



**SALTO GYMNASTICS  
EMERGENCY & RISK  
MANAGEMENT RESPONSE  
PLAN & PROCEDURES  
2018**

Box 57013  
2020 Sherwood Drive  
Sherwood Park, AB T8A 5L7  
Phone: (780) 449-1518 or Fax: 449-0601  
[www.saltogymnastics.com](http://www.saltogymnastics.com)



## Index

---

|                                       |         |
|---------------------------------------|---------|
| Emergency Response Plan_____          | Page 2  |
| • Evacuation Route Map_____           | Page 6  |
| First Aid Policy _____                | Page 7  |
| Childcare Health & Safety Policy_____ | Page 9  |
| Whistleblower Policy_____             | Page 13 |
| Staff Agreement_____                  | Page 17 |
| Appendices:_____                      | Page 18 |
| • General Gym Rules_____              | Page 19 |
| • Injury Procedure_____               | Page 20 |
| • Evacuation Procedure & Maps_____    | Page 21 |
| • Other Emergencies Procedures_____   | Page 23 |
| • Missing Child Procedure _____       | Page 25 |
| • Emergency Contact Numbers_____      | Page 27 |

---



## Emergency Response Plan

---

### Intent

Salto Gymnastics is committed to supporting the welfare of its employees and visitors to the premises. The purpose of the Salto Gymnastics Emergency Response Plan is to ensure human safety, minimize damage to property, and assure rapid and responsive communication to all parties involved. This Plan has been created to address, in a coordinated and systematic manner, all types of emergencies affecting Salto Gymnastics

This Plan will establish processes and procedures for appropriate responses to major emergencies, and assign roles and responsibilities for the implementation and execution of the Plan in the event of an emergency or catastrophe. The guidelines shown in this Plan are intended to keep employees Salto Gymnastics prepared should Salto Gymnastics premises and/or facilities become unsafe due to calamity.

### Definitions

Fire and/or smoke – Any conflagration (fire) of combustible materials at Salto Gymnastics causing danger of burns from fire or suffocation/choking from smoke inhalation. This can also include fires nearby Salto Gymnastics where there is a clear danger of the fire spreading to Salto Gymnastics or causing the air to become un-breathable due to smoke.

Natural disaster or severe weather – This is a broad term meaning any emergency caused by inclement weather conditions or tectonic activity. Natural disasters include tornados, floods, earthquakes, mudslides, hurricanes, lightning strikes, avalanches, blizzards, ice storms, severe thunderstorms, and so on. In some cases, natural disaster may also include excessive periods of intensely cold weather, or excessive periods of intensely hot and/or humid weather.

Chemical, biological, or radiological incidents – This may include a release of toxic chemicals or other dangerous agents within the vicinity of Salto Gymnastics, including natural gas leaks; the release of harmful bacteria, viruses, or other biological dangers; release of or exposure to radioactive materials.

Structural failures – This term encompasses any damage to Salto Gymnastics property or premises that causes unsafe conditions due to structural failure. Failures or pending failures include (but are not limited to) bomb threats, collapsed walls, ceilings, or foundations, burst water mains, electrical power outages, and so on.

### Guidelines

In general, Salto Gymnastics employees must report an emergency event immediately to their supervisor, Recreational or Competitive Director, Executive Director, or other appropriate authority.

Once the emergency has been ascertained, response/assessment teams will be the first to respond to the incident. They will assess the severity of the emergency and communicate immediately with assigned groups as appropriate. Response/assessment teams are composed



of at least one person per department to coordinate and instruct co-workers. These teams will coordinate emergency and/or evacuation efforts within their areas of responsibility.

Not all emergencies will require the same level of response. Appropriate responses will be dictated by the severity of the event and its effect on the health and safety of employees, visitors, and property. Only a member of the management team or an appointed designee has the authority to declare a state of emergency for Salto Gymnastics and can activate this Plan.

For the purposes of this Plan, Salto Gymnastics defines “emergency” as an instance, or combination of instances, of unsafe conditions that pose a threat to people or property, and include: instances of fire and/or smoke; natural disaster/severe weather; chemical, biological or radiological incidents; and structural failures.

*\*Responsibilities in an emergency are delegated amongst various response/assessment team members.*

## **Fire and/or Smoke**

The primary purpose of the Fire Procedure is to provide a course of action for all personnel to follow in the event of a fire or smoke emergency.

- Alert employees of the fire and its location. Activate the nearest fire alarm. Contact the local fire department by calling 911 and follow any and all instructions. Assign someone to guide the response personnel directly to the fire.
- Contain the fire if it is relatively safe to do so. Close all doors, fire doors, and windows near the fire. Shut off all fans, ventilators, and air conditioners.
- ONLY TRAINED personnel may extinguish the fire if it is small. Obtain the nearest fire extinguisher and pull out the safety pin. Aim the fire extinguisher nozzle low, at the base of the fire, depress the trigger, and move nozzle move slowly upward with a sweeping motion.
  - Do not aim nozzle at the middle or the top of the flames.
  - If fire cannot be extinguished, evacuate the building immediately.
  - Keep low to the floor to avoid inhaling smoke.
  - If the fire cannot be safely extinguished using available fire extinguishers, evacuate the premises immediately using the nearest and safest exit.
  - Close all doors behind you as you leave.
- Report to the designated "Emergency Evacuation Area" (A – Arena lobby, B – Arena southwest parking lot).
  - Immediately report any employee(s), customer (s), visitor(s), contractor(s) or individual(s) who have remained in the building or refused to leave.
- Do not return until it has been declared safe to do so by the Fire Department.

## **Natural Disaster or Severe Weather**

The primary purpose of the Natural Disaster/Severe Weather Procedure is to inform employees and visitors of any serious weather conditions that warrant their attention. A “weather watch” means that conditions are favorable for severe weather to develop. A “weather warning” means that severe weather has been sighted in the vicinity.



