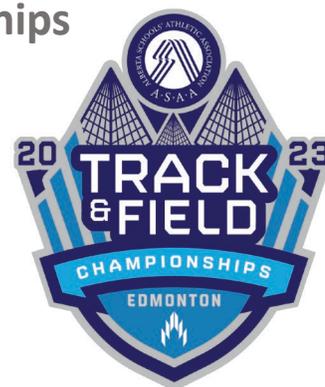


Alberta Schools' Athletic Association

Provincial Track & Field Championships



Date: June 2-3, 2023
Host: METRO ATHLETICS



Venue:
FOOTE FIELD
11601-68 AVE
EDMONTON, AB

1. ORGANIZING COMMITTEE

METRO ATHLETICS

9405-50 street
Edmonton, Alberta T6B 2T4

Position	Name	Telephone	Email
Provincial Chair	Michelle Ross	780-905-7341	michelle@metroathletics.ca
Website & Facility/Equipment	Shawn Shepherd		shawn@metroathletics.ca
ASAA Asst Executive Director	Brad Van Raalte	780-427-8182 (bus) 780-782-1873 (cell)	brad@asaa.ca
ASAA Commissioner	Tim Schultz	780-781-8835	tim.schultz@gshare.blackgold.ca
Meet Director	Rob Fisher	780-975-2847	rob.fisher@eips.ca
Awards	SCN		
Officials/Volunteers	PICS		
Sportsmanship	Dawn-Marie Hunter Sharp		dawn-marie.hunter.sharp@epsb.ca
Comp. Sec. (Registration, Results)	Vernon Schmid		vernon@ellistiming.ca

2. SCHEDULE OF EVENTS

Friday June 2, 2022

GENERAL ADMISSION (Gates Open)	8:00am	
Competition Begins	8:45am	Foote Field
Opening Ceremony	10:55am	Foote Field
Awards Presentations	On-going as Finals are confirmed	Foote Field

Saturday June 3, 2022

GENERAL ADMISSION (Gates Open)	8:00am	Foote Field
Competition Begins	8:45am	Foote Field
Awards Presentations	On-going as Finals are confirmed	Foote Field

3. REGISTRATION, INFORMATION AND RESULTS CENTRE

Registration and Information will be located in the Multi-Purpose Room inside Foote Field building. The Results Centre will be located upstairs in the Green Building and in the white tent on the Southeast side of the track (by the awards area).

QR Codes will be posted around the whole facility to access all Live Results.

4. COMPETITION SCHEDULE

The Competition schedule is provided under the Schedule tab of the ASAA Provincial Host website.

5. PRE-EVENT WARM-UP FIELD

TRACK EVENTS: Athletes may warm-up in any area on the surrounding berm. Teams ARE NOT permitted to warm-up in the infield area or on the track.

THROWING EVENTS: Warm-up for throwing events will take place at the specific competition sites 15-30 minutes prior to the scheduled start time.

6. REGISTRATION AND PAYMENT

6.1 ENTRY FORMS:

Entries must be completed by the **ZONE SECRETARY** (or designate) and emailed to Vernon Schmid at vernon@ellistiming.ca. Officially, the Zone Secretary is supposed to use MileSplit (to allow Vernon as the Competition Secretary to download the entries from MileSplit); however, it is **VITAL** that the Zone meet have the correct divisions (including the division number). So in order to minimize the risk of something in the new MileSplit environment not working as expected, the Zone Secretary should **ALSO SEND THE ADVANCERS FILES CREATED FROM MEET MANAGER**.

- For those Zones with non-school specific relay teams, **email the Relay Teams information separately**, including A or B Team, the athletes' name, (birthday if not already in another event), school and school code. Please **DO NOT** add athletes to the Zone relay 'school' – athletes need to remain defined to their registered school in order for relay points assignments to work correctly.

Individual schools and athletes DO NOT submit a registration form.

6.2 ENTRY PROCEDURES:

The following entry procedures will be strictly adhered to for all entries. Additional information is contained within the technical package in the following pages.

