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POWER INTERRUPTION

EMERGENCY & FIRST AID KITS

Responsible: DAVE / BETH

1. Retrieve EMERGENCY KIT from Operations Office (exact location TBA). Kit includes flashlight, radio, batteries, bottled water and ready-to-eat snacks.
2. Retrieve FIRST AID KIT from Kitchen. Dave and Carol will periodically restock this kit.
3. Distribute contents as needed.

LIGHTING & FLASHLIGHTS

Responsible: DAVE (OFFICE) / DEREK (BOX OFFICE)

1. Turn off OVERHEAD LIGHTING, DESK AND FLOOR LAMPS. In a power interruption, leave KITCHEN LIGHT on as a signal when power is restored.
2. Distribute FLASHLIGHTS to staff from:
 - Kitchen (beside first aid kit)
 - Operations Office
 - Box Office

COMPUTERS & SERVER

Responsible: COLLEEN & KRYSZYNA (OFFICE) / MARTIN (BOX OFFICE)

1. Turn off all POWER BARS and/or unplug all COMPUTERS.
2. Shut down MAIN SERVER per established procedure.
3. On POWER UP, ensure all computers have been properly logged off.
4. Reset MAIN SERVER and coordinate rebooting of all COMPUTERS.

APPLIANCES & OFFICE EQUIPMENT

Responsible: LISA / COLLEEN

1. Turn off AIR CONDITIONER.
2. Turn off and/or unplug PRINTER, PHOTOCOPIER and POSTAGE METER.
3. Unplug COFFEEMAKER, KETTLE, DISHWASHER and other kitchen appliances.
4. Seal FRIDGE and pack with towels to prevent leakage.
5. Unplug MICROWAVE in Orchestra Room.

COMMUNICATIONS (PHONE, RADIO etc.)

Responsible: KRYSTYNA / DAVE

1. Determine status of PHONE SYSTEM.
2. If system is down, liaise with BELL re: timeline for restoration of service.
3. An EMERGENCY PHONE is available in the Box Office.
4. Monitor status of emergency situation via WIND-UP RADIO.

EXIT PROCEDURES

Responsible: BETH / DAVE

1. Ensure all emergency protocols have been completed (i.e. lighting, computers, office equipment and appliances, communications, etc.).
2. Give ALL CLEAR and direct staff to exit the premises via the main stairwell or, if obstructed, via the hallway exit off the Orchestra Room to the Garden, or the "catacombs" exit off the Orchestra Room to the stairwell beside the TSP Office.
3. Lock all ACCESS DOORS per instructions posted beside the alarm pad.
4. Arm ALARM SYSTEM if functional. If the system is disabled, notify ADT that the system is down and monitor progress to restoration.

POWER INTERRUPTION STATUS (via 1-800 #)

Responsible: DAVE / ALT. BETH

1. Call 1-800-XXX-XXX to monitor power interruption status.
2. Provide hourly updates if available to Tricia and Beth.

FIRE EMERGENCIES

FIRE EXTINGUISHERS AND ALARM (FOR FIRES ORIGINATING IN TAFELMUSIK AREAS)

1. For small fires (e.g. wastebasket), retrieve EXTINGUISHER from:
 - Kitchen (over fridge)
 - Office Lobby (diagonal corner between washrooms and stairwell)
 - Box Office Area (lobby, near water cooler)
2. If fire cannot be contained, follow Fire Evacuation Procedure below.

FIRE EVACUATION PROCEDURE

Responsible: BETH / DAVE

1. Upon hearing the fire alarm, quickly turn off all LIGHTS and COMPUTERS.
2. If fire originates in a Tafelmusik area, Pull FIRE ALARM located in the lobby at the foot of the main stairwell (Box Office: lobby, near water cooler).
3. Exit the premises via the main stairwell and box office exit or, if obstructed, via the hallway exit off the Orchestra Room to the Garden or the "catacombs" exit off the Orchestra Room to the stairwell adjacent to the TSP Office.
4. Reassemble at the southwest corner of Bloor and Robert Streets or alternatively, at the Shoppers Drug Mart for a "head count" by Beth and/or Dave.
5. Wait for further instructions from Beth and/or Dave, who will liaise with emergency personnel.

GAS LEAK

NATURAL GAS LEAK

Responsible: BETH/DAVE

1. When the smell of GAS is detected, call Enbridge Gas immediately.
2. Open inner and outer doors to create additional ventilation.
3. If the smell becomes stronger, exit the premises, leaving windows and doors open to allow air to enter. Do not touch ELECTRICAL SWITCHES (lights, appliances, equipment), doorbells, lighters or matches.
4. Assemble at the Shoppers Drug Mart for a "head count" by Beth and/or Dave.
5. Wait for further instructions from Beth and/or Dave, who will liaise with emergency personnel..
6. If the smell is strong or is accompanied by a hissing noise, evacuate immediately. Do not touch ELECTRICAL SWITCHES (lights, appliances, equipment), doorbells, lighters or matches.
7. Call Enbridge Gas from the nearest pay phone. DO NOT use office or cell phones.

