

MNSA Nursing Gala – Roles and Procedures

1. Sober Volunteers

- a. We will have (at least) 3 sober volunteers for the duration of the event.
- b. Responsibilities
 - i. Ensure personal cell-phone is accessible
 - ii. In the event of an emergency - call 911 for appropriate emergency services and in event of all medical emergencies. Patrons or volunteers are *not* to drive casualties to hospital themselves
 - iii. Ensure that Aramark employees are checking the IDs of patrons as they are purchasing alcohol.
 - iv. Ensure guests sign in to have an accurate list of attendees
 - v. Ensure that patrons over 18 receive wristbands and that patrons without wristbands are not consuming alcoholic beverages
 - vi. Ensure that “please drink responsibly” posters are visibly posted and stress to patrons to not drink and drive
 - vii. Have contact info for Uber or Taxi services available to be able to call if someone is intoxicated and needs transportation home (to keep receipts to be reimbursed if paid for out-of-pocket)
 - viii. If an intoxicated patron is determined to drive home, call police (911) and inform security
 - ix. Walk around event periodically to ensure that people are not intoxicated, being over-served, or becoming rowdy (to notify security if rowdiness escalates or bartenders of overserving)

2. Fire

- a. The main entrance/egress point will be the front doors of the Heart of the Robins on the south-east corner fronting to the 109 St – 104 Ave intersection.
- b. Other exit points are:
 - i. Next to the east elevator fronting onto 109 St
 - ii. Next to the north elevator (behind food services) fronting onto MacEwan’s service road and building 10
 - iii. Underneath the main staircase on the south curtain wall fronting onto 104 Ave
- c. The muster point for this event will be the sidewalk next to the 109 St – 104 Ave intersection.
 - i. If situation dictates due to safety compromise or other concerns, the secondary muster point will be across 104 Ave in the parking lot for Harveys, The Canadian Brewhouse, etc.
 - ii. Once outside of the building, one of the sober volunteers will take attendance according to tables
- d. The attendance of this event will not be more than 150 persons, which will not exceed capacity of the building.

3. Security

- a. Event will have 2 security personnel
 - i. One pers will be present at main front entrance to help with guest admittance and make sure no one enters from east staircase
 - ii. Secondary pers will oversee the south curtain wall staircase ensuring no entrance from the second floor
- b. Breaks will be conducted in collaboration with sober volunteers who will temporarily take over a position to ensure continuous monitoring
- c. Security to call police or emergency services in events of violence, medical emergency, or other emergency