- Account for all employees, athletes and visitors, ensuring that everyone is inside the facility. Close all doors.
- Close all doors and instruct all employees and visitors to move away from windows.
- If necessary, gather employees and visitors into offices, change rooms, bathrooms or other enclosed areas (hallway by bathrooms).
- Listen to all weather reports for updates. Do not leave the enclosed area until the weather warning has been lifted.
- Stay calm. Encourage others to stay calm also.
- Have a means of communication available (radio, cell phone, etc.,) along with extra batteries.
- Be prepared for isolation at the premises. Ensure that emergency equipment and supplies are available, or can be readily obtained.

### Emergency Survival Kits

As a best practice, emergency survival kits should include enough supplies for employees, volunteers, visitors, customers and guests to survive for 72 hours.

Important items to include in the kit are:

- Candles;
- Matches sealed in a water proof bag;
- Fire retardant blankets;
- Flashlight(s);
- Ample batteries;
- Telephone(s) that will work in a power outage;
- A well-stocked first aid kit;
- Non-perishable food;
- Manual can opener;
- Whistle to serve as an extra communication device;
- Cases of bottled of water.

Other items can include spare clothes, personal hygiene items, pain and allergy relief pills and assistive devices such as asthma inhalers, canes and diabetic medication.

### **Chemical, Biological, or Radiological**

The purpose of the Chemical, Biological, or Radiological Procedure is to inform employees and visitors of the steps that should be taken in the event that a contaminant, virus, or other harmful agent poses an immediate threat.

- Call 911 and report the situation and follow any instructions given.
- Notify supervisors, Recreation or Competitive Directors, and the Executive Director immediately.
- Commence evacuation procedures.

### **Structural Failure**



The purpose of this procedure is to inform employees or visitors of precautions to be taken in the event of a structural failure.

- In the event of a power outage, gather flashlights and other needed supplies. Check on all employees and visitors to ensure their safety. Ensure all backup or emergency lighting is fully operational. If the power outage is prolonged, consult with Directors to dismiss athletes & visitors, and staff for the day.
- In the case of water, heat, or other utility disruptions, all attempts will be made to determine the cause of the disruption and the probable length of shutdown. Where required, the local utility provider shall be contacted to assess and resolve the situation. If the shutdown is prolonged, consult with management to consider dismissing athletes, visitors and staff for the day.

### **Employee/Visitor Evacuation Procedure**

In the event that Salto Gymnastics declares that an evacuation of the premises is necessary in response to an emergency situation, employees/visitors are required to follow the steps below:

1. Stop working and shut down any equipment in use.
2. Proceed to posted emergency exit, following posted evacuation route(s).
3. Touch doorknobs/door handles carefully to check for heat.
4. Proceed to designated meeting area (unless otherwise instructed).

Coaches procedures are as follows:

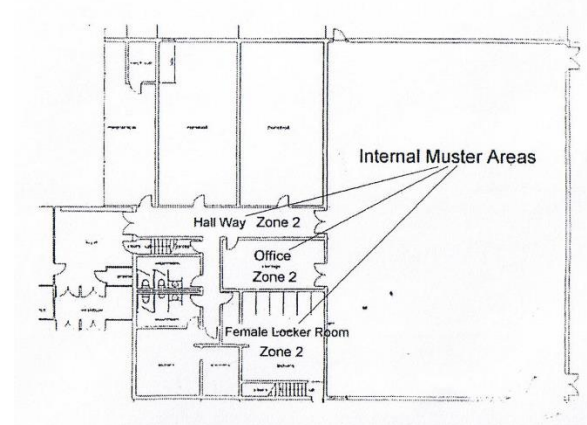
#### **Internal Evacuation**

1. Stop your group to get their attention
2. Get your class to line up – if your attendance sheets are close by, grab them
3. Do a head count to make sure that you have all of your students
4. Walk your class to the muster area.
5. Once given the O.K. walk your group back to the gym.

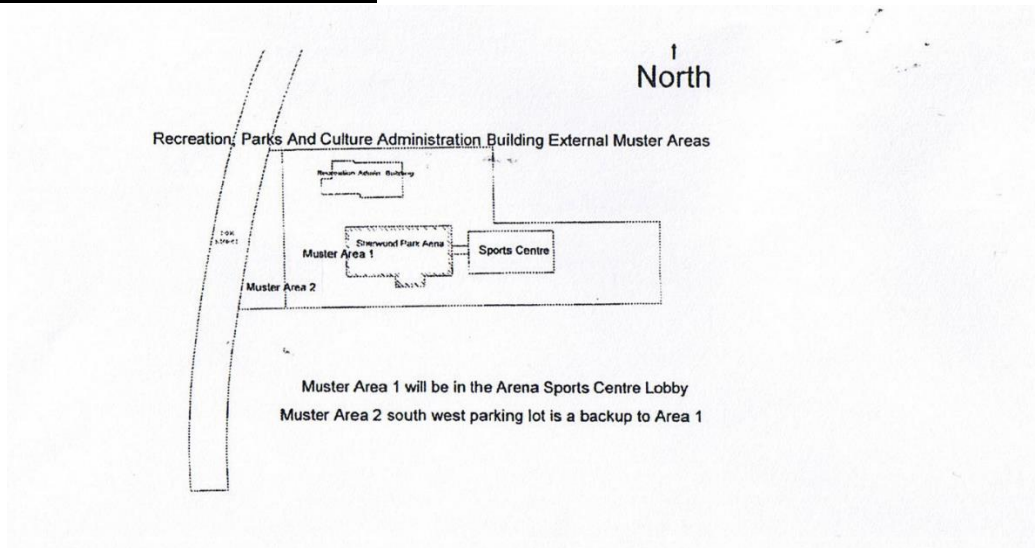
#### **External Evacuation**

1. Stop your group to get their attention
2. Get your class to line up – if your attendance sheets are close by, grab them
3. Do a head count to make sure that you have all of your students
4. If possible, walk your class to the main exit nearest the office
  - a. If time, grab socks & shoes for all the students to put on their feet to go outside in
  - b. There are evacuation blankets in first aid cupboard to help keep them warm
5. If you cannot reach this exit, go to the exits on the side of the gym, by comp bars or the coaches cubicles
6. Calmly walk your group to the first muster area (arena) and wait there until you are told it is alright to return back to the gym.
7. Once given the O.K. walk your group back to the gym.

