

This is a Fillable Word form. The text boxes will expand as you type. If you would like to print the form and complete by hand, please use the PDF form, which has larger text boxes.

**Instructions:**

- Attach additional information as needed
- Have on hand at all activities
- Include with your submitted forms for activity assessment
- Ensure all supervisors are aware of the contents of this plan prior to the event

|  |  |
|--|--|
| Unit:  | Today's Date:                                |
| Unit meeting/ Activity/event/camp: Scouts Canada Burlington Co-op Camp | Date(s) of activity: 2024-09-27 - 2024-09-29 |

At the activity, attach to your emergency response information:

- ☐ A list of participants
 ☐ Schedule of activities or itinerary

**Emergency Planning Information**

The Emergency Response Guidelines (found in the Safe Guide Appendix H) include general procedures for managing issues related to missing persons, intruders, evacuations, medical emergencies and parent/guardian late for pick-ups. Use these guidelines as you create your own specific response plan details below.

| <b>Emergency Procedures for this activity</b>   |
|---|
| <p><b>Missing Person</b> (e.g. Who will do buddy check? Special search locations; timeframe for reporting etc.)</p> <p>When Girl is found to be missing: Leader-In-Charge will check Site, tents, last known Location, and another Leader will stay with rest of girls. After 30 minutes Leader-In-Charger will alert Camp Staff Security at Camp HQ - Rotary Lodge. Co-op Staff will take over extensive search of camp ground and local area and contact authorities according to their plan.</p>   |
| <p><b>Evacuation</b> (e.g. reasons to evacuate, meeting place; who will support group? etc.)</p> <p>Follow Co-op Camp evacuation procedure as directed by Camp Staff via Camp Communication Network. Conduct a head count before and after moving. Always follow your Safe Guide procedures. Leader-In-Charge to take attendance before and after evacuation. Other Leaders travel with the Unit. Leader-In-Charge to alert Camp Staff Security if anyone is missing.</p>   |
| <p><b>Unwanted visitor</b> (person, animal) (e.g. note safe place; who will lock doors: etc.)</p> <p>Make sure that all are accounted for. Leader-In-Charge will report the intruder(s) to Camp Staff Security who will take appropriate action including contacting authorities. Assistant Leader will stay with girls at all times moving to a safer location if necessary.</p>   |
| <p><b>Serious injury or medical emergency</b> (e.g. who will call 911? who will support others? who will guide EMS to location?)</p> <p>If you are unable to deal with it as a First Aider locate the closest MedVent or any other Camp Staff with a Radio. If the situation requires EMS support, Co-Op Camp Staff will coordinate getting them to, into camp and to the injured persons location. Camp Staff will immediately contact Leader-In-Charge and appraise them of the situation. Always follow Safe Guide procedures.</p>   |
| <p><b>Child not picked up</b> (e.g. use contact info on health form, what number to leave if no answer; who will look after them)</p> <p>If Parent does not arrive to pick up girl:</p> <ol style="list-style-type: none"> <li>1) Wait 15 minutes, possibly stuck in traffic.</li> <li>2) Unit Guider contact parent with information on Permission / Health Form &amp; notify RG. Ideally call cell, home and repeat. Wait a few minutes between calls.</li> <li>3) If parent does not answer Unit Guider to contact Emergency Contact &amp; notify RG 4) Request</li> </ol> |

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permission for another parent or guider to drive girl home.

5) If no contact is made, call social services or police.

**Suspected/confirmed communicable disease** (for example, COVID-19, flu, gastroenteritis, etc.)  
(e.g. where will you isolate the person? When/how will guardians/emergency contact be contacted?)

### Other Emergency Planning Situations

For example, roadside emergencies (bus/car breakdown or accident), water related emergencies, steps for providing assistance to participants who have a disability based on their needs and discussions with the individual or her caregivers.

Co-op Camp Staff Security will co-ordinate at all times with Camp Ranger for any Emergency Responses. All applicable staff carry radios and whole camp area is covered by PA System.

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| Resource  | Contact Number(s) |        | Specific instructions for communicating:<br>Leader-In-Charge to contact Co-op Camp Staff for Security / First Aid.<br>Assistant Leader 1 to stay with child and go with child to hospital if require<br>Assistant Leader 2 to contact Home Contact / Parents, etc if needed. |  |  |
|---|-------------------|--------|--|--|--|
| EMS ambulance   | 911               | Other: |  |  |  |
| Fire  |                   | Other: |  |  |  |
| Police  |                   | Other: |  |  |  |
| Commissioner or ACL:  |                   |        | Do Not Call 911. Co-op Camp Staff MUST be alerted first to ensure emergency procedures are followed so that access to the Camp property and emergency location can be arranged.  |  |  |
| Home Contact Person:  |                   |        |  |  |  |
| Provincial emergency contact for GGC:   |                   |        |  |  |  |
| Facility/Site Contact: Camp Manitou Ranger Cabin 905-878-229                              |                   |        |  |  |  |
| Poison Control: 1-800-268-9017  |                   |        |  |  |  |
| Public Health Unit: 1-866-442-5866  |                   |        |  |  |  |
| Milton District Hospital (closest): 30 Derry Road E, Milton, ON L9T 2X5 Tel: 905-878-2383 |                   |        |  |  |  |
| _____:  |                   |        |  |  |  |
| _____:  |                   |        |  |  |  |

\* GGC emergency contact numbers can be found in Safe Guide or on your provincial council website.

