STRATHCONA-TWEEDSMUIR SCHOOL

EMERGENCY RESPONSE PLAN
ASAA Cross Country Running Provincial
Championships Held at Strathcona-Tweedsmuir School,
Okotoks, AB

EMERGENCY INFORMATION

911 address for Strathcona-Tweedsmuir School:
  • #20, 298136 - 24th Street West

First Aid facilities and AED locations:
  • Care centre (near reception within the school)
  • Aaron Paramedical Ambulance – Race staging area

Emergency Numbers:
  • Fire Department 911
  • Ambulance 911
  • Police 911

Nearest Medical Clinic:
  • Okotoks Health & Wellness Centre 11 Cimarron Common, Okotoks 403-995-2600
  8:00 a.m. to 10:00 p.m. daily

Nearest Hospitals:
  • South Health Campus: 4448 Front Street, Calgary 403-956-1111
  • Oilfields Hospital: 717 Government Rd, Black Diamond 403-933-2222
  • High River Hospital: 560 9 Avenue SW, High River 403-652-2200

Muster Point:
  • The grass area north of the Sprung structure (race staging area)

Chain of Command:
  • Assistant Head of School
  • Event Coordinator
  • Race Director

SPECIFIC PROCEDURES

Medical Procedure
  • If medical attention is necessary, go to the First Aid Station run by Aaron Paramedical located by the Sprung structure/finish line
  • If medical attention is needed and the injured person(s) is/are not able to get to the first aid station, contact a TRAIL MARSHAL who will contact the Event Coordinator via radio with the nature and location of the injury. The EVENT COORDINATOR will:
Direct the FACILITIES STAFF person to take one FIRST AID ATTENDANT (Aaron Paramedical) and their gear and the STS trail evacuation gear to the location in the gator.

If the injury is on a trail and requires immediate medical assistance, the EVENT COORDINATOR upon consultation with the ASAA may notify all TRAIL MARSHALS that the race course is closed and to stop all runners.

The EVENT COORDINATOR will request the adult supervisor for the student to stay with the EVENT COORDINATOR.

The FIRST AID ATTENDANT will take charge of the scene and notify the EVENT COORDINATOR of additional resources needed.

The EVENT COORDINATOR will contact 911 if necessary and will designate a trail evacuation team and route of evacuation to a meeting point with EMS.

The EVENT COORDINATOR will safely and systematically clear the runners from the race course.

Severe Weather

- If the event of severe weather, the EVENT COORDINATOR will postpone the races and direct all persons inside the school through the use of radios, STS’s PA system and mega horn.
- Once inside the school, all TEAM LEADERS should account for their team and advise the EVENT COORDINATOR if any persons are unaccounted for.
- If the weather poses a threat to the structure integrity of the school, the EVENT COORDINATOR will direct all persons to Shelter-in-Place by moving to the lower levels of the school and to sit along inside walls away from outside windows (persons should not be in the library, gyms or theatre).

Wildlife

- In the event that the presence of wildlife causes a potential unsafe situation, the EVENT COORDINATOR will postpone the races.
- If the situation is life threatening, call 911.
- If necessary, the EVENT COORDINATOR will direct all persons inside the school through the use of radios, STS’s PA system and mega horn.
- Once inside the school, all TEAM LEADERS should account for their team and advise the EVENT COORDINATOR if any persons are unaccounted for.

Missing person

- The EVENT COORDINATOR is to be notified if a person is missing.
- The EVENT COORDINATOR will arrange for an announcement over STS’s PA system, the radios and a mega phone in the staging area for the missing person (name) and race number (if applicable) or anyone knowing the persons whereabouts to report to the start line. The announcement should be made continuously at four (4) minute intervals until the person is located.
- The EVENT COORDINATOR will request the adult supervisor for the missing person to stay with the EVENT COORDINATOR and direct the TEAM LEADER to try and contact the missing person and determine where and when they were seen last.
- If after 10 minutes the person is not located, the EVENT COORDINATOR will contact the ASSISTANT HEAD OF SCHOOL who will initiate the school’s missing person protocol.

School Evacuation

- Should the school need to be evacuated, the fire alarm will be activated (bells)
- All persons in the school must leave the building using the closest safe exit and gather at the muster point.
- The EVENT COORDINATOR will notify all TRAIL MARSHALLS that a fire alarm is occurring.
- The EVENT COORDINATOR will stop the races.
- All persons outside the school must proceed to the muster point and all TEAM LEADERS should account for their team and advise the EVENT COORDINATOR if any persons are unaccounted for.
- The FACILITIES STAFF will notify the EVENT COORDINATOR of the reason for the alarm.
- If necessary, the EVENT COORDINATOR will initiate a site evacuation ensuring that all persons are accounted for.
- Persons must not leave the site until they have signed out with the EVENT COORDINATOR.