Internal Evacuation Muster Areas



External Evacuation Muster Areas



Bomb Threats

In the unlikely event of a bomb threat, it is impossible to discern valid threats from hoaxes. Therefore, all threats will be treated as real in order to protect lives and property, and the premises shall be evacuated immediately.

**Missing Employee/Visitor Procedure**

The purpose of the Missing Employee/Visitor Procedure is to ensure that all necessary steps are taken in the event that the whereabouts of an employee or athlete cannot be accounted for during an emergency.

- Employees will be directed by the response/assessment team member (or charge person) to systematically search the premises, both inside and outside (if safe to do so), including rooms, bathrooms, offices, and other areas.
- Should a search of the premises prove unsuccessful, the response/assessment team member shall notify local law enforcement by calling 911. Give a description of the missing



person, or a photograph (if available,) and fill out missing persons checklist. The authorities will assume control of the search from this point.

- The family and/or responsible party of the missing person shall also be notified. Explain what is being done to find the missing person and that the local law enforcement has been notified as well.
- All previously contacted persons and law enforcement shall be notified if the missing person turns up due to search, or of their own accord.

## First Aid Policy

---

### Intent

Salto Gymnastics has adopted this policy to ensure the ongoing health and safety of our staff, customers and visitors. Salto Gymnastics will ensure that appropriate First Aid supplies are maintained and accessible at all times, and that a trained and competent individual is on-site at all times.

Salto Gymnastics is committed to meeting all legislative regulations regarding First Aid facilities, training, records, and reporting under the [Occupational Health and Safety Code](#).

### Guidelines

- Salto Gymnastics shall provide all First Aid services, supplies and equipment.
- All First Aid services, First Aid equipment and supplies shall be located in or near the worksite and is accessible during all working hours.
- All First Aid supplies and equipment will be maintained by Salto Gymnastics in a clean, dry and working condition.
- All supplies and equipment shall be stored in a container which shall protect its content from the environment and which clearly identifies the First Aid equipment and supplies.
- Salto Gymnastics shall post in a conspicuous place signs which will indicate the location of the First Aid services and equipment. In the event that signs are not practicable all workers must be informed of said location.
- Salto Gymnastics shall create and implement an emergency communication system for workers to summon First Aid services.
- Salto coaches will have a list of athlete emergency contacts and medical information on their person (in coaching binder) at all times, as well as available in the registration system.

### Transportation

- A means of communication to summon an ambulance will be available at all times.





- Salto Gymnastics shall ensure that the gymnasium is within a distance as to have an ambulance service licensed in accordance with the Ambulance Services Act readily available when travel conditions are normal.
- In the event that a licensed ambulance service is not available then there must be other suitable means of transportation taking into consideration the distance travelled, the type of injury or illness. It must also have protection against the weather, a way to communicate with the health care facility and be big enough to accommodate a stretcher as well as a person to accompany them as outlined below.
- In the event that an employee needs to be accompanied during transportation due to an acute illness or injury Salto Gymnastics shall ensure that the employee is accompanied by a first aider. (Not required if there are three or fewer workers at the worksite at a time).

## First Aiders

- Salto Gymnastics shall ensure that the number of First Aiders, their qualification as well as their training complies with the Occupational Health and Safety Code.
- Salto Gymnastics shall ensure that all designated First Aiders hold a valid certificate in First Aid and have completed all appropriate First Aiders training courses.
- Salto Gymnastics will maintain an up to date record of who are First Aiders.
- In the event that Salto Gymnastics requires a nurse, advanced First Aider or EMT-P they will remain at or near the First Aid room or be easy to contact in the event First Aid services are needed.
- If a nurse, advanced First Aiders or EMT-P is performing non- First Aid related duties these duties must allow the employee to remain in a clean condition.

## Records

- In the event of an acute illness or injury Salto Gymnastics & staff shall create records of the incident and so as is practicable of the incident is reported.
- Records will include the following information as outlined in section 183(2) of the Occupational Health and Safety Code:
  - the name of the worker;
  - the name and qualifications of the person giving First Aid;
  - a description of the illness or injury;
  - the first aid given to the worker;
  - the date and time of the illness or injury;
  - the date and time the illness or injury was reported;
  - where at the work site the incident occurred; and
  - the work-related cause of the incident, if any.



- All First Aid related records will be kept for a minimum of three years from the date the incident was recorded.
- If an employee requests a copy of the records pertaining to their injury Salto Gymnastics will provide them.
- Salto Gymnastics shall ensure that no employee will have access to another employees records unless:
  - the record does not identify the worker;
  - the worker has given their written permission; or
  - access, use and disclosure of the information is in accordance with an enactment of Alberta or Canada that authorizes or requires the disclosure.

## First Aid Kit Requirements

Salto Gymnastics will stock all First Aid kits in a manner that complies with Occupational Health and Safety Act.

