



APPENDIX 1: CARMICHAEL OUTREACH COMMUNICATIONS PROTOCOL
Revised December 19, 2019

Purpose: The document serves to provide a framework with regards to points of contact within Carmichael Outreach regarding programs, services, events, and facilities.

- 1) For daily administrative inquiries about programs, services, or events, please call (306)757-2235 ext. 1.
- 2) For inquiries or concerns regarding Carmichael's facilities and their use, please call and ask for the Executive Director or Projects Officer at (306)757-2235 ext. 1.
- 3) For the purposes of scheduling a meeting a tour, please call (306) 757-2235 ext. 1 and ask for the Projects Officer.
- 4) In case of emergency call the relevant authorities:
 - a. Health – 911
 - b. Crime in progress – 911
 - c. Non-urgent police – (306) 777-6500

We also welcome visitors. Residents are welcome and encouraged to drop in and visit. Should anyone have a particular inquiry or concern, we are often able to work to help resolve those issues with our frontline staff in the building.

Our wish is to have a strong and open relationship with each of our neighbours, and have produced the above points of contacts for residents to have streamlined access to the appropriate organizational contact.

Cora Gajari, Executive Director, Carmichael Outreach