

# Emergency Action Plan

## Oilfields High School

RCMP/EMS Dispatch # - 911

RCMP Administration Line – 403-933-7227

Fire Department – 403-933-9111

### LOCATION OF EMERGENCY EQUIPMENT:

**AED** – Located near the main office

**EPI PEN** – Located in the Main Office at the front counter in the far left drawer

**Fire Alarms** – 4 are located in the main gym and 2 are located right outside the gym

**Fire Extinguishers** – 2 are located in the main gym embedded in the wall

<b>Event:</b>	2A Girls Basketball Provincials
<b>Venue:</b>	Oilfields High School
<b>Location Address:</b>	511 – 3 <sup>rd</sup> Street SW
<b>Directions to Venue:</b>	From Ambulance Bay (Oilfields Hospital): North on Government Road. Avenue to 50 <sup>th</sup> Street. Turn left onto 5 <sup>th</sup> Avenue Street. South on 3 <sup>rd</sup> Street and then an immediate left into Oilfields High School parking lot. Please use the East gym exit.
<b>Ambulance Access:</b>	East Gym Exit Enter parking lot from 3 <sup>rd</sup> Street. Make your way to the East Gym Exit.
<b>CHARGE Person:</b>	Leigh Bretzlaff 403- 510- 8814
<b>CALL Person:</b>	Gate person will be designated call person
<b>EMS Dispatch #:</b>	9-1-1
<b>Location of Phone and/or Cellular Phone:</b>	A phone is located at the main front desk of the school office. CHARGE person will carry a cell phone at all times.
<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 on site 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>	Oilfields Hospital <b>717 Government Road</b> 403-933-2222
<b>Directions from Access Point to Emergency Facility:</b>	From Emergency Access Point: Leave Oilfields High School parking lot and head East on 5 <sup>th</sup> Avenue and continue 3 blocks until Government Road. Turn North on Government Road. Turn right onto 7 <sup>th</sup> Avenue to Hospital Entrance.

## Injury Protocol

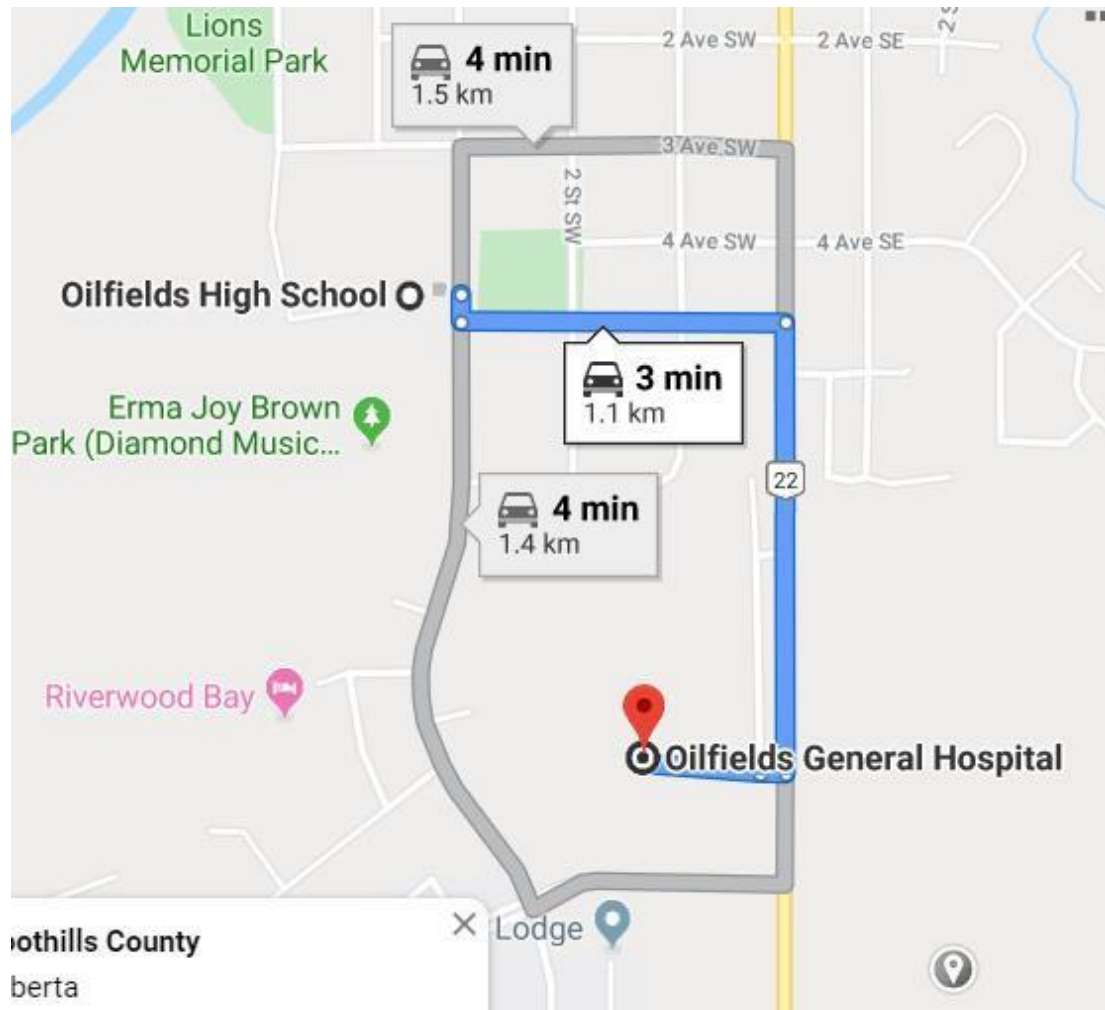
### Oilfields High School

In the event of an emergency the CHARGE person will inform the CALL person to contact 9-1-1. First Aid kits for emergencies will be located at the scorekeepers table at each location. If emergency medical personnel is required dial 9-1-1

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. If an **AED** is required, it can be found at the front of the school near the entrance on the left side as you would be exiting the building.
5. If an **EPIPEN** is required it will be located in the PE office above the sink.
6. Assess the injury; evaluate the severity of the injury and decide if further assistance is required
7. If an **ambulance is not needed**, then decide what action is to be taken to remove the injured student athlete from the playing surface.
8. 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.
9. 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 (blankets are located by the first aid kit to help reduce the chance of shock)
10. Do not provide the injured student athlete with food or drink, unless otherwise indicated by situation e.g. diabetes, hydration...
11. Stay calm and speak reassuringly
12. When ambulance arrives, describe incident and what has been done
13. An adult should be designated to accompany the injured student athlete to the hospital to help and document steps taken to treat the injury
14. The parent/guardian of the injured student athlete must be contacted as soon as possible after the injury.
15. Complete any necessary incident/accident reports and file with appropriate school administrator.

## Direction to Oilfields Hospital from Oilfields High School



## Potential Threat Evacuation Process

An evacuation of Oilfields High School 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 in the Parking Lot behind the gym**
    - 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 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.