- Entry deadline is Monday, May 29th, 2023 @ 4 p.m.
- **No athlete additions will be accepted after NOON on Wednesday, May 31st, 2023.**
(including relay alternates - see additional notes below for clarification)
- Athlete event changes/additions/deletions for registered athletes only will be allowed up to and including competition days. Only the Zone Secretary, designated Head Coach or Assistant will be allowed to make changes. Please ensure that you email your changes as they come in, to Vernon Schmid & Michelle Ross, vernon@ellistiming.ca; and michelle@metroathletics.ca. Any deletions after Noon on Wednesday, May 31st will be considered "no shows" (see below); however, event substitutions (using registered athletes) can be made without penalty on either competition day providing they are made one (1) hour prior to the scheduled start for the event.
- Additions and changes during the meet must be made using the scratch/add form available in the Results area (green building, upper concourse) at least one hour prior to the scheduled start time for the event. Forms are included in this package and will be available at the coaches meeting and daily at the Registration Table.
- **NO SHOWS:** In the event an athlete(s) fails to show, the offending athlete's school will be penalized \$50 per no show to a maximum of \$250. The ASAA Executive will have the sole discretion to impose the penalty based on the rationale provided by the school for the late withdrawal (ASAA Policy Handbook – page 44).

Additional Notes:

- Preference is that all additions be created by using the "Export Advancers" function in Meet Manager using the zone's results database, then sending the file created as an attachment. Special entries for some events will be handled by separate email (eg. Zone composite relay teams).
- Ensure all relay teams being entered have athletes indicated for relay names. (The more information that is complete when submitted to the Competition Secretary, the more the announcers can perform research before the meet regarding athletes of any particular interest.)
- For Composite Zone Relay teams, be sure to indicate the school (with code) for each athlete. This will ensure that the athlete's school is awarded the appropriate points.
- The advancers file exported from Meet Manager is a ZIP file, something sometimes blocked by school or school board electronic mail or security systems. When you send an attachment to vernon@ellistiming.ca, please copy your personal electronic mail address on the message, send, then check your personal electronic mail. If you did not receive the electronic mail message, neither did the Competition Secretary.
- When you make a request, please include all of the needed information (i.e.: athlete's full name, date of birth (YYYY-MM-DD format), gender, school and zone, and event(s)). The Competition Secretary does not have access to your zone meet databases and, therefore, does not know the date of birth (and other) information needed to add an athlete who was not included in the original advancers list from your zone meet.
- Scratches: When you send a message regarding a scratch, please be clear whether the athlete is to be "scratched from the entire meet" or "scratch only from the event" (and indicate the school and zone). Clarity will allow the Competition Secretary to know whether you are keeping the athlete in the meet for other purposes (e.g.: perhaps as a relay alternate).
- Zone Results: The announcers are always interested in having a copy of zone results for their research purposes. Please post a copy of your full zone meet results in PDF format and send either the link for it or a copy of the document to the Competition Secretary.
- Entry Lists and Performance Lists: It is vital that your coaches and athletes check EVERYTHING, every time the documents are updated. (The meet involves a stunning number of adds, changes, and deletes.) Similar consideration for the "live results" page.
- Note for Athletes: **PLEASE** take the time to verify your results using the "live results" page (or the posted result sheets). The best time to bring result-related concerns to the Results Team's attention is then and there (at the meet), **not** "later" and **not** "tomorrow". Protests not submitted within 30 minutes of an event's results being posted will not be considered.

6.3 GENERAL REGISTRATIONS FOR ATHLETE ENTRIES:

- Two (2) entries are allowed per zone in all events.
- Four (4) Para athletes per category and gender are permitted; only the top 2 scoring athletes are able to score for their school; athletes who compete in Unified are allowed to compete under T20 Para Category
- Three (3) Unified teams per zone are permitted to compete at provincials; all teams must compete at their zone championship to qualify for provincials.
- Each zone may enter an A and a B team for all relays. The 'A' team should be the faster of the two teams.
- Each competitor may enter a maximum of four (4) events. Relays are considered an event.
- Competitors in the 4x400 open relays can be Junior, Intermediate, or Senior.
- One alternate can be listed for each relay team. That alternate must have competed in the zone championships (any event) and is only permitted to participate in a relay if required and is not permitted to substitute for any athlete in any other event. This change must be made one hour prior to the event.
- Races up to and including the 400m and the 4x100 m relay will be divided into two (2) preliminary semi-final heats with a maximum of one zone athlete (team) per heat. All lane assignments for heats will be random. Advancement to an event final will be determined based upon the top three from each preliminary heat and the next two fastest times. Lane assignment for the 4 x 400 relay will be random with one zone team per timed final.
- The 800m race will be run with two athletes per lane using a staggered start and a cut in zone at the first curve.
- All competitors in throwing and horizontal jumping events will receive three (3) trials. The top eight (8) competitors from the first round will advance and receive three (3) additional trials.

