

EMERGENCY ACTION PLAN

WINSTON CHURCHILL HIGH SCHOOL ATHLETICS EMERGENCY ACTION PLAN

Please follow and respect the policies and procedures of this Emergency Action Plan (EAP)

While Winston Churchill High School does everything possible to prevent injuries and accidents at the school, there is still potential for serious accident and injury in any athletic event. If a serious injury occurs, time becomes critical. Subsequently, the implementation of this EAP must be adhered to while in attendance at Winston Churchill High School events.

In a Grade 9 event there may not an Administrator in Charge or Administrator Designate. In this case the Teacher Supervisor will become the PERSON IN CHARGE. There is no gate at these events, so this will be a seamless transition.

Person in Charge:

- Administrator in Charge or Administrator Designate.
- Assess injury status of a player (particularly head and/or spinal injuries).
- If an ambulance and paramedics are required the Person in Charge will notify the Call Person to call 911.
- This person will take control of an emergency situation until a medical authority arrives.
- Document the events of the accident and file a written report if necessary.

Call Person:

- Call Person (Teacher supervisor – Gate supervisor if a gate is being taken by a Teacher) is responsible for making the 911 telephone call. Teacher/Gate supervisors are required to have a cell phone on their person while attending an athletic event while at Winston Churchill High School.
- Stay in constant communication with the medical provider and the Person in Charge.
- Contact Tournament Chair (If the Activity is a Tournament). Tournament Chair is responsible for having his/her cell phone number available to the call person.
- Assist the Person in Charge with the filing of Accident Report if requested.

Control Person:

- The Teacher Coach is responsible for controlling the crowd and other participants. If the Coach is not a teacher this responsibility shifts to the Teacher supervisor in charge of that specific team.
- After the area is secured and controlled, they will act as the guide for emergency personnel outside of the building to ensure expedient access to the victim
- Seek highly trained medical personnel in the building if the Person in Charge believes the injury is serious and cannot wait for emergency assistance to arrive.
- In consultation with the Person in Charge, Tournament Chair (If necessary) and game Officials the continuation of play will be determined.

Lethbridge Regional Hospital – 960 – 19th Street, South

Lethbridge is a 911 zone

School / Venue: Winston Churchill High School

Address: 1605 – 15 AVE N

Site Coordinator: Jonathan Dick, Tracy Wong, Jamie Bach, Morgan Day, Aaron Fitchett

Nearest hospital:

10 min (5.1 km)

via 23 St N and Mayor Magrath Dr N

Fastest route, the usual traffic

Winston Churchill High School

1605 15 Ave N, Lethbridge, AB

Head east on 15 Ave N toward 19 St N

500 m

Turn right onto 23 St N

1.5 km

Continue onto Mayor Magrath Dr N

2.2 km

Turn right onto 9 Ave S

550 m

Turn left onto 19 St S

270 m

Turn right

Destination will be on the right

81 m

Chinook Regional Hospital

960 19 St S, Lethbridge, AB T1J 1W5

Locations of Emergency Equipment:

First Aid Kits: Phys Ed Offices and Phys Ed Equipment Room

AED: Outside Gym Doors to the right. On the Wall in Hallway

Epipen: In the main office

Fire Alarms: One beside each exit door from the gym

Fire Extinguishers: See attached map

Evacuation Protocol:

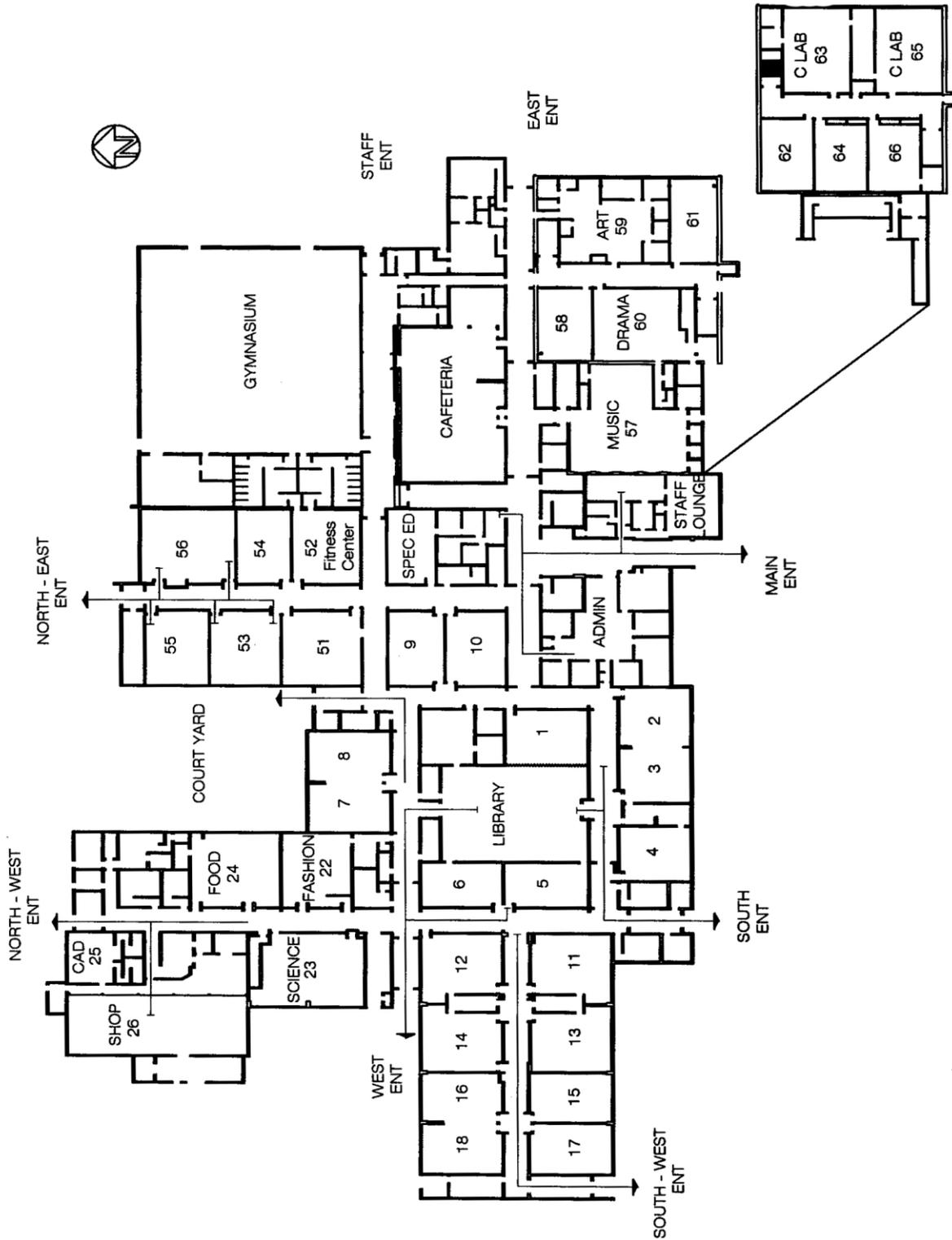
WINSTON CHURCHILL Lockdown Procedures

1. Upon notification of a School Lockdown, “Students and Staff we are going into a lockdown. Teachers secure your classrooms and students find the closest classroom space.” Quickly move students from hallways into your classroom and gather students in a secure area of your classroom. Students should be located away from doors and windows.
2. Ensure classroom doors are locked; windows and blinds are closed if applicable and turn off lights.
3. Wait for ANNOUNCEMENTS for additional instructions from ADMINISTRATION.
4. Ignore requests from outside classroom to open doors.
5. Ignore fire alarms unless there are obvious signs of a fire (smell of smoke, visible flames) OR you are instructed to evacuate by a PA announcement or a school administrator or emergency personnel.
6. It is important that teachers keep the students focused and quiet throughout the lockdown procedure.
7. A school administrator or police officer will visit each secure space to inform occupants that the Lockdown procedure has concluded, but to remain in the space until a general PA announcement is been made to

conclude the lockdown procedure. 8. Staff will be debriefed at the end of each drill concerning what worked and could have been improved.

FIRE DRILL INSTRUCTIONS

1. Fire alarms are in the corridors throughout the building. The fire bell is a loud continuous ring. Immediately at the sound of the alarm, all building occupants are to begin the drill immediately.
2. The first two students to reach any of the exit doors of the building will be responsible for holding them open until all occupants in that area have left the building.
3. Walk briskly, but do not run. Continue this pace until all students are at least 15 m away from the designated exit below.
4. Close and lock all windows and doors of classrooms. Turn all lights off.
5. Ensure that persons with disabilities receive assistance in exiting the building.
6. Teachers are to ensure that washrooms and ancillary spaces in their areas are empty. A designate can perform this task with a report back to the teacher.
7. An administrator will be at the flagpole at the front of the school as a contact for emergencies, reports of missing students, etc.
8. Re-enter the school and return to your classroom when notified through the PA system



2nd - FLOOR

WINSTON CHURCHILL HIGH SCHOOL

WILSON MIDDLE SCHOOL ATHLETICS EMERGENCY ACTION PLAN

Please follow and respect the policies and procedures of this Emergency Action Plan (EAP)

While Wilson Middle School does everything possible to prevent injuries and accidents at the school, there is still potential for serious accident and injury in any athletic event. If a serious injury occurs, time becomes critical. Subsequently, the implementation of this EAP must be adhered to while in attendance at Wilson Middle School events.

