



Policy Name:	Emergency Evacuation Procedures
Date Approved:	
Date for Review:	
Date Revised:	

General Emergency Procedures

1. In an emergency situation, staff members must prioritize their personal safety while clearing as many areas as possible.
2. Contact the appropriate emergency services as listed below:
 - a. **Police, Fire, Ambulance:** 911
 - b. **Gas (Atco):** +1 (800) 668-5506
 - c. **Power / Water (EPCOR):** (780) 412-4500
3. For fire emergencies, activate the nearest fire alarm pull station. The Fire Department is automatically dispatched.
4. Meet the Fire Department personnel at the main eastside front South doors or assign a person to this task.

Fire Evacuation Procedures

1. All staff should evacuate their area, directing people to the nearest exits (main entrance if possible). If not possible, direct people through the nearest exit.
2. Ensure all doors are closed behind you.
3. If safe to do so, shut off the gas to the kitchen appliances prior to exiting.
4. Direct evacuees to congregate at the designated parking lot area.
5. If an individual refuses to leave, note their name and location.
6. Report cleared areas and the names and locations of any individuals who refused to leave to the main contact.
7. Remain with evacuees in the parking lot and await instructions from emergency personnel.
8. Inform evacuees when re-entry is permitted by emergency responders.

Special Procedures for Children

1. Evacuate children to the parking lot.
2. Contact a parent or guardian of each child and wait with the children until an adult picks up the child.
3. Verify the identity of the adult retrieving the child to ensure they are authorized.

Charge Person Responsibilities

1. Delegate a charge person to oversee the situation.

2. Reduce the risk of further harm to the injured person by securing the area and keeping the injured person warm.
3. Designate someone to oversee other athletes. If no one is available, cease all activities and ensure athletes are in a safe area.
4. Seek assistance from others with First Aid/CPR certification.
5. Protect yourself by wearing gloves if in contact with body fluids such as blood.
6. Assess ABCs (airway, breathing, circulation) and check for major bleeding.
7. If possible, have the athlete move themselves off the ice; do not move the injured person if a neck or back injury is suspected.
8. Wait by the injured person until EMS arrives and the person is transported.
9. Fill in an accident report form.

Call Person Responsibilities

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

Exterior Emergency Procedures

If an emergency situation exists on the exterior of the building, stay inside until directed otherwise by emergency personnel.

First Aid Kit and Defibrillator Locations

Defibrillator: Located on the east wall outside the front office.

First Aid Kit: Located on the north-east wall in the arena.

Facility Fire Extinguisher Locations

Arena: Located by all doors (3).

Main Floor: Entrance to arena on west side, kitchen, between doors to men's washroom.

Upstairs: Beside the main stairwell door, beside the elevator.

Facility Phones

- Front Office
- Bar Upstairs
- Courtesy phone main floor outside front office
- Courtesy phone 2nd floor outside washrooms

Policy Review and Updates

1. Regular Review:
 - a. Review the harassment prevention policy and procedures annually.
2. Feedback Incorporation:
 - a. Incorporate feedback from employees and shareholders to improve the policy and procedures.