



St. Albert Curling Club

Emergency Response Plan

Date Initiated: December 22, 2017

Primary Contact

General Manager: Nicole Bellamy 780.915.1923 sacurl@shaw.ca

Head Ice Technician: Audra Lindsey 780.625.5989 audral@stalbertcurling.com

Club Address: 3 Tache Street, St. Albert AB T8N 2S3 780.459.7007

Building Description – big brick building across from Grandin Tower beside Lion's Park.

Emergency Only

Police-Fire-Ambulance

9-1-1

Location of nearest Hospital

Sturgeon Community Hospital

201 Boudreau Rd, St. Albert, AB T8N 6C4

780.418.8200

See attached for directions.

First Aid Kit & Defibrillator (AED)

Located on the west wall of the east side north entrance.

Eye Wash Station

Located in the north room on the south wall sink and wash basin.

Contacts

Fire Hall: 780.418.6069 #18 Sir Winston Churchill Ave

Ambulance: 780.458.2020

Natural gas leaks/gas odor: Atco Gas Ltd. 1.800.511.3447

Facility Phones

General Office and Upstairs Lounge by bar

Facility Fire Extinguisher Locations

Main floor - in front entrance, on exterior south concession wall, Kitchen, inside arena storage room - east doors, inside Head Ice Tech door

Upstairs – on wall beside deck doors, on wall to coatroom

Training

All applicable staff will review this Emergency Response Plan and management will ensure they have read and understand the requirements of the plan including their role and responsibilities during an emergency.

An emergency drill will be completed and documented once per year to ensure the adequacy of the Emergency Response Plan.

Procedures for Medical Emergencies

- In case of a medical emergency, call 9-1-1 and administer first aid as required using the first aid kit and AED located at the east side north entrance until emergency medical responders can take over.
- Phone appropriate contact as listed above.

Procedures for Fires or Chemical Spill/Release

- In an emergency situation, staff members are to clear as many areas as possible while keeping their personal safety a priority.
- If personnel require assistance and are in the vicinity of a fire or chemical spill/release ensure proper personal protective equipment is used (for ammonia, ensure a half mask with appropriate filters are used).
- Phone appropriate contact as listed above.
- In case of fire or in the event of a chemical spill or release, activate the nearest fire alarm pull (Fire Department is automatically dispatched).

- Meet the Fire Department personnel at main doors on Eastside-South doors or assign a person to this task and inform of fire or chemical spill/release.
- All staff to evacuate their area directing people to the nearest exits (main entrance) if possible; if not direct people through the nearest exit. Staff will ensure all doors are closed behind them. If possible and without any safety hazard to individual, staff will shut off the gas to the kitchen appliances prior to exiting if time permits.
- Staff will direct people to congregate at the North parking lot between Curling Club and Red Willow Senior Centre.
- If an individual refuses to leave an area, if possible, write down their name and location of persons who refuse to leave.
- All staff will report to a main contact (if available) on areas that have been cleared. At this time report the names and locations of any person who refused to leave the building.
- Staff to remain with evacuees in North parking lot to await direction from emergency personnel.
- If the weather is inclement and if it is safe to do so, staff will lead evacuees to the Red Willow Centre or Legion.
- When permission has been granted by the Emergency responders to re-enter the building, staff will inform evacuees.

Children under the age of 18:

- **Evacuate the children per the directions above.**
- **Evacuate children to North parking lot between Curling Club and Red Willow Centre.**
- **Contact a parent or guardian of each child and wait with children until an adult picks up the child.**
- **Check the identification of the adult retrieving the child.**

For those with disabilities:

- **Assist those with wheelchairs using the directions provided above or request the assistance of others and direct them to exit the building using the directions above.**
- **Alert those with hearing disabilities and direct them to the nearest exit, pulling the fire alarm will provide strobe lights that will also aid in alerting in the event of an emergency.**
- **Evacuate to the North parking lot between the Curling Club and the Red Willow Centre.**

Charge Person (medical emergencies)

- Delegate Charge Person
- Reduce the risk of further harm to the injured person by securing the area and keeping the injured person warm.
- Designate who is in charge of others in the curling rink. If nobody is available for this task, cease all activities and ensure that all other personnel are in a safe area.
- Seek assistance from others with First Aid/CPR certification.
- Protect yourself (wear gloves if in contact with body fluids such as blood).
- Assess ABCs (check that the airway is clear, breathing is present, a pulse is present, and there is no major bleeding).

- Proceed to eye wash station if the situation dictates.
- If possible, have the athlete move himself or herself off the ice; do not move the injured person if potential neck/back injury.
- Wait by the injured person until EMS arrives and the injured person is transported.
- Fill in an accident report form.

Call Person (medical emergencies)

- Call for emergency help.
- Provide all necessary information to dispatch (eg: facility location, nature of injury, description of first aid that has been administered, allergies and other medical problems for the athlete).
- Clear any traffic from the entrance/access road before ambulance arrives.
- Wait by the driveway entrance/access to the facility to direct the ambulance when it arrives.
- Call the emergency contact person listed on the injured person's medical profile.
- Report back to charge person.

Exterior Emergencies

If an emergency situation exists on the exterior of the building, STAY PUT until directions are provided by emergency personnel.