

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): CAMP OLAVE - 1570 Jack Road, Sechelt BC V7Z 0A1	Today's Date (mm/dd/yy): 2025
Unit meeting/Activity/event/camp:	Date(s) of activity (mm/dd/yy): 2025
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: 604-885-2266	
Commissioner or ACL:			Our 911 civic address is: 1570 Jack Road, Sechelt, BC V7Z 0A1
Home Contact Person:			We are at site: _____
GGC Provincial emergency contact: 1-888-884-2711			*Always let emergency services hang up first.
Facility/Site Contact: <u>*Summer 2025*</u> 778-877-5737 Non-Summer Phone: 604-885-2163			
Poison Control: 1-800-567-8911			
Public Health Unit: 604-885-5164			
Suicide Crisis Line: 9-8-8			
Child Protective Services: 604-740-8900			
Dangerous Wildlife: 1-800-663-9453			
Sechelt Hospital: 604-885-2224			
Forest Fire Reporting: 1-800-663-5555			

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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
<p>Lead Guider:</p> <p>Alternate Guider:</p> <p>Health forms and rosters are located:</p> <p>Risk management strategies:</p> <p><input type="checkbox"/> Implement a buddy system at the start of the activity</p> <p><input type="checkbox"/> (insert name) will do a buddy call every [] minutes.</p> <p><input type="checkbox"/></p>	<p>This situation will be covered by the SG.4 of the Responsible Guider for her camp.</p> <p>The Responsible Guider will also advise the Camp Olave Caretaker so that backup plans can be made if initial search is not successful. If after searching the entire camp and the camper is still not found, the Camp Olave Caretaker will notify the RCMP</p>
<p>Unit/activity specific needs (required)</p>	

EVACUATION	Response Steps
<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>EVACUATION DUE TO FOREST FIRE:</p> <p>NOTE: Fire travels up hill.</p> <ul style="list-style-type: none"> - Guider who discovers the fire will immediately: blow the air horn 3 times, contact the Camp Olave Caretaker (in person or phone 604.885.2163) and call 911. Camp Address: 1570 Jack Road, Sechelt. - Camps located below (ocean side) the fire will exit to the beach. Camps located above the fire will exit using the camp roads, to the church across the street from the camp gate, leaving access clear for emergency vehicles. - Guiders to take health forms and First Aid kits with them - All campers to remain at their gathering point until emergency personnel advise it is safe to return.

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<p><input type="checkbox"/> We will run a practice evacuation at the start of the activity, so all girls know where to meet.</p> <p><input type="checkbox"/></p>	<p>EVACUATION DUE TO FIRE ON SITE: NOTE: fire travels up hill - Guider who discovers the fire will: blow the air horn 3 times, contact the Camp Olave Caretaker (604.885.2163), and call 911. Camp address 1570 Jack Road, Sechelt. - If safe to do, notify the camps in close proximity to the fire - Vacate the site - If the fire grows and broader evacuation is needed: - Camps located below (ocean side) the fire will exit to the beach. Camps located above the fire will exit using the camp roads, to the church across the street from the camp gate, leaving access clear for emergency vehicles. Guiders to take health forms and First Aid kits with them - All campers to remain at gathering point until emergency personnel advise is it safe to return.</p> <p>MASSIVE STORM: <i>(High winds and seas, trees down, power outage, heavy rain etc.)</i> - The Camp Olave Caretaker will monitor with local authorities and evacuation plans will be put into place if necessary. - Campers will follow the Caretakers instruction. In the event of evacuation, Guiders will take health forms and first aid kits with them.</p> <p>EVACUATION DUE TO TSUNAMI: The Caretaker will advise all camps, starting with waterfront sites, that we have been warned of a tsunami. Gathering point for all camps will be SiYayLum and Tee Cseh. All camps will exit as quickly as possible to these sites. Guiders to take health forms and first aid kits with them. All campers to remain at SiYayLum and Tee Cseh until emergency personnel have advised it is safe to move/return.</p> <p>EARTHQUAKE: - Use Duck, Cover, Hold within the immediate camp area underneath solid protection (tables in shelters/cabins, beds) or in small groups hug tree trunks until shaking has stopped for several minutes.</p> <p>Remain on the site unless the structure appears unsound or if the Caretaker directs you to leave.</p>
<p>Unit/activity specific needs (required)</p>	

