

Welcome Wild Thing Ringette Tournament Participants!

The City of Leduc is excited to welcome you to the Leduc Recreation Centre (LRC)! Many participants have used the LRC before while some will be new to the facility. Regardless, it has been an interesting time with the pandemic and we want to make sure everyone is aware of what the facility has to offer and share guidelines to make your visit enjoyable.

The Leduc Recreation Centre is a multipurpose facility with the following amenities:

- Aspen Custom Trailers Arena (performance arena), Chemo Arena (west twin) & Wilhauk Beef Jerky Arena (east twin)
- Co-op Indoor Fieldhouse & County of Leduc Courts A, B, & C
- Various meeting rooms with capacity ranges from 30-70 people
- Rotary Kiosk (often used by event hosts as the event information kiosk)
- BMO Curling Rink (8 sheet curling facility in the center of the building)
- Aquatic Centre
- Re/max Fitness Centre
- AWG Track
- DQ/Orange Julius (main floor)
- Sticks & Stones Main Floor & 2nd Floor Food & Beverage Service - includes the pub, and front counter service

With so many amenities under one roof, the facility can prove to be very busy with various events, spectators and users in the facility at the same time!

To ensure your tournament is a success and a pleasant experience for everyone, please forward the following information to your participants:

- **Parking** – The Leduc Recreation Centre has parking stalls to accommodate 900 vehicles on the West and East side of the facility including several stalls for those with limited accessibility. Users are reminded to park using consideration for emergency access vehicles, handicap stalls and others patrons

**Facility Guidelines and Conditions of Use** – For the enjoyment and safety of all, please follow the Facility Guidelines and Conditions of Use, which are posted in the facility.

#### **TRACK CONDITIONS OF USE:**

The Leduc Recreation Centre strives to maintain a safe and pleasant experience for all members. To achieve this, track etiquette and conditions of use for all user groups have been established as follows:

- All user groups whose members are **18 years of age and under** must be actively supervised by a Coach or Supervisor 18 years of age or older while using the track.
- Active supervision includes staying with the group while on the track and ensuring group members adhere to posted rules and track etiquette.
- To avoid excess congestion on the track, team Supervisors must sign in at the Fitness Centre desk prior to any members of their group accessing the track.
- 15-minute time limit.

- It is up to the fitness staffs' discretion as to how many large groups or teams are permitted on the track at one time in order to maintain a safe environment.
- Under no circumstances will any user groups be permitted to access the Crossfire or spin bike areas or use any of the fitness equipment on the track.
- Appropriate clothing and non-marking footwear required (denim, boots, open toe or open heeled footwear are not permitted).
- If additional warm up/cool down use is required, please contact Events & Bookings at (780) 980-7118 or [events\\_bookings@leduc.ca](mailto:events_bookings@leduc.ca) to look into the availability of court space to better accommodate your needs.
- Track etiquette and guidelines must be followed. Guidelines and track direction are posted on the track for reference.

The City of Leduc values our staff and patrons as well as our ability to offer activities and ringette tournaments safely. We understand people have different views and opinions however, we will not tolerate aggressive or abusive behavior and we expect all guests to follow guidelines when accessing the facilities.

Since the start of the pandemic, the City has prioritized the health and well-being of staff and our community and has gone to great lengths, in alignment with direction from health officials, to protect one another's safety while continuing to also provide high quality services to residents. We continue to work towards a safe return for our community and appreciate the ongoing support from our members as we move forward. We look forward to seeing you & hosting your ringette tournament!