6.4 COMPETITION NUMBERS

- Competition numbers will be assigned numerically starting with #1. Numbers will be assigned by Zone and alphabetically by athlete. Order of assignment is: Calgary, Central, Edmonton, North Central, North East, North West, South Central and South.
- Numbers must be worn by ALL competitors.
- All lane finish races have the number on back (400 m or less). Non lane finish races have the number on front and the 4x400 last runner should also have the number on front.

- Numbers on the back for: pole vault
- Numbers on the front for: throws, horizontal jumps and high jump.
- Hip numbers will be provided at the Marshalling Area for all track events as required by the marshal, including the Para events. Note: An athlete's competition number will be their accreditation for accessing the competition areas.

6.5 COMPETITION FEES and APPEAL DEPOSITS:

- The entry fee will be \$23.00/competitor (\$22.00 Entry plus \$1.00 "Pay It Forward ASAA Scholarship" Fee)
- The total amount per zone will be based upon the zone final entries as of Wednesday, May 31st.
- Two (2) cheques must be submitted per zone to the Provincial Chair in the multi-purpose room on Friday of Provincials; both will be made out to **METRO EDMONTON HIGH SCHOOL ATHLETIC ASSOCIATION**. One cheque is for entries; the second is \$100.00 and is to cover one (1) appeal made by zone based upon an official's ruling and the protest procedure being followed. Additional appeals must be accompanied by \$100.00 cash.

7. ON-SITE ATHLETE AND TEAM REGISTRATION

ON-SITE ATHLETE REGISTRATION:

- **Registration and Information will be located in the multi-purpose room in the main building; there will be an outside door along the service road that is to be used for entrance and exit. Please try not to use the main entrance to the Foote Field Building.**
There will be a box labeled for each Zone, containing a brown envelope for each school. School Coaches are expected to pick up bib #s to distribute to their athletes. Individual athletes may also ask for their own bib # should they arrive before their school coach.
- A competitor's competition number will be their accreditation for access to the competition area.

ON-SITE TEAM FEE PAYMENT:

- Zone Head Coaches are asked to bring their Fee cheques to Michelle Ross at the Registration area in the Multi-Purpose room.
- Only one cheque per zone will be accepted and must be made **payable to the Metro Edmonton High School Athletic Association**.

8. COMPETITION AGE GROUPS

- Junior: Competitors must be 15 years of age and under as of Sept. 1 of the current school year
- Intermediate: Competitors must be 16 years of age and under as of Sept. 1 of the current school year
- Senior: Competitors must be 18 years of age and under as of Sept. 1 of the current school year

9. COACH ACCREDITATION

- There will be no designated Coaching areas this year; all coaches must coach from outside the fencing and will not be allowed onto the track at any time. Only those that have proper committee accreditation will be allowed entrance to the track.
- Each coach will receive a wristband that will allow entrance to the facility/stands and bypass payment to get in. These wristbands will only be provided to coaches registered in the ASAA SRS Registration System (not to be given to the general public or parents).

10. COMPETITION RULES AND SCORING

10.1 RULES:

- World Athletics Rules will be followed for this meet with the exception of the False Start Rule. The ASAA Provincials allows for one false start which, if it occurs, will be charged to the field. Second and subsequent false starts will result in disqualification of the athlete or team (relay) involved.

10.2 POINTS:

- Points will be awarded to all competitors numerically starting at 16 for 1st through to 1 point for 16th place.
 - a) In running events where there is a preliminary heat, the athletes ranked 9th through 16th, will receive points accordingly.
 - b) All field events and 800m, 1500m, 3000m and 4 x 400m will have competitors ranked 1st through 16th.
 - c) Both relay competitions will have points allocated depending upon the number of competitors representing a particular school. Each athlete from a school will be awarded $\frac{1}{4}$ of the allocated points for finish position.
 - d) In Pentathlon, there will be two athletes per zone per gender competing, and the points will be awarded as follows: 1st – 24 points; 2nd – 22; 3rd – 20; 4th – 18; 5th – 16; 6th – 14; 7th – 12; 8th – 10; 9th – 9; 10th – 8; 11th – 7; 12th – 6; 13th – 5; 14th – 4; 15th – 3; 16th – 2.
 - e) Para is scored and contributes to school/zone points and the scoring is as follows:
 - 5 competitors or fewer: 1st – 8 points; 2nd – 6; 3rd – 4; 4th – 3; 5th – 2.
 - 6-10 competitors: 1st – 16 points; 2nd – 14; 3rd – 12; 4th – 10; 5th – 8; 6th – 6; 7th – 4; 8th – 3; 9th – 2; 10th – 1
 - 11 or more competitors – use scoring system as per all events.