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| Making an Emergency Call   |  |
|--|--|
| <b>When making an emergency call</b> <ul style="list-style-type: none"> <li>Stay calm</li> <li>Review what you want to say before making the call</li> <li>Take a deep breath</li> <li>Speak slowly and clearly</li> <li>Follow the script as much as possible</li> <li>Don't hang up until told to</li> </ul> |  |
| Before making the call for help, make sure you have the following information:   |  |
| Location...  | Our 911 civic address/emergency locator #: (or nearest civic address) is:                                    |
|  | The location of the group is (nearest landmark):   |
|  | Lat/Long or UTM coordinates: (as applicable for wilderness situation)  |
| Resources Requested...   | We need assistance from _____ (EMS/fire/police/rescue/other).<br>List specific needs:                        |
| Situation...   | Description of Problem:<br><br>Number of people injured, missing or needing help:<br>Condition of victim(s): |
| Our plan...  | We have taken the following actions:<br><br>We are planning to do the following:                             |
| My contact info is...  | My name is _____. I am with a Girl Guide group. My phone number is (phone/cell):                             |

|  |               |
|--|---------------|
| Call made to: <input type="checkbox"/> 911 <input type="checkbox"/> Other: |               |
| Time of call:  | Call made by: |
| Person spoken to:  |               |

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## Serious Incident Management

A **serious incident** is defined as an incident that may require urgent response or outside support and may or may not impact the ability of GGC to operate. There are two types of serious incidents 1) an **emergency** and 2) a **crisis**.

An **emergency** is a serious incident that falls within the scope of the organization's resources to respond to. It does not threaten GGC's ability to operate. **Emergencies** can involve any of the following:

- A situation which requires assistance from authorities (fire, police, ambulance, etc.)
- Participants who are emotionally and/or psychologically distressed
- Behaviour that severely impacts other people
- Serious illness or injury (threat to life of limb)

A **crisis** is an event that is, or has the potential to be, a turning point in the organization. A crisis may overwhelm the organization's available staff and resources and impact its ability to operate.

Examples of crisis may include:

- A fatality during a GGC activity or at a GGC-owned or operated site
- A multiple injury or illness incident during GGC activity or at GGC-owned or operated site
- Any incident which would have future negligence and/or criminal repercussions
- Any significant vehicle incident-
- A missing girl or adult (who is not located after preliminary search as outlined in Safe Guide)
- An active shooter
- A natural disaster such as a flood, forest fire, earthquake, ice storm, etc.

## Communications Plan Guidelines

A Communications Plan is the written set of instructions to follow for contacting emergency agencies, GGC authorities and parents/caregivers in the event of a serious incident and is incorporated into your Emergency and Crisis Response Plan (SG.4). The plan covers a number of functions that need to occur to smoothly manage serious incident communications.

## Communication during an Emergency

For most emergency situations, the communications pattern in and emergency would look something like this:

1. The Responsible Guider or Substitute Group Leader contacts:
  - EMS and/or other local authorities, when necessary
  - Group members (to provide reassurance)
  - Home Contact Person (if applicable to your activity)
1. Home Contact Person (where applicable) or Responsible Guider makes initial contact with parent(s)/guardian(s) to provide current status report and next steps.
2. After dealing with immediate needs, Responsible Guider or another group leader may contact parent(s)/guardian(s) personally to discuss further details, answer questions and problem solve where applicable.
3. Once the situation is over the Responsible Guider notifies GGC Authorities as per the Incident Reporting guidelines in Safe Guide (Form: INS.01).

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**Communication during a Crisis**

The National Office will manage the communication of a crisis with members, their families and media. Only those individuals authorized to do so will speak publicly or with the media on behalf of the organization.

**What to do in a crisis situation:**

1. The Responsible Guider or Substitute Group Leader contacts:
  - EMS and/or other local authorities, when necessary
  - Ask for assistance from EMS in contacting parents/guardians of injured member
  - Group members (to provide reassurance)
  - Home Contact Person (if applicable to your activity)
2. Notify the Provincial Commissioner. Check your provincial office or website for the emergency contact number. Or ask your District Commissioner/ACL to help you reach her.
3. Provide the Provincial Commissioner with details of the incident. Use the script with the Emergency and Crisis Response Plan (SG.4) as a guide. She will inform and follow up with the appropriate national contacts.
4. Do not talk to the media.
5. Notify all participants that they must not use cell phones or send electronic messages to friends and family.
6. The appropriate person to contact the parent(s)/guardian(s) and others as necessary will depend on specific circumstances and will be determined at the national level.
7. Any media inquiries received by GGC members must be referred immediately to the national office. An appropriate response to the media would be:

"I'm sorry, our policy is for all media inquiries to go through the national office. Please contact them and the appropriate person will respond to you as soon as they are available. The phone number is (416) 487-5281."