



Emergency Action Plan (EAP) – Saskatchewan Cheerleading Provincials 2025

Venue: Conexus Arts Centre, Regina

Date: Saturday, March 15, 2025

Emergency Contacts:

- **Emergency Services (Police, Fire, Ambulance, Rescue): 911**
 - **Conexus Emergency Control Director (ECD):**
Colette Perras, Event Services Director
 - Office: **306-565-4548**
 - Mobile: **306-539-0203**
 - **First Aid Stations:**
 - **Warm-Up Area (Convention Hall)**
 - **Stage Left (Video Replay Area)**
 - **Local & Provincial Services:**
 - **SaskPower:** 306-310-2220
 - **SaskTel:** 306-310-4287
 - **Wascana Centre Authority:** 306-522-3661
 - **RCMP:** 306-777-7000
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Organization and Personnel Responsibilities

Conexus Arts Centre Emergency Control Director (ECD) & Alternates

During an emergency, the **Emergency Control Director (ECD)** ensures the safety of all athletes, spectators, and staff. The ECD has full authority to implement emergency procedures. If the primary ECD is unavailable, the next alternate assumes the role.

Primary ECD:

- **Colette Perras, Event Services Director**

Office: **306-565-4548**; Mobile: **306-539-0203**

Alternate Emergency Control Directors (In Order):

1. **Neil Donnelly (Chief Executive Officer)** – Primary Alternate
2. **Duty Manager** – Assumes responsibility if both primary and alternate ECDs are unavailable
3. **Nick Oleynick (Director of Finance & Administration)** – Secondary Alternate

Once the primary ECD arrives, they will assume control of emergency operations as needed.

Emergency Procedures

1. Medical Emergency

- Notify the nearest event staff or first aid personnel immediately.
- If emergency medical attention is required, call **911** and provide:
 - Nature of the injury
 - Athlete's location
 - Access points for first responders
- Keep the injured athlete calm and clear the surrounding area.
- Event staff will contact the athlete's coach and/or guardian.

2. Fire or Evacuation

- If a fire alarm sounds, **immediately** evacuate the building using the nearest exit.

- **Do not use elevators.** Assist young athletes and those with mobility needs.
 - **Primary Exits:** Locate exits in the venue and familiarize self with your surroundings
 - **Assembly Point:** Coaches should arrange an Assembly Point prior to the competition and share this predetermined location with the athletes and parents in the event of an evacuation.
 - Follow instructions from venue staff, security, and emergency responders.
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3. Severe Weather

- If severe weather (tornado, storm, extreme cold) occurs, venue staff will issue shelter-in-place instructions.
 - Avoid windows and exterior doors.
 - Stay in designated shelter areas until given further instructions.
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4. Security & Unauthorized Access

- The **athlete area is secure – only certified coaches and athletes are permitted backstage.**
 - **All certified coaches and CITS (18+ years old) have a verified Enhanced Criminal Record with Vulnerable Sector Check (valid within the last two years). Coaches are also required to wear their SCA Coach Certification badge on their person at all times.**
 - Any unauthorized individuals attempting to access restricted areas should be **immediately reported to venue security or event staff.**
 - Lost children or unauthorized persons will be escorted to venue security.
 - All SCA Staff/Event workers will have visible identification such as STAFF shirt or Verified Access SCA ID cards.
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5. Lost Child/Participant

- Lost children or participants will be taken to the **main event office** for assistance.
- Announcements may be made if necessary.

- Parents/guardians should report to the event office to retrieve lost participants.
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Athlete Drop-Off / Pick-Up

DROP-OFF: As athletes and parents arrive at the theatre, please direct them to the main theatre lobby for athlete drop-off. To reach the lobby, athletes will need to go up two flights of stairs. A roped-off area will be designated for coaches to wait for their athletes. This space includes tables and chairs, providing an area for younger athletes who may need assistance with shoes, lipstick, or final preparations before meeting their coach.

Coaches should wait for the entire team to arrive before proceeding to team check-in. The suggested arrival time for athletes is 30 minutes prior to their warm-up check-in time.

PICK-UP: Following the awards ceremony, athletes and coaches are free to leave the stage through two options:

1. They can exit by the front apron stairs into the theatre seating area, proceeding through to the lobby.
2. Alternatively, they can proceed backstage and exit to the lobby through the backstage doors.

If athletes need to return to their dressing rooms to collect their belongings, teams can proceed backstage into the stairwells. Once the items have been retrieved, they can exit through the backstage doors.

Athlete pickup for U6, U8, and U12 teams will be located in the theatre lobby, in the same area as the drop-off.

To help with a smoother athlete pickup, please remind families that only one adult should wait in the lobby to pick up their athlete, especially during the first session. It is also recommended that athletes gather their belongings and give them to their families before the awards ceremony and that you stagger the release of teams after the ceremony. There will be plenty of time between sessions to accommodate a slow release.

Coaches could even provide approximate pickup times to families for the younger teams to ensure a smoother process. The first session will have many young athletes, so please be cautious and mindful of the process to ensure everything runs smoothly.

First Aid & Medical Support

There will be **two certified physiotherapists on duty throughout the event.**

1. **Warm-Up Area (Convention Hall)** – Handles injuries occurring during warm-ups.
 - Access to ice, tape, and medical supplies.
 - **Pre-existing injuries (e.g., taping ankles or wrists) should be addressed before arrival.**
 - If an injury occurs, **notify event staff immediately.**
2. **Stage Left (Video Replay Area)** – Assists with injuries that happen during performances.
 - Also stocked with ice and medical supplies.

Important Notes:

- **Athletes should bring any necessary medical supplies** (e.g., inhalers, braces).
- Coaches should be aware of **athlete medical conditions and emergency contacts.**
- **Event staff and medical personnel are available throughout the competition.**
- **Please familiarize yourself with both physiotherapy locations upon arrival.**

By following these procedures, we aim to ensure a **safe, organized, and enjoyable** event for all participants.