

## **APPENDIX F**

### **EMERGENCY ACTION PLAN**

#### **In Case of Emergency: Call 9-1-1**

École St. Joseph School – 5575 McIlwaine Drive, Whitecourt, AB  
École St. Anne School – 3804 47<sup>th</sup> Street, Whitecourt, AB

#### **Medical**

- A First Aider will be available on site at all times.
- An EMT is available during the event. Call Jessica Brown if one is needed.
- AED is located outside the main gym doors at St. Joseph and St. Anne.
  - First aid kit and ice available in the designated medical room.
- **Designated medical room is the Athletic Director's office in the gymnasium (St. Joseph) and the equipment room in the gymnasium (St. Anne).** Ice will be available in these locations when required.
  - For an ambulance - call 9-1-1, for the Whitecourt Hospital - call 780-778-2285.
  - Use the main entrances at both locations for access in case of an emergency.

#### **When an injury occurs:**

1. Remain calm, take control of the situation and ensure the scene is safe.
2. Exercise universal precautions related to blood/bodily fluids, always use PPE.
3. Assess the severity of the situation and decide if further assistance is needed.
4. If an ambulance is required, direct someone to call 9-1-1 and provide the pertinent info (location/address of event, type of injury, age and gender of patient, if they are conscious and breathing).
5. Consider removing the patient from the court, **ONLY IF 100% SAFE TO DO SO.**
6. Stay with the patient until help arrives, do not let them eat or drink anything.
7. Ensure there is a designated adult to accompany the patient to the hospital.
8. Ensure the school representative contacts the patient's parents/guardians ASAP.
9. Once the patient has been taken by EMS or cleared to stay on site, complete an incident report (provided in this booklet) and provide it to the event organizer.

#### **Evacuation**

- In case of an evacuation, remain calm.
- Find the nearest emergency exit and proceed to it in a calm manner. No running.
  - Move 150 feet away from the building and find the nearest muster point.

#### **Lockdown**

- In the case of a lockdown, remain calm and quiet.
- Stay where you are and follow instructions from event organizers and school staff.

#### **Fire**

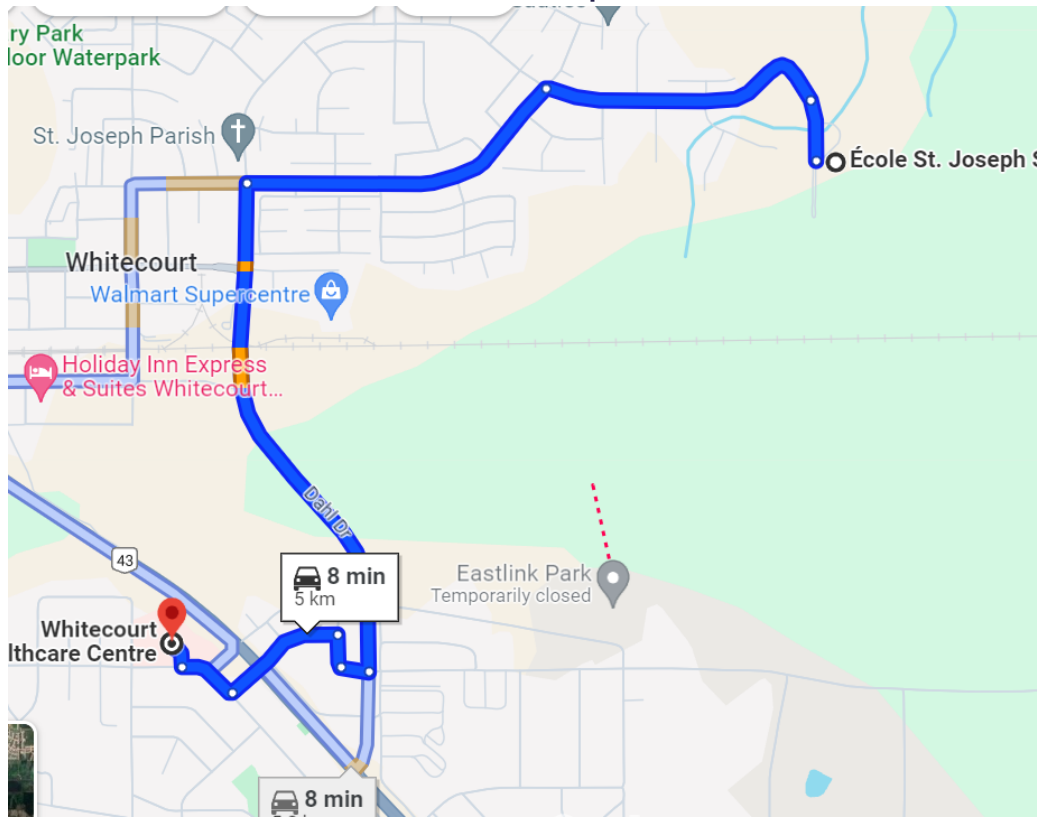
- In the event of a fire, call 9-1-1 and find the nearest exit.
- Fire extinguishers are located inside the gym at both venues.

