

**Huntsville Skating Club**

**Emergency Action Plan**

**2023-2024**

**Canada Summit Centre**

**20 Park Drive**

**Huntsville Ontario**

**P1H 1P5**



### **Important Numbers and Contacts**

<b>Ambulance, Police, Fire</b>	<b>911</b>
<b>Canada Summit Centre Maintenance Staff</b>	<b>705-783-3436</b>
<b>Canada Summit Centre Front Desk Staff</b>	<b>705-789-6421</b>

### **Huntsville Skating Club Board Members**

<b>President</b>	<b>Muriel Blaker</b>
<b>Past President</b>	
<b>Vice President</b>	
<b>Secretary</b>	<b>Kerri Moyer</b>
<b>Treasurer</b>	<b>Jillian Schickler</b>
<b>Assessment Chair</b>	<b>Chrissy Mantle-Marnoch</b>
<b>Coaches Liaison</b>	<b>Muriel Blaker</b>
<b>Registration</b>	<b>Muriel Blaker/Jillian Schickler</b>
<b>Communication/Publicity/Social Media</b>	<b>Muriel Blaker/Terri McBay</b>
<b>Fundraising</b>	<b>Terri McBay</b>
<b>Ice Scheduler</b>	<b>Muriel Blaker</b>
<b>Competition Chairperson</b>	<b>Muriel Blaker</b>
<b>CanSkate Liaison</b>	

### **Huntsville Skating Club Coaches**

<b>Christine Mantle-Marnoch</b>	<b>705-783-3585</b>	<b>Lia MacDonald</b>	<b>705 394 4925</b>
<b>Linda Vandertas</b>	<b>705-826-0302</b>	<b>Susan Wilson</b>	<b>705 641 1327</b>
<b>Tim White</b>	<b>705-752-2007</b>	<b>Jennifer Miller</b>	<b>705 388 0881</b>

### **Important First Aid Information**

**All Skate Canada Coaches who work with the Huntsville Skating Club are first aid certified.**

#### **Location of First Aid Kits**

**Huntsville Skating Club Room in the Don Lough Arena**

**Olympia Room in the Jack Bionda Arena**

**Summit Centre Pool Office**

**Summit Staff Room (Hallway of Jack Bionda Arena)**

#### **Locations of AEDs**

**i. Jack Bionda Warm Viewing Area (outside washrooms)**

**ii. Don Lough Arena (behind player benches)**

**iii. Across from Aquatic Office**

**iv. Active Living Centre – main lobby**

#### **First Aid Procedures**

As all Coaches must have First Aid, most procedures from Red Cross and St. John's Ambulance can be followed, as Coaches have been trained. They are trained to assess the situation and make decisions based on the safety of the wounded first and then the situation around them (meaning the safety of the skaters and other Coaches on the ice)

The **Duty Coach** will be the Coach who first approaches the skater. He or she will then be in charge of accessing the injury and will determine what steps need to be taken to help the skater and their injury.

The **Duty Coach** may call upon other Coaches or Board Members to assist him or her with the skater and/or for other tasks that need attention around them such as:

-Retrieving the first aid kit and/or AED device **Control Person**

**\*Note: If there is potential for the Duty Coach to come in contact with blood or body fluids, the Duty Coach should hand sanitize and put on gloves before making contact with the injured skater.**

-Calling an ambulance and waiting by the doors to escort the paramedics to the ice surface **Call Person**

-Assisting with shock

-Asking for a second opinion

-Helping to clear other Skaters from the ice and to support those skaters as needed. **Control Person**

-Starting a report for the town and Skate Canada **Duty Coach/Board Member**

If a concussion is suspected, Coaches should apply the first aid they have been taught and then follow the latest rules and updates of Rowan's Law.

## PERSONAL INJURY

### Roles and Responsibilities

#### Duty Coach

- Determine if EAP should be activated.
- Assign a "Call Person" in the following order:
  - Other coach on site;
  - Board member;
  - Town of Huntsville staff
- Reduce the risk of further harm to the injured person by securing the area and sheltering the injured person from the elements.
- Designate a person to be in charge of the other athletes. If nobody is available, cease all activities and ensure that the other athletes are in a safe area.
- Wait with the injured person until EMS arrives and the injured person is transported.
- Ensure an incident report is completed online (<https://members.skatecanada.ca/en-US/safe-sport/submit-an-incident-report/>). Once copy is sent to Duty Coach's email, a copy should be forwarded to the club email.

#### Call Person

- Assigned by Duty Coach.
- Call for emergency help (if necessary) and:
  - Provide all necessary information to dispatch (e.g. facility location, nature of injury, description of first aid that has been done, allergies and other medical problems for that athlete).

#### Control Person

- Clear any traffic from the entrance/access road before ambulance arrives.
  - Wait by the driveway entrance to the facility to direct the ambulance when it arrives.
  - Call the emergency contact person listed on the injured person's medical profile.
- Inform arena staff (if necessary).