10.3 TRACK EVENT FINALS: SCRATCHES AND NO-SHOWS:

Scratches:

- a) If an athlete scratches from a track event final for a legitimate reason at least one hour before the race (eg. Injury verified in writing by onsite medical staff and provided to competition director), they will not be charged a no-show fee. Any scratch less than an hour before a final will be charged a no-show fee (an hour allows time to locate a replacement).
- b) To replace the scratched athlete, every effort will be made by event organizers to locate the athlete whose time placed them 9th after the heat and offer them a place in the final. The 10th placed athlete will not be approached if the 9th placed athlete cannot be found and the lane will be left vacant. Lane allocations may have to be adjusted to ensure the 9th placed athlete takes the lane normally allocated to the 8th placed athlete. All other lane allocations will be adjusted accordingly.

Point Allocations (no-shows/scratches):

- a) If an athlete scratches for a final within the allowable timeline of one hour, and only if accompanied by a note from the onsite medical staff confirming that the athlete cannot compete due to injury or illness, they will score the points for 8th place if the 9th placed runner after the heats cannot be located.
- b) If the 9th placed athlete is found and does compete in the final, they will score points based on how they place and the scratched athlete will score the points allocated to 9th place.
- c) The Unified Banner is scored separately as an independent event and does not contribute to school or Zone points.
- d) The 4x400 Mixed Relay is a scoring event (as of 2020).

NO-SHOWS:

- An Athlete who is a no-show for a Final event without scratching for a legitimate reason at least one hour prior to the Final will be charged the no-show fee and will forfeit any points that might normally accrue to their school points total. Points for other athletes will be moved up accordingly.

11. AWARD PRESENTATIONS AND PHOTOGRAPHS

- **The ASAA Awards Area** is located on the southeast side of the facility. Look for the yellow tent and podium.
- ASAA medals will be presented to the gold, silver and bronze recipients.
- All medalists will be required to sign for their medals to ensure that we have accurate distribution of medals as well as accuracy of names for award winners.
- Presentations will occur throughout both days following the posting of the results. The three medal winners will report to the Awards Area following their event.
- All gold medal competitors in individual and relay event(s) will have their photograph(s) taken immediately after the conclusion of their awards presentation. Pictures will be taken with the athlete(s) wearing the champion t-shirt and the medal(s) awarded by the ASAA. Please remind your athletes that baseball caps, hats of any style, sunglasses, warm up suits etc. are not to be worn during the photograph. Photos will take place at the awards area.

- Unified: Medals will be distributed to individual athletes for each of the three events and a banner will be presented to the overall team winner.
- Team photos for 1A, 2A, 3A, 4A and Unified school champions will be taken at the conclusion of the meet.

12. MEETINGS

ZONE Coaches Meeting

This meeting is for all ZONE designated head coaches only (or designate) and will be held Virtually.

Date, Time: Monday, May 29, 2023 8:15 PM
 Site: ZOOM invitation will be sent to Zone Secretaries to forward to their Zone Coach
 Personnel: Michelle Ross, Provincial Chair
 Rob Fisher, Meet Director
 Tim Schultz – ASAA Track & Field Commissioner
 Brad Van Raalte – ASAA
 Agenda: Protest and Appeal Procedure and Appeal Committee
 Coaching Staff and Accreditation
 Coaching Areas/Warm-up Areas
 Uniform Policy
 Handling scratches and substitutions
 Relay confirmation/relay appeal deadline (at 9 AM Saturday)
 Other clarifications
 Participants: Zone Head Coaches

NOTE: There is an ASAA sanctioned fine of \$250.00 per zone if a zone does not sign in and attend the Pre-Event Coaches Meeting.

13. TECHNICAL INFORMATION

- 13.1 For ASAA policy regarding **Eligibility** please refer to pages 27-32 of the ASAA Policy Handbook.
- 13.2 For ASAA policy specific to **Behaviour and Conduct** at this event please refer to pages 19-25 of the ASAA Policy Handbook.
- 13.3 For ASAA policy specific to **Track & Field** please refer to pages 91-94 of the ASAA Policy Handbook.
- 13.4 **Discipline and Misconduct:**
 Breaches of the ASAA Code of Ethics are treated seriously, and as a host [we] are required to report any breaches to the ASAA office where action may occur. A portion of the ASAA Code of Ethics states “Any conduct, including, but not limited to ejections, fighting and drugs and alcohol use, that results in dishonour to the athlete, the team, the school or the ASAA will not be tolerated” (pages 21-22).

