

Emergency Action Plan

C Ian McLaren

RCMP/EMS Dispatch # - 911

RCMP Administration Line – 403-933-7227

Fire Department – 403-933-9111

LOCATION OF EMERGENCY EQUIPMENT:

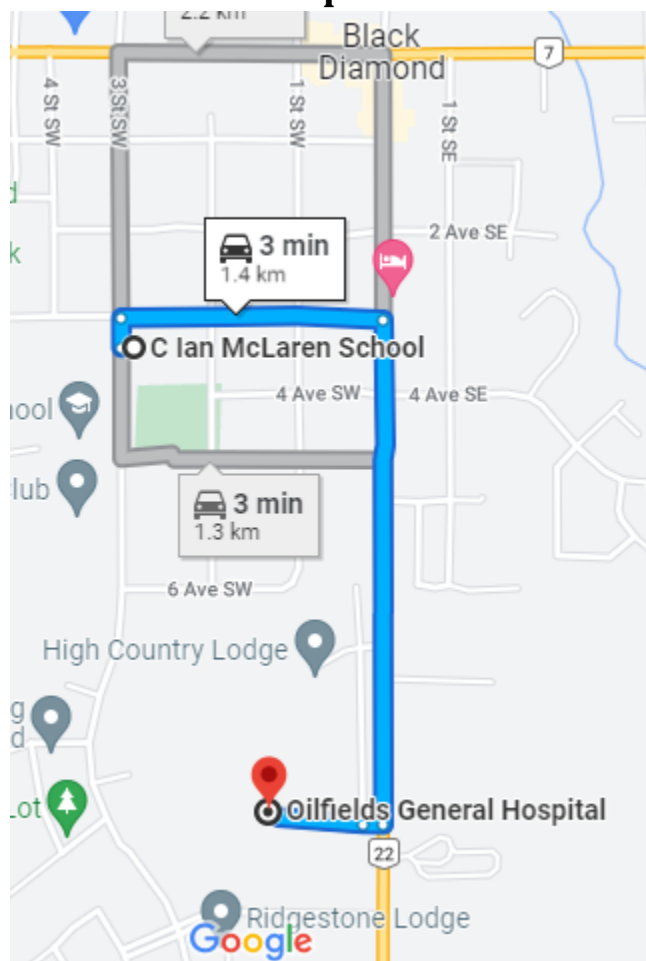
EPI PEN – Located in the Infirmary in the medical cupboard. Keys are located in office desk left hand side as Epi Pen is locked

Fire Alarms – 1 is located in the main gym and 1 located right outside the main office Fire Extinguishers – 1 is located outside the main gym hanging on the wall and 1 is located on the opposite side of the gym entrance we will be using at Volleyball Provincials

Event:	2A Boys Volleyball Provincials
Venue:	C Ian McLaren School
Location Address:	402 – 3 rd Street SW
Directions to Venue:	From Ambulance Bay (Oilfields Hospital): North on Government Road. Avenue to 50 th Street. Turn left onto 5 th Avenue Street. North on 3 rd Street to C Ian McLaren School.
Ambulance Access:	Main Entrance. Head down the hallway to the gym entrance on the right.
CHARGE Person:	Carla Bretzlaff – 403-669-8672
CALL Person:	Gate person will be designated call person
EMS Dispatch #:	9-1-1
Location of Phone and/or Cellular Phone:	A phone is located at the main front desk of the school office. CHARGE person will carry a cell phone at all times.
Emergency Equipment Available:	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.
Obstacles that may interfere:	Parked cars Spectators Equipment

Location of Nearest Emergency Facility:	Oilfields Hospital 717 Government Road 403-933-2222
Directions from Access Point to Emergency Facility:	From Emergency Access Point: South on 3 rd Street to 5 th Avenue. Turn East on 5 th Avenue and continue 3 blocks until Government Road. Turn North on Government Road. Turn right onto 7 th Avenue to Hospital Entrance.

Direction to Oilfields General Hospital from C. Ian McLaren School



Potential Threat Evacuation Process

An evacuation of C Ian McLaren 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 PWA Staff member and proceed to closest Muster Point
- o The **gym** has two (2) exit routes. **Muster Point will be in front of C Ian McLaren School**
 - Exit out the main entrance of the gym, out the school's main entrance and into the street
 - The back corner exits go directly outside behind the school building and to an alternative parking lot
- 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'

Lockdown Procedures:

- When a lockdown is announced, follow the instructions of the nearest Oilfields coach/ Oilfields Staff Member/Volunteer.
- Remain in the classroom/gymnasium.
- If you are in the hallway, gathering area or an unsafe area, move quickly to the nearest open classroom.
- Follow all instructions of the Oilfields coach/Oilfields Staff Member/Volunteer, move to the designated secure area in the classroom and remain silent and still.
- If you are locked out of the classrooms after a lockdown has been called, find the closest secure hiding spot. Remain there and do not emerge until the all clear signal has been announced.