



## EMERGENCY RESPONSE PLAN

### GENERAL:

- Notify CPR/First Aid Certified persons in building of medical emergencies, if necessary. Names of CPR/ First Aid certified persons are listed in front office.
- Seal off high-risk area.
- Notify 000 (if necessary) Venue and Technical Manager
- Evacuate building, if necessary.
- Assist disabled and persons with special needs.
- Take charge of area until relieved by Venue and Technical Manager or incident is contained.
- Preserve evidence. Make note of significant incidents and times.
- Notify Venue and Technical Manager of injured/affected person(s).

### EVACUATION PROCEDURE:

- Pull fire alarm to begin evacuation.
- Notify Venue and Technical Manager
- Close all windows
- Take all belongings and inform V & T Manager and/or police/fire personnel of any unusual packages or items.
- Follow fire drill procedures and route, if too dangerous follow alternate route.
- Assist disabled and person with special needs.
- Call 000.
- Do not re-enter building until police/fire personnel declares the entire building is safe.
- When outside building, account for all employees and audience members. Inform V & T Manager if anyone is missing.



## IN CASE OF FIRE:

In the event a fire, smoke from a fire or a gas odour has been detected in the building:

- Pull fire alarm and notify Venue and Technical Manager
- Evacuate audience and all staff to a safe distance outside of building.
- Follow normal fire drill route. (See Emergency Map) Follow alternate route if normal route is too dangerous.
- Call 000.
- Supervisors should account for students after being evacuated.
- V & T Manager should account for all other employees.
- No one may re-enter building until Fire Department declares entire building safe.

## SERIOUS INJURY/DEATH:

- Notify CPR/first aid certified persons in building of medical emergencies (names of CPR/first aid certified persons are listed in Front Office).
- Call 000.
- Isolate affected person.
- Notify Venue and Technical Manager
- Designate staff person to accompany injured/ill person to hospital
- Venue and Technical Manager notifies injured/ill person's emergency contact.
- If necessary (in the case of serious injury or death) organise counselling services for employees affected.