14. COMPETITION SITE SECURITY AND COACHING AREAS

- 14.1 **Competition Site Security and Coaching Zone:**
The infield of the competition site (grass area inside the track surface) will be OFF LIMITS to everyone except officials.

All coaching areas will be outside the perimeter of the fencing that goes around the track. We will set aside a section in the stands for coaches in the jumps area (LJ; TJ). This section will be reserved for coaches only.

- 14.2 **Warm-up Area:**
- For safety reasons, athletes and coaches **MUST** stay off the infield.
 - Athletes are encouraged to stretch and warm up in areas surrounding the track.
 - On Friday ONLY; the track around the turf field to the East of the competition will be available for warm-up
 - Teams **ARE NOT** permitted to warm-up in the infield area or on the track.

- Throwing implements ARE NOT permitted anywhere on the grounds, not even in open spaces. Warm-up for throwing events will take place at the specific competition site approximately 15-30 minutes prior to the scheduled start time.

15. MARSHALLING PROCEDURES

15.1 Track Events:

- All running events are marshalled at the start area of each race.
- **There are no event marshalling announcements. (Please be sure your athletes know this)**
Competitors in running events are required to marshal a minimum of 20 minutes prior to the scheduled start of the event. Start times will be strictly adhered to.

15.2 Field Events:

- All field events are marshalled at the event site.
- There are no event marshalling announcements.
- A competitor not checking in with the head official prior to the start of the event will be scratched.
- Track events take precedence over field events. A competitor must report to the field event and then return to compete in the track event. At the competitor's request, the event official may, at his or her discretion, move the competitor in the competition order during a round, to enable the competitor to complete a track event. Should a competitor miss a complete round or rounds in a field event, he/she will not be permitted extra attempt(s) to make up for the lost round(s).

16. COMPETITION SITE, EQUIPMENT, AND UNIFORM POLICY

16.1 Equipment:

- All competitors are required to use the equipment, including throwing implements, provided by the provincial organizing committee with the exception of pole vault poles. (NO EXCEPTIONS)

16.2 Foote Field Track:

- All track events will be on a 400-meter rubberized all-weather track.
- Cone spikes six (6) mm in length or less will be permitted. Officials in charge may at any time inspect athletes' shoes to see if their spikes conform to regulation size.
- The shot put and discus competition areas have concrete pads.
- The javelin run up is a rubberized all-weather surface.
- All horizontal and vertical jump surfaces are all-weather rubberized.

16.3 Uniforms:

- Athletes must compete in a uniform top that distinguishes their school or zone. Tops contrary to this rule with logos for clubs, athletic supply companies, alcohol etc. will be considered illegal and the athlete will be disqualified from the competition if not corrected after the first warning.

16.4 Tents

- All school or Zone tents can be placed in the designated TENT AREAS: surrounding the track.

17. PROTESTS AND APPEALS

17.1 Protests:

Protests concerning results or conduct within an event, will follow World Athletics rules and the protest must be made within 30 minutes of the results being posted or announced. (Note: the designated time that an event is posted is listed on the results sheet). The protest will be given to the Meet Director, ASAA Assistant Executive Director, or ASAA Track and Field Commissioner who will refer the matter to the appropriate referee. A referee's decision may be appealed to the Jury of Appeal whose decision is final. Protest forms will be provided to the head zone coach as required.

Note: Video or digital pictures will not be considered.

Note: Relay protests, from Friday night's relays only, can be made up to 9:00 AM on Saturday.

17.2 Jury of Appeals:

A jury of appeals will consist of:

- the ASAA provincial track commissioner (chairs jury but does not have a vote, unless to break a tie)
- the Meet Director
- the appropriate referee
- three (3) zone Head Coaches as selected randomly at the coaches meeting on Friday morning
- an alternate as chosen at the coaches meeting from the remaining zones. The alternate will be used if the involvement of an athlete or athletes, places the zone jury member in a conflict of interest.
- the ASAA Executive Director, who will act as secretary to the Jury of Appeal but does NOT have a vote.

18. SPORTSMANSHIP – SET THE BAR CAMPAIGN

There will be QR codes set up around the facility and regular announcements being made throughout the event; to nominate any individuals (athlete, coach, volunteer, official, spectator...) that SET THE BAR and demonstrate a high standard of sportsmanship. The QR code will take nominators to a google form to be filled out, this will go directly to the host committee to review and determine if individuals have SET THE BAR. Selections for who the committee believe have SET THE BAR will be announced throughout the event and will be presented with their pin.

