



Foote Field

Policies and Procedures Manual

Updated: April, 2016

Foote Field

11601 68 Avenue, Edmonton, AB, T6G 2E1

780-492-6868

<https://uofa.ualberta.ca/physical-education-recreation/facilities/south-campus/foote-field>

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Foote Field Staff

Rob Stewart – Manager, Saville Community Sports Centre (East) and Foote Field

Mitch McKee – Bookings / Events Facilitator

Kyle McMahon – Maintenance / Outdoor Facilities Coordinator

Part III – Foote Field Emergency Procedures

Emergency Evacuation Procedures

Chief Fire Warden: Rob Stewart (South Campus Events and Foote Field Manager)

Assistant Fire Warden: Mitch McKee (Bookings / Events Facilitator)

Area Fire Wardens

Mitch McKee: Foote Field Studio/MPR/Building Services Room; Washrooms; Taping room/Officials room/Female coaches' locker room; Secure South entrance afterwards

Rob Stewart: Locker rooms 1-8

Kyle McMahon: Alumni lounge; Concession / storage area

Bears Football Coaching Staff: Football Locker room and coaches offices

All areas will be evacuated by the Area Fire Wardens with assistance provided by practicum students if they are on site at the time of the alarm. If only one staff member is present in the building during an evacuation, they should contact South Campus Operations staff for assistance if the situation permits.

Muster Point: Bottom of north wheelchair access ramp

For fire alarms that occur outside of regular business hours, it is unlikely that the designated fire wardens will be onsite to organize the evacuation process. In these situations, the Foote Field front desk staff will coordinate the evacuation process to the best of their ability with assistance from South Campus Operations staff if possible. The Foote Field front desk staff

should check as many areas of the building as possible without putting themselves in danger before proceeding to the muster point at the lower wheelchair ramp access point.

Fire Safety Procedures

- Dial 9-1-1 and stay on the line to provide directions (11601 68 Avenue) to the facility.
- In case of Fire, activate the nearest fire alarm station (Fire Department will be automatically dispatched).
- The Chief Fire Warden or the Assistant Fire Warden should contact South Campus Operations staff immediately to request assistance with the evacuation process. South Campus Operations staff should report to the Chief Fire Warden so duties can be assigned.
- The Chief Fire Warden or the Assistant Fire Warden will be stationed at the Main Entrance fire panel to meet the Fire Department.
- All area Fire Wardens should report to the Chief Fire Warden immediately after the fire alarm sounds. If any of the assigned area Fire Wardens are not present, the Chief Fire Warden will re-assign their area to another area fire warden or take responsibility for checking that area. South Campus Operations staff may be able to aid if they are present and available.
- All area Fire Wardens will evacuate their area directing people to the nearest, safe exit and to the muster point at the lower wheelchair ramp access point.
- Area Fire Wardens will ensure all doors are closed behind them.
- Area Fire Wardens will direct people to congregate at the muster point at the lower wheelchair ramp access point.
- If an individual refuses to leave an area, write down their name and location if feasible.
- All area Fire Wardens will report to the Chief Fire Warden when areas have been cleared. At this time report the names and locations of any person who refused to leave the building or non-mobile patrons who have been housed in stairwells.
- Area Fire Wardens will meet evacuees at the muster point at the lower wheelchair ramp access point.
- If the weather is inclement and if it is safe to do so, Area Fire Wardens will lead evacuees to the Saville Community Sports Centre. If an alternate location is required, consult with U of A Protective Services (780-492-5050) for an appropriate location.
- When permission has been granted by the Emergency responders to re-enter the building, the Assistant Fire Wardens will walk the perimeter of the building to ensure no one is locked outside an exit door.
- If an emergency situation exists on the exterior of the building, STAY PUT until directions are provided by emergency personnel.

Extreme Weather Policy

- Weather will be continually monitored and decisions to cancel outdoor activities will be made by South Campus Operations staff with the safety of the participants in mind.
- If the decision is made that participants and/or spectators need to be evacuated from the field and/or bleachers, South Campus Operations staff will station themselves at exit points to direct traffic flow.
- An announcement will be made over the public address sound system notifying participants and/or spectators about how to evacuate the area and to proceed to either the Foote Field building, the Saville Community Sports Centre or their vehicles. The Foote Field building should not be used as an evacuation point for events with a large amount of spectators as it will not be able to accommodate everyone.
- South Campus Operations staff will ensure the doors leading to the Saville Community Sports Centre are open for maximum passage.
- The decision to resume the event will be made by South Campus Operations staff with consultation from event officials.