EMERGENCY OFFICE CLOSURE

Responsible: TRICIA/BETH

1. In extraordinary circumstances (i.e. power interruption, fire, flood, gas leak, epidemic, strike or other labour difficulty, state of emergency, war, revolution or act of God), Tricia and Beth meet by telephone to determine status of office operations. Decisions will be made on a daily basis.
2. Staff will be contacted by telephone or on cell phones with further details/decisions made concerning emergency office closures.
3. In any extraordinary circumstance as outlined above, do NOT proceed to the office until an ALL CLEAR or CLOSURE is communicated by Tricia or Beth.

MEDICAL EMERGENCIES

FIRST AID CERTIFICATION (St. John's Ambulance)

Carol Campbell	Certified to July 7, 2006
Derek Haukenfreres	
David Little	Certified to July 7, 2006
Colleen Smith	

MEDICAL EMERGENCIES

BLEEDING

1. Apply direct pressure on wound using a clean pad or hand.
2. Raise arm above heart and watch for symptoms of shock

FRACTURES / FALLS

1. Immobilize fracture, dislocation or sprain before moving.
2. Implement RICE - rest, ice, compression, elevation
3. Seek medical attention.

CHOKING - CONSCIOUS VICTIM

1. If the victim can speak, cough or breathe, do not interfere.
2. If the victim cannot speak, cough or breathe, call for medical assistance.
3. Perform abdominal thrusts until obstruction is successfully removed.

CHOKING - UNCONSCIOUS VICTIM

1. Call for medical assistance.
2. Open airway using head tilt/chin lift action. Attempt to ventilate.
3. If unsuccessful, straddle the g and perform 6-10 abdominal thrusts.
4. Do a finger sweep, attempt to ventilate and continue sequence as required.

BURNS

1. Immerse in cool water until pain is relieved.
2. Remove jewelry and loosen tight clothing before swelling occurs.
3. If burn immersion is not possible, gently pour cool water over burn or apply clean cloth soaked in cool water.
4. Loosely cover burn with a clean, sterile material and call for medical assistance.

HEART ATTACK

1. Watch for symptoms: shortness of breath, paleness, sweating, signs of shock, vomiting, unconsciousness, complaints of crushing chest pain (severe or not) spreading to neck, jaw, shoulders and/or arms, feeling of fear, indigestion, or nausea.
2. Call for medical assistance immediately.
3. Place victim in semi-sitting position to assist breathing.
4. Loosen tight clothing at neck, chest and waist.
5. Reassure and assist with medication, if requested.
6. If breathing fails, begin AR immediately. If pulse stops, begin CPR.

MEDICAL EMERGENCIES (CONTINUED)

FAINING / DIZZY SPELL

1. Lay the person down with legs raised 12 inches, or sit with head and shoulders lowered..
2. Ensure a supply of fresh air.
3. Loosen tight clothing at neck, chest and waist.

UNCONSCIOUSNESS

1. Call for medical assistance.
2. Determine if victim is breathing (look, listen, feel).
3. Loosen restrictive clothing.
4. Place the victim in recovery position, i.e. on their side, legs bent, head resting in the crook of their arm.

EMERGENCY CONTACTS

STAFF

TAFELMUSIK STAFF	Tricia Baldwin Beth Anderson	416-489-1082 416-227-2571 / Cell 416-804-2571
TRINITY - ST. PAUL'S	Beth Anderson David Little Tricia Baldwin	416-227-2571 / Cell 416-804-2571 905-858-4322 / Cell 905-580-6564
TSP ACCESS (KEYS, CODES)	Tricia Baldwin Beth Anderson David Little Colleen Smith	416-489-1082 416-227-2571 / Cell 416-804-2571 905-858-4322 / Cell 905-580-6564 416-532-4885 / Cell 416-320-5447

CITY OF TORONTO / PROVINCE OF ONTARIO

AMBULANCE / FIRE / POLICE	911
TORONTO POLICE SERVICE (NON-EMERGENCY)	416 808-2222
POISON INFORMATION	416 813-5900
BELL CANADA REPAIR SERVICE	611
ADT	1 888 711-7888
LEGEND CORP.	416 465-4540
TELEHEALTH	1 866 797-0000
TORONTO HYDRO	416 542-8000
ENBRIDGE GAS	416 447-4911
ROAD CONDITION INFORMATION	416 235-4686
SNOWSTORM INFORMATION	416 338-7669
TTC	416 393-4000
OFFICE OF EMERGENCY MANAGEMENT (TORONTO)	416 392-4554
EMERGENCY MEASURES ONTARIO	416 314-3723