

Emergency Action Plan (EAP) Algonquin SA Sports Facility

Listen to the direction of the staff member on duty

→ **Immediately call SECURITY 5000**

Emergency Personnel:

Current Staff on duty at the time of an emergency. Work telephone number is (613) 727-4723 ext.6584.

Emergency Communication:

Fixed telephone line at the soccer complex front desk (613-727-4723 ext.6584 and therapy clinic (613-727-4723 ext.6585).

Emergency Equipment:

Supplies (splints, crutches, first aid kit) maintained in SA Sports Facility Therapy Clinic. Additional equipment accessible from therapy clinic.

Roles of First Responder:

1. Immediate care of the injured or ill student-athlete
2. Emergency equipment retrieval
3. Activation of Emergency Medical System (EMS)
 - a. (613) 727-4723 ext. 5000 (for emergency security), ext. 5010 (for non-emergency security)
 - b. Provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested
4. Direction of EMS to scene
 - a. Open appropriate gates
 - b. Designate individual to "flag down" EMS and direct to scene
 - c. Scene control: limit scene to first aid providers and move bystanders away from area

Venue Directions:

Algonquin SA Sports Facility is located at Z-Building, 1385 Woodroffe Avenue. The main entrance is located off of Navaho Drive, from Baseline. Drive to the end of Navaho and turn left once in the college parking lot. There is a gate next to building to enter the field.

Queensway Carleton Hospital Directions:

- **Queensway Carleton Hospital:**
 - **Directions:**
 - **After exiting campus, travel North on Woodroffe Avenue, turn west (left) on Baseline Road to 3045 Baseline Road.**
 - **(613) 721-2000 (Queensway Carleton telephone number)**
 - **When using a land-line on campus, you must dial extension 5000 for emergencies (they will call an ambulance and direct it to your location).**