Medical Emergency Evacuation Plan

When an emergency medical situation is identified by a member of staff the following procedures shall be used:

- Activate the Emergency Plan by contacting the Foote Field front desk staff at 780-492-6868 and asking them to phone 9-1-1.
- Pertinent details of the event should be provided to Foote Field front desk staff including: location of patient, approximate age of patient, status (conscious, unconscious, breathing, not breathing) and nature of incident.
- Notify Facility Operations staff (780-903-2590) of incident by radio or other communication device and take first aid kit and AED to the patient's location. The AED will not be used except in cardiac arrest situations (pulse-less victim) by a trained employee.
- Assign another staff member or a bystander to await the arrival of Edmonton EMS and/or U of A Protective Services.
- Trained staff members will attend to the patient until Edmonton EMS and/or U of A Protective Services arrive. If possible, one person should provide an update of the patient's condition to the 9-1-1 operator.
- Maintain constant communication with the 9-1-1 operator whenever possible in order to provide directions to the facility and any other pertinent information.
- Upon arrival of EMS personnel, provide all available information regarding the patient and the incident to the EMS personnel.
- Complete an incident report and place in the mailbox of the Manager, Saville East, who will forward the form to the Facility Services Coordinator.
- If the incident results in serious injury or death, contact the Associate Director (780-492-0229) immediately, who will in turn contact the Director, Operations.

Utility Failure/Building Problems

In the event of any type of utility failure (power, heating, gas), the Facility staff should contact the University Control Centre at 780-492-4833 for an assessment of the problem.

The Operations Supervisor Bruce Bourguignon 780-975-6288 should also be contacted, if Bruce is unavailable, call Associate Director, Cheryl Harwardt 780-915-2016.

During a power failure, emergency lights will illuminate hall corridors leading to exits. During a special event where large crowds are present, the Full time Facility Operator shift leader shall request the crowd to remain calm and wait for further instructions. University of Alberta Protective Services should be contacted and if the power failure is extensive, the building should be cleared, if it is safe to do so.

First Aid Kit & Automated External Defibrillator (AED) Policy

All staff must be trained in Standard First Aid, Level C CPR and AED use. Standard first Aid must be renewed every two years. CPR and AED must be renewed every year.

First Aid Kits are located in the following areas:

- Foote Field Front Desk (Simple Kit and AED)

The Bookings and Contract Coordinator is responsible for conducting a monthly check of the first aid kit. If restocking is required, a complete list of required restocking items will be provided to the Saville Community Sports Centre Customer Service Coordinator who will complete a First Aid Order Form found at the following site:

<https://docs.google.com/a/uAlberta.ca/spreadsheet/viewform?formkey=dFFVczdMUm9zN3ZfMC1sbHrb1hUeWc6MQ>

If the Aquatics Centre is unable to provide the required items, the Saville Community Sports Centre Administrative Assistant may order from a first aid supplier.

Automated External Defibrillator (AED)

The AED is located at the Foote Field front desk. Foote Field front desk staff are responsible for checking the battery daily at the beginning of each shift. Record the date and initial the AED daily checklist when the check is completed. If the light is not flashing, the Associate Director-Operations (Cheryl Harwardt) must be contacted by email or in person.

AED's must also be checked monthly in accordance with the University's participation in the Heart-Safe program. The checklist for the AED can be found at www.heart-safe.ca. Once the checklist is complete the information must be entered into a Heart-Safe Account online. Contact the Aquatics Supervisor for clarification or questions 780-492-4533.

Workplace Hazardous Materials Information System (WHMIS)

The Facility participates in the WHMIS program. This national program is designed to educate individuals who deal with hazardous chemicals and other substances at worksites. The communication system is developed to ensure that employees are informed with necessary information regarding hazardous materials to which they may be exposed on the job.

All employees working with hazardous chemicals or substances must receive WHMIS training.

Chemical Spill/Hazardous Material Procedures

In the event of a spill of a known or unknown substance (toxic, radioactive, biohazardous, or flammable) please do the following assessment:

A minor spill is characterized by the confidence and capability of the staff to clean up the spill and return the area to normal working conditions without the assistance of emergency personnel. The cleanup crew must be properly trained, must don the appropriate personal protective gear, must use suitable equipment and supplies, and dispose of the waste material in the approved manner.