Bernadette Lee  
Administrator,  
Events & Bookings City of Leduc

# LEDUC RECREATION CENTRE EVACUATION MAP MAIN FLOOR

## DISCOVERY OF FIRE OR OTHER EMERGENCY

- Inform an LRC Staff Member of the emergency.
- Initiate the fire alarm by activating a fire pull station located by all exterior exits.
- Call emergency services  
**Dial 8-9-1-1** from LRC Phone Line or  
**Dial 9-1-1** from cell phone

Provide the following information:

- Leduc Recreation Centre  
**4330 Black Gold Drive**
- Room, Area, Level
- Type of Emergency  
(Fire, chemical spill, etc.)
- Severity of the situation

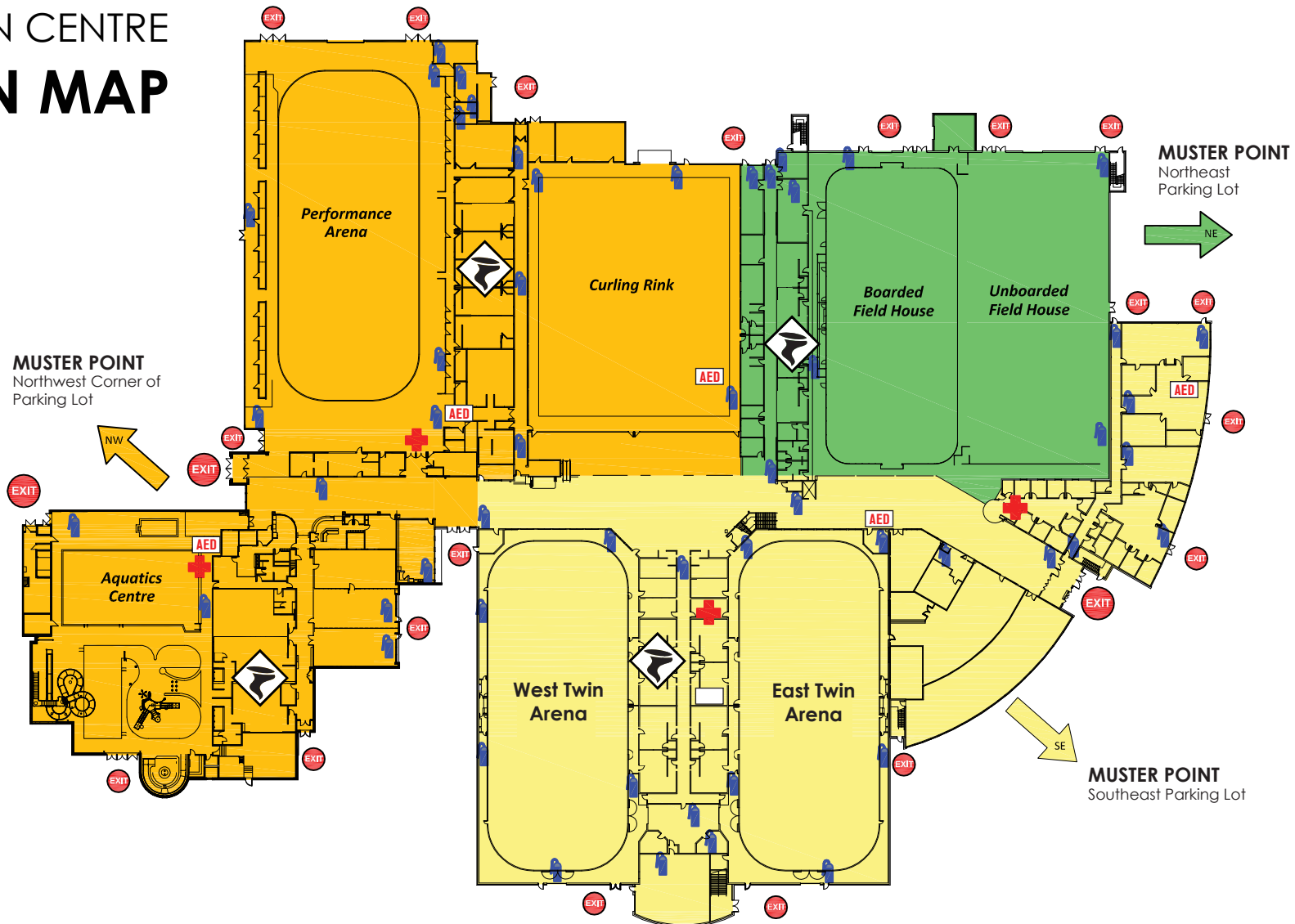
- In case of tornado, proceed to  
severe weather shelter (changerooms)