There will be a facility person in charge at the ASAA 3A volleyball provincial championships. This person is activate the EAP should a severe emergency occur. Aside from the facility person in charge, there is also a gate that will have 2 additional staff members working.

Person in Charge:

- Administrator in Charge or Administrator Designate.
- Assess injury status of a player (particularly head and/or spinal injuries).
- If an ambulance and paramedics are required the Person in Charge will notify the Call Person to call 911.
- This person will take control of an emergency situation until a medical authority arrives.
- Document the events of the accident and file a written report if necessary.

Call Person:

- Call Person (Teacher supervisor – Gate supervisor if a gate is being taken by a Teacher) is responsible for making the 911 telephone call. Teacher/Gate supervisors are required to have a cell phone on their person while attending an athletic event while at Wilson Middle School
- Stay in constant communication with the medical provider and the Person in Charge.
- Contact Tournament Chair (If the Activity is a Tournament). Tournament Chair is responsible for having his/her cell phone number available to the call person.
- Assist the Person in Charge with the filing of Accident Report if requested.

Control Person:

- The Teacher Coach is responsible for controlling the crowd and other participants. If the Coach is not a teacher this responsibility shifts to the Teacher supervisor in charge of that specific team.
- After the area is secured and controlled, they will act as the guide for emergency personnel outside of the building to ensure expedient access to the victim
- Seek highly trained medical personnel in the building if the Person in Charge believes the injury is serious and cannot wait for emergency assistance to arrive.
- In consultation with the Person in Charge, Tournament Chair (If necessary) and game Officials the continuation of play will be determined.

Lethbridge Regional Hospital – 960 – 19th Street, South

Lethbridge is a 911 zone

School / Venue: Wilson Middle School

Address: 2003 9th Ave N

Site Coordinator: Aaron Becking, Jonathan Dick, Omar Kadir, Dean Hawkins, Kurt Zielke

Nearest hospital:

10 min (5.1 km)

Wilson Middle School

2003 9 Ave N, Lethbridge, AB T1H 1J3



Head east on 9 Ave N toward 23 St N

61 m



Turn right at the 1st cross street onto 23 St N

800 m



Continue onto Mayor Magrath Dr N

2.2 km



Turn right onto 9 Ave S

550 m



Turn left onto 19 St S

130 m



Turn right at 9a Ave S

Destination will be on the left

100 m

Chinook Regional Hospital

960 19 St S, Lethbridge, AB T1J 1W5

Locations of Emergency Equipment:

First Aid Kits: Phys Ed Offices and Phys Ed Equipment Room (with site facility manager)

AED: Outside Gym Doors to the right. On the Wall in Hallway

Epipen: Will be with the site facility manager

Fire Alarms: One beside each exit door from the gym

Fire Extinguishers: See attached map

Evacuation Protocol: Should students need to evacuate the gym/common area during this event, students will use the nearest exits. There is an emergency exit on the east side of the gym. Everyone in the gym will use this exit in case of fire/emergency. If people are outside the gym, they will exit the west door into the courtyard and away from the building.

Wilson Middle School Lockdown Procedures

1. Upon notification of a School Lockdown, "Students and Staff we are going into a lockdown. Teachers secure your classrooms and students find the closest classroom space." Quickly move students from hallways into your classroom and gather students in a secure area of your classroom. Students should be located away from doors and windows. 2. Ensure classroom doors are locked; windows and blinds are closed if applicable and turn off