Examples of a minor spill:

- Blood on the floor
- A small spill of a minimally hazardous cleaning compound

A major spill requires the assistance of emergency personnel. If the substance is noxious evacuate the area. Immediately contact Communication Control Centre at 780-482-5555 and explain the situation.

Examples of a major spill requiring emergency response:

- A large spill of a hazardous compound

Injury and Accident Procedures

This protocol covers injuries in units of the Faculty of Physical Education and Recreation which are located away from the main campus (SCSC and FF). There are first aid kits located at the Saville Community Sports Centre and Foote Field. There are AED's (Automated External Defibrillators) located in the Saville Community Sports Centre (Customer Service Desks) and also at Foote Field (Front Desk).

Medical Emergencies

(E.g. suspected heart attacks, spinal injuries, severe bleeding, head injury, stroke, loss of consciousness, convulsions and others).

- In the case of a life-threatening MEDICAL EMERGENCY or FIRE, immediately call 9-1-1 and request the appropriate service. If possible, request assistance from another staff

member or bystander to contact University of Alberta Protective Services a 780-492-5050. (2-5050 from a University phone)

- Explain the nature of the injury and give the exact location of the injured party. Have someone meet U of A Protective Services and Emergency Medical Service at the nearest agreed upon entrance and escort them to the injury scene.
- If trained, administer basic first aid until medical help arrives. Recommend injured party seek further medical attention.
- Fill in a facility Accident Report Form COMPLETELY. The form can be found in the First Aid Kit.
- Forward completed form to Associate Director, Operations who will forward to the Facility Services Coordinator.

Non Life-Threatening Injuries

- If the injury is not life threatening (i.e. an ankle or knee injury, suspected broken bones), call U of A Protective Services at 2-5050. If U of A Protective Services is unable to respond immediately to the South Campus location and transportation is required for the injured party, staff should call 9-1-1 to request an ambulance or verify with the injured party if there is a family member who can offer transportation.
- If calling an ambulance, explain the nature of the injury and tell them the exact location of the injured party.
- Have someone meet U of A Protective Services or the ambulance at the nearest agreed upon entrance and escort them to the injury scene.
- Administer basic first aid until U of A Protective Services arrives. U of A Protective Services will provide transportation to hospital if the victim can maneuver sufficiently to sit in the vehicle. Recommend injured party seek further medical attention.
- Fill in a facility Accident Report Form COMPLETELY. The form can be found in the First Aid Kit.
- Forward completed form to the South Campus Foote Field Coordinator who will forward to the Facility Services Coordinator.

Refusal of Treatment

If the injured party refuses assistance or transportation to medical help, complete the appropriate section of the First Aid Form outlining the nature of the situation. If the injured party is younger than 18 the staff must take all necessary precautions and steps that a reasonable parent would take.

Academic Classes

The instructor for any academic class is held to be the individual responsible for class management and safety. In the event of an accident or incident, the instructor has been informed on proper response and emergency procedures. The instructor is also responsible for providing information to students about completing WCB forms.

It is assumed that Operations staff will assist in the response and ensure that the accident or incident report forms are filled in and submitted.

Reports

Any accident or incident involving any of the Facility Operations staff will have the appropriate form completed and submitted to the South Campus Foote Field Coordinator who will ensure the appropriate information is passed on the University Insurance and Risk Management and who will keep an archive copy. Incidents involving Facility staff necessitate the completion of a WCB report. These reports must be submitted to WCB within 72 hours.

WCB Reporting

1. WCB Worker's Report (employee)

If you are injured as a result of a work-related incident the following steps must be taken:

- Seek appropriate first aid or medical treatment
- Ensure you receive a copy of the completed First Aid Incident form if first aid is provided
- Complete a WCB employee report immediately and give to your direct Supervisor/Coordinator immediately
- See your doctor about your injury if you require medical treatment (your doctor will complete a Physician's First Report and send it to WCB within 48 hours)

You must complete a Worker's Report of Injury and send it to the WCB Administrator if:

- You need medical treatment
- You will likely be off work beyond the day of the incident
- You have to modify your work duties as a result
- You have a permanent disability

University WCB Administrator:

Fax: 492-0798 Email: hpaws@hrs.ualberta.ca

Forms can be found on www.ehs.ualberta.ca

2. WCB Employer's Report (Supervisor)

Area Supervisor/Coordinator, will be responsible for completing the Employer Report and submitting this to the University WCB Administrator-prior to submission to Facility Services Coordinator-unless this delays the submission past 48 hours.

