

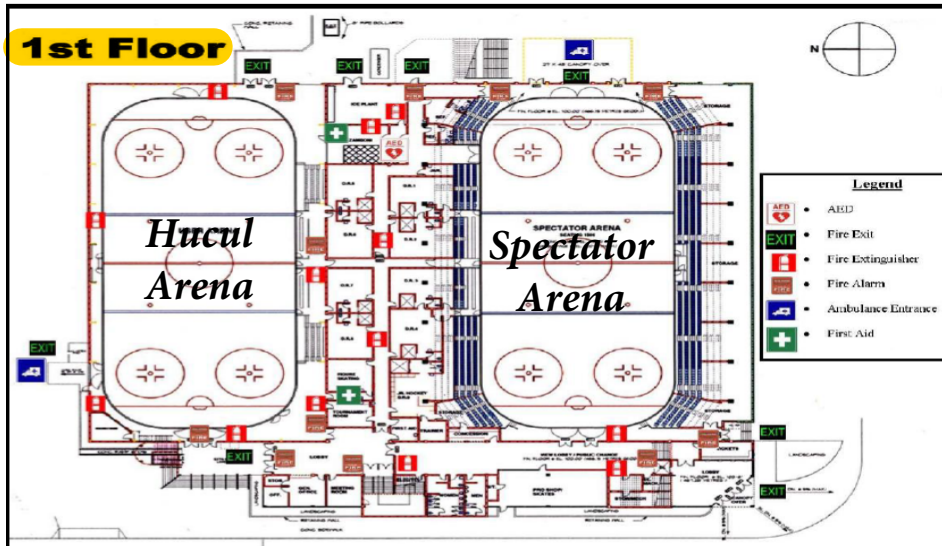


# SALMON ARM MINOR HOCKEY ASSOCIATION EMERGENCY ACTION PLAN FOR THE SHAW CENTRE



The coach, manager and safety person should initiate a meeting at the beginning of the season to ensure they have the volunteers required for their Emergency Action Plan.

## Equipment Locations



## Arena Information

Arena/Facility Name: SHAW CENTRE

Address: 2600 - 9th Avenue NE

Telephone Number: 250-832-4044

## Emergency Telephone Numbers

Emergency: \_\_\_\_\_

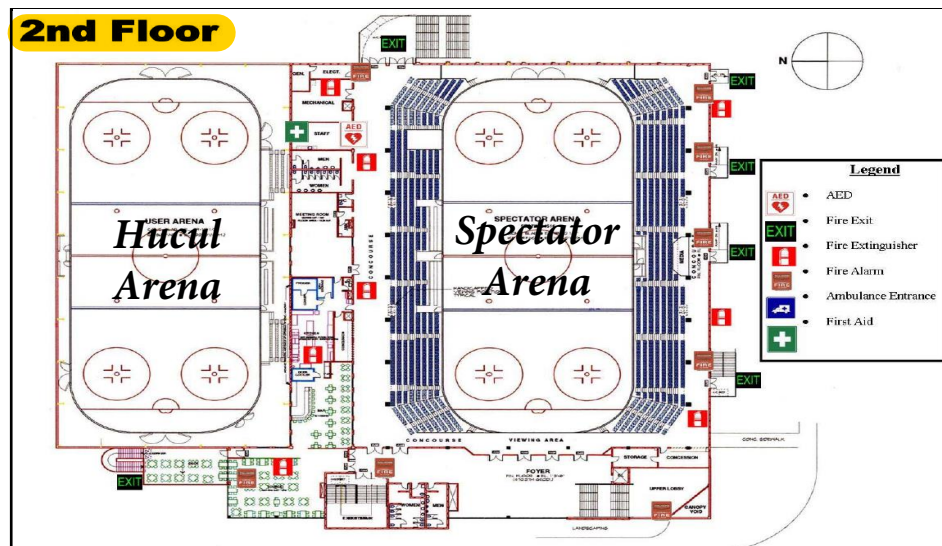
Ambulance: 911

Fire Dept: 911

Hospital: 250-833-3600

Police: 911

Non-Emergency #: 250-803-6044  
Police



## IMPORTANT REMINDERS

The game official continues to assume the role of being in charge of the overall environment.

