

**Emergency Action Plan**  
**Notre Dame Collegiate &  
Holy Spirit Academy**

**RCMP/EMS Dispatch # - 911**  
**RCMP – (403) 652-2357    Fire Department – (403) 652-3774**

**LOCATION OF EMERGENCY EQUIPMENT**

**AED**

Notre Dame – outside of SW gym doors near the cafeteria

Holy Spirit - outside of east gym doors

**EIPEN**

Notre Dame – adult & youth top drawer of first desk in gym office

Holy Spirit – top drawer of desk in gym office

**Naloxone**

Notre Dame – top drawer of first desk in gym office OR on the first bookshelf

Holy Spirit – n/a

**Fire Alarms**

Notre Dame – 2 in the gymnasium (multiple in the school)

Holy Spirit – 2 in the gymnasium (multiple in the school)

**Fire Extinguishers**

Notre Dame – SE corner of the gym next to outside doors, cafeteria (gym)  
and outside the main office

Holy Spirit – east wall of the gym beside the PE office

**Athletic Trainer**

Notre Dame – Gymnasium (available during all games)

**Emergency First Aid**

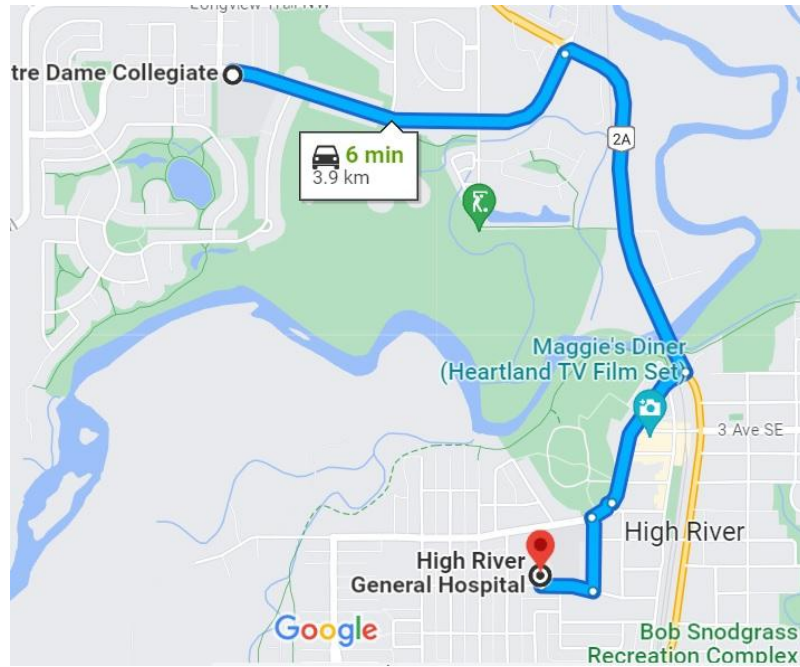
Holy Spirit – Emergency First Aid personal (available during all games)

