

# Emergency Plan

## MasseyHacks IX

### Fire Emergency

If any MasseyHacks participant, including hackers, volunteers, mentors, and judges, is to observe fire or smoke, the nearest fire alarm should be pulled immediately.

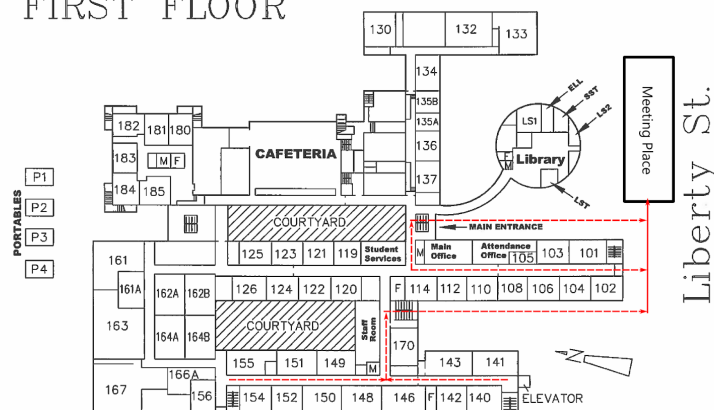
Once the fire alarm is pulled, hackers, staff and supervisors will all leave the building in an orderly fashion. Hackers in the English hall (Room 101 - Room 114) will exit the building through either the front rotunda entrance or the English hall entrance at their own discretion before meeting at the front of the school near the school sign. Hackers in the business hall (Room 140 - Room 170) will exit the building through the entrance next to Room 170 and head to the school sign at the front of the school. Teacher supervisors and MasseyHacks organizers will guide and assist all other attendants in exiting the building safely. After hackers and staff have gathered outside, attendance will be taken to ensure that all hackers and volunteers that checked in have made it outside the building. Any information of missing hackers, students or staff will be relayed to the fire department.

MasseyHacks staff will contact emergency services as soon as fire is detected.

Fire extinguishers or fire blankets may be used in extreme scenarios where immediate action is needed.

## WELCOME TO MASSEY

### FIRST FLOOR



## Medical Emergency

If a hacker is injured or observes any injuries, they should notify MasseyHacks organizers immediately (**All injuries should be reported regardless of their severity**). Organizers will take the necessary steps to ensure the safety of all participants.

Several on-hand staff are First-Aid trained and will be able to assist in the case of minor injuries.

In the case of more serious situations, organizers will contact emergency services.

If needed, the emergency contact of the hacker will also be contacted and informed about the situation.

## Covid Protocol

If a hacker is experiencing COVID-19 symptoms, they are responsible for notifying an organizer immediately.

Hackers experiencing symptoms will be brought to a COVID-19 isolation room. Emergency contacts will be contacted, and the hacker will be brought home by their parents/guardians if possible. Other hackers in direct contact with the hacker experiencing symptoms **will not** be asked to leave, but will be asked to monitor their own health for symptoms of COVID-19 very closely. Surfaces and areas potentially exposed to COVID-19 will be sanitized immediately.

## Code of Conduct Violation

If a hacker is found to be breaking the Code of Conduct, organizers will take action at their own discretion after approval from co-directors, and/or supervisors. These actions include but are not limited to:

- Verbal warning
- Disqualification from MasseyHacks IX events
- Removal from the MasseyHacks IX venue
- Disciplinary action from Massey Administration and/or Windsor Police Department

## **Emergency Contacts**

Non-Emergency Police Number: **(519) 258-6111**

### Organizers

Jeslyn Lu: **(519) 566-9518 (available at all times)**

Alan Bui: **(226) 506-8458 (available at all times)**

Dorothy Zheng: **(226) 280-7140 (available past 2am and before 6am)**