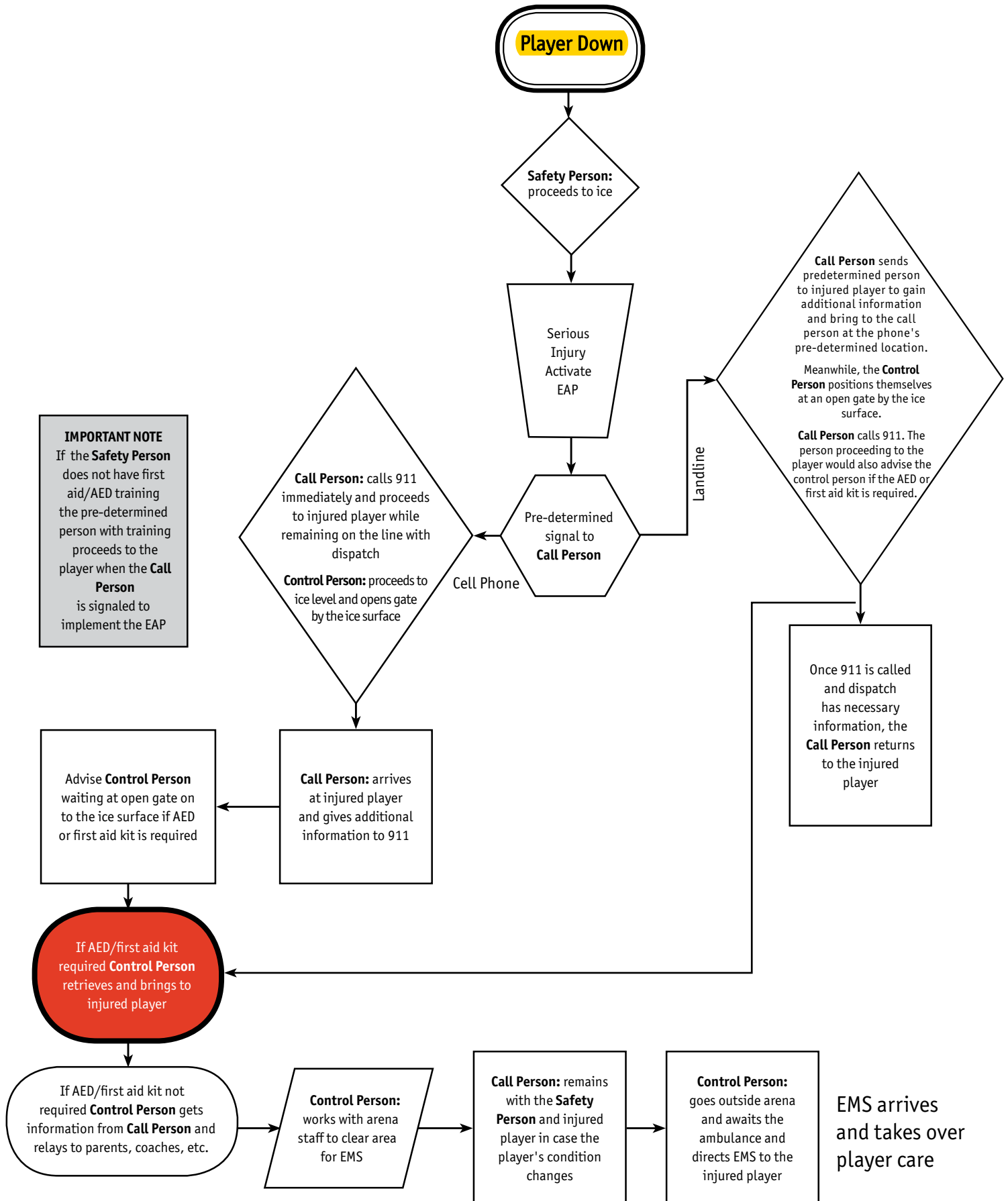
It is important for officials to note that if the safety person makes the signal for assistance that there may be a number of pre-determined people who will respond and will require access to the ice.