## AED (Defibrillator) Locations

The 2 AED locations in proximity to Salto Gymnastics are:

1. In the building – Recreation, Parks & Culture Administration Offices lunch room (ask at reception desk)
2. At the arena - Arena Operations Office (available anytime the arena is open)

## Child Care Health and Safety Policy

---

### Intent

At Salto Gymnastics the Health and Safety of the children we care for is our first priority. The intent of this policy is to outline the Health and Safety requirements for licence-holding child care facilities. The information in this policy is adapted from the [Child Care Licensing Regulation](#) created by the Province of Alberta.

### Scope

The Child Care Health and Safety Policy applies to Salto Gymnastics, its employees and any visitors at all times without exception.

### Definitions

“Incident” as defined by the Child Care Licensing Regulations means:

- a) a serious illness of or injury to a child that occurs while the child is attending a program; and



- b) any other incident that occurs while a child is attending a program that may seriously affect the health or safety of the child.

“Primary staff member” as defined by the Child Care Licensing Regulations means:

- a) a staff member of a child care program whose primary duty is child care and who is actively engaged in the supervision of children.

## Guidelines

### Child Discipline

- All child discipline methods must be communicated to parents, staff and when developmentally appropriate to the children.
- Staff must ensure that any disciplinary action is reasonable to the circumstances and the child’s developmental stage.
- Employees will not under any circumstance
  - Inflict any form of physical punishment;
  - Inflict any verbal or physical degradation, or emotional deprivation;
  - Deny the child any basic necessities or threaten to do so; or
  - Use any form of physical restraint, confinement or isolation.

### Emergency Procedures

- A list must be posted and readily available which contain the following telephone numbers:
  - Emergency medical services
  - Ambulance services
  - Fire department
  - Police services
  - Poison control centre
  - Nearest hospital or emergency medical facility
  - Child abuse hotline
- An emergency after-hours program contact number must be posted in a place that is visible from the outside of the program premises.
- Emergency evacuation procedures must be made known to all staff and if developmentally appropriate to children.
- Procedures should be reviewed and practiced.
- If an emergency evacuation takes place, Salto Gymnastics must make a record of each child who was taken off the program premises.

### Accident or Illness



- If an accident or serious illness involving a child occurs Salto Gymnastics must ensure that the child receives any medical attention necessary and that the parents or guardians are notified.
- Each incident must be reported to the director straightaway in the manner required by the director.
- An investigation may potentially take place in order to determine the sequence of events, and create preventive or disciplinary actions.

### Potential Health Risks

- The following are signs or symptoms of illness as defined by the [Child Care Licensing Regulation](#), which may be exhibited by a child. This includes the child:
  - - vomiting, having a fever, diarrhea or a new or unexplained rash or cough;
    - requiring greater care and attention than can be provided without compromising the care of the other children in the program; or
    - having or displaying any other illness or symptom the staff member knows or believes may indicate that the child poses a health risk to persons on the program premises.
- If the child is exhibiting, or the staff knows or has reason to believe, these signs or symptoms of illness, the staff must ensure that the parent or guardian will remove the child from Salto Gymnastics.
- The parent or guardian must be informed that the child may not return to the premises until the director or the organization is satisfied that the child will not pose a health risk to others, or if a written notice from a physician is provided that indicates that the child does not pose a health risk.
- When a sick child is still on the premises Salto Gymnastics must ensure that the sick child is kept as far away as possible from the other children and is being directly supervised by a primary staff member.

### Medication

- An administrator who holds a child care licence as regulated by the Government of Alberta may give or allow the administration of medication to a child if the following conditions are met:
  - the written consent of the child's parent has been obtained;
  - the medication is in the original labelled container; and
  - the medication is administered according to the directions on the label.
- The following information must be recorded if medication is administered to a child:
  - the name of the medication;
  - the time of administration;
  - the amount of administration; and
  - the initials of the person who administered the medication



## Safety & Emergency Document 2018

- All medication must be stored in a locked container and must be inaccessible to children. This includes any emergency medication.
- All other health care measures may be provided by a licenced child care holder only if they have obtained written consent of the parents or if the health care provided is needed during first aid.

### Off-Site Activity

- No child may be taken off site unless the child's parent or guardian has been informed of the activity including the supervision and transportation arrangements and has obtained their written consent.
- Records must be kept in regards to each child who is to be taken off the program's premises.

### Smoking

- Salto Gymnastics will ensure that no one smokes on the company premises at any time this includes visitors.
- No staff members will smoke at any time in any place when child care is being provided, this includes off site trips.

### Record Keeping

- Detailed records must be kept including but not limited to: Children's Records, Administrative Records, and Portable Records.
- These records must be kept in accordance of the [Child Care Licensing Regulation](#).

### Staffing Requirements

- Any staff or volunteer who has unsupervised access to children must provide a criminal record check including a vulnerable sector search dated not earlier than 6 months prior to the date of the beginning of working at Salto Gymnastics and every 3 years thereafter.
- A minimum of one in two primary staff must have first aid certification and one certified staff member must be on duty at all times.
- When a new staff member joins Salto Gymnastics they must provide a criminal record upon hire and must not have any kind of unsupervised access to the children until it has been provided.
- A program supervisor must be designated and on staff at all times, in the event of an absence a staff member must be designated to assume the program supervisors responsibilities.
- Salto Gymnastics will ensure that between 8:30 a.m. and 4:30 p.m., one in every four primary staff members will be certified at the minimum level of child development worker



and all other primary staff members will be certified at a minimum level of child development assistant.

- At all other times every primary staff member must be certified at a minimum level of child development assistant.

#### Group Size and Staffing Supervision

- Salto Gymnastics will ensure that there is always at least the minimum required number of staff per child at all times and that the maximum amounts of children per group is never exceeded as per the [Child Care Licensing Regulation](#).

