

# Queen's Dance Club Safety Policy

1. Find immediate assistance
  - Safety Officer of the class will assess immediate concerns
  - In Studio 3: find an ARC staff member (in a red shirt) to assist with immediate First Aid/CPR concerns
2. Contact Queen's First Aid (**613-533-6111**) or Ambulance (**911**)
3. While waiting for QFA/Ambulance, teacher of the class to find dancer's ARC Medical Profile Form and convey any immediate concerns to QFA/Ambulance/Safety Officer
4. Fill out incident report forms (for QFA as well as the ARC) -  
***[http://www.gogaelsgo.com/documents/2011/10/20/Incident\\_Report\\_Formpdf.pdf?id=720](http://www.gogaelsgo.com/documents/2011/10/20/Incident_Report_Formpdf.pdf?id=720)***
5. Contact ARC Co-ordinators and Club Presidents once immediate concerns are dealt with
  - ARC Co-ordinators: **Duane Parliament** (613-533-6000 ext. 74828), or **Jayne Culbert** (613-533-6000 ext. 79150)
  - Club Presidents: **Marina Pei** (613-853-6258), or **Nicole Teplin** (647-274-3636)