## IN THE EVENT OF A BUILDING ALARM

- You may hear a loud bell alarm that may be accompanied by light strobes
- Follow Evacuation Procedure below

## EVACUATION PROCEDURE

- Act on instructions of the Evacuation Marshall
- Exit the building using the nearest safe Exit
- Do not delay in collecting personal possessions
- Do not rush, push, or overtake other patrons
- Do not use elevators
- Proceed to the designated **Muster Point**
- Do not re-enter the building until advised to do so by emergency personnel



## LEGEND



Fire Extinguisher



Defibrillator



First Aid Station



Severe Weather Shelter

## MUSTER POINTS

Northwest Corner of Parking Lot

Northeast Parking Lot

Southeast Parking Lot

# LEDUC RECREATION CENTRE

## EVACUATION MAP

### SECOND FLOOR

#### DISCOVERY OF FIRE OR OTHER EMERGENCY

- Inform an LRC Staff Member of the emergency.
- Initiate the fire alarm by activating a fire pull station located by all exterior exits.
- Call emergency services  
**Dial 8-9-1-1** from LRC Phone Line or  
**Dial 9-1-1** from cell phone

Provide the following information:

- Leduc Recreation Centre  
**4330 Black Gold Drive**
- Room, Area, Level
- Type of Emergency  
 (Fire, chemical spill, etc.)
- Severity of the situation



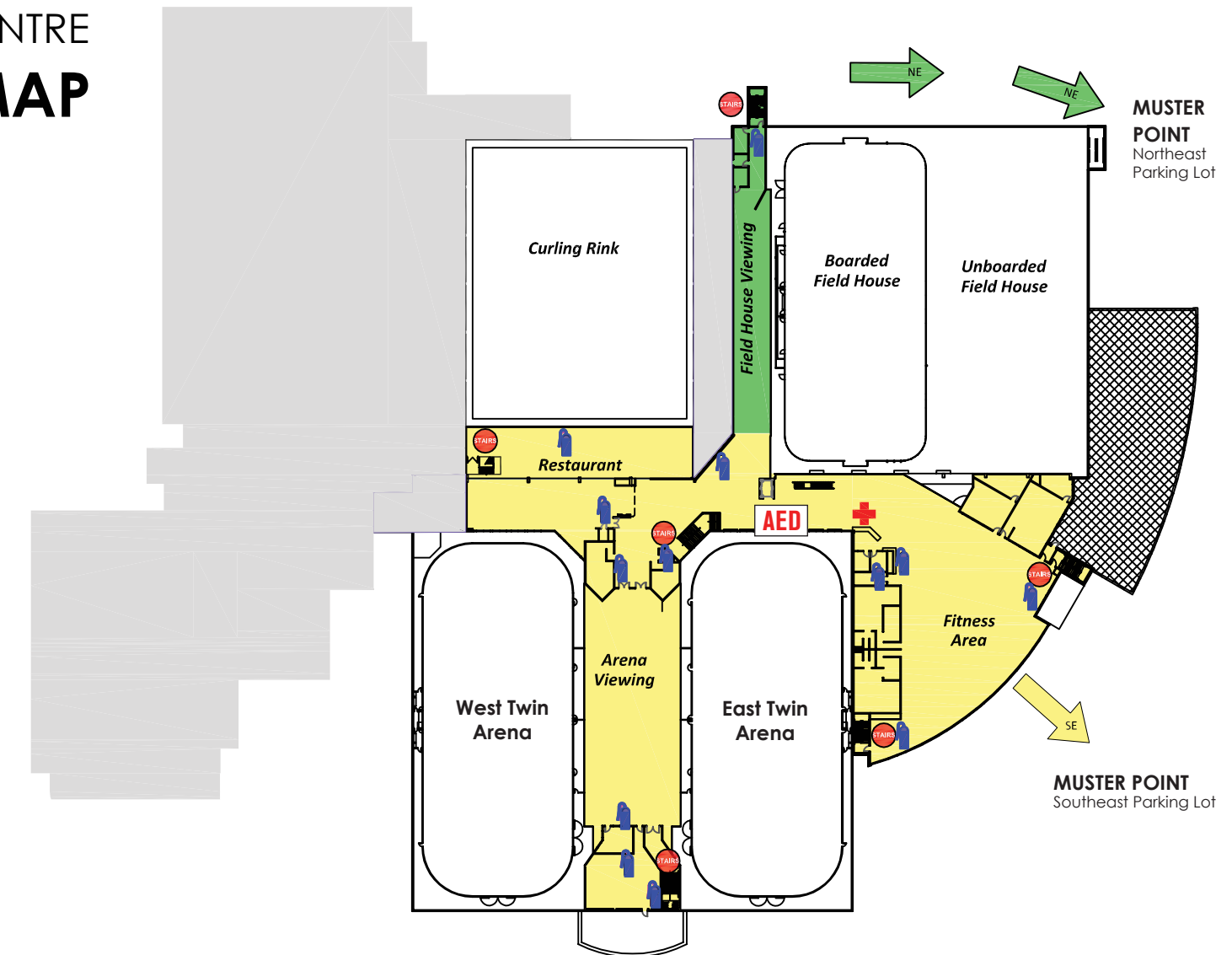
- In case of tornado, proceed to severe weather shelter (changerooms)

