



**Burlington Gymnastics Club**  
**Emergency Action Plan**

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# Preamble

An Emergency Plan should not be developed under the stress associated with an emergency that is already underway.

Therefore, planning, awareness training and periodic exercises introduced prior to an emergency can be helpful in improving responses when emergencies occur.

While it is not possible to plan for every type of emergency, this plan aims to provide some guidance to Burlington Gymnastics Club (BGC) members, staff and athletes when emergencies arise.

In the event that BGC staff are involved in a situation of emergent nature they are to immediately contact the Managing Director once it is safe to do so.

## What is an Emergency?

“An emergency is defined as a situation or impending situation caused by forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property” – *Emergency Management Act (Ontario)* 1990

Emergencies can include:

- Fire/explosion
- Missing Child
- Severe weather (snow storm, tornado)
- Flood
- Criminal activity
- Earthquake
- Hazardous materials incident
- Injury/illness
- Power failure
- HVAC failure

In the case of BGC, emergencies are likely to be of a smaller scale, however attempting to provide a coordinated response is the key to successful emergency management.

## **Evaluation and Modification**

This plan should be reviewed annually and modified as required. Modification is recommended in instances where portions of the plan have been tested and found to be in need of improvement. Actual events are the best way to test this plan; however, drills and exercises can be used to evaluate those sections which are generally not utilized.

## **Internal versus External Emergency**

In general, an internal emergency is defined as one which is the result of action within BGC facilities. These types of emergencies can be, but are not limited to such things as an injury to an athlete, a fire within the facility, a flood within the building or a plumbing emergency.

An external emergency may be defined as a situation arising from circumstances outside the control of BGC. These types of emergencies may include, but are not limited to natural disasters (flood, tornado, severe winter storm) or man-made situations such as police activity, vehicle accidents, acts of vandalism or terrorism.

# **General Emergency Plan**

## **Internal Emergency**

1. The "Person-in-Charge" (the most senior staff person on site) will initially assess the situation and consider the most appropriate response. The Person-in-Charge (PIC) should be responsible for contact with Emergency Services personnel on their arrival, as required.
2. If necessary, the PIC can designate one (or more) other staff member(s) as the "Control Person(s)". The Control Person can be responsible for providing guidance to athletes, families and members of the public and assisting the PIC during the emergency. The Control Person will attempt to maintain contact with the PIC to help provide a coordinated response to the emergency.
3. If necessary, the PIC can designate a "Contact Person". The Contact Person will assist with contacting Emergency Services personnel on site and provide directions to them to assist in contacting the PIC.

## External Emergency

1. The Person-in-Charge (the most senior person on site) will attempt to follow directions from the outside agency responsible for the emergency response.
2. If necessary, the PIC can designate one (or more) other staff member(s) as the "Control Person(s)". *The Control Person can be responsible for providing guidance to athletes, families and members of the public and assisting the PIC during the emergency. The Control Person will attempt to maintain contact with the PIC to help provide a coordinated response to the emergency.*
3. The PIC will be responsible for making reasonable attempts to notify the Managing Director. The PIC will make responsible attempts to keep the Managing Director informed of changes to the situation.
4. The Managing Director shall be responsible for making reasonable attempts to contact members and families of BGC athletes regarding the emergency.

## Specific Emergency Plans

### Fire: General

1. Upon discovering fire (smoke, fumes, flames): Sound the alarm (verbal/pull station)
2. In the event you hear the fire alarm follow the BGC fire evacuation plan as outlined in Appendix A
3. Coaches will attempt to remain with their groups and make reasonable attempts to inform the PIC or Control Person of their status.
4. Coaches will attempt to gather at designated assembly points.

### Designated Assembly Points:

#### Maple

Burlington T&T Gymnastics Club - located next door to the Burlington Gymnastics Club  
680 Maple Ave, Burlington - located in the City of Burlington Maple Park - 750 Maple Ave.  
Phone: (905) 634-0310

#### North Service Rd

Grassy section is located out the front door and to the left of the building, if exiting out the rear door it will be to the right.

