

Emergency Action Plan

Event: ASAA 3A Girls Basketball Provincial Championships

Date: March 20 - 22, 2025

Location: HJ Cody School, 4520 50 St, Sylvan Lake, AB T4S 1A4
Fox Run School, 2 Falcon Ridge Dr, Sylvan Lake, AB T4S 2H1

Event Chairs: Amy Szymanek Athletic Director aszzymanek@cesd73.ca
Christie Becker Committee Chair christi3becker@gmail.com
Kerri Orriss Assistant Chair zemmer@me.com

Sylvan Lake Fire Department: 403-864-5090 / 9-1-1

Sylvan Lake RCMP: 403-858-7200 / 9-1-1

Associated Ambulance: 780-786-2223 / 9-1-1

Emergency Plan:

Both school locations have Emergency Exit Signs posted in every room in the unlikely event of a fire or other emergency.

Only front entrances will be open for entry into the building.

Gymnasiums have emergency exit doors which will be utilized if necessary.

Upon exiting the building, all coaches are responsible to ensure their team members are kept in a group and need to report any athletes unaccounted for to a member of the organizing committee.

The Muster Point for:

HJ Cody High School is located North of the school main entry, lining the tree line of the parking lot.

Fox Run School is out the main entry across the bus loop in green space. Further instructions in emergency situations will be dealt with as instructed by the Sylvan Lake Emergency Services personnel.

Emergency Action Details:

- There will be several certified Standard First Aid staff members onsite throughout the Provincial Championships.
- First aid kit and ice in the Athletic Office in the gymnasium.
- AED is located:

- HJ Cody High School: located at the top of the stairs in the common area / leading to the gymnasium
- Fox Run School: located on the wall adjacent to the gymnasium doors
- Cell phone at the score table with the game supervisor. Land line in the Athletic Office in the gymnasium.
- First aid will be administered as required.
- 9-1-1 will be initiated when needed.
- Emergency Crew Entrance:
 - HJ Cody High School: crew enters through the main east entry doors of the highschool. Gymnasium is located through the common area, up the stairs, and down the hallway.
 - Fox Run School: through the main west doors of Fox Run School gymnasium. Large Gym is directly ahead upon entering.

When an Injury Occurs

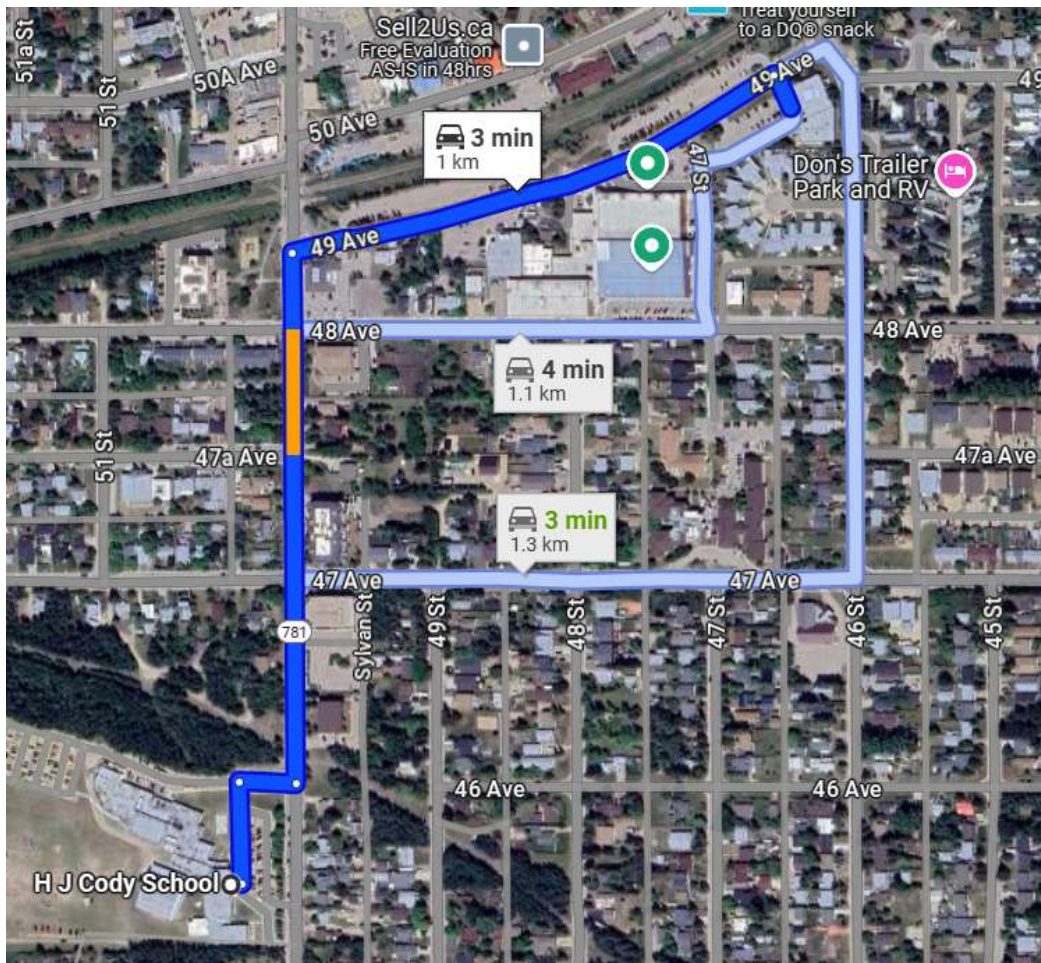
1. Take control of the situation. Exercise universal precautions related to blood/body fluids.
2. Do not move the athlete if they cannot move themselves. Do not remove uniform unless deemed necessary.
3. Assess and evaluate the severity of the situation and decide if further assistance is required.
4. 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 call the ambulance and give the pertinent information to them. Include the location, address, and extent of injury.
6. Ask the person to report back with ETA.
7. Remain with injured athlete and address and concerns they have while awaiting medical attention.
8. Do not give food or drink to injured athlete unless required because of existing medical conditions.
9. Stay calm and reassuring.
10. Once an ambulance arrives, explain the situation and what has been done for the injured athlete.
11. Designate an adult to accompany the injured athlete to the Ambulatory Care.
12. Parents /guardians of the injured athlete must be contacted as soon as possible following the injury.
13. Complete the incident/accident report form available from the score table and return it to the tournament organizers/administrators

PERSONAL SAFETY

- If a person in attendance presents a danger to the event, athletes or others, 9-1-1 (Sylvan Lake RCMP) will be called to remove them from the premises.

NEAREST MEDICAL FACILITIES

- Sylvan Lake Community Health Centre (Advanced Ambulatory Care), 4602-49 Ave, Sylvan Lake, AB T4S 1M7
- Phone: 403-887-2241
- From HJ Cody High School: 3 min (1.0 km)
<https://maps.app.goo.gl/K8g6qqaD9D4mwGXS9>



- From Fox Run School: 5min (2.2km)
<https://maps.app.goo.gl/m2ZFnfTRSyBYgztQA>

