



BEAUMONT

**Ken Nichol Regional Recreation Centre
Emergency Response Plan
Fire/Evacuation
Medical Emergency**

FIRE/EVACUATION

The presence of smoke, odour of burning, uncontrolled fire, imminent fire hazard, spontaneous/abnormal heating of any material, or when the fire alarm sounds in a building or surrounding area.

RESPONSE

1. If you hear the fire alarm evacuate the area using the nearest exit.
2. If you discover smoke or fire, stay calm, announce the type of Emergency, and pull the nearest fire alarm. If visible fire cannot be controlled with a location fire extinguisher immediately pull the fire station and/or call **Emergency Services 911**
3. Proceed with **Evacuation Procedures & Checklist**
4. **Do not re-enter the building until emergency services has deemed it safe to do so.**

ADDITIONAL ACTIVITIES

1. Determine location and type of fire:
 - a. Check Annunciator Panel if safe to do so
 - b. Ensure to keep away from fire, securing area if the fire is small
 - c. Pull alarm if not already activated
 - d. If the fire is small, you are near an exit and it is safe to do so, use a Fire Extinguisher
2. If the alarm is false (when a staff member inadvertently sets the alarm off, or a person is seen by staff setting it off:
 - a. Proceed with Staging until Fire Rescue gives all clear and re-sets alarm
 - b. Trained operations staff may silence alarms
3. Call Facility On-Call Phone **780-499-0661** if afterhours.

POST INCIDENT

- Announce emergency is over when Fire has provided all clear
- Complete **Incident Report**.
- **Inform Supervisor, Health and Safety and any other responsible individuals**
- Obtain Witness statements
- Resume operations where appropriate
- Do not re-enter building after major fire

MEDICAL/MAJOR INJURY

There is an acute emergency or illness (heart attack, seizure, major injury requiring emergency medical services etc.) that poses an immediate risk to a person's life or long-term health.

RESPONSE

1. Assess the scene and secure, provide care, determine if conscious or unconscious
2. Activate alarm or call 911, contact facility first aider for assistance
3. Obtain first aid kit, AED and any other medical equipment/supplies brought.

ADDITIONAL ACTIVITIES

1. If person is unresponsive:
 - a. Call **Emergency Services 911**
 - b. Proceed with first aid where applicable: check for breathing, perform CPR, attach, and use AED, complete Vital Sheets.
 - c. Secure the scene to maintain integrity
2. If person is responsive but medical is threatening or requires further medical assistance call **Emergency Services 911**
3. If there is a suspicion of an overdose or it is an overdose:
 - a. Do not touch victim without PPE (gloves, CPR shield/mask)
 - b. Ask those around the victim what they took if any drugs or have underlying medical issues
4. Obtain injured person's belongings and ID and provide to Emergency Services, notify injured person's family if possible.
5. Keep individual secure and comfortable, remove to safe location if necessary
6. Remove and stage any persons away from the area

POST INCIDENT

- Announce emergency is over once incident commander clears the event.
- Complete **Incident Report**
- **Obtain Witness statements**
- **Inform Supervisor, Health and Safety and any other responsible individuals.**
- Resume operations where appropriate
- Secure the scene, do NOT clean up
- If AED is used, do not turn off or remove the battery and follow the AED Deployment Process.

FIXED EQUIPMENT & SYSTEMS

Equipment/Systems	Location(s)
Fire Extinguishers	Throughout the facility.
AED	Bottom of stairwell, between main lobby and lower lobby towards rink 1. Main entrance of the ELCC daycare.
First Aid Kits	Timekeepers' boxes. Staff changeroom. Electrical room, rink 1, lower level.
Eye Wash Stations	Janitorial room beside main lobby. Downstairs by rink 1 in the janitorial room.
Emergency Lighting	Throughout the facility
Natural Gas Shut Off Valve, Main	North end of building, outside.
Power Breaker Panel, Main	North end of building, upstairs in the electrical room. Electrical room in the office bank.
Water Shut Off Valve, Main	Downstairs in the daycare/janitorial storage room. Upstairs beside main entrance, sprinkler room.
Sprinkler Valve Shut Off	Lower rink 1, old plant room. Main lobby, beside front entrance, sprinkler room.
Fire Alarm Pull Stations	Throughout the Facility
Annunciation Panel (Fire Alarm)	Main Entrance between two sliding glass doors.
Primary Entrance for EMS	Main Entrance

IMPORTANT CONTACTS

KNNRC Operator On-Shift	587-357-1113
Team Lead, KNNRC	780-233-8782
Team Lead, Sport & Fitness	780-887-4338
Manager, Health and Safety	780-297-8780
Afterhours On-Call	780-499-0661

