



**CAMPUS & COMMUNITY  
RECREATION**

**Emergency Action  
Plan**

Location – Foote Field  
University of Alberta

<p><b>Emergency Protocol</b></p> <p><b>On Field Assistance Needed:</b> Call Foote Field Staff (780-492-6868) Ops Staff (780-887-9499)</p> <p><b>Response to on Field Assistance Request:</b></p> <p>Foote Field Operations: 780-492-6868; 780-887-9499  <b>EMS Dispatch – Directed by Person of Highest Training:</b>                  Call person to dial 911 from cell phone.                  Call person to notify Facilities Staff (780-492-6868) of ambulance call.                  Preparation of Information - Incident and Accident Report                  Control person to assist facilities in guiding ambulance to exact injury location. Campus Protective Services <u>may</u> arrive to assist.</p> <p>Charge Person – First Aid Coordinator – Dwayne Laing (780-604-5667)                  Call Person – Foote Field Staff &amp; Operations – 780-492-6868; 780-887-9499                  Control Person – On-site Coordinator – Sue McIntyre (780-940-5140)</p>	<p><b>Charge Person</b> (Approach individual and provide first aid):                  Event First Aid with assistance from Foote Operations</p> <p><b>Call person</b> (contact emergency services): Foote Field Staff</p> <p><b>Control person</b> (marshal emergency services): Foote Customer Service with operations assistance</p>
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**Location and Directions:** • Located on South University Campus on 68<sup>th</sup> Ave. NW. Heading South on 116 St NW to the Main entrance located at the South entry door off of 68 Ave NW.

**Ambulance Access:** EMS should access via the North Entry Doors to Foote Field. An identifiable person (event staff or facilities staff) should meet EMS at entry.

Foote Field - Emergency Equipment Available

mask    gloves    blood cleaning supplies    splints  
 AED    wound care supplies

**The AED will be located at the Customer Service Desk located on the main level of Foote Field.** Emergency Supplies location: Emergency First Aid Kit and supplies will be located at the Customer Service Desk located on the main level of Foote Field

<p><b>Hospitals</b></p> <p>University of Alberta:                  8440-112 St                      780-407-8432                  East Edmonton Urgent Care Centre 7910                  112 Ave NW                      780 342-4700</p> <p>Please visit  <a href="http://www.albertahealthservices.ca/waittimes/waittimes.aspx">http://www.albertahealthservices.ca/waittimes/waittimes.aspx</a> for approximate wait times and alternate locations.</p>	<p><b>Non Urgent Transport</b></p> <p>TAXI: 780-462-3456.</p> <p>Note: University of Alberta Staff and Students are NOT to transport injured or ill persons to or from an event site. Please use alternate transportation when required.</p>	<p><b>Medi-centres</b></p> <p>Pleasantview - 11076-51 Ave.                  PH. 780-436-8071                  Downtown: 11807 Jasper Ave.                  PH. 780-488-1222</p> <p>You may also visit <a href="http://medicentres.com">medicentres.com</a> to determine alternate locations and approximate wait times.</p>
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This EAP is to be followed for all EVENTS under the direction of the Event Organization Committee and Facilities Services staff. Members of the general public and non-Varsity Events should follow the instruction of the Facilities Staff. The above protocols and equipment are intended for all event organizers and Facilities Services Staff.

<b>Evacuations</b>	<p><b>General Information</b></p> <p>Evacuation can occur for a number of reasons including fire, chemical spill, radiation spill, bomb threat, or toxic gas release. If there is a need to evacuate, please leave via the nearest emergency exits</p> <ul style="list-style-type: none"><li>➤ Determine in advance the nearest exit to your work location and the route you will follow to reach that exit in the event of an emergency.</li><li>➤ Remember there are several fire escapes throughout the University buildings in the event one is blocked or unsafe.</li><li>➤ Follow instructions of the Emergency Wardens.</li><li>➤ DO NOT USE ELEVATORS. - Evacuation route maps are next to elevators.</li><li>➤ Remove high heels to avoid tripping.</li><li>➤ Do not rush or crowd. Use handrails in stairwells and stay to the right.</li><li>➤ Move to your muster point unless otherwise instructed.</li><li>➤ Assist people with disabilities (see disabilities section).</li></ul> <p><b>Evacuating the Building</b></p> <ul style="list-style-type: none"><li>➤ Move away from the building quickly.</li><li>➤ Watch for falling glass or debris.</li><li>➤ Stay with your Emergency Warden who will keep track of employees from your area.</li><li>➤ After you have evacuated the building, DO NOT RE-ENTER until notified that it is safe to do so by Protective Services or Edmonton Fire Rescue.</li></ul>
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**Evacuations with  
Persons with  
Disabilities**

**Persons Using a Wheelchair**

Firefighters and first responders are trained to assist persons in wheelchairs to evacuate buildings. However, if people in wheelchairs are in immediate danger and ask for your assistance, you may, if it is safe to do so, assist them to relocate to a safer location such as a stairwell. Once you have evacuated the building, immediately inform a Building Warden or available firefighter of the location of any person in a wheelchair who remains in a building.

**Persons who are Visually Impaired**

Most persons who are visually impaired will be familiar with the immediate area. Tell the person the nature of the emergency and offer to guide him/her. As you walk, tell the person where you are and advise of any obstacles. When you have reached safety, orient the person to where he/she is and ask if any further assistance is needed. Do not leave the person alone.

**Persons who are Hearing Impaired**

Persons who are hearing impaired may not perceive emergency alarms and an alternative warning technique is required. Two methods of warning are: Writing a note telling what the emergency is and the nearest evacuation route (e.g., "FIRE— Go out rear door to the right and down, NOW!") Turning the light switch on and off to gain attention, then indicating through gestures or in writing what is happening and what to do.

**If you are a Student with a Disability**

It is recommended that if you require assistance and may be on an upper floor and/or if you are unable to walk down the evacuation stairwells on your own, that you make arrangements for assistance in advance of an emergency. This could include arranging for someone (a roommate or classmate) to accompany you to a safe stairwell in order to meet with local evacuation officials.

You should also have access to a cell phone so you can contact Protective Services **(780-492-5050)** and advise them of your location. In the event of an evacuation no one should use the elevators.