

EVENT SAFETY BRIEFING
for the
Scottish Cultural Centre Caledonian Room (Ballroom)

During today's/tonight's event:

- Please ensure that all shoes and bags are tucked well under the seats and do not obstruct exits or dancers.
- Please inform the MC or one of our dance briefers of slippery sections on the floor.
- Damp sponge trays are available for your use OR slip stop can be applied sparingly.

In any Emergency, the MC is the designated coordinator who will call 911 (introduce him/her).

Please exit the building via the five (5) signed exits:

- There are three along the wall to my right:
 - Two lead to exits at the front of building onto Hudson Street;
 - One leads to the back alley.
- The fourth exit is on the window side of the stage and leads down steps to 73rd Avenue.
- The fifth exit is the wheelchair accessible exit at the far SW corner of room via a ramp to Hudson Street.

The door to the underground parking on the lower floor is NOT a Fire Exit and may be locked.

Our assembly point is the parking lot diagonally across the street by the coffee shop. This is the SW corner of Hudson and 73rd Avenue.

There are four (4) internal fire alarms on the main floor (point them out):

- Beside the door at the SW corner exit;
- Beside the door at the SE corner exit (junction of the stage and window wall);
- In the foyer on the wall between the 2 staircases;
- And in the kitchen (just behind the door to your left as you enter).

There are also alarms on the walls of the upper and lower floors.

Fire extinguishers on the main floor are located:

- In the office just off the foyer;
- In the corridor between the foyer and the kitchen;
- On the stage near the exit steps;
- And two in the kitchen.

There is a telephone in the caretaker's office.

Two first aid kits are located in the RSCDS locked cupboard, third door from the stairs, on the lower level.

- The red case is for events at the SCC. The blue case is for DITP.

There are (2) AED's - Automatic External Defibrillators - in the building. Both are marked AED.

- One is on the main floor, on the South side of the corridor, across from the cloakrooms.
- The other is in the Caretaker's Office.