

The form on the next page provides members of the Editors' Association of Canada/Association canadienne des réviseurs with information on dealing with an emergency while at an EAC meeting or event. Using this form is voluntary and each organizer can choose how to use it.

The form can be used by

- branch and twig chairs
- committee chairs
- seminar hosts, meeting organizers and exam invigilators
- the national executive council
- the national office

You can fill out the form to cover a set time (for example, for a year of meetings) or for each seminar or individual meeting. The meeting organizer or host should bring the completed form to the meetings. Be sure to have a backup person so that more than one person at any one meeting has the information on the form (or knows where it's kept).

- If you meet at a professional meeting site, like a hotel, this form covers basic emergency preparedness and has sections for information on the meeting site and its emergency protocols.
- For other sites, such as a restaurant or someone's home, think about alternative measures that might not be in place at a professional meeting site.

### **Site layout and protocols**

If you meet at a professional meeting site, find out the site's layout and protocols.

Layout:

- Where is the front desk or main contact?
- Where are the emergency exits?
- Where are the fire extinguishers, emergency kits and defibrillators?

Protocols:

- Does the facility have an emergency coordinator or evacuation plan?
- How are 911 calls handled in the facility (can you, or only facility staff, call 911)?
- Is there a set meeting place if the building is evacuated?
- Are there levels of alarms (such as "stand-by" and "evacuate immediately")?

You can tell meeting participants about emergency exits along with other administrative details (such as washroom location) during the meeting introduction.

### **Making an emergency call**

Below you'll find

- information you should have on hand to make an emergency call, and
- some help with what to do and say when making an emergency call.

Resource	Contact Number
Ambulance	911 and (insert the local number)
Fire	911 and (insert the local number)
Police	911 and (insert the local number)
front desk or main on-site contact	
facility phone number	
facility address	
national EAC office	416-975-1379 and 1-866-226-3348
other relevant EAC contact	
poison centre	
any first aiders at the meeting	

Below is a script to help you clearly communicate with emergency personnel. You will be asked all these questions. Complete the Location section before your event begins.

<b>NOTE:</b> Do not hang up until the 911 operator does.	
<b>Identify yourself</b>	My name is _____. I am with members of the Editors' Association of Canada. My phone number is _____.
<b>Explain your situation</b>	This is our problem: _____. The number of people injured or needing help is _____. The condition of casualties is _____.
<b>Location</b>	Our street address is _____. Our group is located in (for example, the room name): _____.
<b>Resources you need</b>	We need assistance from _____. (emergency medical services/fire police/rescue/other) Our specific needs are _____.
<b>Your plan</b>	We have taken the following actions: _____. We are planning to do the following: _____. What should we do until help arrives? (Ask 911 this question.)

Other emergency planning considerations (for example, if someone has a disability and steps for providing assistance based on their needs and discussions with the person):

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*For ideas and information, see this web page: "Emergency Preparedness Guide for People with Disabilities/Special Needs."*

<http://www.getprepared.gc.ca/cnt/rsrscs/pblctns/pplwthdsblts/index-eng.aspx>