

# Shaw Safety and Security

Your safety and the safety of your guests is our top priority. The Shaw Conference Centre partners with our clients, our community and local public safety officials year round to provide safe event experiences. Emergency preparedness plans and procedures are in place to ensure the safety and well-being of the public and staff in the event of an emergency situation. These plans are updated regularly and drills are conducted annually. Please review the following information to familiarize yourself and your team with procedures to follow in case of an emergency.

## **BUILDING SECURITY**

SCC has 24-hour general building security augmented with both cameras and alarm systems. SCC's Security Booth is located on the Pedway Level near the escalators. Security can be reached from any house phone by dialling "878".

## **EVENT SECURITY**

The client is responsible for security of leased areas during occupancy. The client should provide uniformed guards from the time of move-in to the time of move-out. Upon request, SCC can provide security services for your event.

## **FIRE/EVACUATION PROCEDURES**

If you see smoke or fire: REACT

- Remove those from immediate danger
- Ensure door is closed
- Activate alarm
- Call fire department (911)
- Try to extinguish fire

### Pre-Signal Stage (non-evacuation)

- this short tone alarm is audible throughout the facility and is meant to alert all occupants of the building that a trouble signal has been received by the fire panel which requires investigation;
- it allows for 5 minutes of investigation by Maintenance and Security personnel to determine the cause of the trouble signal;
- during this stage, occupants of the building should prepare for the possibility of the General Alarm stage by making note of the nearest fire exit within their vicinity; emergency evacuation routes are posted near all fire pull stations and common areas;
- if authorized personnel conclude activation of the General Alarm is not required, the Pre-Signal alarm will be silenced and normal activity can be resumed at this time;
- if, however, signs of fire are discovered, manual activation of the General Alarm will take place as soon as possible; NOTE: if excessive smoke or fire is apparent, patrons should evacuate immediately as opposed to waiting for the General Alarm stage.

### General Alarm Stage (evacuation)

- this stage is identified by the long wailing tone of the fire alarm system; this requires a systematic and orderly evacuation of all occupants via the nearest exit to one of the two muster points identified as:
  - ° Canada Place outside foyer (north side of Jasper Avenue) – applies to those evacuating from Jasper Avenue and Pedway levels
  - ° Louise McKinney Park (bottom of Grierson Hill pedestrian overpass) – applies to those evacuating from Mezzanine, Assembly and Meeting Room levels
- Shaw Conference Centre personnel will go to areas occupied by clients to assist with the evacuation of all patrons to the appropriate muster point.
- Reoccupation of the building cannot take place until the Edmonton Fire Department and/or SCC Security gives the all-clear.

### Note:

- Do not panic when evacuating the building; remain calm and do not run.
- Do not use escalators or elevators; exit via nearest stairwell or exterior door.
- Assist any person requiring assistance including those with physical disabilities; if you are unable to assist a disabled person alone, send someone to the muster point to report your location and request assistance; do not leave the individual alone.