

## Appendix A: Life Safety and Emergency Alert Notification

### Edmonton EXPO Centre Life Safety and Emergency Alert Notification

At Northlands, safety is our highest priority. Ensuring the well-being of our guests, staff and volunteers, by making our site and our events safe and accessible, is of the utmost importance.

Please ensure that all members of your operational team are aware of the following emergency telephone number:

#### **SECURITY DISPATCH 24 HOURS: 780.471.7171**

Ensure you are familiar with closest fire alarms, fire extinguishers and emergency exit doors

### FIRE EMERGENCY

If you see a fire or smoke

- Leave the fire area immediately
- Close the door behind you
- Activate the nearest fire alarm
- Leave the building by the nearest exit and proceed to the closest muster point

### IN CASE OF FIRE ALARM

**First Stage – Alert Only!** During First Stage an intermittent audio tone accompanied by flashing strobe lights will be seen and heard throughout the venue.

- This will Inform guests that this it is an alert only
- This will last approx five (5) min and/or less dependent on the nature of the situation.
- Remain calm, this is a fire alert only
- Evacuation not required, but preparations to leave the building should be made

#### **Second Stage – Evacuate!**

- Wailing sirens accompanied by flashing strobe lights will be seen and heard throughout the venue
- Immediate evacuation, leave the building via the nearest exit proceed to a muster point
- Follow specific evacuation instructions from loud speakers or from trained venue staff
- Never put yourself in danger
- Do not return until declared safe to do so by Fire Officials.

### IN CASE OF MEDICAL EMERGENCY

- Contact Security Dispatch 780.741.7171
- Provide exact location
- Provide detailed information of the injury and the cause of the injury

# Edmonton EXPO Centre Muster Points

- 1 NORTH MUSTER POINT:**\* East of Pedway and next to 118 Avenue South pedestrian stairs.
  - 2 SOUTH MUSTER POINT:**\* Double headed "light located on the North grass berm directly South of C6 & C7 overhead doors.
  - 3 SOUTH EAST MUSTER POINT:**\* Light pole "West-7" located directly behind Hall H (staff parking area).
- REXALL PLACE OR NORTHLANDS PARK:**\* May evacuate into Rexall Place or Northlands Park (Weather or other).  
\*If Unsafe: use alternate location

