

Carleton Dominion-Chalmers Centre (CDCC) Emergency and Safety User Group Protocol

Emergencies, disasters, accidents, and injuries can occur in any setting and at any time, usually without warning. Being prepared physically and psychologically to handle emergencies is an individual responsibility as well as an organizational one. This document is designed to assist in minimizing the effects of an emergency. Knowing the proper response to make will reduce panic and confusion. It will allow a planned response rather than an undirected reaction. No matter what the crisis is, think and then act swiftly to limit exposure to danger.

“See Something, Say Something”

- All guests are asked to report any of the following to CDCC staff:
 - Threats, Fire, Violent Behavior, Earthquake, Elevator Failure, Flooding, Plumbing Failure, Gas Smell, Hazardous Material Release, Medical Emergency, Suspicious Package, Utility Failure, Ventilation Problem
- Please follow the direction of CDCC staff to best support any emergency in the building
- If a CDCC staff cannot be found and the emergency requires immediate attention, please call 9-1-1 from a cell phone. Please connect with the CDCC staff ASAP to assist.
- CDCC staff are regularly posted in the main office/entrance at Lisgar St

CDCC house staff to remain in touch with all emergency authorities and user groups

Persons with Disabilities, Access or Functional Needs Evacuation

- User groups may wish to consider identifying any persons who may require supplementary assistance in the case of an emergency evacuation in order to assign an evacuation assistant.
- Use all evacuation routes in the building, but do not use the elevator. If stairs are not passable, assemble at a point of refuge and call 9-1-1 for additional evacuation assistance.

Large Events and/or Concerts

- User groups hosting the event are responsible for familiarizing themselves with CDCC emergency communication. The user group’s lead coordinator to ensure that they have individuals strategically placed to support emergency communication. The user group’s lead coordinator to report to the CDCC house staff who is the primary contact.
- Lines of Communication:
 - User group’s Stage manager or equivalent to announce emergency or any event delay at the front of stage. Stage manager to support the safe egress of all artists and backstage personnel if evacuation is required following exit signage, and to remain with the artist and backstage personnel at the assembly point to communicate messages from CDCC.
 - User group’s Front of House lead or equivalent to ensure volunteers/ushers/staff are informed of the emergency to communicate to patrons. Front of House staff to support the safe egress of all guests and patrons if evacuation is required following exit signage, and to remain at the assembly point to communicate messages to guests/patrons from CDCC.

Familiarize Yourself with the nearest Exit Points

- There are various exist points throughout the building. Take the time to familiarize yourself with the nearest exit points outlined on the building maps located throughout the building.

Know Where to Assembly in the Event of an Evacuation

- A primary assembly point has been assigned at the North/East corner of the parking lot (Lisgar/O'Connor)
- A second assembly point has been assigned South of Cooper on O'Connor



In-Place-Sheltering / Hold and Secure

- Shelter in place when it is determined to be safer to remain in your current location and cannot exit safely (i.e., smoke, fire, debris, mobility, etc.). The ideal room includes a door that closes and locks has a window and is an exterior room.
- With fire/smoke: seal cracks around doors with tape, sheets or clothing dampened with water (if possible) to minimize smoke entering the room.
- Hang brightly coloured objects in the window, excluding active attackers. Do not break the window to draw in smoke from outdoors or draw attention to your location. Call 9-1-1 to identify your location, risks and conditions.
- If sheltering due to a tornado warning, seek out an interior room on the lowest level, if possible.

Questions or Concerns? Speak to a CDCC staff person.
Phone 613-520-4401, Email CDCC@carleton.ca