

SIR BRANCH 146 EMERGENCY EVACUATION PLAN

In the event of an emergency, such as a fire or an earthquake, occurring during our monthly luncheon meeting, the **Big SIR**, or in his absence the **Little SIR**, will verbally declare the need to evacuate the Boundary Oaks Building according to the following emergency evacuation plan:

The evacuation process will be controlled by zone. Please familiarize yourself with each zone and the zone's designated exit points identified on the **Emergency Evacuation Exit Routes** diagram shown below, which is also posted on the SIR Branch 146 Website.

All **Branch Members** are responsible for identifying the zone in which they are located and for assisting any members who have mobility difficulties to the designated exit point for their zone. **Zones A and B** are located in the Dining Room. **Zone C** includes the Rear Bar Area and the Men's Toilet. It also includes the Women's Toilet if an emergency occurs during a Ladies' Day luncheon. Most of the Dining Room and **Zone B** exit points are on level flooring. The **zone A** and **zone C** exit points each require using two flights of stairs to ground level. **Branch Members** in **zones A and C** with mobility difficulties should exit through the main entrance. Note: the monthly **Greeters** are responsible for checking that all the designated exit points are clear of obstructions and are functional prior to each luncheon meeting.

The **Branch Executive Committee** will assist **Branch Members** so that they can make an orderly and an expeditious exit (i.e. ensure that they do not stop at the badge return trays) and verify that each zone is clear.

Branch Members exiting the building are requested to make their way to an **Assembly Area** located by the entrance to the Police Firing Range at the far end of the **Upper Car Park**. **Branch Members Sponsoring Guests** are responsible for their **Guests** at all times. A role call will be made by name and/or member number by the **Assistant Secretary**. The **Check-in Rosters** will be provided by the **Treasurer** and used for the roll call. Any unaccounted for members and guests, and members needing medical attention will be immediately reported to the **Rescue Authorities** when they arrive.

Branch Members who have medical or first aid experience and wish to offer their services should make themselves known to the **Assistant Secretary** during the roll call.

Branch members are requested to remain in the **Assembly Area** until the **Rescue Authorities** declare the area safe for individuals to leave the area. Please do not attempt to drive your car before being told it is safe to leave the area.

EMERGENCY EVACUATION EXIT ROUTES