#### IN THE EVENT OF A BUILDING ALARM

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- Follow Evacuation Procedure below

#### EVACUATION PROCEDURE

- Act on instructions of the Evacuation Marshall
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- Proceed to the designated **Muster Point**
- Do not re-enter the building until advised to do so by emergency personnel



#### LEGEND



Fire Extinguisher



Defibrillator



First Aid Station

#### MUSTER POINTS

Northeast Parking Lot

Southeast Parking Lot

# LEDUC RECREATION CENTRE

## EVACUATION MAP

### THIRD FLOOR

#### DISCOVERY OF FIRE OR OTHER EMERGENCY

- Inform an LRC Staff Member of the emergency.
- Initiate the fire alarm by activating a fire pull station located by all exterior exits.
- Call emergency services  
**Dial 8-9-1-1** from LRC Phone Line or  
**Dial 9-1-1** from cell phone

Provide the following information:

- Leduc Recreation Centre
- 4330 Black Gold Drive**
- Room, Area, Level
- Type of Emergency (Fire, chemical spill, etc.)
- Severity of the situation



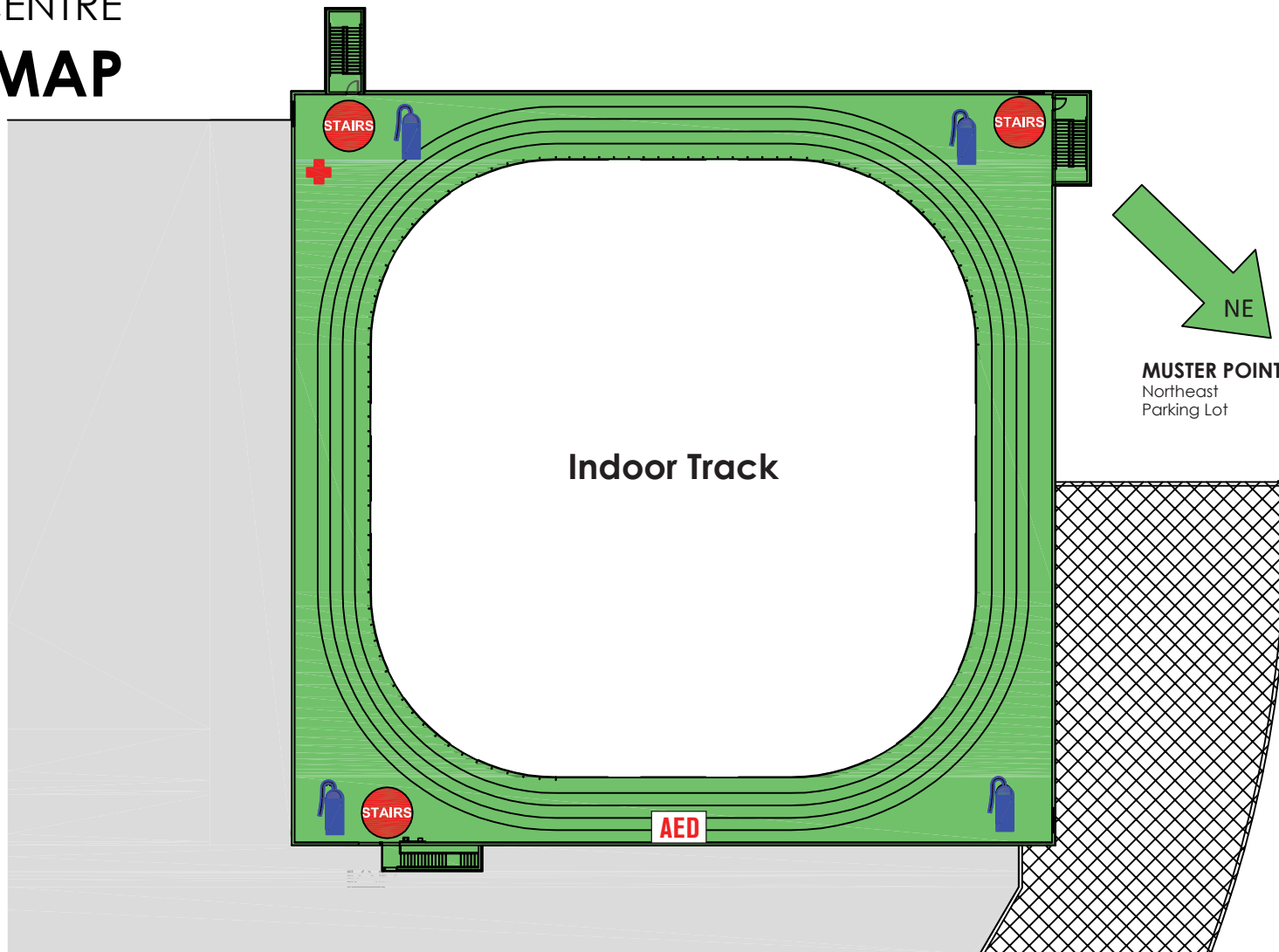
- In case of tornado, proceed to severe weather shelter (changerooms)

#### IN THE EVENT OF A BUILDING ALARM

- You may hear a loud bell alarm that may be accompanied by light strobes
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#### EVACUATION PROCEDURE

- Act on instructions of the Evacuation Marshall
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- Do not re-enter the building until advised to do so by emergency personnel



#### LEGEND



Fire Extinguisher



Defibrillator



First Aid Station

#### MUSTER POINT

Northeast Parking Lot



