

EMERGENCY PROCEDURES

♣ **FOR EMERGENCIES AT CIVIC CENTER:**

**Contact FIRST AID/EMT STATION behind Section 113
AND notify the General Synod Office in Meeting Room 3**

♣ **FOR EMERGENCIES OUTSIDE CIVIC CENTER:**

CALL 911

♣ **During Synod in the City, there will be a FIRST AID STATION at Bushnell Park.**

If you are unsure how to handle any issue, first contact your task coordinator. She or he can help you decide on the proper course of action. If you cannot reach your coordinator, call Sue Butler Woodward or Jonathan Lee, the Local Arrangements Committee co-chairs. Numbers are listed in this Handbook. If all else fails, go to the Volunteer Table for assistance.

How to resolve some situations that might occur:

Medical emergency at Civic Center: send someone to First Aid Station
Medical emergency elsewhere: call 911
Someone loses an ID: send them to Registration Tables, CC Lobby
A member of a group gets lost: send them to Hospitality Table, CC Lobby
A person cannot find their bus: send them to Civic Center Lobby
A person is robbed: at CC, call Security; elsewhere call 911
A speaker fails to appear: call Betsy McHaley
Protestors show up at any venue: be calm and call Davida Crabtree
Someone tries to enter without proper ID: calmly direct them to nearest Registration Table; if they become agitated, use your best judgment. It is not worth an altercation to bar them from the event; at Civic Center, the CC staff will prohibit their entry.