

## Emergency Situations

### Seminar content

- Difference between accident and emergency situations.
- Medical help, ambulance services should be handed over to external organizations during events.
- First aid should not be a topic to be evaluated by EEP.
- To prove the participation in a first aid course is necessary.

### Planning makes it easier to handle situations

- Know the correct address of event.
- Place of fire extinguisher, fire alarm.
- Know the escape routes from the building coordinator beforehand.
- Info sheet including important telephone numbers and names should be placed on the stage and at the hall entrance.
- Teach: correct name and address should be written at back side of club badges.
- Comply with all safety instructions/regulations.
- Teach ECMA (to the guest leader as well).
- Know what regulations exist at the Event Location.

### Situations to be handled by external persons

- Medical emergencies.
- Fire / Damage including waterpipes / Power Failures / External disturbances (demonstrations etc.)
- False alarms.
- Situations caused by the building fixtures (air conditioner, windows, doors, floor in the hall, lightning).

### Situations to be handled by the clubs

- Crowded rooms / Customizing or changing the Program / Breaks.
- First minutes after the ECMA sign has been displayed. What to do!
- Think about bridge languages for guests who might need it.
- Recognize the problem and decide the correct reaction.
- MC is the backup for the guest leader

Revision Nr.	Changes	Release	Contrib.	Date
1.	First merge		EH	2011/11/22
2	Review		EH	2013/12/06
3	Review		EH	2014/07/17
4	Review		EH	2015/04/24
5	Review: no changes		EH	2016/11/20
6	Review: updated for website		EH	2017/08/13
7	Review: no changes	1.7	EH	2021/10/05
8	Review: Minor changes in spelling, grammar, word usage	1.7	DP	2022/01/17