# High River Hospital

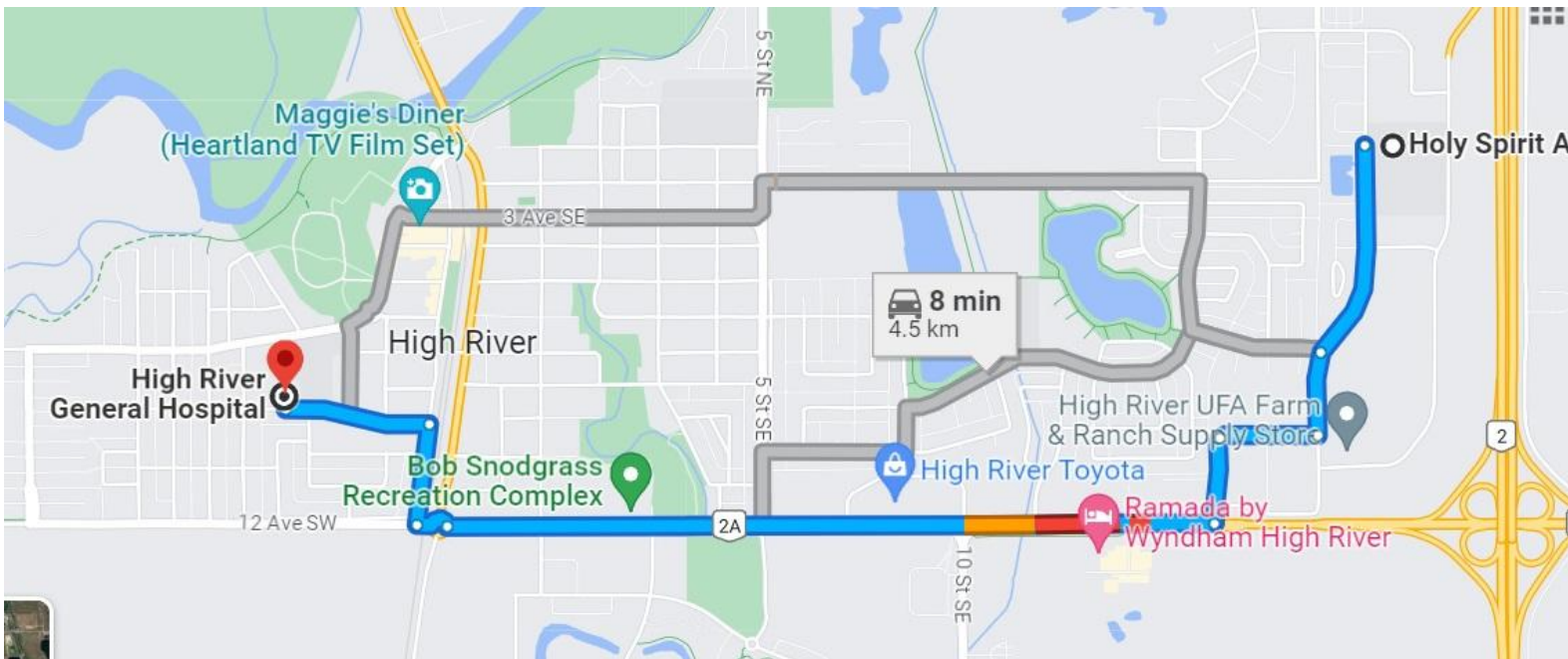
560 9<sup>th</sup> Ave SW

403-652-2200

From Notre Dame Collegiate



From Holy Spirit Academy



<b>Event:</b>	2A Boys Volleyball Provincials
<b>Venues:</b>	Notre Dame Collegiate and Holy Spirit Academy
<b>Location Address:</b>	Notre Dame Collegiate 1500 High Country Drive SW Holy Spirit Academy 4 21 Street SE
<b>Ambulance Access:</b>	Notre Dame – front main doors of the school Holy Spirit – east side doors rear of parking lot
<b>CHARGE Person:</b>	Notre Dame Collegiate – Jeff Roman 587-888-5205 Holy Spirit Academy – Ali Nasturzio 403-993-2544
<b>CALL Person:</b>	The gate person will be the call person.
<b>EMS Dispatch #:</b>	9-1-1
<b>Location of Phone and/or Cellular Phone:</b>	The phone is in the gymnasium office at both venues. CHARGE person will always carry a cell phone.
<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>	Parked cars Spectators Equipment
<b>Location of Nearest Emergency Facility:</b>	High River Hospital <b>560 9<sup>th</sup> Ave SW</b> 403-652-2200

## Potential Threat Evacuation Process

An evacuation 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:**
  - 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 PWA Staff member and proceed to closest Muster Point
  - The **gym** has three (3) exit routes that go to the **Muster Point on the track behind the school**
    - Exit out the main entrance of the gym, out the back of the rear entrance of the school and into the parking lot
    - The two back corner exits go directly outside behind the gym and into the parking lot
  - 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'

**Lockdown Procedures:**

- When a lockdown is announced, follow the instructions of the nearest Notre Dame coach/ Notre Dame 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 Notre Dame coach/ Notre Dame 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 all clear signal has been announced.