UNWANTED VISITOR	Response Steps
<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> <p><input type="checkbox"/> No food will be allowed in tents</p> <p><input type="checkbox"/></p>	<p>ANIMAL INTRUDER:</p> <ul style="list-style-type: none"> - Advise the Camp Olave Caretaker (604.885.2163) that there is a large animal on the campsite indicating last known location. Use the air horn (3 blasts) to alert other campers that there is an emergency. Guiders to implement their onsite safety plan. - Remain alert to any sightings. - If the animal is persistent or threatening, relay this to the Camp Olave Caretaker. Use the air horn (3 blasts) to alert other campers that there is a continued emergency. - If appropriate after consultation with the Camp Olave Caretaker, move outdoor campers to indoor locations (IODE, unused cabins, etc) - The Camp Olave Caretaker will monitor the situation so that appropriate plans can be made to continue or terminate camps. <p>HUMAN INTRUDER:</p> <ul style="list-style-type: none"> - Confirm that the person is indeed an intruder. - Advise the Camp Olave Caretaker (604.885.2163) that there is a human intruder on the property, indicating last known location. - If the intruder is persistent or threatening, use the air horn (3 blasts) to alert other campers that there is an emergency. Call 911 and keep the Camp Olave Caretaker up to date of the situation. By this point the Camp Olave Caretaker will be at the location of the confirmation. - All sites to implement their onsite safety plan.
<p>Unit/activity specific needs (required)</p>	

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MEDICAL EMERGENCY	Response Steps
<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> <p><input type="checkbox"/> Health forms are reviewed, and caregivers are asked to update them regularly.</p>	<ul style="list-style-type: none"> - If the emergency occurs involving an individual camp be it on their site or on camp property the Site First Aider will deal with the patient and make the decision to call 911. If 911 is called, Guiders, as delegated by the Site Responsible Guider, will keep the girls occupied, notify the Camp Olave Caretaker and another adult will be assigned to meet EMS and direct them to the site. - If the emergency takes place on the waterfront during the months that we have waterfront staff, they will be responsible, otherwise the Site Responsible Guiders and First Aiders will follow the above instructions
<p>Unit/activity specific needs (required)</p>	

GIRL NOT PICKED UP	Response Steps
<p>Lead Guider:</p> <p>Alternate Guider:</p> <p>Risk management strategies:</p> <p><input type="checkbox"/> At drop-off confirm pick-up time and location</p>	<p>This situation will be covered by the SG.4 of the Responsible Guider for her camp.</p>
<p>Unit/activity specific needs (required)</p>	

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COMMUNICABLE ILLNESS	Response Steps
<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>If the emergency occurs involving an individual camp be it on their site or on camp property the Site First Aider will deal with the patient and make the decision to call 911.</p> <p>If 911 is called, Guiders, as delegated by the Site Responsible Guider, will keep the girls occupied, notify the Camp Olave Caretaker and another adult will be assigned to meet EMS and direct them to the site.</p>
<p>Unit/activity specific needs (required)</p>	

BEHAVIOURAL CONCERNS	Response Steps
<p>Lead Guider:</p> <p>Alternate Guider:</p> <p>Members with support strategies already in place:</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>
<p>Unit/activity specific needs (required)</p>	

Other: MISSING PERSON - WATERFRONT	Response Steps
<p>Lead Guider: Waterfront Staff</p> <p>Alternate Guider: Camp Caretaker</p> <p>Risk management strategies:</p>	<ul style="list-style-type: none"> - In the event that a swimmer/boater is missing while at the waterfront, the lifeguard will use the emergency signal (3 long whistle blasts). All swimmers and boaters will exit the water and move quickly and quietly to the beach - Guiders will perform a headcount of campers present and ensure safety of campers on the beach. - One lifeguard will don fins and a mask and search swimming area using scanning techniques. - Other lifeguard will scan waterfront area and appoint Guiders to search nearby areas such as boathouse, washrooms, changing area and check-in with buddy or person that last saw the missing swimmer. Acquire relevant information. - If camper not found, EMS & RCMP will be activated and waterfront search will be expanded outside swimming area to cover all waterfront areas within camp boundaries. A search party may be guided under the direction of lifeguards or EMS/RCMP personnel. - At the same time the Responsible Guider will search their campsite and inform Camp Caretaker so that the camp property can be searched.

