



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
- Security780.980.7120
- Events & Bookings780.980.7118
- 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 or City of Leduc staff onsite at the venue.



Event Host/ Organization Contact

Applicant Name: Edmonton Ringette Club

Civic Address: 324 Routledge Road NW Edmonton AB T6R 1E3

Contact Name: Dave Walker

Phone: 780-903-5435

Email: dmd98@telus.net

Event Information

Event Name: Wood AA Ringette Tournament - U14/U16/U19

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), Rotary Kiosk, LPH Boardroom, Kosmos Kitchen and County Courts B & C

Date(s): December 1-4, 2022

Expected Attendance: 1500 daily

Additional Event Details

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

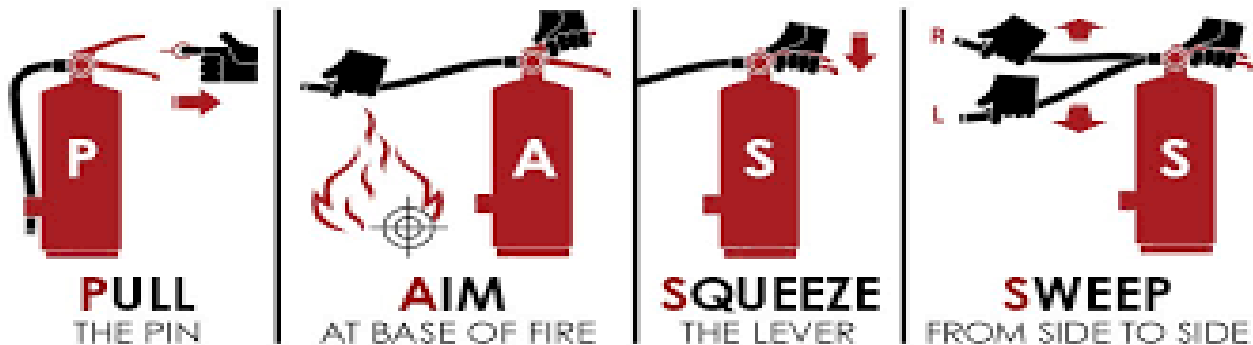
5. Evacuate - Meet at designated muster site/staging area; do not leave muster area unless it is compromised (as per site/event diagram)
6. Follow instructions of facility employees
7. Do head count – buddy system

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

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: November 15, 2022

Emergency Response Fire Plan Approved By: Terry Yez

Signature: *Terry Yez*

Date Approved: November 15, 2022

Distributed to Event/Organization Contact: Dave Walker

Date Emailed: November 15, 2022