|  |  |
| --- | --- |
| **Project Name:** | Project Name |
| **Activity:** | Activity |
| **Date:** | date |
| **Prepared by:** | Name |

# Purpose

Describe the purpose for the engagement session or activity, what is the scope of the question(s) to be asked

# Background / Guidelines

What other information is important to know about the session, stakeholders, or project

# Agenda

* Overall timeline of the event

# Instructions

* What instructions do facilitators or project teams need to follow

# Activity details

* Be as detailed as required, include sub sections for different activities

# Content Outline

* Description of information to be shared and key messages that staff need to be aware of.

# Setup / Logistics

|  |  |
| --- | --- |
| **Arrival time:**  |  |
| **Additional Facilitators arrive:** |  |
| **Catering Vendor:** |  |
| **Catering arrival:** |  |
| **Session time:** |  |
| **Debrief:** |  |
| **Load out complete:** |  |
| **Notes:** |  |

# Event Supplies and Materials

* Include list of all event supplies and resources that are needed

# Key Contacts

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Contact Name** | **Phone Number** | **Email Address** |
| **Site Contact** |  |  |  |
| **Event Logistics**  |  |  |  |
| **Main Project Contact**  |  |  |  |
| **First Aider** |  |  |  |
| **First Aider** |  |  |  |
| **Event Security** |  |  |  |

|  |  |
| --- | --- |
| **Agency** | **Telephone** |
| Emergency Services (Fire, Police, Ambulance)  | 911 |
| Integrated Security Centre (ISC) | 403-268-8868 |
| Nearest Medical Centre/ or Hospital (Insert Location and Name Here) |  |
| Health Link Alberta  | 811 |

# Event Participants

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Staff** | **Role** | **Phone** | **Email**  |
| **Staff #1**  | **Subject Matter Expert**  |  |  |
| **Staff #2** | **Registration**  |  |  |
|  |  |  |  |

# Event Diagram – Floor Plan

(insert here)

# Emergency Response Plan & Maps

## Muster Area

(Enter Here)

## Emergency Equipment

|  |  |
| --- | --- |
| **Equipment** | **Location** |
| Fire Extinguisher(s) |  |
| First Aid Kit |  |
| AED |  |

## Evacuation Procedures – All staff and volunteers:

When you hear the **evacuation signal**, immediately exit using the nearest safe stairwell or exit door (identified with illuminated **EXIT** signs).

* Take your personal belongings if it is safe to do so
* Do not wait for instructions
* Do not use elevators
* Follow the directions of the Event Lead
* Direct visitors to nearest stairwell
* Remove high-heeled footwear, if required, to exit quickly
* Exit directly outside via the ground floor stairwell exits, unless otherwise directed
* Once outside, proceed to the muster area at the **(Enter Here)**
* Do not re-enter the building until given the all clear by the Building Contact

If there is any doubt as to which tone you are hearing, contact the floor warden or alternate for clarification. If unable to contact, assume it is an evacuation tone and evacuate.

## Staff or volunteer individuals requiring assistance:

* Individuals requiring assistance should utilize the buddy system.
* This means a person that requires assistance to evacuate shall pre-arrange with another individual (buddy) to assist them during an emergency.
* It is the responsibility of the person requiring assistance to notify event lead of their requirements.
	+ Remember, this may be due to a temporary condition such as an injury or a permanent medical/physical condition.

**Volunteer individuals requiring assistance will be accompanied by their buddies.**

**Citizens requiring assistance may require volunteer support.**

**DO NOT USE** elevators when the evacuation alarm is sounding.