EMERGENCY ACTION PLAN

St Mary's School
5427 50th St. Taber AB
T1G 1M2 Canada
(403) 223 - 3165

Medical Charge Person: **Coach or Athletic Director**
Athletic Director: **AJ Bergen Henengouwen (**403–308-9146)

Principal: **Josh Van Uden** (403-393-1489)
Associate Principal **Carolyn Siemens** (403-894-1446)

Charge Person:	AJ Bergen Henengouwen (Athletic Director) or Amanda Bergen Henengouwen (Athletic Therapist)
Call Person:	AJ Bergen Henengouwen (Athletic Director) Carolyn Siemens (Athletic Director)
Control Person:	Coach of team
Location of Phone and/or Cellular Phone #:	**Cellular phone:** On Medical Charge Person and Athletic Director **Land line phone:** In gym office OR in atrium, on the south wall by the mezzanine stairs
EMS Dispatch #:	911
Emergency Equipment Available:	AED located outside the north west gym doors First Aid Kit and medical supplies located in the Gym Office on the south side of the gym
Ambulance Access:	West entrance from the parking lot, turn immediately to the right into the gym
Location of Nearest Emergency Facility	**Taber Health Centre** 4326 50 Avenue Taber, Alberta T1G 1N9 403-223-7211 Directions: South on 50th St.,Turn left onto 50th Ave. Hours: Open 24 hours/7 days a week
Location of Nearest Medicentres:	**The Taber Clinic** 4900 44 St, Taber, AB T1G 1G1 403-223-3525 Monday – Friday - 9:30am – 5:00pm Saturday & Sunday - Closed

When an Injury Occurs:

1. Take control of the situation and exercise universal precautions (blood/body fluids).
2. Alert designated first responder, if one is on site, and engage their help.
3. Do not move the student if they are unable to move on their own.
   Only remove equipment if medically necessary.
4. Assess the injury; determine if further assistance is required.
5. If an ambulance is needed, coordinate removal of the athlete from the playing surface.
6. Assign someone to call 911 and provide detailed information:
   a. Location: St. Mary's School - 5427 50th Street, T1G 1M2
   b. Location within school
   c. Injury details
   d. Request estimated time of arrival (ETA).
   e. Assign someone to meet an ambulance at entrance and direct them to gym.
7. A staff member remains with the injured student to provide support and reassurance.
8. Do not give food/drink unless necessary for a medical condition (e.g., Diabetes).
9. Once EMS arrives, provide all pertinent details about the injury and athlete.
10. Assign an adult from the team to accompany the athlete to hospital, if necessary.
11. Notify parents/guardians as soon as possible.
12. Complete accident/incident report and submit to school administration/tournament organizer.

Fire Alarm / Evacuation:

- In the event of a fire alarm:
  - Evacuate through the nearest exit.
  - Muster point is west of the school in parking lot
  - Staff/volunteers will take headcount.
  - Emergency Senior (highest ranking staff member on-site) ensures washrooms, gym, team rooms are cleared.
  - Establish contact with the Fire Department; return only after "all-clear."

Security Alert Procedures:

- Lockdown:
  - Emergency Senior to Call 911/Police and give details of threat.
  - Lock doors, turn off lights, and remain out of sight.
  - Follow school lockdown protocols.
  - Await "all-clear" from authorities or Emergency Senior.
- Evacuation (Security):
  - Follow fire evacuation routes.
  - Proceed to muster point.
  - Coaches assist with attendance and report missing persons to Site Manager.

Emergency Numbers:

- EMS/Fire/Police: 911
- Taber Police - (403) 223-8991
- Taber Health Centre (Hospital):

4326 50 Avenue Taber, Alberta T1G 1N9
403-223-7211