## Whistleblower Policy

### Intent

Salto Gymnastics is committed to integrity and ethical behaviour in the workplace, and will foster and maintain an environment where employees can work safely and appropriately, without fear of retaliation.

This policy has been adopted to ensure that all employees understand that they may report any wrongdoing that they feel is unlawful, dangerous to the public or harmful to the public interest, without fear of retaliation or a negative impact on their employment status at Salto Gymnastics.

This Policy is in compliance with Alberta's [Public Interest Disclosure \(Whistleblower Protection\) Act](#).

### Definitions

Chief Officer – The deputy minister of a department, the department head of an office of the Legislature and, with respect to a public entity, the prescribed individual.

Complainant – Any person that submits a complaint or report of wrongdoing.

Commissioner – The Public Interest Commissioner as appointed under section 38 of the Public Disclosure Act to carry out the duties and functions as set forth in the Act.

Designated Officer – The senior official designated by each chief officer to manage and investigate disclosures under this Act.

Department – Department established under section 2 of the [Government Organization Act](#).

Respondent – Someone who's alleged conduct is the subject of a complaint.

Wrongdoing – Any illegal action or violation of company policy.

Public Entity – Any agency, board, commission, Crown Corporation or other entity designated as public in the regulations.



## Guidelines

In accordance with section 3 of the Public Disclosure Act of Alberta, the following are considered wrongdoings:

- Any contraventions of the Act;
- Any act or omission that can result in:
  - Danger to life, health or safety of individuals (other than known dangers related to the duties of the employee);
  - Danger to the environment;
- Mismanagement of public funds or public assets; and
- Knowingly directing or coaching an individual to commit a wrongdoing.

### Procedures for Disclosures

The Chief Officer of Salto Gymnastics shall establish and maintain written procedures for disclosures of wrongdoings. The Procedures shall include:

- Procedures for receiving and reviewing disclosures including setting time periods of recommendations of corrective measures to the department, public entity, or office of the Legislature
- Procedures for referring disclosures to another department, public entity, or office of the Legislature
- Procedures for referring disclosure to the Commissioner if the matter constitutes an imminent risk of danger to life, health or safety of an individual or the environment
- Procedures for reviewing and investigating disclosures or other wrongdoings
- Procedures for reporting an alleged offence if, during an investigation of a disclosure, the Designated Officer has reason to believe that an offence has been committed under an Act or regulation
- Procedures for maintaining confidentiality of information collected in relation to disclosures and investigations
- Procedures for protecting individuals involved in the disclosure process
- Procedures for reporting the outcomes of an investigation
- Procedures for enforcement and follow-up

### Report Obligations - Employees

Should an employee of Salto Gymnastics have reason to believe that they have information of wrongdoing that has been committed or there is the potential for it to be committed, or if the employee has been asked to commit wrongdoing, they may make a disclosure to the Designated Officer or the Chief Officer.

The employee may also choose to make a disclosure to the Commissioner. The employee can only make a disclosure directly to the Commissioner if:

- No procedures for Salto Gymnastics have been established for disclosure
- The employee has made an internal disclosure and an investigation has not been completed in accordance with the written procedures
- The employee has made an internal disclosure and the matter has not been resolved within the defined timeframes



- The employee is dissatisfied with the decision rendered after the investigation and final decision of the internal disclosure
- The internal disclosure involved the Designated Officer or Chief Officer
- The employee believes that the matter constitutes imminent danger to life, health or safety of individuals or to the environment
- Reprisal has been taken against the employee or the employee believes reprisal will be taken against them should a disclosure be made

### Contents of Disclosure

Disclosure by an employee must be in writing and shall include:

- A description of the wrongdoing
- The name of the individual(s) alleged to have committed the wrongdoing or are about to commit the wrongdoing
- The date of the wrongdoing
- Whether the disclosure has been made under the established procedures as set for in the Public Disclosure Act
- Any additional information that the Designated Officer, Chief Officer or Commissioner may require to investigate the matter(s) as set forth in the disclosure

A Designated Officer may consult with the Chief Officer or the Commissioner regarding management and investigation of a disclosure.

A Designated Officer or Chief Officer may collect, use and disclose personal information that is considered necessary to manage and investigate disclosures under the Public Disclosure Act.

### Internal Investigation

Salto Gymnastics seeks to resolve claims of wrongdoing in the workplace as expediently as possible. Investigations shall be conducted and the appropriate actions taken no longer than 30 days following the filing of a complaint.

The Designated Officer or Chief Officer is responsible for determining and administering the methods and means for addressing complaints. The Designated Officer and Chief Officer are also responsible for:

- Determining the veracity of allegations of wrongdoing or retaliation
- Determining whether or not a reported act is indeed wrongdoing
- Administering punitive or corrective actions if allegations are true
- Administering punitive actions if allegations were knowingly falsely made

Wherever and whenever investigations are conducted, this Policy asserts that Complainants and Respondents certain rights. These rights include, but are not limited to:

- Receiving written notice of the allegations (where permitted by law)
- Presenting relevant information to the designated officer or chief officer
- Receiving a copy of the report at the conclusion of the investigation (where permitted by law)





At the conclusion of an investigation, the Designated Officer or Chief Officer must create a written report including a statement regarding any and all findings that have been proven, and a statement of decision on whether or not the Policy has been violated.

The Designated Officer or Chief Officer shall advise the Complainant and the Respondent of the resolution of any investigation conducted under this Policy. A copy of the investigative findings shall be provided in writing the Complainant and the Respondent.

In all cases, the Salto Gymnastics shall retain the findings report for a minimum of 7 years or for as long as any administrative or legal action arising out of the complaint is pending.

All records of workplace wrongdoing reports and subsequent investigations are considered confidential and will not be disclosed to anyone except to the extent required by law.