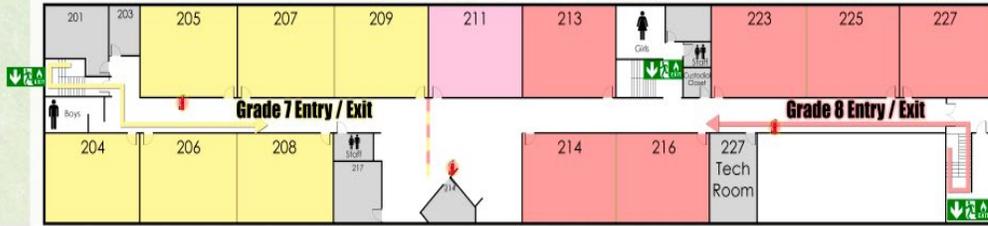
lights. 3. Wait for ANNOUNCEMENTS for additional instructions from ADMINISTRATION. 4. Ignore requests from outside classroom to open doors. 5. Ignore fire alarms unless there are obvious signs of a fire (smell of smoke, visible flames) OR you are instructed to evacuate by a PA announcement or a school administrator or emergency personnel. 6. It is important that teachers keep the students focused and quiet throughout the lockdown procedure. 7. A school administrator or police officer will visit each secure space to inform occupants that the Lockdown procedure has concluded, but to remain in the space until a general PA announcement is made to conclude the lockdown procedure. 8. Staff will be debriefed at the end of each drill concerning what worked and could have been improved. *Anyone in the gym during a lock down will proceed to the change rooms/equipment room where they will remain until the lockdown is over.

FIRE DRILL INSTRUCTIONS

9. Fire alarms are in the corridors throughout the building. The fire bell is a loud continuous ring. Immediately at the sound of the alarm, all building occupants are to begin the drill immediately.
10. The first two students to reach any of the exit doors of the building will be responsible for holding them open until all occupants in that area have left the building.
11. Walk briskly, but do not run. Continue this pace until all students are at least 15 m away from the designated exit below.
12. Close and lock all windows and doors of classrooms. Turn all lights off.
13. Ensure that persons with disabilities receive assistance in exiting the building.
14. Teachers are to ensure that washrooms and ancillary spaces in their areas are empty. A designate can perform this task with a report back to the teacher.
15. An administrator will be at the flagpole at the front of the school as a contact for emergencies, reports of missing students, etc.
16. Re-enter the school and return to your classroom when notified through the PA system

WILSON MIDDLE SCHOOL MAP 2020-2021

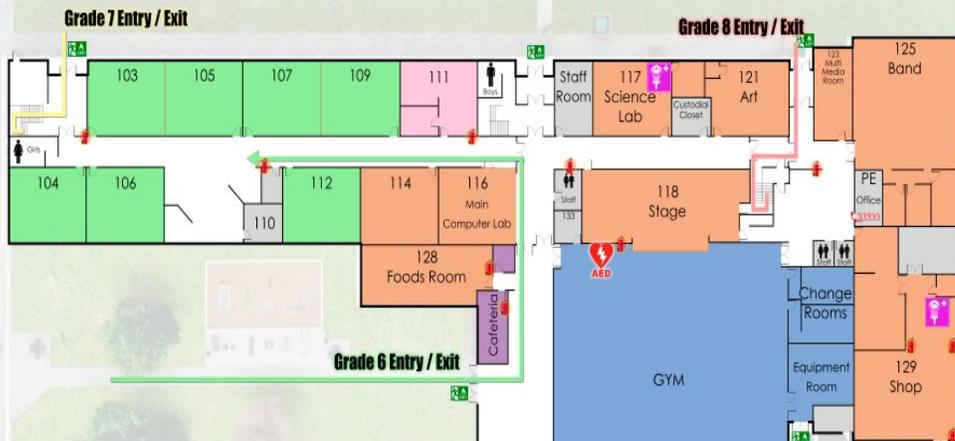
UPSTAIRS



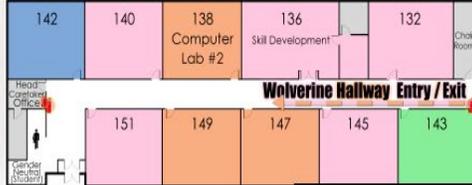
2003 9 Ave N,
Lethbridge, AB
T1H 1J3

(403) 329-3144

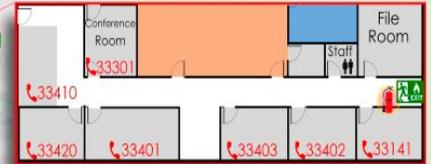
- Grade 6
- Grade 7
- Grade 8
- Alternate Classes
- Option Classes
- Gym/PE Rooms
- Offices / Staff Space
- AED (GYM)
- Eyewash Station



WOLVERINE HALLWAY



OFFICES



20 St North

9 Ave North

Wolverine Hallway Entry / Exit