

Basic Safety Information

The Diocese of Dallas makes every effort to conduct safe events. We have arranged for competent medical and security personnel to be present on site during all scheduled program hours of the conference. There is a manned first aid area on site. Security volunteers and medical personnel can be summoned by any member of the event or facility staff via radio or hotel phone.

You can assist DCYC leadership with event safety by

- Informing your group that security and first aid can be reached via staff radio or phone.
- Familiarizing yourself with the location of the First Aid Room (Erudia) and the DCYC Event Office (Registration Office). Remind the young people in your care to do the same.
- Familiarizing yourself with the locations of house phones, fire alarms, fire extinguishers, defibrillators, and building exits.
- Wearing your name badge and wrist band at all times and carrying with you a copy of you and your young people's emergency contact names and phone numbers, as well as their medical and insurance information. Remind the young people in your care to also wear their name badge at all times and to carry with them a copy of your contact number. (We suggest you write your number on the back of their name badge).
- Knowing the names of your parish/school chaperones and leaders and how to contact them in an emergency. Make sure the young people in your care know whom to contact in the event of an emergency.
- Reporting any persons without proper name badge credentials or behaving in a strange manner to DCYC staff or security personnel.
- Helping to enforce the Conference Code of Conduct.
- Making sure your young people know where and when they can find you at all times. It may be good to set several times each day when you and your young people can check-in with one another.
- Making sure you and your young people take time to eat and drink plenty of water.
- In the event of a mass evacuation, use common sense, but the standard plan is to meet in the lower level of the parking garage if that location is deemed safe (unless other instructions are given from official DCYC or hotel personnel).

In the event of an emergency, please adhere to the following procedures:

- Remain calm
- If there IS NO IMMEDIATE DANGER or life-threatening medical emergency, contact DCYC staff or hotel personnel by house phone or via radio and follow their instructions.
- If there IS IMMEDIATE DANGER or a life-threatening medical emergency, the following should happen as quickly as possible. Solicit the help of others when possible.

1. Evacuate if needed. Walk – do not run – to the nearest exit.

2. Notify Event staff, First Aid, or Security through the staff walkie-talkie. Give the nature of the emergency, and if known, the name of the person involved and their parish.

3. Event staff will DIAL 911 on a house phone or cell phone and give nature of the emergency. Provide name and location of the conference facility:

Embassy Suites Hotel/Frisco Convention Center 7600 John Q. Hammons Drive Frisco, TX. Give the entrance or location where you or another adult will meet emergency crews.

4. Event staff will contact the group leader.

5. Event staff will notify the hotel desk by house phone. Give the exact location of the emergency/victim so they can direct dispatched emergency personnel upon their arrival.

6. Once you have completed these calls, return to the scene and relay information and/or await additional instructions.