- Note: injury or accident must be reported to WCB within 72 hours of the incident or a fine of up to \$25,000.00 can be assessed.

Please follow the following steps to ensure correct procedure:

- Check with the staff member to learn as much information as possible about the injury. If you are unclear of the details surrounding the incident, complete the forms as thoroughly as possible with a note to the University Administrator indicating that investigation is on-going.

- Complete Employer Report form and immediately send to University Administrator at fax: 492-0798 or email: hpaws@hrs.ualberta.ca. This form can be found at www.ehs.ualberta.ca
- Ensure that the form is dated

If staff member is available and able, have him/her complete the Worker's Report.

Injury and Accident Reporting

Reporting accidents and documenting events that could lead to injury allow the Faculty to track how, where and when incidents occur. If the tracking system indicates a trend in certain incidents, pro-active measures can be taken to change the situation before an injury occurs. Having the reported information allows us to minimize and, hopefully, prevent accidents within the facility. This improves facility operations. It also documents the events for legal and insurance coverage purposes and for risk management statistics.

Accident Report Forms (located in Foote Field front desk information binder)

Accident Report forms are to be filled in:

1. If the injury is serious enough to require outside assistance (U of A Protective Services, Edmonton Police Services, EMS, etc.)
2. If the response is extensive enough to require more than one staff (staff and staff/ staff and bystander) to attend to the accident
3. If there is any possibility of a future follow-up (medically or legally)

Note: There is no need to fill in a report for minor incidents such as issuing a band aid, supplying a safety pin, use of tweezers, etc

If an Accident Report Form is required, complete and provide immediately to the Associate Director, Operations who will forward to the Facility Services Coordinator.

Calling 9-1-1

Staff will call 911 for any major emergency (i.e. any event that is life-threatening). Staff will follow standard procedure in this emergency response.

If the incident is not life-threatening but transportation is required, a decision must be made as to having someone transport the individual (a parent, a relative, a friend) or of calling for some form of transport (taxi, ambulance). The charges in the latter case will be the responsibility of the individual or of the minor's parent(s).

Calling University of Alberta Protective Services

Foote Field is a University Building and UAPS will expect to be called if staff require assistance when responding to or dealing with any major incidents such as:

- Major Emergency
- Vandalism
- Theft

- Unruly patrons
- A risk situation

The Foote Field front desk is equipped with panic buttons located in several locations under the desk. When pushed, these buttons will alert Protective Services and signal an immediate deployment. The panic buttons should only be used in emergencies when using the phone is not possible or unsafe. The alarm system that controls the panic buttons is located in the building services room. If any issues arise with the system, Operations staff and Protective Services staff should be alerted immediately.

Theft Policy

If a theft occurs in the facility, Facility staff members must notify their supervisor and U of A Protective Services (780-492-5050). If the victim is not able to wait to speak with Protective Services, collect the victim's contact information.

Event Management

Event management is a large, complex undertaking. Often various groups must cooperate and coordinate many details to make an event successful. This becomes an even more difficult task when several events are taking place simultaneously in various areas of the Facility. It is important that specific risk management concerns associated with event management be identified and appropriate measures be taken in concert with all the other varied aspects of arranging the event. Various factors including event size will determine risk management requirements. These guidelines are meant to be flexible depending on the nature of the event.

Security

T-shirt security are volunteers or paid staff who may have, but are not required to have, formal training in security practices and who agree to carry out minor responsibilities. It is preferable that T-shirt Security who work alcohol events have SIPS training. The number of people required for this function will depend upon the venue and nature of admission as well as the size of the event. Trained T-Shirt security refers to those groups that specialize in providing a "security presence". They provide people who can perform a number of duties beyond the responsibility of T-shirt security. Trained T-shirt security would perform such duties as removing patrons and discouraging undesirable behaviours. These individuals are generally less expensive to hire than professional security officers and can be used at certain events. Suited security refers to trained professional security guards and/or police officers.

First Aid

The Facility has a legal responsibility to ensure that the appropriate number of persons with adequate first aid expertise is present in the facility. There will be at least one staff member with Standard First Aid certification present during any smaller event (less than 200 people) at the Facility. Events with more than 200 participants or spectators are required to have a dedicated first aid responder. With certain higher risk events, the Associate Director, Operations may require additional trained staff and/or staff trained at a higher level. The

contracting group and the Associate Director, Operations will review the level of first aid coverage required. First aid services may be provided by an outside service provider at the expense of the event organizers.