## **In Case of Injury (See Appendix A)**

1. PIC to conduct an initial assessment of the injury.
2. Designate someone to watch the other participants (stop all activities and ensure all participants are in a safe area if nobody is available to supervise).
3. If necessary direct a call person to engage 911 (see call person responsibilities below)
4. Wait with the injured participant and help keep them calm until emergency medical services arrive and conduct their assessment of the injury.
5. The PIC will complete a Gymnastic Ontario Accident/Incident report.

“In Case of Injury” signage with emergency directions should be posted in high visibility areas in BGC facilities.

## **Call Person Responsibilities**

1. Call for emergency help.
2. Provide all necessary information to dispatch
  - The facility location
  - The closest access door to the injured participant
  - The nature of the injury
  - A description of first aid that has been performed
  - Other medical information, such as allergies or medical conditions
3. Clear any traffic from the facility entrance or access road before the ambulance arrives.
4. Wait by the entrance to direct the ambulance.
5. Call the participant’s emergency contact person.
6. Assist the charge person as needed.

## **In Case of Illness**

1. Make reasonable attempts to provide care for the person.
2. Advise the ill person that emergency services can be contacted.
3. If the ill person is an athlete, make reasonable attempts to contact the athlete’s parent or guardian and request direction from the parent or guardian for caring for the athlete.

## **Lock Down/Shelter-in-Place**

Lock down/Shelter-in-Place may result from, but is not limited to, such events as a natural disaster (tornado), man-made situation (chemical spill) or police activity. Lock-down or shelter-in-place protocols will most often be the result of a request from an outside agency.

If a lock down/shelter-in-place is announced:

1. Everyone should remain where they are.
2. Coaches will attempt to gather their groups and move to a safe area.
3. A Person-in-Charge can be designated and will attempt to follow the Internal Emergency Plan as previously outlined in the General Emergency Plan
4. Stay in safe areas until directed to move or evacuate by Emergency Services personnel or the PIC.

## **Threatening Action/Physical Threat**

1. Ensure personal safety.
2. Attempt to de-escalate the situation.
3. Engage support from another onsite adult and if possible have 3rd adult call police

## **Unwanted Visitor**

1. Attempt to be calm and courteous.
2. Ensure personal safety.
3. Attempt to ensure the safety of others.
4. Ask the unwanted person to leave BGC premises.
5. If the unwanted party refuses to leave BGC premises, engage support from another onsite adult and if possible have 3rd adult call police .

## **Security Alarm**

1. If you arrive and the alarm is sounding do not enter
2. Contact Linda, Dawn or Jacqueline to notify (see page 8 for contact details)
3. If you cannot reach them call the alarm company directly (see page 8 for contact details)
4. The alarm company will connect with one of the three to inform of next steps
5. Do not enter until instructed to do so by the person you have contacted

## **If you set the alarm off in error - arming/disarming**

1. If you set the alarm off Do not panic
2. Re-enter your alarm code
3. If the alarm does not disarm leave the building
4. Contact the alarm company directly to notify of the situation (see Appendix B)
5. Contact Dawn, Linda or Jacqueline to notify if you cannot get through to alarm company(see appendix B)



# Appendix A

## Key Communication Information

### Call 911

Ambulance, Police, Fire – which one do you want

### Addresses:

#### Maple – 710 Maple Ave, Burlington ON.

- closest major intersection: Maple Ave at Richmond
- Located in the City of Burlington Maple Park - 750 Maple Ave.
- North Building on the property across from the skate park
- Main entrance facing east, exit doors on the north and south side of the building

#### North Service Rd - 3465 North Service Rd Unit 2.

- Closest major intersection Walkers Line and the QEW .

### Club Contact:

- Managing Director - Paul Burns 289-208-8109
- Rec Manager - Dawn Izzard - 905-484-0936
- Club Admin - Jacqueline Boyle - 905-484-2913
- Alarm Company - 1-800-268-6870