



OCTOBER SAFETY BULLETIN

EMERGENCY ACTION PLAN / EVACUATION ROUTES

Knowing how to respond effectively to emergency situations can be challenging but having a management plan in place and effectively training staff in emergency procedures can minimize and reduce the risk of loss and damage.

PREPAREDNESS

A continuous cycle of training, exercising, and evaluating the plans for effectiveness.

RESPONSE

The reaction to the occurrence of an emergency or alarm with the aim of saving lives and reducing loss.

DEBRIEF

A meeting with your team after the emergency to discuss what worked, what did not work, and what improvements or changes can be made.

- Please review your department's EAP. Familiarize yourself and your department with its procedures.
- Train new hires on the EAP.
- Review and rehearse.
- When you hear an alarm, STOP what you are doing and EVACUATE.
- Check in with direct supervisor at muster point.
- Managers may assign evacuation roles such as, complete floor by floor sweeps, egress controls, and meeting place attendant positions.

RESPONSIBILITY

RESCUE

Limited to anyone in immediate danger from the fire itself. Use best judgment, don't put yourself in danger.

ALARM

Pull the alarm if not automatically activated.

CONTAIN

If possible close off the area to contain the fire as much as possible.

EVACUATE

Evacuation should begin as soon as the general alarm is sounded.

Muster Points for each hotel:

- Hotel Jay – Ice Haus > Tram Café, Tram Haus Lodge, or Covered Parking Garages
- Tram Haus – Tram Haus Café > Hotel Jay > Ice Haus.
- Stateside Hotel – Clips and Reels > Ice Haus > Hotel Jay
- Clubhouse – Front Parking Lot

Evacuation plans can be found on the Read Only drive under Safety & Training.

