

# **Emergency Action Plan:**

## **Wetaskiwin Composite High School**

**RCMP/EMS Dispatch # - 911**

**RCMP Administration Line – 780-312-7200 Fire Department – 780-361-4429**

### **Location of Emergency Equipment WCHS**

**AED-** Main office, foyer outside of gym

**EPI Pen-** Main office, PE office

**Fire Alarms-** 6 on the main level, 2 in the gym, 4 in the hallways on the main level

**Fire Extinguishers-** 7 on the main level, closest to the gym is just outside of the gym by the west doors

### **Location of Emergency Equipment Ecole Queen Elizabeth**

**AED-** Main office

**EPI Pen-** Located in the PE/Gym Office

**Fire Alarms-** 7 on the main level, 2 in the gym, 5 in the hallways

**Fire Extinguishers-** 8 on the main level, just outside the gym

### **Location of Emergency Equipment Clear Vista**

**AED-** Main office

**EPI Pen-** Located in the PE/Gym Office

**Fire Alarms-** 7 on the main level, 2 in the gym, 5 in the hallways

**Fire Extinguishers-** 8 on the main level, just outside the gym

<b>Event</b>	3A Basketball Provincials
<b>Venues:</b>	Wetaskiwin Composite High School Ecole Queen Elizabeth School Clear Vista School
<b>Address</b>	<p>Wetaskiwin Composite High School 4619 50<sup>th</sup> Ave Wetaskiwin, AB</p> <p>Queen Elizabeth School 4720-51 Street Wetaskiwin, AB</p> <p>Clear Vista School 4510 47<sup>th</sup> Street Wetaskiwin, AB</p>
<b>Ambulance Access</b>	<p><b>Wetaskiwin Composite High School</b></p> <p>East side of gymnasium, 46A Street (between gym and arena)</p> <p><b>Queen Elizabeth School</b></p> <p>East side of gym</p> <p>Parking lot on the east side of school</p> <p><b>Clear Vista School</b></p> <p>Main entrance</p> <p>Drop off loop on east side of Clear Vista</p>

<b>Charge Person</b>	<p>WCHS: Karen Elgert 780-498-2887</p> <p>Queen E: Chris Kirwin 780-361-5933</p> <p>Clear Vista: Shawn Willmott 780-497-8370</p> <p>Floater: Jon Meyers 780-387-0903</p>
<b>Call Person</b>	Gate person will be designated call person
<b>EMS Dispatch #</b>	9-1-1
<b>Location of Phone/Cellphone</b>	<p>Phones are located in both gym offices, and main offices.</p> <p>CHARGE person will be carrying a cell phone at all times</p>
<b>Emergency equipment available</b>	A stocked first aid kit will be available on site. This kit will include bandages, ice packs, and other general medical supplies for minor injuries. Blankets will be kept onsite as well in cases where major medical services are needed and the risk of shock is possible.
<b>Obstacles that may interfere:</b>	<p>Parked cars</p> <p>Spectators</p> <p>Equipment</p>
<b>Location of Nearest Emergency Facility:</b>	<p>Wetaskiwin Hospital</p> <p>6910 47<sup>th</sup> Ave</p> <p>Wetaskiwin, AB</p>

# Potential Threat Evacuation Process

An evacuation of the schools used can be caused by many different situations. Follow instructions of the On Site staff during the evacuation.

- **If you are told to evacuate or hear the fire alarm:**
  - o Stop the exercise / game / workout and evacuate the area
  - o Close doors as you go and leave lights on
  - o Exit building via nearest possible exit unless re-routed by an Evacuation Supervisor or Staff member and proceed to closest Meeting Point
  - o Wetaskiwin Composite High School **gym** has four (3) exit routes that go to the parking lot Northeast of the gym and park on the north side of 50<sup>th</sup> Ave.
  - o Queen Elizabeth School has four (3) exit routes that go to the **Muster Point** in the Sacred Heart Church Parking lot North of the school
  - o Clear Vista School has four (4) exit routes. Two go to the field west of the school and two exit east into the parking lot. **Muster point is west of the gym.**

**Wetaskiwin Composite High School Meeting Point** is the park on the north side of 50th Ave.

**Ecole Queen Elizabeth Meeting Point** is the Sacred Heart Church Parking Lot.

**Clear Vista School Meeting Point** is west of the gym.

## **If evacuation is necessary during extremely cold weather:**

WCHS primary evacuation site is the Drill Hall, located to the east of WCHS. Secondary is Clear Vista.

QE primary evacuation site is the Sacred Heart Church, located to the north of QE. Secondary is WCHS.

Clear Vista primary evacuation is Co-op Country Junction located South of 40th Avenue. Secondary is WCHS.

## **Tertiary:**

**In the event of a train derailment, teams are to get on their bus and evacuate the town to the Millet Agriplex.**

- o If smoke is encountered, stay low to the ground

- **If you cannot evacuate:**

- o Try to proceed to a room with an outside window
- o Close doors between you and fire
- o To keep smoke out of room, stuff cracks around door and cover ventilation openings
- o *If you have access to a working phone, **call 911** & report your location & that you are unable to evacuate*
- o If smoke fills room, place article of clothing in window as a marker for rescuers and stay low to floor
- o If water is available, dampen a cloth and breathe through it
  - When the Fire Department arrives on scene, they will assume overall command with the Emergency Response Team working in collaboration
  - The incident is terminated when the Fire Department declares an ‘All Clear’

## **In the event of an emergency**

Tournament coordinator or first on site will contact 9-1-1. First Aid kits will be located in the PE office at each location.

When an injury occurs:

1. Initially, when coming in contact with the injured student athlete, take control and assess the situation. Exercise universal precautions related to blood/body fluids.
2. Keep in mind the following - Do not move the injured student athlete
  - a. If a student athlete cannot move by him/herself, do not move the body part for him/her
3. Instruct any bystanders to leave the injured student alone
4. Do not remove the student athlete's equipment unless emergency treatment is required e.g. CPR or artificial respiration
5. Assess the injury; evaluate the severity of the injury and decide if further assistance is required

6. If an ambulance is not needed, then decide what action is to be taken to remove the injured student athlete from the playing surface
7. If an ambulance is required: request assistance from another person by having this person call an ambulance with the all relevant information (nature of emergency, precise location, telephone number of location) and have them report back to you with estimated time of arrival, then send them to the access entrance to wait for the ambulance.
8. Once the call has been placed, observe the injured student athlete carefully for any change in condition and try to reassure the injured student until professional help arrives
9. Do not provide the injured student athlete with food or drink, unless otherwise indicated by situation e.g. diabetes, hydration.
10. Stay calm and speak reassuringly
11. When ambulance arrives, describe incident and what has been done
12. An adult should be designated to accompany the injured student athlete to the hospital to help and document steps taken to treat the injury
13. The parent/guardian of the injured student athlete must be contacted as soon as possible after the injury
14. Complete any necessary incident/accident reports and file with appropriate school administrator