## Event Host Emergency Response Plan

A priority in any emergency situation is to save lives, minimize injuries, and reduce damage to property.

This Emergency Response Plan has been developed for your event with procedures on responding to an emergency in order to assist our facility staff as well as Fire Services in the event of an emergency.

### Objective of the Emergency Response Plan

The objective is to ensure the safety of the occupants through Fire Prevention and Emergency Evacuation.

**Fire Prevention:** To reduce and prevent the incidence of fire by controlling fire hazards in the building and by maintaining the building facilities.

**Emergency Evacuation:** To establish a systematic method of safe and orderly evacuation of an area or building, in case of fire.

This plan provides procedures for responding to an emergency, assists with facility staff as well as Fire Services, and has been designed and produced for distribution to event hosts and their volunteers.

A priority in any emergency situation is to save lives, minimize injuries, and reduce damage to property.

### Emergency Community Resources

- Fire Department..... 911
- Police Department..... 911
- Ambulance..... 911
- Poison Control Centre..... 1.800.332.1414

#### NON-EMERGENCY PHONE NUMBERS

- RCMP..... 780.980.7267
- Fire Alarm Service (LRC Reliance)..... 780.463.4303
- Alternate ..... 1.800.661.3631

### City of Leduc Emergent Venue Contacts

- Venue Key Holder.....780.980.7120
- Security .....780.980.7120
- Events & Bookings .....780.980.7118
- Facility Operations.....780.980.7168 Press #1
- Outdoor Venue Maintenance.....