Salto Gymnastics will do everything it can to protect the privacy of the individuals involved and to ensure that the Complainant and the Respondent are treated fairly and respectfully. Salto Gymnastics will protect this privacy so long as doing so remains consistent with the enforcement of this Policy and adherence to the law.

#### Commissioner Investigation

Should an employee make a disclosure directly to the Commissioner, the Commissioner shall:

- Inform the affected department, public entity, or office of the Legislature
- Complete a full investigation of the disclosure
- Recommend corrective measures to be take

#### Disciplinary Actions

Upon concluding that an instance of workplace wrongdoing has indeed occurred, the employee(s) who has committed the wrongdoing will be subject to disciplinary action, which may result in suspension of duties, or outright termination of employment and possible legal action depending on the severity of the action. Disciplinary actions imposed by the Chief Officer will be determined on the basis of the facts of each case and the extent of harm to Salto Gymnastics' interests and business goals.

#### Reprisals

Salto Gymnastics, under no circumstance, shall enact the following measures on an employee who has sought advice, made a disclosure or cooperated in an investigation of a wrongdoing:

- Dismissal, layoff, suspension, demotion, transfer, elimination of job, change of job location, reduction in wages, change in hours of work or reprimand
- Any measure that may adversely affect the employees employment or working conditions

An employee can file a written complaint to the Commissioner if the employee believes that reprisal has been taken against them.



## Acknowledgement & Agreement

I, (Employee Name) \_\_\_\_\_, acknowledge that I have read and understand the Emergency Response Plan and Procedures of Salto Gymnastics. I agree to adhere to this Plan and will ensure that employees working under my direction adhere to this Plan. I understand that if I violate the rules/procedures outlined in this Plan, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_



# APPENDICES



## Salto Gym Rules

1. Parents, participants and staff must act with mutual respect at all times.
2. Participants and coaches must wear appropriate athletic clothing.
3. Participants must have bare feet or wear gymnastics slippers.
4. Participants may not wear jewelry.
5. Long hair must be tied back completely off the face and neck.
6. No food or gum permitted on the gym floor.
7. Water bottles must be put in the designated area.
8. Only people currently enrolled in the class can be inside the gates.
9. Put all toys, books and magazines away when finished.
10. Take all belongings with you upon exit of the building.

Salto reserves the right to refuse service to anyone not adhering to the posted rules.



## Salto Gymnastics Injury/Accident Procedure

1. The athlete's instructor will send either another coach or student for the supervisor or Charge Person.

### Charge Person

2. Primary Survey
  - *Airway*: ensure a clear airway (pipe between air and lungs)
  - *Breathing*: ensure effective breathing (air in and out)
  - *Circulation*: ensure effective circulation (pulse/circulation)
  - *Rapid Trauma Survey*: deadly bleeding or deformities
3. If one of the above is irregular, **immediately delegate a call person to dial 911.**
4. Secondary Survey
  - Personal medical history
  - Look for secondary injuries with detailed head-to-toe examination
5. Decide on next step
  - Does EMS/police need to be called?
    - Yes? – delegate a call person to dial 911
    - Delegate a person to meet ambulance personnel at front doors.
  - Does the injury just need ice?
    - Yes? – delegate a person to get ice for the injury
      - Wrap ice pack: 15 minutes on 15 minutes off injury
      - Apply gentle pressure/compression with a bandage for a sprain
      - Elevate the injured part if possible
      - Monitor for any change
  - Does the injury need to be looked at by a professional immediately?
    - Yes? – is the parent/guardian in the waiting area? If not delegate a call person to contact the parent/guardian to retrieve the child. Continue with icing protocol until parent arrives.
    - No? – stay with athlete until they are ready to participate or until parent/guardian comes to pick up.
6. Ongoing Athlete Care
  - Keep the athlete comfortable and monitor him/her
  - Give an oral report if you need to hand over to medical help
7. Follow-Up
  - If Ambulance was called:
    - Fill out injury report form
    - Phone Competitive Director, Recreation Director or Executive Director and explain situation
  - If No ambulance was called:
    - Fill out injury report form (If the injury required ice, a form must be filled out properly)
    - Photocopy the completed form and place in program Director's mailbox for follow-up purposes. Place original copy in blue Report binder.
    - No phone calls are necessary
    - Talk with athlete's parents/guardian about what happened when they arrive.
  - FOLLOW UP WITH THE GUARDIAN IS REQUIRED WITHIN 24 HOURS.



## **Salto Gymnastics Evacuation Procedure**

### **Out of Building Evacuation**

When does evacuation occur?

- Fire alarm

Where is our muster (out of building meeting area)?

- The first meeting area is the Sherwood Park Arena lobby
- The second meeting area is the south west parking lot in front of the Sherwood Park Arena

What is the procedure once the fire alarm is heard?

- Stop your group to get their attention
- Get your class to line up – if your attendance sheets are close by, grab them
- Do a head count to make sure that you have all of your students
- If possible, walk your class to the main exit nearest the office
  - If time, grab socks & shoes for all the students to put on their feet to go outside in
  - There are evacuation blankets in first aid cupboard to help keep them warm
- If you cannot reach this exit, go to the exits on the side of the gym, by comp bars or the coaches cubicles
- Calmly walk your group to the first muster area (arena) and wait there until you are told it is alright to return back to the gym.
- Once given the O.K. walk your group back to the gym.

### **In-Building Evacuation**

When does evacuation occur?

- Noxious gas leak outside
- Extreme weather (example tornado)

How do we know to do an in-building evacuation?

- There will be an announcement from the County OR
- The supervising coach will advise that an evacuation must take place.

Where is our muster area?

