Arena User Group Evacuation Protocol

Objective: The following protocol outlines the steps that Arena User Group organizers and participants should follow in the event of an emergency alarm going off in the building. The primary goal is to ensure the safe and efficient evacuation of all individuals to the designated muster point.

Preparation:

1. Prior to the event, Arena User Group organizers should familiarize themselves with the building's evacuation routes and muster points.
2. Participants should be made aware of the evacuation protocol during the event's orientation or safety briefing.

Evacuation Procedure:

1. **Alert and Communication:**
   - When the fire alarm or ammonia alarm bells sound (plus light blinking for ammonia leak) remain calm.
   - Arena User Group organizers should immediately take charge and instruct participants to evacuate.
   - There is no time to take off skates. Participants must evacuate with their skates on. Meadow Park staff will lay out carpets exiting the main building's front entrance.
2. **Primary Evacuation Route:**
   - The primary evacuation route for the Arena User Group is as follows: a. Proceed through the Arena hallway. b. Continue through the front lobby, passing by the front desk and proceeding outside through the main entrance doors
3. **Secondary Evacuation Route (if imminent danger exists):**
   - If there is imminent danger in the primary route, such as fire, smoke, or the smell of ammonia, evacuation should be through the closest exit doors.
   - Arena User Group organizers should guide participants to the nearest safe exit.
4. **Exterior Assembly:**
   - Once outside the building, Arena User Group participants should gather at the designated muster point A1 in the parking lot, in front of the pool building (see map), unless otherwise directed by RMOW Maintenance Staff.
5. **Muster Point Procedure:**
   - At the muster point, Arena User Group organizers must ensure that everyone from their group is present.
   - Organizers should take a headcount to confirm that all participants have safely evacuated.
   - If anyone is missing, inform emergency personnel immediately.
6. **Wait for Further Instructions:**

- Arena User Group organizers and participants should remain at the muster point until it is safe to re-enter the building or until further instructions are provided by authorized personnel.
- Do not re-enter the building until the "all clear" signal is given.

7. **Additional Considerations:**
   - In cases where evacuation requires a walk around the building to reach the muster point, organizers should ensure that participants move quickly but safely to the designated location.
   - Organizers should assist anyone with mobility issues or special needs in a safe and orderly manner.

Conclusion: Safety is our top priority, and adherence to this evacuation protocol is crucial to ensure the well-being of all Arena User Group participants. It is essential that organizers and participants remain calm, follow the designated routes, and gather at the muster point to await further instructions from emergency personnel.

Muster points A1, A2, A3

60 m radius – initial evacuation

A3

A2

A1

Meadow Park Sports Centre