Other: EMERGENCY WATERFRONT PROCEDURES	Response Steps
<p>Lead Guider: Waterfront Staff</p> <p>Alternate Guider: Camp Caretaker</p> <p>Risk management strategies:</p>	<p>:</p> <ul style="list-style-type: none"> - In the event of a waterfront emergency (distressed swimmer, medical, severe weather), the lifeguards will use the emergency signal (3 long whistle blasts). All swimmers and boaters must exit the water and move quickly and quietly to the beach. Lifeguard(s) will attend to the victim/situation - Guiders to direct campers to the Flag Pole area and take Health Forms and First Aid Kits with them. At this point, Guiders are responsible for ensuring all other campers are accounted for and safely brought to the meeting point. - The Watcher(s) provide assistance to the Waterfront Director/Lifeguards (eg. Call 911 on instruction, direct other campers from the beach, assist in getting First Aid equipment, etc) - Waterfront Director/Lifeguard performs necessary First Aid, procedures, and follows up with Watchers and Responsible Guiders for any further information needed and completes necessary paperwork.

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Other: WATERFRONT - MASSIVE STORM	Response Steps
<p>Lead Guider: Waterfront Staff</p> <p>Alternate Guider: Camp Caretaker</p> <p>Risk management strategies:</p>	<p><i>high winds and seas, trees down, power outage, heavy rain, etc\</i></p> <ul style="list-style-type: none"> - The Waterfront Staff and Caretaker will monitor weather with local authorities and evacuation plans will be put into place if necessary - The Waterfront Staff will evacuate the beach area, secure all equipment and the boat house, and ensure that campers remain away from the ocean. - Should an evacuation occur, the Waterfront Staff will assist the Caretaker as per their instructions

Other: WATERFRONT - TSUNAMI EVACUATION	Response Steps
<p>Lead Guider: Waterfront Staff</p> <p>Alternate Guider: Camp Caretaker</p> <p>Risk management strategies:</p>	<ul style="list-style-type: none"> - If a Tsunami warning is issued while girls are swimming/boating, the Waterfront Staff will clear the beach and instruct the participants to head up the road to SiYayLum - If time allows, the Waterfront Staff will secure the beachfront equipment and the Boat House - Once the beach has been evacuated, the Waterfront Staff will work under the direction of the Caretaker advising all camps, starting with the waterfront sites, that we have been warned of a tsunami. Gathering point for all camps is SiYayLum and TeeCseh. All camps will exit as quickly as possible to these sites using either the main driveway or the road behind IODE, whichever is closer. - All campers to remain at SiYayLum and TeeCseh until emergency personnel advise them to move

Other: WATERFRONT - LIGHTNING STORM	Response Steps
<p>Lead Guider: Waterfront Staff</p> <p>Alternate Guider: Camp Caretaker</p> <p>Risk management strategies:</p>	<ul style="list-style-type: none"> - Aquatic and/or boating personnel must monitor the weather and clear the waterfront immediately if thunder is heard and/or lightning seen. This means no boating or swimming during these conditions and supervisors must wait 30 minutes after the last thunder rumble/boom or lightning flash before resuming water activities.

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Other: WATERFRONT - EARTHQUAKE	Response Steps (edit for your unit and location)
<p>Lead Guider: Waterfront Staff</p> <p>Alternate Guider: Camp Caretaker</p> <p>Risk management strategies:</p>	<ul style="list-style-type: none"> - Once the ground stops shaking, the Waterfront Staff will instruct all swimmers to get out of the water. - If boating, the boats will be beached immediately. - If the earthquake is strong enough to knock people off their feet, or if it lasts longer than 3 minutes, the Waterfront Staff will evacuate the beach and send all participants up the hill to SiYayLum (tsunami may be imminent) - If it is a short quake or minor ground movement (no one sinks or is knocked over), participants will be sent back to their sites to wait for further instructions - Should an evacuation occur, the Waterfront Staff will assist the Caretaker as per their instructions

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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 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.
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."