Once the ambulance is called, the officials should send both teams to their dressing rooms.

*See flow chart on reverse*



# Emergency Action Plan Flow Chart





# Emergency Action Plan Flow Chart

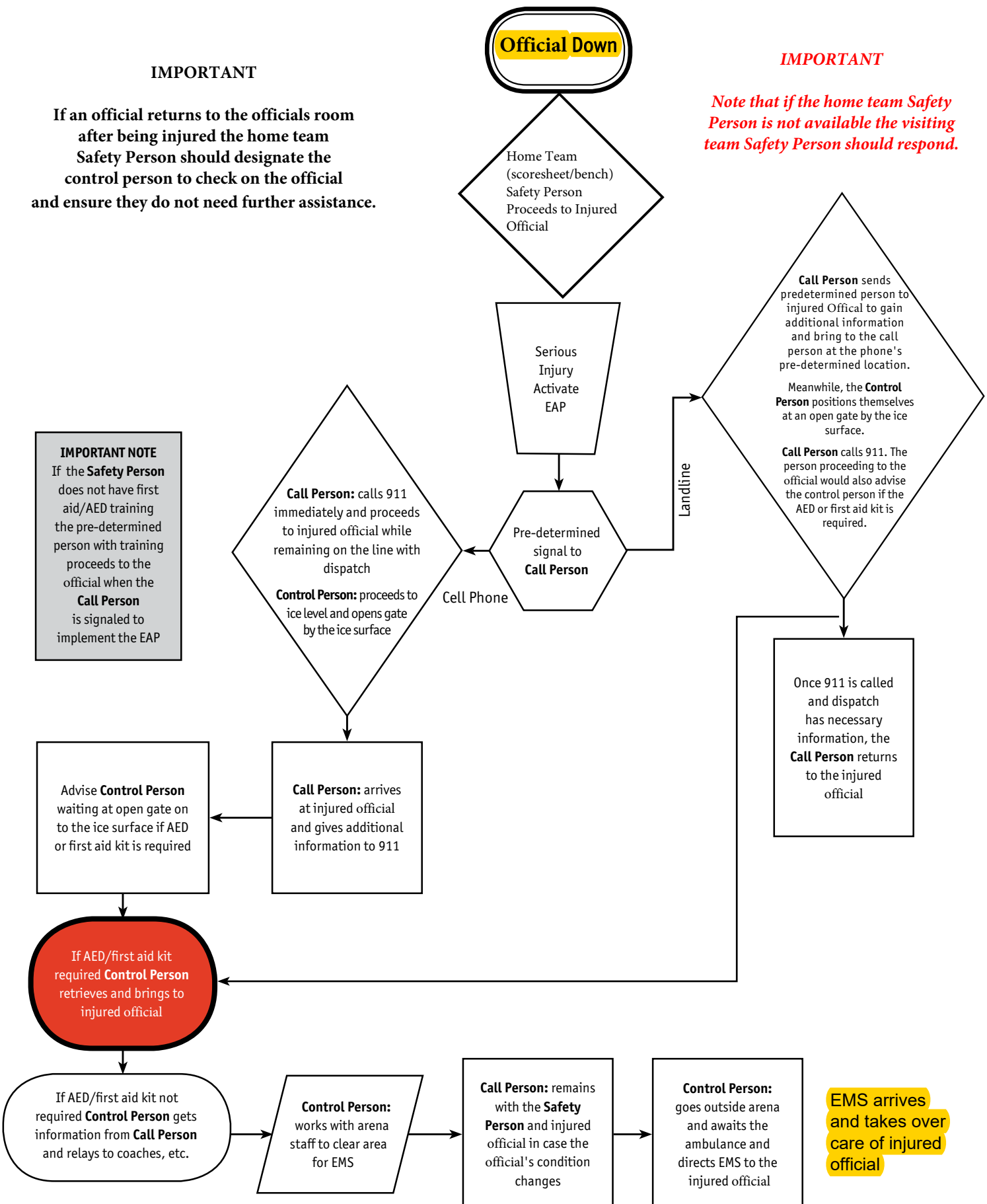


## IMPORTANT

If an official returns to the officials room after being injured the home team Safety Person should designate the control person to check on the official and ensure they do not need further assistance.