These numbers are used in the event of emergencies. Contacts for your non-emergent matters should be directed to Events & Bookings department 780.980.7118 / [events\\_bookings@leduc.ca](mailto:events_bookings@leduc.ca) or City of Leduc staff onsite at the venue.



## **Event Host/ Organization Contact**

**Applicant Name:** Leduc Ringette Association

**Civic Address:** P.O. Box 3412 Leduc AB T9E 6M2

**Contact Name:** Chelsea Cameron

**Phone:** 780-937-4024

**Email:** leducringette.president@gmail.com

## **Event Information**

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**Event Name:** Wild Thing Ringette Tournament

**Address of Facility:** Leduc Recreation Centre 4330 Black Gold Drive Leduc AB T9E 4C4

**Venue(s):** LRC Arenas (Aspen Custom Trailers, Chemco & Wilhawk Beef Jerky), Alexandra

**Arena & Rotary Kiosk**

**Date(s):** January 13-15, 2023

**Expected Attendance:** 1500 daily

## **Additional Event Details**

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**Licensed Event:** N/A

**Onsite Security / Watchman:** N/A

**Designated First Aider Onsite:** User group to provide

**Other** (please provide details)



## Facility / Site Diagrams

Facility floor plans are incorporated into the Emergency Response Plan. These diagrams are to be posted in a conspicuous area(s) and distributed to event hosts, volunteers, and/or contracted services. Plans include the following:

- Location of emergency exit(s)
  - Location of evacuation route(s)
  - Location of muster point(s)
  - Location of fire extinguisher(s)
  - Location of AED(s)
  - Location of first aid station (if any)
  - Location of Flammable or Combustible Liquids/Hazardous Processes
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## Event Host /Organization Safety Training

- Event organizers conduct site orientations to all workers, staff, volunteers
  - An event designated First Aid certified staff / volunteer is on site during the duration of the event
  - Emergency response and fire safety requirements and evacuation procedures are incorporated into regular work site/event safety meetings
  - Event hosts, volunteers, staff, workers are responsible to be trained in the use of fire extinguishers
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## Emergency Response Procedures

1. Don't panic
2. Call for help, notify a facility employee and sound the fire alarm (pull stations)
3. If possible try to extinguish the fire (if smaller than you)
4. If fire is larger than you or uncontainable, evacuate yourself, and call **9-1-1**.  
Communicate to others that **9-1-1** has been called

**Our address is 4330 Black Gold Drive | Leduc, Alberta | T9E 3C3**

5. Evacuate - Meet at designated muster site/staging area; do not leave muster area unless it is compromised (as per site/event diagram)
6. Follow instructions of facility employees
7. Do head count – buddy system

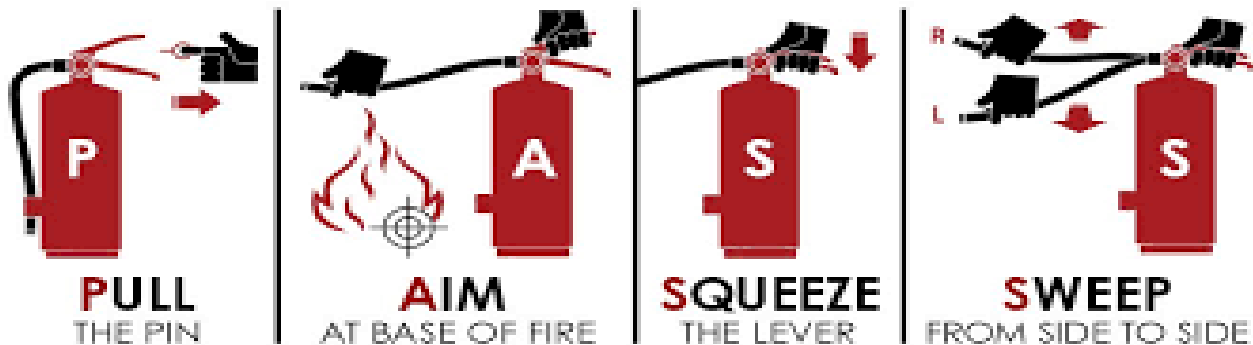


## Using a Fire Extinguisher

There is a simple acronym to remember to operate most fire extinguishers - **PASS**.  
**PASS** stands for 'Pull, Aim, Squeeze and Sweep'.

