

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

Instructions:

- Have on hand at all activities
- Share this plan with all supervisors before meetings or the activity
- When any situation mentioned in the SG.4 occurs, an Incident Report (INS.01) is completed.
- For Pathfinder and Ranger activities with only one Guider present, always review the SG.4 with your unit, and inform them of where a copy will be throughout the activity.

Unit(s):	Today's Date (mm/dd/yy):
Unit meeting/Activity/event/camp: CO-OP Camp 2024	Date(s) of activity (mm/dd/yy):
At the activity, attach to your emergency response information:	
<input type="checkbox"/> A list of participants with emergency contacts <input type="checkbox"/> Schedule of activities or itinerary	

Resource		Non-emergency numbers	Specific instructions for communicating:
EMS ambulance	911	EMS:	
Fire		Fire:	
Police		Police:	
Commissioner or ACL:			<p>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.</p> <p>We are a group of (number of people.)</p> <p>Our 911 civic address is: 7484 Twiss Rd, Milton, ON L0P 1B0</p> <p>*Always let emergency services hang up first.</p>
Home Contact Person:			
GGC Provincial emergency contact: 1-888-884-2711			
Facility/Site Contact: Camp Manitou Ranger Cabin 905-878-229			
Poison Control: 1-800-268-9017			
Public Health Unit: 1-866-442-5866			
Suicide Crisis Line: 988			
Child Protective Services:			
Milton District Hospital (closest): 30 Derry Road E, Milton, ON L9T 2X5 Tel: 905-878-2383			

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Instructions for completing this form

- All sections on the first page of this form must be completed.
- All sections in “**red**” text below must be completed, including completing the “**Unit/activity specific needs (required)**” box.
- All the information in the “Response Steps (edit for your unit and location)” boxes may be edited to best suit your activity or unit.
- Text boxes will expand to fit more text.

Missing Person	Response Steps (edit for your unit and location)
<p>Lead Guider:</p> <p>Alternate Guider:</p> <p>Health forms and rosters are located:</p> <p>Risk management strategies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Implement a buddy system at the start of the activity <input type="checkbox"/> (insert name) will do a buddy call every [] minutes. <input type="checkbox"/> 	<p>Person is noticed missing</p> <ul style="list-style-type: none"> <input type="checkbox"/> Stop the activity and take attendance <input type="checkbox"/> Ask for the last place and time anyone has seen the missing person <p>Search</p> <ul style="list-style-type: none"> <input type="checkbox"/> All girls stay together. If possible, have one adult stay with them. <input type="checkbox"/> Other adults search all recently visited locations. <input type="checkbox"/> Use clear, calm voices to call the person’s name. Make it clear they are not in trouble. <p>First search spaces familiar to the missing person. List areas at your activity location:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Washrooms <input type="checkbox"/> Camp Headquarters <input type="checkbox"/> Game Rotations <input type="checkbox"/> Dance Shelter <input type="checkbox"/> Camp Site <p>Search high risk locations:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Roads, sidewalks <input type="checkbox"/> Utility and electrical closets <input type="checkbox"/> Nearby water: pools, ponds, streams, culverts <p>Report (after all locations have been searched or 15 mins passed) <u>For missing girl:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Alert Camp Staff at CAMP HEADQUARTERS <input type="checkbox"/> OR Any Staff (Blue Scarf or with a Radio) <input type="checkbox"/> Call caregivers, emergency contact or pick-up person to let them know person is missing. <input type="checkbox"/> Ask if person was picked up without informing Guider <p><u>For missing adult:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Call emergency contact to let them know person is missing. <input type="checkbox"/> Ask if they have heard from the person. <p>Call Emergency Services (after 20 mins since person was noticed missing) <u>For missing girl:</u></p>

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	<ul style="list-style-type: none"> <input type="checkbox"/> After caregiver has been notified, girl remains missing, and 20 minutes have passed since the start of the search, call emergency services to notify them of a missing girl. <input type="checkbox"/> 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. <input type="checkbox"/> Use the girl's H.1 to tell emergency services/Camp Staff if there are any medical or behavioral concerns <input type="checkbox"/> Keep searching until Emergency Services arrive. <input type="checkbox"/> Ask other units, community groups, or bystanders to be aware of any suspicious activity, or if they noticed any unaccompanied youth around. <p><u>For missing adult:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Keep searching until Emergency Services arrive. <input type="checkbox"/> Ask other units, community groups, or bystanders to be aware of any suspicious activity, or if they noticed any unaccompanied youth around. <input type="checkbox"/> Once the situation is stable enough, contact the Provincial Emergency Contact to inform them of the incident. <p>At the discretion of the Responsible Guider (or Provincial Council delegate), the activity may continue if there are sufficient Supervisors to stay in ratio. In this case all caregivers must be informed of the incident at pick-up (of via email/phone if girl leaves meeting on their own).</p>
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Unit/activity specific needs (required)
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.

