

Blackstone Valley Emergency Shelter SAFETY AND EGRESS PLAN

See Documents 1-4 for diagrams illustrating the sleeping arrangements, aisles and exits. We have allowed for each person to have at least an 8x4' area of personal space allowing for a minimum of 3' separation between beds, and have reserved 4' aisles that clearly lead to the emergency exits. We have four sleeping areas, as well as a common area for people to socialize in. The Men's Sleeping Area can sleep eight, the Women's Sleeping Area can sleep seven, and each of the two Family Rooms can sleep one adult with up to four of his or her children for a maximum number of 25 overnight guests at a time.

Three emergency exits are available from the basement level, including two up the stairs in the front, and one up the smaller flight of stairs in the back of the building. All exits are clearly marked with illuminated signs and emergency exit lights.

Shifts of two volunteers will be on site at all times throughout the duration of the Emergency Shelter. They will be responsible for keeping an accurate headcount of our guests, including registering people as they come in, and logging any entries or exits throughout the evening. In addition, volunteers will call the fire department when the doors are locked at 9pm each night that we are open, reporting the total number of guest and volunteers. These volunteers will be responsible for facilitating evacuation in case of an emergency, and ensuring that any special needs guests receive adequate assistance, carrying them if necessary. Guests will be instructed to exit the building by the nearest exit, and then meet in the Unibank Parking Lot across the street so that a head count can be taken by the volunteers.

Tom Kuik from Kuik Electric Inc oversees our Fire Alarm System and is the primary contact person who will report fires and other emergencies to the fire department. In addition, the volunteers on shift will also report any emergencies to the fire department.

Plastic mats will be provided for guest to sleep on, which will be disinfected with bleach after every use. At this time, we have no plans to provide pillows or blankets, but if we ever do, these will be washed between uses by different individuals. Providing meals are not a part of our current plan, but meals are to be served, they will be prepared on premises under the supervision of a ServeSafe Certified individual.

All volunteers will be required to attend a training where they will be trained in these safety and evacuation procedures and be informed of their responsibilities in this regard. This information will also be included in the Program Manual and available onsite at all times.