- **Pull** the pin at the top of the cylinder. Some units require the releasing of a lock latch or pressing a puncture lever.
- **Aim** the nozzle at the base of the fire.
- **Squeeze** or press the handle.
- **Sweep** the contents from side to side at the base of the fire until it goes out.
- Shut off the extinguisher and then watch carefully for a rekindling of the fire.

## HOW TO USE A FIRE EXTINGUISHER



## When to Fight a Fire

You should fight a fire with a fire extinguisher only when the following are true:

- Everyone has left or is evacuating the building.
- Call 911 – report the fire emergency to the dispatcher
- The fire is small and confined to the immediate areas where it started such as, in a wastebasket, cushion, small appliance, stove, etc.
- You can fight the fire with your back to a safe escape route.
- Your extinguisher is rated for the type of fire you are fighting and is in good working order.
- You have had training in the use of an extinguisher and are confident that you can operate it effectively.

**Remember**, if you have the slightest doubt about whether or not to fight the fire - **DON'T**.  
Instead, get out, and close the door behind you to slow the spread of the fire.



You have one of the best fire departments in the world standing by ready to protect you.  
Let the professionals do their job.

## **Emergency Response & Fire Prevention Actions**

- Keep all entrances, exits and roadway(s) clear of obstructions such as vehicles, equipment and general clutter at all times.
  - Keep fire lanes clear.
  - Correct poor housekeeping practices.
  - Use appropriate shielding of flammable surfaces when performing hot work (cooking, hot plates, welding, etc.).
  - Keep your work and floor areas free of unnecessary combustible materials.
  - Use proper degreasing agents. Never use gasoline or other “flammable liquids” for degreasing or cleaning equipment.
  - All fire doors are to be kept closed and cleared of obstructions.
  - Fuel storage and hazardous materials are stored appropriately and are not obstructing access or exits from site/facility
  - Maintain clear egress
  - Respect direction of facility employees on isle requirement, lanes, equipment, etc.
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## **Site Fire & Emergency Prevention Resources**

- Facility/venue address is posted and clearly legible at the street side of the work/event site.
  - Fire hydrants are in proper working condition.
  - Ensure the fire department has clear access to the job site/facility.
  - All staff know the location of the firefighting equipment in their area.
  - Fire extinguishers are regularly inspected on an annual basis by a certified company.
  - Fire extinguishers are located throughout indoor facilities and are identified on the facility diagrams.
  - An appropriate number of extinguishers are onsite (at exits, in vehicles, temporary structures).
  - Never return an empty extinguisher to its fire station. Clearly mark it out of service and exchange it for a charged unit.
  - Facility staff have received training before using fire extinguishing equipment.
  - Regular hazed assessments are completed
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## Facility Access & Keys

- A key box is located onsite of indoor facilities containing keys to facility venues / area(s)
- Outdoor venue access or keys are located with Events & Booking department, Public Services or Facility maintenance staff
- City of Leduc site supervisor/employees act as the key holder

## Facility Evacuation

- In the event of a facility emergency, you may be directed to evacuate
- Alarms or sirens may be sounded to notify staff and patrons of an emergency
- In the event of an alarm, follow instructions provided by the facility staff
- Emergencies inside a venue will be directed to stage or exit to the muster points

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## Emergency Response Fire Plan Acknowledgement & Approval

The event organizer/host identified is responsible for the distribution of Emergency Response Fire Plans to their event/organization committee, board, volunteers and / or contacted services. They will ensure that hard copies are provided onsite or posted.

**Emergency Response Fire Plan Completed By: Bernadette Lee**

**Signature:** *Bernadette Lee*  
**Date Completed: December 15, 2022**

**Emergency Response Fire Plan Approved By: Terry Yez**

**Signature:** *Terry Yez*  
**Date Approved: December 15, 2022**

**Distributed to Event/Organization Contact: Chelsea Cameron**

**Date Emailed: December 15, 2022**