

## TEMPLATE: Emergency Contact List

Courtesy of Theatre Ontario's *To Act In Safety* Manual, funded by the Ontario Trillium Foundation

Instructions: Carefully complete and post this document in your theatre.

### EMERGENCY

<i>Agency</i>	<i>Emergency Number</i>	<i>Non-Emergency Number</i>
Ambulance	911	Insert local number
Fire	911	Insert local number
Police	911	Insert local number
Local Spills Coordinator	Insert local number	Insert local number
Public Works (water, sewage)	Insert local number	Insert local number
Ministry of Labour	1-800-268-2966	Insert local number
Natural Gas Supplier	Insert local number	Insert local number
Poison Information Centre	1-800-268-9017	Insert local number
Weather Information	Insert local number	Insert local number <a href="http://www.weather.ca">www.weather.ca</a>

### CONTRACTORS

<i>Agency</i>	<i>Emergency Number</i>	<i>Non-Emergency Number</i>
Elevator Service	Insert local number	Insert local number
Heating Supplier	Insert local number	Insert local number
Generator Service	Insert local number	Insert local number
Fire Alarm	Insert local number	Insert local number
Sprinkler System	Insert local number	Insert local number
Hazardous Material Removal	Insert local number	Insert local number
Plumber	Insert local number	Insert local number
Electrician	Insert local number	Insert local number
Structural	Insert local number	Insert local number

### PROPERTY MANAGEMENT

<i>Agency</i>	<i>Emergency Number</i>	<i>Non-Emergency Number</i>
Property Management	Insert local number	Insert local number

### BUILDING DESCRIPTION

Building Address Include city and postal code	
Major Intersecting Street	

# Emergency Contact List Internal

For professional theatres, this is a very important document to have. This document is for Stage Managers, Front of House Supervisors, etc. who—after having dealt safely with an emergency—have particular staff or management they need to notify about certain emergencies. This document should not be widely distributed or posted as it may contain home phone numbers.

## **AFTER AN EMERGENCY HAS BEEN SAFELY DEALT WITH...**

<i>For A...</i>	<i>Contact...</i>
Workplace Critical Injury or Death	
Patron Critical Injury or Death	
Fire	
Flood	
Property Damage to Building	
Cancellation of a Performance	
Work Refusal	
Ministry of Labour Inspection	
Any incident requiring the involvement of an outside agency such as the Police	