



## **West Lorne Minor Hockey - Emergency Action Plan**

West Lorne Minor Hockey (WLMH) has adopted the following **EMERGENCY PROCEDURES** from the Municipality of West Elgin, as posted in the West Elgin Arena.

### **West Elgin Arena Emergency Procedures:**

- In the event the fire alarm sounds while you are using the ice source, ALL PLAY MUST STOP IMMEDIATELY.
- All players/participants on the ice surface shall go directly to the players benches.
- All play/skating will remain stopped until the Facility Operator indicates whether or not the facility needs to be evacuated, and or the Emergency has been terminated.

### **West Elgin Arena Evacuation Procedures**

- Proceed to the nearest exit and leave the building. It is the renters/team staff responsibility to ensure that all participants have exited the building. Facility staff will complete a building sweep and lock the dressing rooms, once the check has been completed.
- Once the facility has been deemed safe, you will be permitted to return and retrieve your belongings.

In the event that you require **Emergency Medical Assistance**, during your visit, please notify the facility operator, and/or **CALL 911**.

If you detect a FIRE activate the fire alarm by one of the pull stations as you exit the building, Once outside, **CALL 911**.

If you feel personally threatened or unsafe during your visit, please contact a facility operator or call 911.

Your Location is:

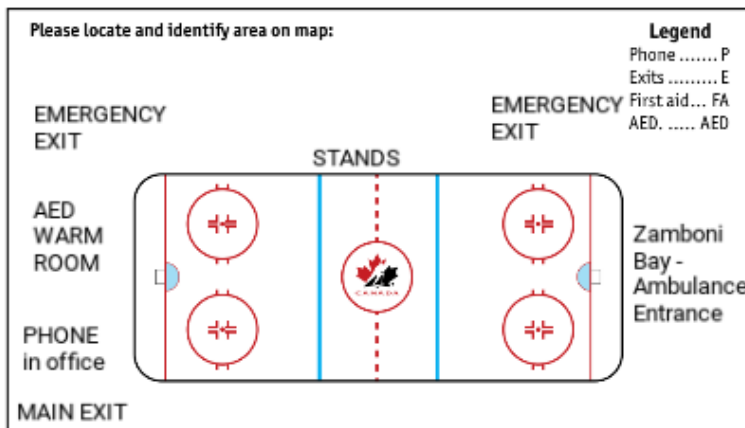
West Elgin Arena  
171 Graham Road  
West Lorne, ON  
Elgin County

**SAFETY REQUIRES TEAMWORK  
AN EMERGENCY ACTION PLAN FOR HOCKEY**



The coach, manager and hockey trainer should initiate a meeting at the beginning of the season to ensure they have the volunteers required for their Emergency Action Plan.

**Equipment Locations**



**Arena Information**

Arena/Facility Name: West Elgin Arena  
 Address: 171 Graham Road, West Lorne  
 Telephone Number: 519-768-0560 ext 238

**Emergency Telephone Numbers**

Emergency: 911  
 Ambulance: 911  
 Fire Dept: 911  
               Newbury - 519-693-4441 non-emergencies  
 Hospital: \_\_\_\_\_  
 Police: 911  
 General: Arena Facility Phone Number  
               519-768-0560 ex 238

**Roles**

**Hockey Trainer / Charge Person**

- Initially takes control of the situation.
- Instructs player to lay still and bystanders, such as other players, not to move player.
- Do not move the athlete.
- Assess injury status of player, decide if an ambulance/medical care is required.
- If the injury is serious and warrants immediate attention that you are not qualified to provide, make your pre-determined signal to your call person, control person and your pre-determined first aid/medical person.

**Call Person**

- Makes call when emergency assistance required (tests their cell phone in the facility to ensure it will work).
- Know location of alternate phones in the facility being played in. Have change or a phone card if necessary.
- Ideally at all games and practices and not involved on the bench.
- Has a list of emergency phone numbers in the area of the facility.
- Has a diagram displaying specific directions and best route to the arena facility.

**Control Person**

- Pre-determine the location of the AED and other emergency equipment in the facility.
- Retrieving the AED and/or first aid kit and bringing to the injured player if requested.
- Seek highly-trained medical personnel in the facility if requested by the Charge Person.
- Ensure teammates, other participants and spectators are not in the way of the charge person.
- Advise opponents, on-ice officials, arena staff and parents of the steps being taken.
- Ensure the quickest and best route for the ambulance crew to the ice surface is clear and accessible.
- Meet the ambulance on its arrival and direct EMS to the injured player.

**IMPORTANT REMINDERS**

The game official continues to assume the role of being in charge of the overall environment.  
 It is important for officials to note that if the hockey trainer makes the signal for assistance that there may be a number of pre-determined people who will respond and will require access to the ice.  
 Once the ambulance is called, the officials should send both teams to their dressing rooms.

*See flow chart on reverse*

**Team Charge Person(s):**

\_\_\_\_\_  
 Name & Phone Number

\_\_\_\_\_  
 Name & Phone Number

\_\_\_\_\_  
 Name & Phone Number

**Team Call Person(s):**

\_\_\_\_\_  
 Name & Phone Number

\_\_\_\_\_  
 Name & Phone Number

\_\_\_\_\_  
 Name & Phone Number

**Team Control Person(s):**

\_\_\_\_\_  
 Name & Phone Number

\_\_\_\_\_  
 Name & Phone Number

\_\_\_\_\_  
 Name & Phone Number

West Elgin Arena - Call Person should direct the Ambulance to come through the zamboni Entrance.

