

Senator Gershaw School – Emergency Action Plan

RCMP/EMS Dispatch # - 911

RCMP Administration Line – 403-545-2100

Fire Department – 403-545-2424

Venue:	Senator Gershaw School	
Location:	104 – 1 st Ave W, Bow Island, AB, T0K 0G0, (403)-545-6853	
Tournament Chair	Barry Smith (403) 504--3467	
Med Kits:	Each team is responsible for bringing their own Medical Kit for basic minor injuries such as, scratches, cuts, sprained muscles/tendons, etc.	
First Aid Kits Located:	1 – Main Office 2 – Gymnasium <i>First Responders on site to access first aid kits</i>	
Defibrillators:	Main office	
MUSTER POINT:	Soccer field east of the school	
Egress Routes:	Egress routes posted throughout exits within the school	
Location of nearest Hospital:	Bow Island Health Center 938 Centre St, Bow Island, AB T0K0G0, (403) 545-3200	
Directions to Hospital from Venue:	<ol style="list-style-type: none"> 1) Head south on Centre St. 2) After passing through the stop lights the hospital will be on your left. 	

Potential Threat Evacuation Process

An evacuation of the Campus can be caused by many different situations. Follow instructions of the SGS staff during the evacuation.

- **If you are told to evacuate or hear the fire alarm:**
 - Stop the exercise / game / workout and evacuate the area
 - Close doors as you go and leave lights on
 - Exit building via nearest possible exit unless re-routed by an Evacuation Supervisor or SGS Staff member and proceed to closest Muster Point
 - The **gym** has three (3) exit routes.
 - Exit out the main entrance of the gym, out the school’s main entrance and left onto the soccer field.
 - The two back corner exits go directly outside behind the school building. Proceed to the right onto the soccer field.
 - If smoke is encountered, stay low to the ground
- **If you cannot evacuate:**
 - Try to proceed to a room with an outside window
 - Close doors between you and fire

- To keep smoke out of room, stuff cracks around door and cover ventilation openings
- *If you have access to a working phone, call 911 & report your location & that you are unable to evacuate*
- If smoke fills room, place article of clothing in window as a marker for rescuers and stay low to floor
- 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'

Protocol for Lockdown

The school building may be put into a lockdown situation due to internal or external emergencies. Internal emergencies include an armed individual, medical emergency, or an out of control child or adult. External emergencies include events occurring in close proximity to the school. Both internal and external emergencies will be treated in the same manner.

1. In the event of a lockdown the following message will be relayed over the school intercom system by the Principal, Tournament Chair, or anyone who is first aware of the situation. This is a Lockdown
2. Visually check hallways for students, visitors, volunteers, etc and invite them into classrooms.
3. Direct students into your secure locations. Athletes and individuals in the gym will be directed to the large equipment room, gym change rooms or the computer lab located across the common area if it is safe to do so. Athletes and individuals in the common area will be directed into the computer room and library each located directly off the common area.
4. Close the room doors (doors should already be in locked position) and cover any windows.
5. Direct students and adults to not use cell phones and put them on silent.
6. Maintain a calm, silent, environment.
7. Stay out of view of doors and windows.
8. Do not answer the door under any circumstances.
9. Wait until you hear the "ALL CLEAR" announcement made by the Principal: Scott Angle, Vice Principal: Dwayne McKay or Tournament Chair: Barry Smith on the intercom

Protocol in Event of an Emergency

1. Call Ambulance or Fire Department or RCMP 9-1-1
2. Senator Gershaw School – 104 1st Ave West, (403) 545-6822
3. Indicate location and nature of the injury
4. Report to Coach / Administrator
5. Meet Ambulance, Fire Department, RCMP

Evacuation Legend

	Evacuation Route (Colours Vary)		External Doorway
	Fire Pull Station		Garage Door
	Fire Extinguisher		Stairs
	Fire Hose		Elevator Shaft
	Fire Suppression Equipment		AED - Automated External Defibrillator
	Fire Alarm		Student Release Materials
	Hazardous Materials		Emergency Response Binder
	Fire Doors		Student Medications
	Area of Refuge		Incident Command Post Kit
	Fire Annunciation Panel		
	Key Lock Box		

