



## DIALOGUE IN THE DARK WORKSHOP – EVACUATION PROCEDURE

### Workshop Setup:

- **Emergency Briefing:** In conjunction with external venue, conduct an emergency evacuation briefing prior to the commencement of the workshop and ensure all participants are familiar with the process.
- **Lighting:** Facilitators to have backup lighting readily available, such as mobile phones or battery-operated candles. A minimum of one sighted facilitator will have easy access to room light switch.
- **Team System:** The workshop will involve participants moving around the space in controlled groups. Groups will operate as table teams and will be led by a facilitator in case of an emergency.
- **Medical Considerations:** Ask if any participants have specific medical needs which we need to be aware of in the case of an emergency or evacuation. Facilitators to ensure their accessibility during an evacuation.
- **Communication:** The lead Facilitator will be the designated person responsible for calling for evacuation and coordinating the process (in line with the venue's emergency and evacuation procedures).

### During an Emergency:

1. **Alert:** Upon notification of an emergency, the designated person calmly but clearly announces the need to evacuate. Use a loud, consistent voice, such as a designated whistle or air horn.
2. **Lighting:** Activate backup lighting immediately. If possible, turn the workshop lights gradually to allow participants' eyes to adjust.
3. **Exit:** Proceed calmly and orderly towards the nearest designated exit. Sighted facilitators to support vision impaired facilitators to exit the building safely.
4. **Headcount:** Once outside, conduct a headcount to ensure everyone is accounted for. If someone is missing, notify venue emergency personnel immediately.