

Community User Group Emergency Information

EMERGENCY PROCEDURES

In the event of an emergency, please notify Town of LaSalle staff immediately. All Vollmer staff are trained in emergency procedures and can provide a first aid kit and automated external defibrillator.

At the Vollmer Centre, you can have employees respond to an emergency by sounding the facility emergency alarm. Emergency alarms can be found in the following locations:

- Both arenas
- Kin Club Room Kitchenette
- Concession counter
- Front desk counter
- Pool area
- Fitness centre counter

EMS

To activate EMS, call 9-1-1 or use the red emergency phones.

Red emergency phones are located in both arenas, the fitness centre and the pool area. If you are using a Vollmer telephone, you must dial 9 first for an outside line. Telephones are located in the Kin Club kitchenette, the concession area, the lobby and the front desk.

FIRE EVACUATION

If you should discover a fire/hear the alarm:

- Close the door
- Pull the alarm
- Direct/Assist all patrons in your group to exit the building in a safe and timely manner.
- It is important to check all rooms used by your group. As an indication that the room has been checked, **close the doors behind you as you leave.**
- All washrooms/change rooms/dressing rooms used by your group must also be checked if it is safe to do so.
- Proceed to the facility designated meeting area in the parking lot at the front of the building closest to the pool.
- Community user groups should determine numbers of participants and be sure that the same number is outside. Community user groups must continue to supervise their group during the entire evacuation.
- It is imperative that you do not panic and that you proceed with caution and concern for others.
- Be prepared to assist facility staff as requested.

FIRST AID

Please notify Department of Culture and Recreation staff if a member of your group or the public requires first aid treatment. First Aid kits can be found in the following areas:

- Pool Office - main red medic bag, and a wall mounted kit in the first aid room
- Front Desk - wall mounted kit
- Concession - wall mounted kit
- Fitness - wall mounted kit
- Both Arenas - blue medic bags

MAJOR EMERGENCIES

Priorities

1. Safety of victim, members of your group and the public.
2. Phone for necessary assistance from facility staff and Emergency Medical Services.
3. Open access doors for assistance.

Vollmer Centre AEDs:

- Lobby - outside the rotary club room
- Second floor - outside the fitness office
- Arena lobby - between rink A and B

POWER FAILURE

Staff in charge at facility receives report and/or identifies potential emergency situation: (a) power failure experienced at facility, (b) reports received from staff, (c) warning by external agency. If the hydro goes out in the facility, due to a storm, etc., all program areas and common areas are equipped with a backup generator.

- Remain calm.
- Find flashlights.
- Evaluate the situation. Weather conditions, such as ice storms or thunderstorms, may cause “flash-outs”, power failures that are just seconds in duration. Unexplained and sudden power failures may result power outages of a longer duration.

If the power will be out less than 20 minutes:

- Individuals in charge of classes, programs and/or rentals are responsible for evacuating their participants and taking them to a safe, lighted area.
- Users will not be allowed back into areas until the hydro is restored to all areas, resulting in a safe environment.
- Once power resumes, all classes, programs and/or rentals can resume.

If the power will be out more than 20 minutes:

- Inform Individuals in your rentals that that we are experiencing a lengthy power failure, and that they should evacuate the building as soon as possible.
- Inform spectators in your group that we are experiencing a lengthy power failure. Ask the participants/spectators to evacuate the building as soon as possible.
- Make sure that patrons are moving towards the marked exits. Persons with disabilities may require assistance.
- Check all washrooms and dressing rooms that your participants may use.
- Notify the Facility Operator on duty that your group has evacuated.