## IMPORTANT

*Note that if the home team Safety Person is not available the visiting team Safety Person should respond.*



# ***S.A.M.H.A. Emergency Evacuation Plan of the Spectator and Hucul Pond Arena***



***Coach, Assistant Coach, Team Safety Person and Team Manager*** are responsible for reviewing the emergency evacuation plan at every arena.

Make sure you have completed the following:

- look for clearly marked egress routes that are as short and direct as possible.
- have an updated team roster at all times (to be kept with HCSP)
- make sure to delegate duties that are needed e.g.: who calls 911? HCSP takes role call?
- make sure to explain to the Hockey Player(s) and their parents of the evacuation procedure plan.
- Make sure you have the correct address for the arena you are at.

## ***WHEN YOU HEAR THE ALARM:***

- **REMAIN CALM**
- If you are on the ice when Alarm goes off, get all your players to the proper bench and explain to them that they are all to stay together and exit the building (NO RUNNING, or SCREAMING)
- Leave the building immediately by the nearest safe exit.
- Close doors behind you as you clear and exit the dressing room.
- When you have reached the outside, move away from the building and go to the designated safe assembly area that you have designated.
- Immediately do a role call to account for all players and Team Staff using the Team Roster that is kept in the HCSP binder.
- Do not go back into the building for any reason. The Fire Department will advise when it is safe to re-enter the Hockey Arena



➤ **DO NOT** USE THE ELEVATOR

➤ **DO NOT** REMOVE YOUR HOCKEY SKATES

➤ **DO NOT** TAKE YOUR GEAR OFF OR PACK UP YOUR HOCKEY BAG.





## Roles and Responsibilities



### *Safety Person / Charge Person*

- Initially takes control of the situation.
- Instructs official to lay still & bystanders, such as other officials, not to move official.
- Do not move the official.
- Assess injury status of official, decide if an ambulance/medical care is required.
- If the injury is serious and warrants immediate attention that you are not qualified to provide, make your pre-determined signal to your call person, control person and your pre-determined first aid/medical person.

### *Call Person*

- Makes call when emergency assistance required (tests their cell phone in the facility to ensure it will work).
- Know location of alternate phones in the facility being played in. Have change or a phone card if necessary.
- Ideally at all games and practices and not involved on the bench.
- Has a list of emergency phone numbers in the area of the facility.
- Has a diagram displaying specific directions and best route to the arena facility.

### *Control Person*

- Pre-determine the location of the AED and other emergency equipment in the facility.
- Retrieving the AED and/or first aid kit and bringing to the injured official if requested.
- Seek highly-trained medical personnel in the facility if requested by the Charge Person.
- Ensure teams, other participants and spectators are not in the way of the charge person.
- Advise teams, other on-ice officials, arena staff and parents of the steps being taken.
- Ensure the quickest and best route for the ambulance crew to the ice surface is clear and accessible.
- Meet the ambulance on its arrival and direct EMS to the injured official.

*Questions Regarding this Emergency Action Plan Contact:  
Mailing Address*

*P.O. Box 2323 Salmon Arm BC, V1E 4R3*

*Phone: 250-832-0095*

*Fax: 250-832-0198*

*Email: [saminorhockey@shaw.ca](mailto:saminorhockey@shaw.ca)*

*Administrator*

*Or*

*Risk Manager*

*[riskmanager@salmonarmminorhockey.com](mailto:riskmanager@salmonarmminorhockey.com)*

