



APPENDIX 1: CARMICHAEL OUTREACH COMMUNICATIONS PROTOCOL
Revised October 7, 2020

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

- 1) In case of emergency call the relevant authorities:
 - a. Health – 911
 - b. Crime in progress – 911
 - c. Non-urgent police – (306) 777-6500
- 2) For daily administrative or general inquiries, please call (306)757-2235 ext. 1.
- 3) For inquiries or concerns regarding Carmichael’s facility maintenance or operations, please call the Operations Coordinator at 306-757-2235 ext 2.
- 4) For the purposes of scheduling a tour or planning a fundraiser, please call the Development Coordinator at (306) 757-2235 ext. 7.
- 5) To speak to the Executive Director, please contact Rochelle Berenyi by email at rochelle@carmichaeloutreach.ca or call 306-757-2235 ext. 4

Although this has been put on hold due to COVID, we normally also welcome visitors. Once things start going back to normal and we are able to properly open our centre again, 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.

Rochelle Berenyi, Executive Director, Carmichael Outreach