



Ongwanada Resource 191 Portsmouth Avenue

External Meeting Safety Sheet

The responsibility for the safety and security of the meeting attendees lies with the Lead/Organizer of the meeting. The Lead of the meeting must discuss the following points prior to the beginning of the meeting:

- A list of all people attending the meeting will be maintained; which provides a "head count" in the event the building is evacuated for emergency purposes. This list will be checked at the conclusion of the meeting to ensure all attendees have exited the premises.

Evacuation Procedure

- In the **EVENT OF AN ALARM** you are required to evacuate the building by the nearest, safest exit and assemble at the front door to wait for the Fire Department. **Evacuation Directions** are posted close to the exits.
 - Once the safety of all meeting attendees has been established the Ongwanada After Hours Supervisor should be contacted at 613.328.5122
- There are safety equipment and supplies in the premises:
 - **Telephone** and **First Aid Kit** are located at the front Reception Desk. In an emergency dial "911". For an outside line dial '9' then the number.
 - **Automatic External Defibrillator** is located outside the auditorium on the wall facing the cafeteria.
 - **Fire Extinguishers** are located throughout the building
 - There is a **Fire Alarm System** within the building.When any of the above emergency equipment is used, the After Hours Supervisor must be notified at 613.328.5122.