



## **Emergency Action Plan (EAP)**

Rundle Academy  
4330 16th Street SW  
Calgary, AB T2T 4H9

### **Emergency/Evacuation Procedures**

#### **Safety Equipment**

AED: located at the northwest (main) entrance of the gymnasium.

First Aid Kits: located at the Main office of the Junior/Senior High Building (4330 16th Street SW) and on-site in the gymnasium.

Fire Extinguishers: located in the gym, underneath the AED and beside the water fountain on the main floor of the Junior/Senior High Building.

Phone: located in gymnasium at the northwest (main) entrance. This phone can be used only in case of an emergency and you must dial "9" to get an outside line.

**Note** - Escape routes and evacuation procedures can be found in the red evacuation duotangs at the northwest and northeast entrances to the gymnasium. Alternatively, each classroom will have these duotangs hanging at their main entrances. These duotangs outline [lockdown](#) and [evacuation procedures](#) in addition to [evacuation routes](#) for each room in the building.



## Ambulance Access

Primary Entrance - Turn off 16th Street into parking lot south of Junior/Senior Building (4330 16th Street SW). Access to southwest entrance to gymnasium from this parking lot.

Secondary Entrance - Park in staff parking lot, north of Junior/Senior Building (4330 16th Street SW). Access to northwest entrance to gymnasium from this parking lot.

## Fire Exits

Gymnasium: Four exits exist at each corner of the gym. Exit through the nearest available door and meet at the muster point as indicated in the evacuation plan (southeast corner of field behind the gymnasium).

School: Refer to the evacuation plan and school maps (posted in each classroom and available in the evacuation duotang).

## **Medical Emergency Procedures**

### First responder

- Assess situation and status of person who is injured.
- Administer First Aid as situation dictates.
- Contact "Person in Charge" (Administrator/Chair or Teacher at score table) as soon as possible.
- If an ambulance and paramedics are required, "Person in Charge" will call 911.
- "Person in Charge" will take control of the situation until emergency crews arrive.



## Control Person

- In the event of a medical emergency, the Teacher supervisor and/or other Teachers at the score table are responsible for controlling the crowd and other participants.
- After the area is secured and controlled, the Teacher supervisor will act as the guide for emergency personnel outside of the building to ensure expedient access to the victim.
- In consultation with the "Person in Charge", Tournament Chair and game Officials the continuation of play will be determined.

## **Emergency Contact Information**

### Chairperson - Nick Waterbury

(403) 250-2965 (School)  
4330 16th Street SW, Calgary, AB

### Principal - Keith van der Meer

(403) 250-2965 (School)  
4330 16th Street SW, Calgary, AB

### Calgary Fire Department - Station 5

(403) 268-2489  
3129 14 St SW, Calgary, AB

### Calgary Police Service

(403) 266-1234  
Calgary Police Service  
5111 47 St. N.E. Calgary, AB

### Ambulance/Emergencies

Dial 911

### Rockyview General Hospital

(403) 943-3000  
7007 14 St SW, Calgary, AB