## 911 Emergency Information

### Canada Summit Centre

**20 Park Drive Huntsville Ontario P1H 1P5 705-789-6421**

#### Phone locations

- Front desk of Canada Summit Centre

#### Hospitals

### Muskoka Algonquin Healthcare – Huntsville District Memorial Hospital

100 Frank Miller Drive

Huntsville ON P1H 1H7

(705) 789 2311

## FIRE EMERGENCY

### Canskate or Youth Powerskating Session

#### Roles and Responsibilities

In the case of a Fire alarm:

##### Duty Coach

- Ensure all Coaches and Program Assistants stop their circuits and move their skaters to the Boards.
- Initiate the safe exit of skaters from ice surface, with assistance of other Coaches and Program Assistants. Coach should lead the group and Program Assistant should ensure all skaters of the group are following the line, in a calm and safe manner.
- Man the exit door from the ice surface, to assist skaters leaving the ice and direct them to the dressing rooms.
- Check all dressing rooms and the restrooms to ensure all HSC members and Coaches have safely left the building before exiting the building using the nearest fire exit.

##### Call Person

- Assigned by Duty Coach.
- Call for emergency help (if necessary)
- If emergency call unnecessary, Call Person will inform parents in Upper Don Viewing Area and direct parents to dressing rooms.
- Call Person directs parents to get their skaters belongings, if they are allowed by Arena Staff.
- Inform parents to wait for their skater's group to be called and then they may come forward to accept their skater(s). As each Parent collects their skater(s) they will assist their skater with their skate guards and exit the building with their skater by using the nearest fire exit as directed by a Board Member or a member of the Arena Staff.
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##### Control Person

- Assigned by Duty Coach.
- Ensure that all Program Assistants are accounted for and assist with skate guards, if needed.
- Ensure all PAs are reunited with a parent, if in the building, or the PA will stay with the Control Person in a designated meeting area (front entrance of Huntsville High School) outside of the Arena until the building is cleared for re-entry or until the parent or guardian arrives to pick up the PA.

## STARSkate, Teen/Adult Powerskating or LTSAB Session

In the Case of a Fire Alarm:

### Duty Coach

- Ensure all STARSKaters stop what they are doing and form a line to exit the ice.
- Check all dressing rooms and the Restrooms to ensure all HSC members and Coaches have safely left the building before exiting the building using the nearest fire exit.

### Control Person

- Assigned by Duty Coach.
- Ensure that all skaters are accounted for. Skaters may collect their personal items from the dressing room, only if it is allowed by the Arena Staff.
- Ensure all skaters are reunited with a parent, if in the building, or the skater will stay with the Control Person in a designated meeting area (front entrance of Huntsville High School) until the building is cleared for re-entry or until the parent or guardian arrives to pick up the skater.

## POWER OUTAGE

## **Canskate or Youth Powerskating Session**

### Roles and Responsibilities

In the Case of a Power Outage:

### Duty Coach

- Instruct everyone to stay still until the emergency lights come on (About 30 – 45 seconds)
- Ensure all Coaches and Program Assistants stop their circuits and move their skaters to the Boards.
- Initiate the safe exit of skaters from ice surface, with assistance of other Coaches and Program Assistants. Coach should lead the group and Program Assistant should ensure all skaters of the group are following the line, in a calm and safe manner.
- Man the exit door from the ice surface, to assist skaters leaving the ice. Call out each group and direct them to the dressing rooms and awaiting parents.
- Check all dressing rooms and the restrooms to ensure all HSC members and Coaches have safely left the building before exiting the building using the nearest fire exit.

### Control Person (Board Member)

- Control Person will direct parents to dressing rooms.
- Control Person directs parents to get their skaters' belongings.
- Inform parents to wait for their skater's group to be called and then they may come forward to accept their skater(s). As each Parent collects their skater(s) they will assist their skater with their skate guards

and exit the building with their skater by using the nearest fire exit as directed by a Board Member or a member of the Arena Staff.

### Call Person

- Assigned by Duty Coach.
- Call for emergency help (if necessary)
- Ensure that all Program Assistants are accounted for and assist with skate guards, if needed.
- Ensure all PAs are reunited with a parent, if in the building, or the PA will stay with the Call Person in a designated meeting area (front entrance of Huntsville High School) outside of the Arena until the building is cleared for re-entry or until the parent or guardian arrives to pick up the PA.

## STARSkate, Teen/Adult Powerskating or LTSAB Session

In the Case of a Power Outage:

### Duty Coach

- Instruct everyone to stay still until the emergency lights come on (About 30 – 45 seconds)
- Ensure all STARSKaters stop what they are doing and form a line to exit the ice.
- Check all dressing rooms and the restrooms to ensure all HSC members and Coaches have safely left the building before exiting the building using the nearest fire exit.

### Control Person

- Assigned by Duty Coach.
- Ensure that all skaters are accounted for. Skaters may collect their personal items from the dressing room only if it is allowed by the Arena Staff.
- Ensure all skaters are reunited with a parent, if in the building, or the skater will stay with the Control Person in a designated meeting area (front entrance of Huntsville High School) outside of the Arena until the building is cleared for re-entry or until the parent or guardian arrives to pick up the skater.

## **CANADA SUMMIT CENTRE -EMERGENCY PROCEDURES**

Hear an alarm/see white strobe lights? Stay Calm!

General Guidelines:

- i. Evacuation is mandatory
- ii. Exit through the nearest exit
- iii. Follow direction of Town of Huntsville Staff
- iv. Do not re-enter buildings until fire department gives approval

