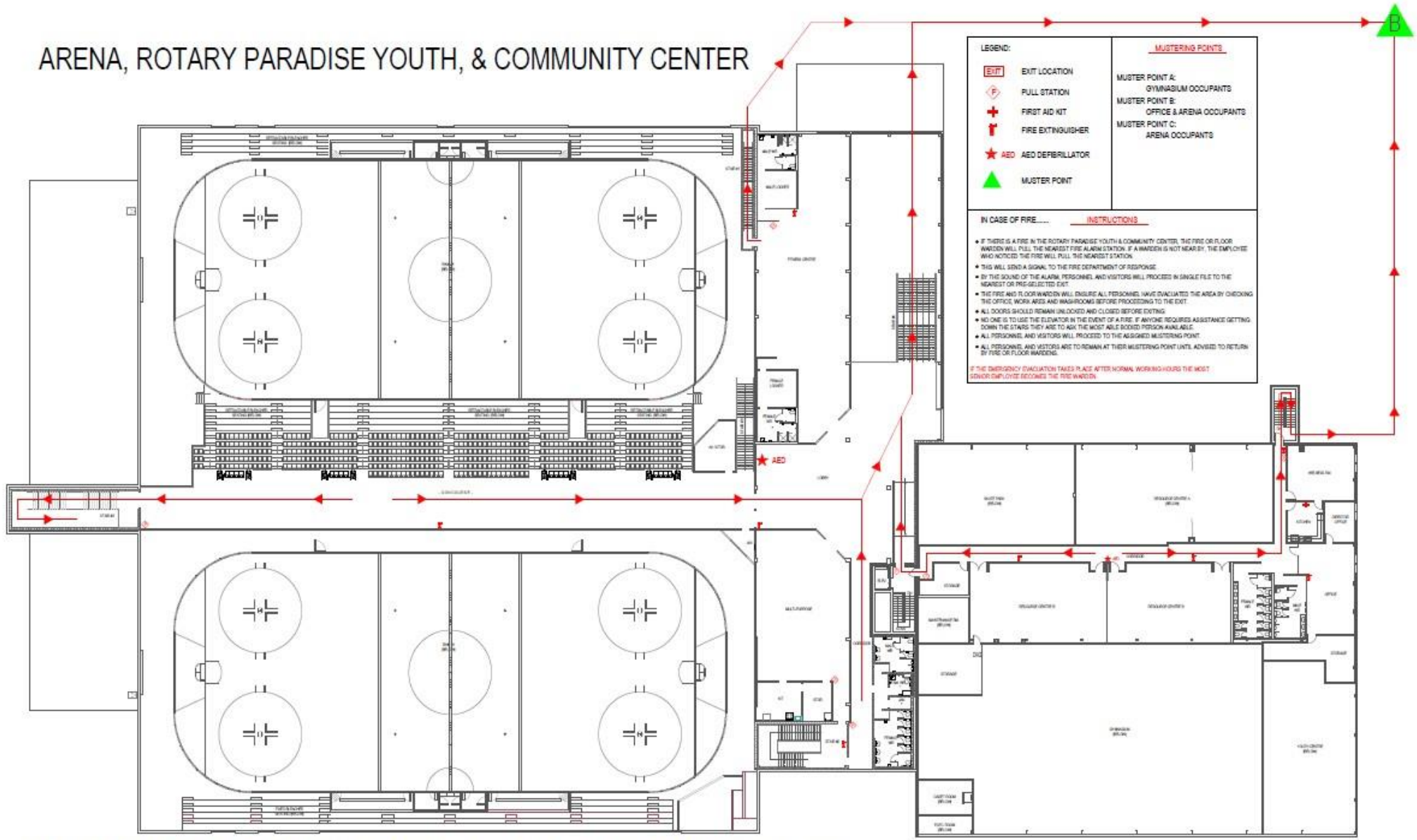
ARENA, ROTARY PARADISE YOUTH, & COMMUNITY CENTER



EMERGENCY EVACUATION PLAN: FIRST FLOOR

ARENA, ROTARY PARADISE YOUTH, & COMMUNITY CENTER



LEGEND:

- EXIT — EXIT LOCATION
- P — PULL STATION
- FIRST AID KIT
- FIRE EXTINGUISHER
- AED — AED DEFIBRILLATOR
- MUSTER POINT

MUSTERING POINTS

MUSTER POINT A:
GYMNASIUM OCCUPANTS

MUSTER POINT B:
OFFICE & ARENA OCCUPANTS

MUSTER POINT C:
ARENA OCCUPANTS

IN CASE OF FIRE..... INSTRUCTIONS

- IF THERE IS A FIRE IN THE ROTARY PARADISE YOUTH & COMMUNITY CENTER, THE FIRE OR FLOOR WARDEN WILL PULL THE NEAREST FIRE ALARM STATION. IF A WARDEN IS NOT NEAR BY, THE EMPLOYEE WHO NOTICED THE FIRE WILL PULL THE NEAREST STATION.
- THIS WILL SEND A SIGNAL TO THE FIRE DEPARTMENT OF RESPONSE.
- BY THE SOUND OF THE ALARM, PERSONNEL AND VISITORS WILL PROCEED IN SINGLE FILE TO THE NEAREST OR PRE-SELECTED EXIT.
- THE FIRE AND FLOOR WARDEN WILL ENSURE ALL PERSONNEL HAVE EVACUATED THE AREA BY CHECKING THE OFFICE, WORK AREA AND WASHROOMS BEFORE PROCEEDING TO THE EXIT.
- ALL DOORS SHOULD REMAIN UNLOCKED AND CLOSED BEFORE EXITING.
- NO ONE IS TO USE THE ELEVATOR IN THE EVENT OF A FIRE. IF ANYONE REQUIRES ASSISTANCE GETTING DOWN THE STAIRS THEY ARE TO ASK THE MOST ABLE BODIED PERSON AVAILABLE.
- ALL PERSONNEL AND VISITORS WILL PROCEED TO THE ASSIGNED MUSTERING POINT.
- ALL PERSONNEL AND VISITORS ARE TO REMAIN AT THEIR MUSTERING POINT UNTIL ADVISED TO RETURN BY FIRE OR FLOOR WARDENS.

IF THE EMERGENCY EVACUATION TAKES PLACE AFTER NORMAL WORKING HOURS THE MOST SENIOR EMPLOYEE BECOMES THE FIRE WARDEN.

EMERGENCY EVACUATION PLAN: SECOND FLOOR