19. FIRST AID AND ATHLETIC THERAPY

19.1 First Aid:

First Aid will be at white tent on the NE side of the track for emergency injuries and treatment, just off the 100m Finish line. The First Aider is not expected to provide taping, massage therapy or any other responsibilities typically associated with team trainers or an Athletic Therapist. The First Aider will be called to the field in Emergency situations, and have a direct line to EMS and an Emergency Care Physician by phone.

19.3 Washroom Facilities:

- There are washrooms available on the upper concourse of the facility.
- Additional washrooms are available at Saville Community Sports Centre.
- Changing on the field/track is not permitted.

19.4 Lightning Rule:

The Meet Director, Provincial Chair or ASAA Provincial Commissioner in consultation with ASAA staff and Officials will make the call on lightning or weather delays.

The guidelines noted on the Safety Guidelines for Secondary Interscholar Athletics will be followed. If in doubt, follow the 30-30 rule:

- 30 seconds: Count the seconds between seeing lightning and hearing thunder. If this time is less than 30 seconds, lightning is still a potential threat. Seek shelter immediately.
- 30 minutes: After the last lightning flash, wait 30 minutes before leaving shelter. Half of all lightning deaths occur after a storm passes. Stay in a safe area until you are sure the threat has passed.

ALL athletes, officials and spectators are to go to the Saville Community Sports Centre, located on the Southeast side of the grounds if a delay is required due to weather, including lightning.

20. CHAMPIONSHIP APPAREL

ATHLETICS CANADA will be on site to sell souvenir apparel for athletes to purchase. The ASAA and/or Metro Athletics will not be responsible for payment or pick-up of any items.

The location of souvenir apparel will be in the Multi Purpose room in the main building at Foote Field. NO CASH PAYMENTS! All forms of card will be accepted. There will be POS machines onsite.

Reminder: Apparel sales are only available on-site at the Provincial Championships. There will NOT be an opportunity to order on-line before or after the event. Sales will be set up Thursday evening starting at 4 pm – 7 pm and then all day Friday and Saturday from at 9 am-4pm.

21. LIVE STREAM

The live streaming for the ASAA Track and Field Provincials is FREE thanks to the generous sponsorship of Athletics Canada.

Go to asaa.ca > Championships > Track and Field > 2023 Track and Field Championships > WATCH LIVE

22. CONCESSION

A Concession will be open throughout the event on the upper concourse. Food Trucks will also be available in the North Parking Lot of Foote Field.

23. ADMISSION AND PARKING

23.1 ADMISSION:

Admission is **CASH ONLY**
\$7.00 per day or \$10 for both days
Children under 10 are **FREE**.

23.2 PARKING:

There is limited parking at Foote Field for spectators and buses, please review the parking maps provided to ensure you are using the appropriate lots. Additionally, Foote Field is located on the LRT line and it is a great option for those worried about parking.

BUS DROP OFF and PARKING:

