WOODWARD’S
GOLDCORP Centre for the Arts
149 West Hastings Street, Vancouver, B.C.

EVACUATION PROCEDURES
All employees should provide assistance to people with disabilities who may need help and assist visitors in leaving the building safely.

ONLY IF SAFE TO DO AND IF TIME ALLOWS (i.e., health and safety of the individual is not threatened):
- Turn off equipment and secure confidential information and money.
- Close windows and doors when leaving the office or work site.
- Take valuables and clothing in the event that re-entry to the building is delayed.

WHEN DISCOVERING A FIRE

Leave the area. Close the door
Pull nearest fire alarm
Evacuate building via nearest EXIT: Do not use elevator
Call 911 if possible. Direct Fire Dept. to 131 West Hastings

WHEN HEARING THE STAGE 1 FIRE ALARM (BEEP):
Be prepared to evacuate and listen to the message communicated over the PA system:
A message will be announced by Security; however, this message cannot be heard in the Theatre; instead a script will be read by the Head Technician addressing the occupants.
WHEN HEARING THE STAGE 2 FIRE ALARM (GONG) OR WHEN THE THEATRE HEAD TECHNICIAN INSTRUCTS PATRONS TO EVACUATE:

- Follow instructions from floorwardens or ushers
- Evacuate the building via the nearest exit.
- Do NOT use elevators.
- Proceed to the assembly area to allow access by emergency vehicles and emergency personnel.
- Do not re-enter until authorized by Vancouver Fire Department

ASSEMBLY AREA

The assembly area is located in the North Court yard on Cordova Street.
EVACUATION OF CLASSROOMS

FACULTY & TEACHING STAFF
Upon hearing the fire alarm, Faculty and Teaching Staff must cease instruction at once and direct students via the nearest emergency exit to the assembly area.

EVACUATION OF MOBILITY IMPAIRED PERSONS

- **When on a floor with an emergency exit to an outside ramp**
  Exit via the nearest emergency exit and proceed to the assembly area.

- **When on a floor without an emergency exit to an outside ramp**
  Proceed to the nearest refuge area, which is located close to or inside the main evacuation stairwell. Once you have arrived at the refuge area, ensure that Floor wardens are aware of your location and wait for further instructions or rescue by the Fire Department.

- **When in the Theatre Level B2000**
  People in wheel chairs will be stationed in the front row and must leave via the SW exit to be able to reach the South Exit onto the parking ramp.