

Emergency Action Plans – Highland Community Curling Club (HCCC)

1. ACTIONS FOR A PERSONAL INJURY

- Evaluate the situation and determine if emergency help is required
- Call for emergency help (911) and provide all necessary information to dispatch
- If the individual is unresponsive, check for a pulse and breathing
 - If neither are present, use the AED
- Do not move the person unless they are able to do so independently
- Clear risk of further harm to the injured person by securing the area and shelter the injured person from the elements.
- Designate a person to oversee other participants (clear the ice if needed)
- Wait by the injured person until the ambulance arrives
 - Clear any traffic from the west entrance and wait by the road to direct
 - Position someone at the main entrance to direct the ambulance
- Call the person’s emergency contact
- Fill in an Injury/Incident report form and place in the injury report folder

Emergency Services	Phone number
Ambulance – Fire - Police	911
Police	Non-emergency - 519-661-5670
Address of facility	1922 Highland Heights
Nearest major intersection	Commissioners and Ridout/Upper Queen St.
Facility phone numbers	(519) 681-8223 (Highland Country Club)
Location of First Aid Kit/ Defibrillator	Ice Lobby beside the double doors. AED (defibrillator) in marked case on the wall, first aid kit hanging below defibrillator. *Second AED located in the stairwell off the south end of the main lobby.
Incident/Injury Reports	Injury report folder located in ice lobby beside the AED and First Aid Kit.
Nearest Hospital to facility	London Health Sciences- Victoria Hospital
Location of nearest hospital	Address: 800 Commissioners Rd East London ON Ph: 519-685-8500
Directions to hospital from facility	From Highland Heights Rd, turn right onto Commissioners Rd. Proceed 1.7 Km east, and turn left into Victoria Hospital entry/Western Counties Rd.
HCCC President	Katie Brooks Cell: 519-476-5511
Facility Manager – Highland Country Club	Matt Kerr 519-681-8223 ext. 225

2. ACTION FOR A FACILITY EMERGENCY

Name of facility	Highland Country Club
Address of facility	1922 Highland Heights
Nearest major intersection	Commissioners and Ridout/Upper Queen St.
Facility phone numbers	(519) 681-8223 (Highland Country Club)
Location of facility phones	Main Office ext. 221 M-F, 9am – 5pm Stanley Thompson Pub ext. 239
Location of emergency entrance	Office/Delivery entrance (West side of the building). Enter and proceed past the office, turn left and proceed through the double doors to the ice lobby.
Directions to emergency entrance	From Highland Heights Rd, turn right into the parking lot, and follow the driveway left up the west side of the building.

Ammonia Alarm (EMERGENCY)

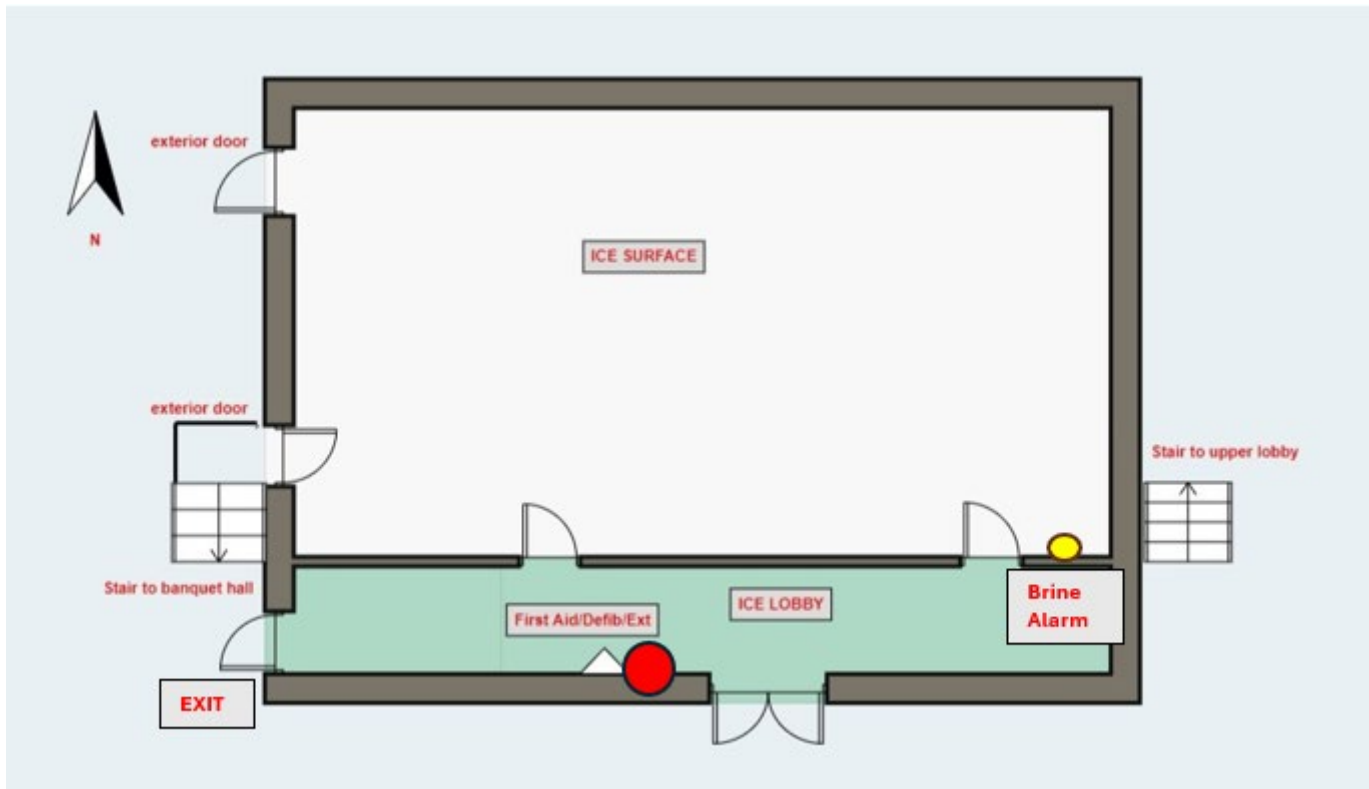
The alarm located the Compressor room emits a very loud sharp noise. If the alarm is activated or Ammonia is smelled, take the following actions immediately.

1. If an IceTech is present, ensure they are notified and follow their instructions.
2. If no Ice Tech is available;
 - I. **Do not investigate!**
 - II. Immediately evacuate the building.
 - III. Leave by the nearest exit and gather in the parking lot nearest Commissioners Road.
Do not block the street entrance to ensure Fire Department can access site.
 - IV. Contact HCC supervision and inform them of the issue and ensure they complete item V.
 - V. Call 911, stating there is an ammonia leak at Highland Country Club requesting fire department assistance. Provide a call back number.
3. Call **Darrin Sinclair @ 519-857-3816 or Paul Snelgrove @ 519-902-1038.**

Brine High Temperature Alarm (non-emergency situation)

- Red light behind Sheet 6 above the Ice Tech room door
- If activated, call Darrin Sinclair @ 519-857-3816 or Paul Snelgrove @ 519-902-1038
- No other action is required.

Map of facility



Fire Extinguisher locations

Under first aid kit, in ice lobby hallway and in women's changeroom.

Emergency Exits

Northwest corner of sheet 1- external

West corner of sheet one – upstairs to banquet lounge or external

West side of ice lobby - external

From ice surface, east stairwell beside sheet 6 up to lobby

Ice lobby double doors out to delivery entrance