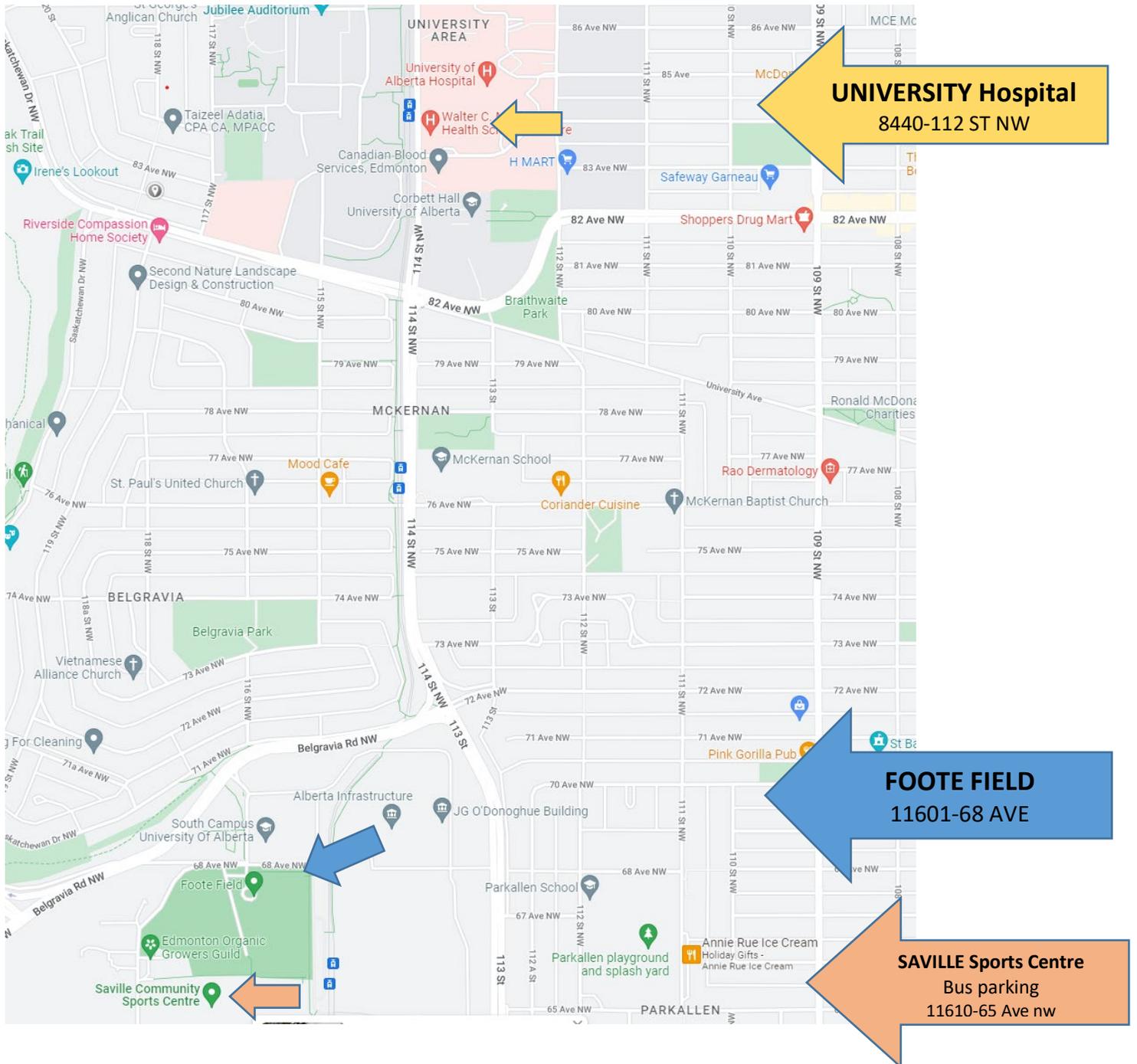
Bus Parking can take place in the gravel lot (A Lot) at the Saville Centre. There is signage that says no bus parking but we have permission to use the gravel lot on weekdays. We are permitted to use the government lots on Friday AFTER 4:30 pm and all day on Saturday. Please respect our neighbours and only park in designated areas during designated hours. Buses are not to park in the paved lot of the Saville Centre Parking lot.



24. CHAMPIONSHIP HOTELS

Hotels are the responsibility of teams to book and pay for. Metro Athletics has not block booked any hotels as there are an abundance of hotels within 10-15 minutes of the facility.

25. CITY OF EDMONTON MAP





CAMPUS & COMMUNITY RECREATION

Emergency Action Plan
 Location – Foote Field
 University of Alberta

<p>Emergency Protocol</p> <p>On Field Assistance Needed: Call Customer Services Staff (780-492-6868)</p> <p>Response to on Field Assistance Request: Foote Field Operations: 780-492-6868</p> <p>EMS Dispatch – Directed by Person of Highest Training: Call person to dial 911 from cell phone. Call person to notify Facilities Staff (780-492-6868) of ambulance call. Preparation of Information - Incident and Accident Report Control person to assist facilities in guiding ambulance to exact injury location. Campus Protective Services <u>may</u> arrive to assist.</p> <p>Charge Person – First Aid Coordinator – Dwayne Laing (780-604-5667) Call Person – Foote Field Operations – 780-492-6868 Control Person – On-site Coordinator – Shawn Shepherd (780-264-8255)</p>	<p>Charge Person (Approach individual and provide first aid): Event First Aid with assistance from Foote Operations</p> <p>Call person (contact emergency services): Foote Field Customer Service</p> <p>Control person (marshal emergency services): Foote Customer Service with operations assistance</p>
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Location and Directions: • Located on South University Campus on 68th Ave. NW. Heading South on 116 St NW to the Main entrance located at the South entry door off of 68 Ave NW.

