



**POLICIES AND PROCEDURES**

<b>SECTION TITLE:</b> OPERATIONS	<b>SECTION REFERENCE:</b> OP
<b>POLICY TITLE:</b> UNDERGROUND LARGE EVENT FIRE EVACUATION PROCEDURES	<b>POLICY NUMBER:</b> OP-017

**POLICY STATEMENT:**

Underground management and personnel shall ensure for the safety and protection of patrons and staff during a fire alarm.

**PURPOSE:** To establish a procedure for the effective and controlled evacuations of the Underground during fire alarms.

1. Upon the activation of the fire alarm during a large event in the Underground, where 150 or more people are present, the following procedures shall be adhered to:
  - a. The Duty Manager (DM) shall immediately proceed to the enunciator panel on the first floor by the passenger elevator to determine the location of the alarm source. UG personnel shall secure the UG, ensuring no patrons enter the premises. Bar and food service shall cease immediately.
  - b. If the alarm source is indicated on the enunciator panel as coming from a smoke detector or exhaust hood / system, the DM shall initiate an immediate evacuation of the Underground and the Student Centre as outlined in 2 below.
  - c. If the alarm source is indicated on the enunciator panel as coming from a pull station, the DM shall proceed immediately to that area of the Student Centre (SC) and locate the pull station.
  - d. Upon locating the pull station, the DM shall ascertain if there is a fire in the location. If there is a fire, the DM shall initiate an immediate evacuation of the Underground and the Student Centre as outlined in 2 below.
  - e. If the DM determines that there is no fire in the vicinity of the pull station and that the alarm has been activated erroneously, the DM shall inform UG personnel that there is no fire, that the alarm has been activated erroneously, and that no evacuation will be initiated at that time.
  - f. UG personnel shall inform patrons that the fire alarm is erroneous, that they may remain in the UG, but that any patron wishing to leave the premises may do so.
  - g. The DM shall await the arrival of York Security, Toronto Police, and Toronto Fire in the first floor main hall in front of the elevator vestibule. The DM shall notify YS, TP, and TF personnel of the following:
    - i. The location of the pull station;
    - ii. Whether there is evidence of fire in that location;

- iii. Whether in the DM's opinion there is no fire and that the alarm is erroneous;
- iv. That because of i-iii, an evacuation procedure has/has not been initiated.
- v. That the DM will initiate an evacuation if requested to do so by TP or TF.

2. Upon the DM issuing an instruction to the evacuate the UG and SC, the following procedures shall be adhered to:

- a. All FOH personnel shall participate in the evacuation of the UG, ensuring at all times that a state of calm is maintained.
- b. Patrons will be informed of the following:
  - i. That the DM has ordered an evacuation of the premises;
  - ii. That patrons must exit from the exit they are directed to;
  - iii. That patrons will be directed to an enclosed area (either the York Lanes Colonnade or Vari Hall).
  - iv. That patrons cannot retrieve their personal belongings from the coat check during an evacuation, but will be allowed re-entry at such time as the TF personnel give the all-clear.
- c. FOH personnel shall exit patrons via two fire exits: the northwest fire exit at the top of the north ramp and the southeast fire exit by the UG GM office.
- d. Designated UG security or other personnel directed by the DM, will proceed immediately to the food court, colonnade, and upper floors of the SC to assist in the evacuation of those areas and to ensure no one enters the building during the alarm.
- e. Once all areas have been evacuated and secured, UG & SC personnel designated by the DM will continue to secure the premises of the SC, unless otherwise directed by TP and / or TF. All other personnel shall go the rendezvous point designated at Vari Hall.
- f. Once TF gives the all clear, the DM will determine if the event in question will continue. If the event is to continue, personnel will return immediately to their stations, ensuring the orderly re-entry of patrons. If the event is not to continue, the DM will coordinate personnel to ensure the orderly retrievable by patrons of their personal belongings in the UG.

<b>Contact Person (title):</b>	Executive Director
<b>Cross-Manual Reference:</b>	
<b>Monitoring Tools:</b>	
<b>Relevant Forms:</b>	
<b>ED Approval Date:</b>	7 NOV 07
<b>Review Dates:</b>	
<b>Revised Date(s):</b>	