AGO [Year] National Convention

Emergency Procedures

At Worship/Performance Venues:

* Each event will have a designated Head Volunteer. This person is responsible for:
	+ Reading any emergency plan provided by the venue prior to the event
	+ Arriving 1 hour early and in order to make contact with venue representatives, identify locations of exits, defibrillators, and first aid kits.
	+ Calling 911, as appropriate.
	+ Notifying, if emergency services are required, the venue representative, the Convention Coordinator (name – method preferred), the Volunteer Chairperson (name – method preferred), and the Executive Director of the AGO (James Thomashower – method preferred).
* Emergency exits will be announced at each event, as stipulated by specific venues.

At the Convention Hotel(s):

* Workshop/Exhibit/Event volunteers will be responsible for knowing Hotel emergency plans.
* For emergency assistance, first call the hotel number (x??? from a hotel phone, ???, from an outside line). Once the hotel has been notified, call 911 immediately.
* If emergency services are required, a volunteer will also immediately notify the Convention Coordinator (name – method preferred) and the Hotel Chairperson (name – method preferred), and the Executive Director of the AGO (James Thomashower – method preferred).

In Transit:

* The bus volunteer will notify the Convention Coordinator (name – method preferred) and the Transportation Chairperson (name – method preferred) immediately.

Emergency Contacts:

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