Evacuation	Response Steps (edit for your unit and location)
<p>Lead Guider:</p> <p>Alternate Guider:</p> <p>Description of gathering location (muster point) at this activity:</p> <p>People who may need extra support while evacuating:</p> <p>Risk management strategies:</p>	<p>In all situations, contact caregivers to pick-up girls if the activity cannot safely continue.</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><u>Structure Fire:</u></p>

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<ul style="list-style-type: none"> <input type="checkbox"/> We will run a practice evacuation at the start of the activity, so all girls know where to meet. <input type="checkbox"/> 	<ul style="list-style-type: none"> <input type="checkbox"/> Girls will be instructed to move to gathering location (muster point) <input type="checkbox"/> Guider will take attendance <input type="checkbox"/> Call 911 if they have not yet been notified of the fire <p><u>Flooding:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Guider will move all girls to higher ground <input type="checkbox"/> Guider will take attendance <input type="checkbox"/> Inform building/facility of flood <p><u>Gas leak:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Girls will be instructed to move to gathering location (muster point) <input type="checkbox"/> Guider will take attendance <input type="checkbox"/> Call the fire department to report potential gas leak, and contact your building/facility contact to inform them <input type="checkbox"/> Do not re-enter the building until given the all-clear from authorities <p><u>Forest Fire:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Girls will be instructed to move to gathering location (muster point) <input type="checkbox"/> Guider will take attendance <input type="checkbox"/> Call 911 if they have not yet been notified <p>Geographically specific evacuations (add/delete/edit as relevant to your location)</p> <p><u>Tornado:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Guider will move all girls to the lowest place in the building, ideally the basement <input type="checkbox"/> Guider will take attendance <input type="checkbox"/> All members stay in the basement until given the all-clear from authorities or the storm has passed <p><u>Tsunami:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> All members will move as quickly as possible to the highest possible location: <input type="checkbox"/> Guider will take attendance <input type="checkbox"/> Remain at that location until emergency personnel have advised it is safe to move/return <p><u>Earthquake:</u></p> <p>Use Duck, Cover, Hold within the immediate area underneath solid protection (tables in shelters/cabins, beds) or in small groups hug tree trunks until shaking has stopped for several minutes</p>
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Unit/activity specific needs (required)

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.

- 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.**
- 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.**

Unwanted Visitor	Response Steps (edit for your unit and location)
<p>Lead Guider:</p> <p>Alternate Guider:</p> <p>The secure room at our location is:</p> <p>Likely animals to encounter at this location:</p> <p>Risk management strategies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> No food will be allowed in tents <input type="checkbox"/> 	<p><u>Human:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> If the Guider feels comfortable, approach the person, away from the girls if possible, and ask them to leave the area <input type="checkbox"/> Once they have left, lock the door behind them <input type="checkbox"/> If the Guider immediately does not feel comfortable, remove the girls from the situation, move to the secure room, and contact authorities <input type="checkbox"/> If there is no lock, barricade doors, and remain quiet <p><u>Animal:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Guider will remove all girls from the general area. <input type="checkbox"/> For animals that pose no threat, try to remove the animal. <input type="checkbox"/> Guider will then contact the property to inform them and ask them to remove it if it has not yet been removed. <input type="checkbox"/> If the animal poses a threat to the unit, contact animal control. <p>If there is no area to safely continue with the activity, contact caregivers to pick up girls.</p>
<p>Unit/activity specific needs (required)</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> <ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> 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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office for a copy.

Medical Emergency	Response Steps (edit for your unit and location)
<p>First Aider(s):</p> <p>Guider responsible for group management:</p> <p>The first aid kit location:</p> <p>Known medical concerns to be aware of:</p> <p>Risk management strategies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Health forms are reviewed, and caregivers are asked to update them regularly. 	<ul style="list-style-type: none"> <input type="checkbox"/> Supervisor who has the highest level of first aid will attend to the person. <input type="checkbox"/> The second Supervisor will alert Camp Staff <input type="checkbox"/> If there are enough Supervisors, or the patient is stable enough, one Guider secures the health form for the victim, and contacts caregiver, or other emergency contact. <input type="checkbox"/> The health form should be given to paramedics and sent with the girl unless paramedics say otherwise. * A Supervisor may accompany the person with EMS if it does not compromise the safety of the group <u>and</u> at least one First Aider remains with the group. <input type="checkbox"/> Supervisor will confirm with the paramedics which hospital the person will be transported to. <input type="checkbox"/> Guiders will contact the caregiver(s) to inform them of incident and provide the hospital name and location. If a Supervisor accompanied the person to the hospital, and they have a cell phone, provide the cell phone number to the caregiver (with permission). <input type="checkbox"/> Once the situation is stable enough, contact the Provincial Emergency Contact to inform them of the incident. <p>At the discretion of the Responsible Guider (or Provincial Council delegate), the activity may continue if there are sufficient Supervisors to stay in ratio. In this case all caregivers must be informed of the incident at pick-up (of via email/phone if girl leaves meeting on their own).</p>
<p>Unit/activity specific needs (required)</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> <ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> 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. <input type="checkbox"/> 	
Girl not picked up	Response Steps (edit for your unit and location)
<p>Lead Guider:</p> <p>Alternate Guider:</p>	<p>If a girl member has not been picked up _____ minutes after scheduled pick-up time:</p>

