

Task/Process: Emergency Response Policy	Task/Process: Emergency Response Policy
Prepared/Revised by: Mark Lavaway/Jessica Lagoda	Approved by: Mark Lavaway
Date issued: June 24, 2016	Last revised: January 14, 2026

Ed Mirvish Enterprises Limited – Emergency Response Policy

Purpose:

Ed Mirvish Enterprises Limited (EMEL) is committed to the wellbeing and health and safety of its employees, patrons, contractors, subcontractors and visitors. EMEL endeavours to support the prevention of illness and injury through the provision and maintenance of a healthy and safe work environment at all of its theatres and offices. The purpose of this policy is to identify risks and to provide emergency procedures for those responsible for emergency coordination and to mitigate the long term effects of an emergency. The objective of this policy is to increase the safety of the building(s) and all of its occupants, by taking a proactive approach to reduce risks and to prepare for and manage an emergency.

Scope:

The EMEL Emergency Response Policy applies to all areas at:

- The Princess of Wales Theatre - 300 King St. W.
- The Royal Alexandra Theatre – 260 King St. W.
- The CAA Ed Mirvish Theatre – 244 Victoria St.
- The CAA Theatre – 651 Yonge St.
- Mirvish Productions Head Office – 322 King St. W. / Remote Work Locations

NOTE: Each of the buildings within the scope is unique and therefore requires specific emergency response procedures.

Definitions:

Emergency: a situation or impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the force of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.

Assembly Points: a location designated as the place to meet or people to gather in case of an emergency.

Emergency Coordinator: the individual in the field that is a direct representative of the building owner and/or building property management. This individual will ensure that activities between the local emergency response agencies and the general public are coordinated and in place.

NOTE: Each of the buildings within the scope have been assigned an emergency coordinator; please refer to the emergency response procedures.

Preparedness: actions taken prior to an emergency or disaster to ensure an effective response.

Emergency response teams: working groups composed of individuals from all EMEL venues who will conduct the frontline operations of an emergency response, under the direction of their Emergency Coordinator.

Roles and Responsibilities:

Security: These individuals are to respond, handle or assist with the emergency as per internal procedures and training. They are to provide status reports and assistance as directed by the Emergency Coordinator.

Emergency Coordinator: coordinates the activities of Front of House staff and is the designated liaison between management and municipal emergency responders. This individual is also to provide ongoing oversight of the Emergency Response Plan, implement the Emergency Response Plan in an emergency and also coordinate emergency response teams.

Front of House staff: primary responders during show hours, they are to provide assistance as directed by the Emergency Coordinator.

Management: provide support and guidance as requested by the Emergency Coordinator.

Training:

Building operation staff must be trained in the Emergency Procedures Plan and Fire Safety Plan. Security must also be trained in the Emergency Procedures Plan and Fire Safety Plan including investigation procedures, initial response to a variety of emergency incidents, meeting and escorting responders and assisting in evacuating building occupants.

Comments:

EMEL is committed to taking appropriate measures to swiftly and effectively respond to emergencies, with the foremost goals of preserving life, protecting EMEL property and restoring operations as quickly as possible. This policy has been put in place to provide a framework for enhancing the safety, security and emergency management at all EMEL locations covered in the scope.

Evaluation:

Management, along with the Emergency Coordinators and HSCs, will evaluate EMEL Emergency Response Policy annually and monitor and ensure the ongoing compliance of staff.

Revisions:

Revision Made	Revision Made By	Date
Changed Panasonic to CAA Theatre	Mark Lavaway	July 11, 2018
Removed office address	Hannah Clark Gomez	October 1, 2019
Adding "CAA" to the "CAA Ed Mirvish Theatre" Basic grammatical and spelling changes Renaming our Head Office, adding our address and including the option for remote working	Mark Lavaway, Jessica Lagoda & Ashley Heng	November 14 th , 2023

Approvals:

The following individuals have read and approved the policy herein:

Name and Title	Signature	Date
Mark Lavaway Director of Labour Relations		2.9.2026