

SINISTER 7 EMERGENCY ACTION PLAN

Prepared by: Full Moon Adventure Company

Facility: Coleman Sports Complex
8702 22nd Ave, Coleman, AB

Date: May 14, 2012

Emergency Personnel Names and Phone Numbers

Designated Officials Responsible:

- Primary: Andrew Fairhurst | 403-403-563-0382
- Secondary: Brian Gallant | 403-563-5766

Emergency Coordinator:

- Name: Dave Watt | 403-850-4827

Evacuation Routes

Evacuation route maps are posted in main entrance. The following information is marked on evacuation maps:

1. Emergency exits
2. Primary and secondary evacuation routes
3. Locations of fire extinguishers
4. Fire alarm pull stations' location
5. Assembly points

Site personnel know at least two evacuation routes.

Emergency Contact Numbers

Ambulance: 911

Fire Department: 911

RCMP: 911

Building Manager:

Utility Company Emergency Contacts

Electric: Fortis - 403-310-9473 / 1-866-717-3113 | Municipality - 403-562-2021

Water: Municipality - 403-562-2021

Gas: ATCO - 1-800-511-3447

Emergency Reporting and Evacuation Procedures

Types of emergencies to be reported by site personnel are:

- Medical
- Fire
- Severe weather
- Bomb threat
- Extended power loss

Medical Emergency

Call medical emergency phone number:

Ambulance: 911

Fire Department: 911

- Provide the following information:
 - a. Nature of medical emergency,
 - b. Location of the emergency (address, building, room number), and
 - c. Your name and phone number from which you are calling.
- Do not move victim unless absolutely necessary.
- Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:
 - Dave Watt | 403-850-4827
- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
 1. Stop the bleeding with firm pressure on the wounds
 2. Clear the air passages using the Heimlich Maneuver in case of choking.

- In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

Fire

When fire is discovered:

- Activate the nearest fire alarm
- Notify the local Fire Department by calling 911.

Fight the fire ONLY if:

- The Fire Department has been notified
- The fire is small and is not spreading to other areas
- Escaping the area is possible by backing up to the nearest exit
- The fire extinguisher is in working condition and personnel are trained to use it

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes
- Assemble in the designated areas: *parking lot west and south of facility*
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter

Designated Official, Emergency Coordinator or supervisors must:

- Coordinate an orderly evacuation of occupants
- Provide the Fire Department personnel with the necessary information about the emergency

Area/Floor Monitors must:

- Ensure that all occupants have evacuated the area
- Report any problems to the Emergency Coordinator at the assembly area

Assistants to Physically Challenged should:

- Assist all physically challenged employees in emergency evacuation.

Extended Power Loss

In the event of extended power loss to the facility the Designated Official shall:

- Coordinate an orderly evacuation of occupants
- Contact after-hours emergency line
- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.

Bomb Threat

BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

Your Name: _____ Time/Date: _____

Caller's Identity:

- Male _____ Female _____
- Adult _____ Juvenile _____ Approximate Age: _____
- Origin of Call: Local _____ Long Distance _____

<p>VOICE CHARACTERISTICS</p> <p>____ Loud ____ Soft ____ High Pitch ____ Deep ____ Raspy ____ Pleasant ____ Intoxicated _____ Other</p>	<p>SPEECH</p> <p>____ Fast ____ Slow ____ Distinct ____ Distorted ____ Stutter ____ Nasal ____ Slurred _____ Other</p>	<p>LANGUAGE</p> <p>____ Excellent ____ Good ____ Fair ____ Poor ____ Foul _____ Other</p>
<p>ACCENT</p> <p>____ Local ____ Not Local ____ Foreign ____ Region ____ Race</p>	<p>MANNER</p> <p>____ Calm ____ Angry ____ Rational ____ Irrational ____ Coherent ____ Incoherent ____ Deliberate ____ Emotional ____ Righteous ____ Laughing</p>	<p>BACKGROUND NOISES</p> <p>____ Factory ____ Trains ____ Machines ____ Animals ____ Music ____ Quiet ____ Office ____ Voices ____ Machines ____ Airplanes ____ Street ____ Party ____ Traffic ____ Atmosphere</p>

Bomb Facts

- Pretend difficulty hearing and keep talking. If caller seems agreeable to further conversation, ask questions like:
 - When will it go off? Certain Hour / Time Remaining _____
 - Where is it located? _____
 - What kind of bomb? _____
 - What kind of package? _____
 - How do you know about this bomb? _____
 - What is your name and address? _____

- If building is occupied, inform caller that detonation could cause injury or death.

Activate malicious call trace:

- Hang up phone and do not answer another line.
- Choose same line and dial *57 (if your phone system has this capability).
- Listen for the confirmation announcement and hang up.

Call the RCMP at 911 and relay information about call:

- Did the caller appear familiar with plant or building (by his/her description of the bomb location)?
- Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Severe Weather and Natural Disasters

Tornado:

- When a warning is issued by sirens or other means, seek inside shelter.
- Consider the following:
 - Small interior rooms on the lowest floor and without windows,
 - Hallways on the lowest floor away from doors and windows, and
 - Rooms constructed with reinforced concrete, brick, or block with no windows.
 - Stay away from outside walls and windows.
 - Use arms to protect head and neck.
 - Remain sheltered until the tornado threat is announced to be over.

Flood:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

Lightning Storm/Torrential Rain:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors
- If there is no heat:
 - Close off unneeded rooms or areas.
 - Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
 - Wear layers of loose-fitting, light-weight, warm clothing, if available.

Critical Operations

During some emergency situations, it will be necessary for some specially assigned personnel to remain at the area to perform critical operations.

Assignments:

- Andrew Fairhurst - Liaise with Fire Department / Rescue / Paramedics
- Brian Gallant - Media spokesman / public liaison
- Dave Watt - Liaise with Rescue / Paramedics

Personnel involved in critical operations may remain in or near the facility upon the permission of the site designated official. In case emergency situation will not permit any of the personnel to remain at the facility, the designated official or other assigned personnel shall notify the appropriate authorities.

Training

All event coordinators and key volunteers will review and discuss this Emergency Action Plan.