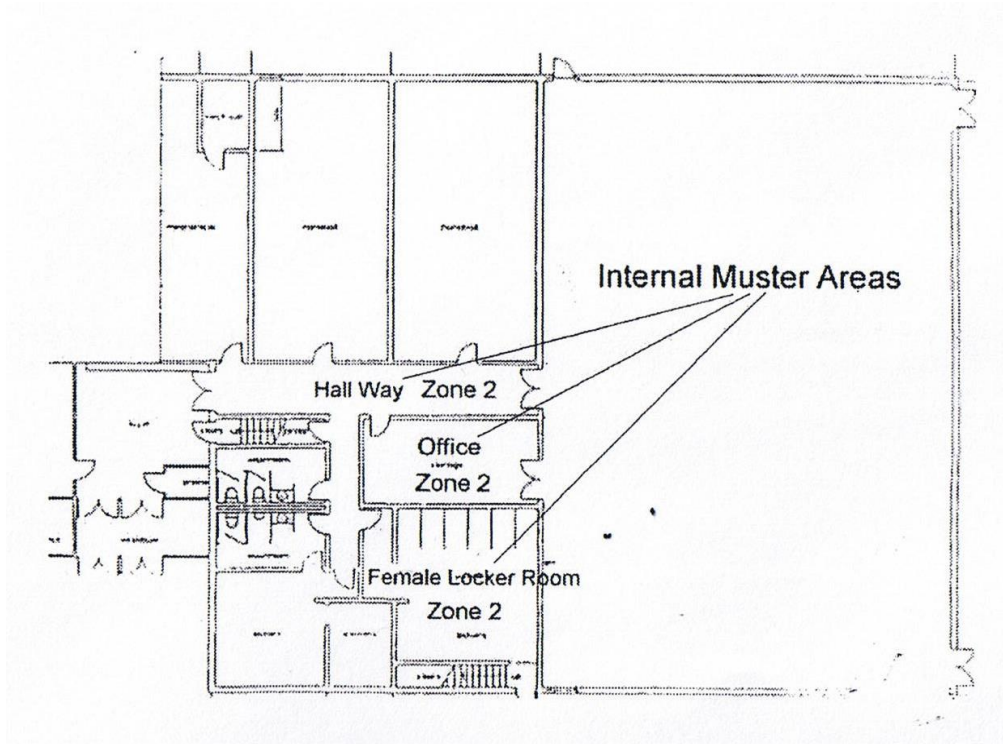
- The administration office (hallway office), the hallway and the ladies locker room.

What is the procedure once the fire alarm is heard?

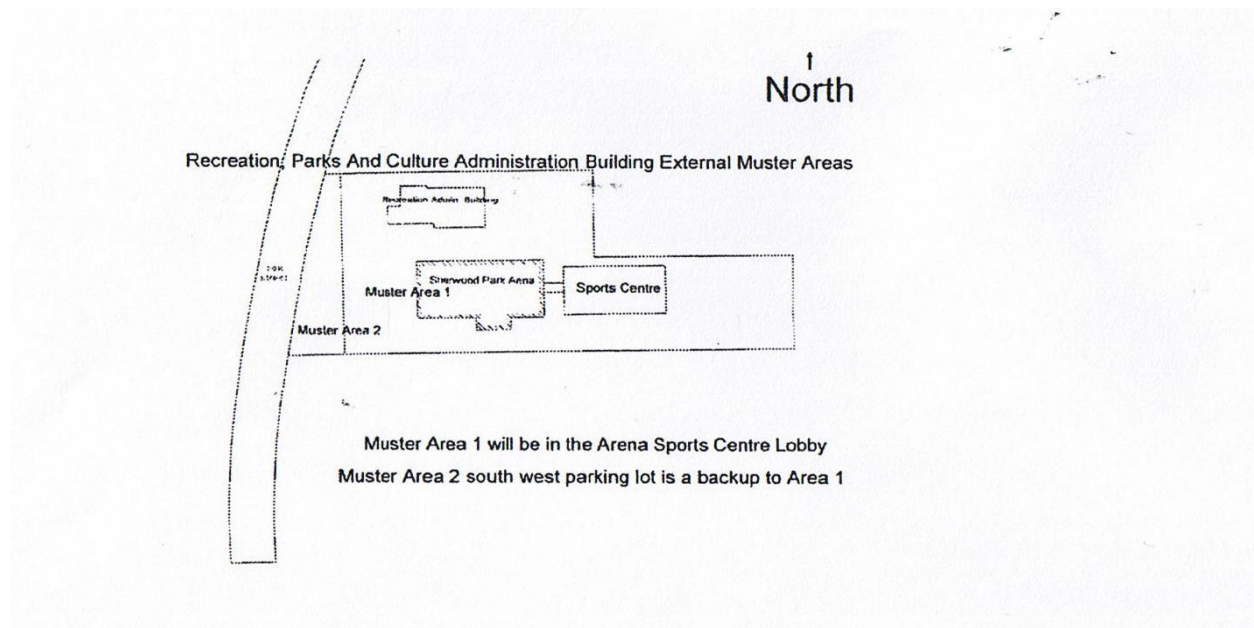
- Stop your group to get their attention
- Get your class to line up – if your attendance sheets are close by, grab them
- Do a head count to make sure that you have all of your students
- Walk your class to the muster area.
- Once given the O.K. walk your group back to the gym.

## Evacuation Routes/Muster Areas

### Internal Evacuation Muster Areas



### External Evacuation Muster Areas







## Salto Gymnastics Other Emergency Procedures

### Bomb Threats

Bomb threats must be reported to the RCMP. Stay calm; obtain as much information as possible from the individual making the threat.

