

NEW HAMBURG HOCKEY ASSOCIATION

WRC EVAUCATION AND EMERGENCY ACTION PLAN

The Wilmot Recreational Complex Emergency Evacuation Fire Safety Plan is on the NHHA website.

It is the Trainer's responsibility to assign roles and duties of those participating in the EAP which includes roles and duties in case of a building evacuation order.

EVACUATION PROCEDURES - IF YOU HEAR A FIRE ALARM SIGNAL:

Staged Evacuation – all staff and patrons are evacuated to the meeting place at the flagpole outside, except arena participants and vulnerable persons who would be at risk i.e. during inclement weather. These participants will be evacuated to food booth area with their hockey skates on.

Evacuate participants and staff to the meeting place outside at the flagpole or to the following building locations if they are considered vulnerable persons and the weather is inclement, until further investigation determines if an evacuation outside is required.

Full Evacuation – all staff and patrons are evacuated from the building to the flagpole in the parking lot. Should evacuation require moving further from the building the soccer fields will be the alternate location. Once the building has been fully and safely searched and evacuated, no one can enter unless required and permitted by Fire Department staff.

Full evacuation announcement notice, or a CODE RED condition would require everyone to proceed to the nearest exit and leave the building in a safe manner.

A CODE GREEN announcement allows everyone to resume your normal activities. Repeat message two more times.

Order of Evacuation

The objective is to save as many lives as possible and allow for a clear way to fight the fire. Remove non-resistant patrons first and remove them beyond the fire doors. Resistant or difficult to move patrons should be the last to be removed.

ARENA:

If the arena Supervisor or Manager is on duty, they will be the Charge Person and lead the evacuation of both arenas, second floor, all arena dressing rooms, and arena lobby area. In the absence of the Arena Supervisor or Manager the most senior fulltime arena employee becomes the Charge Person.

The Emergency Action Plan is a tool to be utilized by the trainer or medical person in charge of the event. It is important to be prepared to react in the event of an emergency situation. Time can be of the essence in certain circumstances. It is important that each person involved in the EAP to be aware of their role and to be prepared to act if necessary. It is the Trainer's responsibility to assign roles and duties of those participating in the EAP.

NEW HAMBURG HOCKEY ASSOCIATION

WRC EVAUCATION AND EMERGENCY ACTION PLAN

The EAP requires three persons to be effective:

1. A Charge Person
2. A Call Person
3. A Control Person

CHARGE PERSON

This is generally the trainer on the bench. If there is another individual available and willing to assist who has more emergency medical training than the hockey trainer, that individual may take over as the Charge Person.

The duties of the Charge Person are

- Get to the injured player in a quick and safe manner. Approach from the feet if possible.
- Take control of the situation immediately. Instruct other players and officials to move away from the injured player.
- DO NOT MOVE THE INJURED PLAYER
- Perform a Primary survey of the player (ABC's). Once the Primary survey is complete, move on to a secondary survey of the player.
- Determine the severity of the injury and decide whether or not to activate the EAP. THE EAP SHOULD ALWAYS BE ACTIVATED IN THE INSTANCE OF SEVERE HEAD, NECK, AND/OR SPINAL INJURIES.
- Signal to the call person to activate the EAP (a signal shall be predetermined as a communication between the Charge Person and the Call Person).
- Give a brief summary of the situation to the Call Person so they may relay the appropriate information to EMS-911.
- Ask the Call Person to return to the injury scene once they have placed the call to EMS-911.
- Continue to monitor the injured player and provide continual care while waiting for the ambulance to arrive. This includes stabilization of the head, neck and spine (if necessary), treating for shock, controlling excessive bleeding etc.
- Record detailed notes of the time of the injury, how the injury occurred, any signs and symptoms exhibited by the injured player, and any changes in their condition. These facts will assist the EMS and Doctors.

NEW HAMBURG HOCKEY ASSOCIATION

WRC EVAUCATION AND EMERGENCY ACTION PLAN

CALL PERSON

The call person is someone who is generally in attendance for all games. It is their responsibility to call EMS-911 in the event of an emergency. Ensure that this person has the ability to remain calm and relay the information effectively to the dispatcher in an emergency situation.

The duties of the Call Person are:

- To know where the telephones are within a facility. If at all possible, place the call from a land line. Cell phones may lose their signal, and are not GPS traceable (land lines are traceable by dispatch).
- To know the specific address of the facility in which you are in. This information should be posted in the lobby of most arenas, but is not always. If you cannot find the address, speak to the other team's trainer who should have an EAP containing this information.
- Know whether or not the centre you are in is on the 911 grid – some centres may not be and there will be a different phone number that must be used.
- Once the EAP has been activated, make your way to the injured player and speak to the Charge Person, who will give you information to relay to EMS-911 dispatch regarding the situation.
- Place the call to 911-EMS – remember to:
 - Speak clearly and calmly
 - Tell the dispatcher what you need (Ambulance, Fire or Police)
 - State the full name and EXACT address of the facility
 - Explain the nature of the situation to the dispatcher. This includes all the information the Charge Person has given you, and answering any questions from the dispatcher to the best of your ability.
 - Inform EMS-911 of the closest access door to the ice surface.
 - Remain on the line until the dispatcher tells you to hang up
 - Return to the Charge Person and confirm that the call to EMS-911 has been placed.

CONTROL PERSON

The Control Person is responsible for controlling the scene surrounding the injured player, and ensuring that the EAP is executed efficiently. This role may be assigned to one of the Assistant Coaches or Team Manager.

The duties of the Control Person are;

- To ensure that the area around the injured player remains clear (keeping teammates, opposition, officials and spectators out of the way)
- Communicate the situation with the officials (who should inform the other team) and the coaching staff of your own team, and with facility staff.
- Ensure that the entrance way for the EMS crew is cleared and accessible.
- Wait for EMS to arrive and direct them to the scene.
- Continue to control the scene while EMS takes over the situation from the Charge Person.