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<p>Risk management strategies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> At drop-off confirm pick-up time and location 	<ul style="list-style-type: none"> <input type="checkbox"/> Contact primary caregiver. If no answer, leave a message with a return phone number. <input type="checkbox"/> Continue through all phone numbers listed on the H.1, and all phone numbers listed on the roster. <input type="checkbox"/> If possible, also send text messages, and emails to all known contacts. <input type="checkbox"/> Ask the girl if they know of any other phone numbers and try those. <input type="checkbox"/> If the girl has not been picked up after (time), and no contact with any listed person can be made, Guiders should use the non-emergency police line to contact authorities. This is a last resort. <p>aregiver is reachable, but will be delayed, ask for permission from the guardian for the girl member to go home with another girl member.</p>
<p>Unit/activity specific needs (required)</p>	

<p>Communicable Illness</p> <p>Lead Guider:</p> <p>Alternate Guider:</p> <p>Risk management strategies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> All members are reminded to stay home if unwell <input type="checkbox"/> The first aid kit contains hand sanitizer and PPE. 	<p>Response Steps (edit for your unit and location)</p> <p>If a girl begins to exhibit symptoms of a communicable illness:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Caregivers will be immediately contacted to pick up. <input type="checkbox"/> Girl will be asked to keep their distance, wash their hands, and wait for pick-up. <p>If an adult begins to exhibit symptoms of a communicable illness:</p> <ul style="list-style-type: none"> <input type="checkbox"/> If possible have them leave immediately. <input type="checkbox"/> If ratio cannot be maintained, and the Guider feels well enough to stay, they will keep distanced and masked (if possible) and begin to contact caregivers for pick-up. <p>Guider will leave once ratio can be maintained.</p>
<p>Unit/activity specific needs (required)</p>	

<p>Behavioural Concerns</p> <p>Lead Guider:</p> <p>Alternate Guider:</p> <p>Members with support strategies already in place:</p>	<p>Response Steps (edit for your unit and location)</p> <p><u>Mental Health:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Guider will speak with the girl and determine severity. If the girl is not in imminent danger, Guider will notify caregivers <input type="checkbox"/> If it is a crisis situation, Guider will call the Suicide Crisis Line <p><u>Behavioural:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Guider consults other Supervisors to determine if the girl needs to be picked up, or can remain at the current activity with modifications or support <input type="checkbox"/> Guider will inform caregivers, and work with them on a strategy for future activities <p>If the code of conduct has been broken, Guider will seek further support from their AC/DC or ACL.</p>
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Unit/activity specific needs (required)

Other:	Response Steps (edit for your unit and location)
Lead Guider: Alternate Guider: Risk management strategies:	

Other:	Response Steps (edit for your unit and location)
Lead Guider: Alternate Guider: Risk management strategies:	

Other:	Response Steps (edit for your unit and location)
Lead Guider: Alternate Guider: Risk management strategies:	

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 an emergency would look something like this:

1. The Responsible Guider or Substitute Group Leader contacts:
 - a. EMS and/or other local authorities, when necessary
 - b. Group members (to provide reassurance)
 - c. Home Contact Person (if applicable to your activity)
2. Home Contact Person (where applicable) or Responsible Guider makes initial contact with caregiver(s)/parent(s)/guardian(s) to provide status report and next steps.
3. Notify the Provincial Commissioner or Provincial Council Emergency Contact. Check your provincial office or website for the emergency contact number. Or ask your District Commissioner/ACL to help you reach them.
4. Provide the Provincial Commissioner or Provincial Council Emergency Contact 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.

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5. After dealing with immediate needs, Responsible Guider or Substitute Group Leader may contact caregiver(s)/parent(s)/guardian(s) personally to discuss further details, answer questions and problem solve where applicable.
6. Do not talk to the media.
7. Notify all participants that they must not use cell phones or send electronic messages to friends and family.
8. 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.
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."