- If you receive a bomb threat by phone, attempt to record as much information as possible, try attracting a co-worker's attention while the caller is on the line and have them **immediately** contact the RCMP and respond to RCMP direction.
- If an evacuation is necessary, follow evacuation procedure.
- Inform an office staff member of the threat, as well as the Executive Director.
- Always respond to the direction of the RCMP and Emergency Services.

### Explosion

- Fall to the floor and take immediate shelter under tables, desks or other objects that will offer protection against flying debris. Protect your face and head with your arms.
- After the effects have subsided, activate nearest alarm pull station and call 911 if possible and save to do so.
- Leave the building immediately using the nearest safe exit and meet at the Muster area.
- Do not re-enter the building until cleared by Emergency Service Providers.

### Inside Gas Leaks & Fumes

Although the risk of a gas leak is small, it does exist.

- If you detect a faint smell of gas in the building, notify the front amin reception who will immediately contact **Facility Services 780-464-8403**.
- If the gas smell is strong, notify an office staff member to contact the Emergency Services Department. **DO NOT** use the alarm pull down stations.
- Evacuate the building to outdoor muster area – Arena parking lot.

### Power Outages

When power outage occurs, battery operated emergency lights will illuminate areas to allow safe movement and exit if warranted.

During a power outage:

- Have all athletes/visitors stop what they are doing and sit down in a group away from dangerous equipment (ex. On competitive gym floor.) Use attendance sheet to account for everyone, and have athletes stay with coach or guardian. Keep everyone calm.
- Flashlights will be available from office staff or in the Emergency Kit.





- If the power outage continues for a lengthy time than office staff may advise for the dismissal of athletes, visitors, and staff to go home for the day.
- Contact service provider or Arena contact if power doesn't return, or if there are issues with the back-up power and lighting.
- Take precautions when walking in areas where the lighting levels are low.
- When normal building power resumes, it's recommended to wait 5 minutes before operating computers as the power supply may still be unstable. This will prevent accidental loss of files.

### **Suspicious Intruder**

- Approach the person and offer assistance.
- If there is no response, or their reaction is hostile, back off and contact RCMP.
- If there is reason to believe that the intruder(s)/trespasser(s) are armed, **DO NOT APPROACH**; notify RCMP immediately.

### **Suspicious Packages**

Suspicious Packages may be discovered as the result of a bomb threat. The suspicious package will be dealt with as a suspected bomb. Because of the imminent danger, immediate action must be taken.

If you discover a suspicious package do not touch or move it.

- **Immediately** contact the RCMP and respond to their direction.
- If an evacuation is necessary, follow evacuation procedure.



## Missing Child Procedure

In the event that a child is missing (for a child that has already been checked in), the following procedure shall be activated:

1. Coaches ensure the safety of the group
2. Coach should notify the Supervisor & Program Director (**Charge person**). They will check what has been done and give any additional instructions if needed.
3. This situation can be referred to code: Adam
4. If suspicious activity has been seen/reported then the coach will delegate someone to call the Police (911) immediately, if not then they will wait to complete a search.
5. Charge person will complete a hasty search, of an appropriate length of time:
  - a. Bathrooms and change rooms
  - b. Food vendors, hallway, offices, cubicles, preschool room, front entrance
  - c. Parking lot, Arena entrance, RPC office, outside gym doors, within the gym
  - d. Other classes especially if siblings or friends are in them
6. Charge person will set up a point of command, and direct coaches and other staff members to cover common points of exit and complete the search.
7. The Charge person or Coach will complete the missing child check list. (attached)
8. After an appropriate amount of time the Charge person will call police - 911.
9. The Charge person will contact the parents as soon as the police have been called, notify them of procedures taken and ask if the child has made contact. Inform parents that we will call back with an update. Ensure that it is always the same person who is in contact with the parents.

### Important points to remember:

If the child is found and there are no suspicious circumstances, the child shall be reunited with their program. Inform all contacted parties of the child being found.

If the child is found accompanied by someone other than a parent or legal guardian, staff shall attempt to delay their departure without putting the child, staff or patrons at risk or in harm's way. The authorities should be notified and provided with detailed description of the person accompanying the child.

If the child is found prior to the parents being contacted please inform the parent that the child went missing at the end of the class. This avoids any problems that may occur when the parent finds out about the incident from their child.

Have all staff make notes at the time of actions taken, areas searched and who was contacted. Details of conversations may be critical.

## Salto Gymnastics Missing Child Checklist

### Missing Person:

|   |  |
|---|--|
| <b>Name:</b>  |  |
| <b>Program/Course:</b>  |  |
| <b>Sex:</b>   |  |
| <b>Age:</b>   |  |
| <b>Appearance Description:</b> Clothes worn (including shoes), ethnicity, hair colour and length, height, weight. |  |
| <b>Any distinguishing characteristics:</b>  |  |
| <b>Time and Location of area last seen:</b>   |  |
| <b>Medical or Behavioural Conditions:</b>   |  |
| <b>Parental Contact Information:</b>  |  |
| <b>Places checked:</b>  |  |

### Information of Person Reporting Missing Child:

|                                       |  |
|---------------------------------------|--|
| <b>Name and UCID( if known):</b>      |  |
| <b>Relationship to missing child:</b> |  |
| <b>Address:</b>                       |  |
| <b>Phone number:</b>                  |  |



## Emergency Contact Numbers

### **EMS (Emergency/Police/Fire)**

**9-1-1**

|  |                |
|--|----------------|
| Poison Control                                   | 1-800-332-1414 |
| Facility Services                                | 780-464-8403   |
| Arena Rink Attendant (call first)                | 780-893-6680   |
| Ben Bitroff - Arena                              | 780-464-8240   |
| Ben Bitroff (cell)                               | 780-893-5837   |
| TESLCO Security Systems – Fire & Intruder Alarms | 780-424-6971   |
| ATCO gas   | 780-420-5585   |