

Emergency Action Plan

Glenmary School 8801-96 Street, Peace River, AB, 780-624-5656

- 1) AED is located at the main entry to the Glenmary gymnasium near the water fountain (NW corner). First aid kit and ice available in the PE office and from Student First Responders.
- 2) Landline located in PE office. Cell phone will be available from the tournament chair.
- 3) For ambulance, please call 9-1-1. In case of ambulance, please direct to the East entrance of our gym doors and ensure no vehicles are in the way.

When an Injury occurs:

- 1) Take control of the situation. Exercise universal precautions related to blood/body fluids.
- 2) Do not move the student if they cannot do so on their own. Do not remove any part of their uniform unless deemed necessary.
- 3) Assess and evaluate the severity of the situation and decide if further assistance is required.
- 4) If an ambulance is required, then determine the action required to remove the athlete from the playing surface.
- 5) If an ambulance is called, direct one person to collect and give the pertinent information to them. Include location, and extent of the injury. Ask this person to report back with ETA.
- 6) Have one person remain with the injured student and address any concerns they have while awaiting medical attention.
- 7) Ensure another person directs an ambulance to the East gym entrance as this is the quickest and most direct route to remove student from the gym.
- 8) Do not give food or drink to an injured athlete unless required because of existing medical conditions (i.e. Diabetes).
- 9) Remain calm and reassuring to injured athlete.
- 10) Once the ambulance arrives, have the person who collected all the information concerning the injured student, share this with medical personnel.
- 11) Designate an adult from that team to accompany the injured athlete to the hospital.

12) Parents/guardians of the injured athlete should be contacted as soon as possible following the injury.

13) Complete an incident/accident report form and return it to the tournament organizer/administration.

Protocol in Event of an Emergency

1) Call ambulance or Fire Department, 9-1-1

2) Address to the school is 8801-96 street. Tell emergency services to come to the East entrance of the gym near the track oval and somebody will be there to direct them.

3) Indicate the location and nature of the injury.

4) Report to coach/Administrator.

5) Have one person meet ambulance.

6) See map below of route to the hospital from Glenmary.



