



Hamilton, April 3rd, 2017

**Temporary emergency protocol to be applied at New Vision United Church
(or any facility in use by the HPYO)**

This protocol is prompted by the recent event at the New Vision United Church. On Saturday April 1st, 2017. The Church alarm sounded and, according to reports, the rehearsal was ended early. We have an indication that emergency protocols or directives are missing.

Here are, moving forward, the standing orders issued by Grégoire Gagnon, Executive Director, until ratification or further official notice from the Board of Directors.

*****Standing Executive Order effective immediately*****

1. In the event that a fire alarm is heard, EVACUATION is mandatory and no one may enter the building until the Fire Marshal gives the all-clear.

2. In case of security or intruder alarm, the order to EVACUATE comes directly from HPYO Senior Staff or Staff present on premises. Hierarchy matters in emergency procedure, thus;

2.1 In all evacuation situations, precedence of authority is as follows;

- 1st line of authority - Senior Staff – Colin Clarke, Musical Director
- 2nd line of authority - Staff - Nicola Schneider, Orchestra Administrator
- 3rd line of authority – Parents or adult members

2.1.1 Board members' or Executive Director's presence;

- Executive Director's presence does not inherently take precedence over Senior Staff or Staff in an emergency situation. Assumption of emergency authority will be made clearly by relieving Senior Staff or Staff from this responsibility.
- Should HPYO Board members be present, authority still rests on Senior Staff or Staff.
- Decision to relinquish authority to Board members is discretionary.
- Decision to relinquish must be clearly stated and accepted by parties concerned.

2.2 Decision to call emergency response services (911);

This decision rests on whoever holds authority. The actual phone-call should be made by the second-in-command or another who is fully available to dedicate themselves to the task and must stay physically near whoever the top authority lies with.

2.3 Head-count;



Final order for who is to conduct members' head-count lies with whoever is in charge. Normally the second-in-command (if not already busy with 911 or other such duties) would be charged with this task. Head-count must be accomplished with a single master-list. Any missing members must be reported immediately to standing authority.

2.4 Starting April 8th, 2017, on site at the rehearsal;

- The Orchestra Administrator (OA) will kindly ask two parents on premises to be emergency help personnel.
- OA and Musical Director (MD) will instruct section leaders of both orchestras that they are responsible for corralling their section's members outside of the facility at pre-determined assembly points. Section leaders must clearly indicate that they understand/accept/acquiesce this responsibility.
- Attendance sheets are now mandatory. One master-list (preferably in a red-folder marked emergency list) must be kept within arm's reach of emergency help personnel (volunteer parents) or OA or MD. Absentee emails are kept elsewhere but a list of members that are present is of utmost importance for an effective head-count and/or emergency stand-down.

2.5 Building re-entry;

- In the case of a security/intruder alarm emergency evacuation, under no circumstance should HPYO members or staff re-enter the facility unless the on-site authority deems the situation unthreatening or necessary. In this type of situation, whoever enters the building in reconnaissance should be accompanied and be outfitted with proper communications devices for security reasons.
 - E.G. 1) Once the orchestra members are all accounted for in the gathering area, the OA may attempt to investigate cause of alarm on the facility keypad but should only enter with a parent who has an open cellphone communication with another parent or member outside.
 - E.G. 2) One orchestra member is missing in the headcount and an eyewitness saw the missing member head towards the second floor. The MIA may very well have locked themselves up on a balcony or is just lost trying to find their way back to the rehearsal hall, confused and scared by an alarm going off in an unfamiliar space. Again, if fire is not the reason for evacuating, it may be necessary to send an inspection team.

2.6 Dismissals;

2.6.1 Any Staff (Senior or not) members present for an evacuation must stay on premises till all our members have left safely with parents or by whatever normal means they are permitted to leave. Parents of minors should sign their kids out and adult members should sign for their departure. Failure to do so could result in some tricky legal issues that none of us wants to experience.

2.6.2 In the event of an evacuation, the Executive Director (ED) should be notified as early as possible without interrupting emergency measures. E.G. call the Fire Department first, the ED second.



In the event that the ED is unavailable, an attempt to notify the Chair of the Board should be made. If neither is available, the dismissal of the orchestra's members rests on the present authority's shoulders.

2.7 Post-evacuation reports;

A full written report of the event (with minutes attached) is expected within the hour of dismissal.

*****End of Executive Order*****

Thank you for your cooperation.

Grégoire

Grégoire Gagnon, *D. Mus. & MPA*
Executive Director