#### **Emergency Contacts**

**Main: Jessica Brown – Head of Safety & Security – 514-726-4607**  
Backup 1: Rose Rumball – Committee Chair – 780-517-7673  
Backup 2: Janelle Garnier – Assistant Chair – 780-204-0146

## APPENDIX G DIRECTIONS TO NEAREST HOSPITAL

From Ecole St. Joseph School



### École St. Joseph School

5575 McIlwaine Drive, 0G8, Whitecourt, AB T7S 0G6

➤ Follow Mink Creek Rd and 55 Ave to Dahl Dr

4 min (2.3 km) \_\_\_\_\_

↶ Turn left onto Dahl Dr

3 min (1.8 km) \_\_\_\_\_

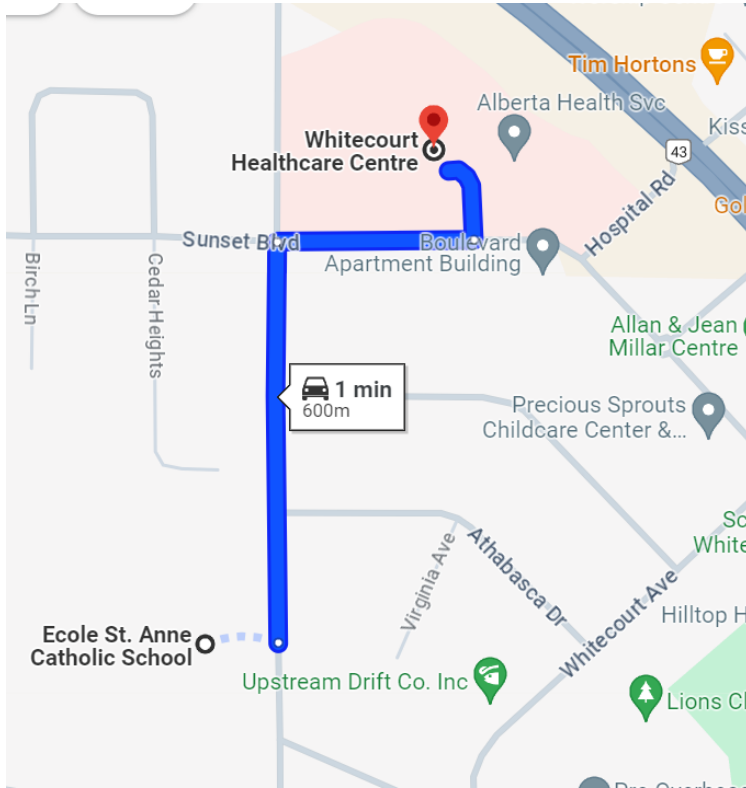
➤ Take 42 St and Sunset Blvd to your destination

2 min (900 m) \_\_\_\_\_

### Whitecourt Healthcare Centre

20 Sunset Blvd, Whitecourt, AB T7S 1M8

**From Ecole St. Anne School**



**Ecole St. Anne Catholic School**

3804 47 St, Whitecourt, AB T7S 0C8

↑ Head north on 47 St/Millar Rd toward Athabasca Dr

350 m

↪ Turn right onto Sunset Blvd

170 m

↶ Turn left

**i** Destination will be on the right

73 m

**Whitecourt Healthcare Centre**

20 Sunset Blvd, Whitecourt, AB T7S 1M8