Ambulance Access: EMS should access via the North Entry Doors to Foote Field. An identifiable person (event staff or facilities staff) should meet EMS at entry.

Foote Field - Emergency Equipment Available

mask gloves blood cleaning supplies splints AED
 spine-board C-collar wound care supplies crutches

The AED will be located at the Customer Service Desk located on the main level of Foote Field. Emergency Supplies location: Emergency First Aid Kit and supplies will be located at the Customer Service Desk located on the main level of Foote Field

<p>Hospitals</p> <p>University of Alberta: 8440-112 St 780-407-8432 East Edmonton Urgent Care Centre 7910 112 Ave NW 780 342-4700</p> <p>Please visit http://www.albertahealthservices.ca/waittimes/waittimes.aspx for approximate wait times and alternate locations.</p>	<p>Non Urgent Transport</p> <p>TAXI: 780-462-3456.</p> <p>Note: University of Alberta Staff and Students are NOT to transport injured or ill persons to or from an event site. Please use alternate transportation when required.</p>	<p>Medi-centres</p> <p>Pleasantview - 11076-51 Ave. PH. 780-436-8071 Downtown: 11807 Jasper Ave. PH. 780-488-1222</p> <p>You may also visit medicentres.com to determine alternate locations and approximate wait times.</p>
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This EAP is to be followed for all EVENTS under the direction of the Event Organization Committee and Facilities Services staff. Members of the general public and non-Varsity Events should follow the instruction of the Facilities Staff. The above protocols and equipment are intended for all event organizers and Facilities Services Staff.

<p>Evacuations</p>	<p>General Information</p> <p>Evacuation can occur for a number of reasons including fire, chemical spill, radiation spill, bomb threat, or toxic gas release. If there is a need to evacuate, please leave via the nearest emergency exits</p> <ul style="list-style-type: none"> ➤ Determine in advance the nearest exit to your work location and the route you will follow to reach that exit in the event of an emergency. ➤ Remember there are several fire escapes throughout the University buildings in the event one is blocked or unsafe. ➤ Follow instructions of the Emergency Wardens. ➤ DO NOT USE ELEVATORS. - Evacuation route maps are next to elevators. ➤ Remove high heels to avoid tripping. ➤ Do not rush or crowd. Use handrails in stairwells and stay to the right. ➤ Move to your muster point unless otherwise instructed. ➤ Assist people with disabilities (see disabilities section). <p>Evacuating the Building</p> <ul style="list-style-type: none"> ➤ Move away from the building quickly. ➤ Watch for falling glass or debris. ➤ Stay with your Emergency Warden who will keep track of employees from your area. ➤ After you have evacuated the building, DO NOT RE-ENTER until notified that it is safe to do so by Protective Services or Edmonton Fire Rescue.
<p>Evacuations with Persons with Disabilities</p>	<p>Persons Using a Wheelchair</p> <p>Firefighters and first responders are trained to assist persons in wheelchairs to evacuate buildings. However, if people in wheelchairs are in immediate danger and ask for your assistance, you may, if it is safe to do so, assist them to relocate to a safer location such as a stairwell. Once you have evacuated the building, immediately inform a Building Warden or available firefighter of the location of any person in a wheelchair who remains in a building.</p> <p>Persons who are Visually Impaired</p> <p>Most persons who are visually impaired will be familiar with the immediate area. Tell the person the nature of the emergency and offer to guide him/her. As you walk, tell the person where you are and advise of any obstacles. When you have reached safety, orient the person to where he/she is and ask if any further assistance is needed. Do not leave the person alone.</p> <p>Persons who are Hearing Impaired</p> <p>Persons who are hearing impaired may not perceive emergency alarms and an alternative warning technique is required. Two methods of warning are: Writing a note telling what the emergency is and the nearest evacuation route (e.g., "FIRE— Go out rear door to the right and down, NOW!") Turning the light switch on and off to gain attention, then indicating through gestures or in writing what is happening and what to do.</p> <p>If you are a Student with a Disability</p> <p>It is recommended that if you require assistance and may be on an upper floor and/or if you are unable to walk down the evacuation stairwells on your own, that you make arrangements for assistance in advance of an emergency. This could include arranging for someone (a roommate or classmate) to accompany you to a safe stairwell in order to meet with local evacuation officials.</p> <p>You should also have access to a cell phone so you can contact Protective Services (780-492-5050) and advise them of your location. In the event of an evacuation no one should use the elevators.</p>