

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: Camp Olave - 1570 Jack Road, Sechelt BC V7Z 0A1	Today's Date: 2024
Unit meeting/ Activity/event/camp:	Date(s) of activity: 2024
At the activity, attach to your emergency response information:	
<input type="checkbox"/> A list of participants <input type="checkbox"/> 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.

Emergency Procedures for this activity

Missing Person (e.g. Who will do buddy check? Special search locations; timeframe for reporting etc.)
 This situation will be covered by the SG.4 of the Responsible Guider for her camp.

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

Evacuation (e.g. reasons to evacuate, meeting place; who will support group? etc.)

EVACUATION DUE TO FOREST FIRE:

NOTE: Fire travels up hill.

- 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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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.

Unwanted visitor (person, animal) (e.g. note safe place; who will lock doors: etc.)

ANIMAL INTRUDER:

- 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.

HUMAN INTRUDER:

- 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.

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Serious injury or medical emergency (e.g. who will call 911? who will support others? who will guide EMS to location?)

- 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

MASSIVE STORM (High winds and seas, trees down, power outage, heavy rain etc.)

- 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.

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.

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.
- Remain on the site unless the structure appears unsound or if the Caretaker directs you to leave.

Child not picked up (e.g. use contact info on health form, what number to leave if no answer; who will look after them)

This situation will be covered by the SG.4 of the Responsible Guider for her camp.

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?)

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.

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.

MISSING PERSON WATERFRONT:

- 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.

EMERGENCY WATERFRONT PROCEDURES:

- 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.

WATERFRONT - MASSIVE STORM (high winds and seas, trees down, power outage, heavy rain, etc):

- 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

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WATERFRONT - TSUNAMI EVACUATION:

- 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

WATERFRONT - LIGHTNING STORM:

- 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.

WATERFRONT - EARTHQUAKE:

- 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

WATERFRONT - TSUNAMI:

- If 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 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. Use either the main driveway or the road behind the IODE, whichever is closer.
- All campers to remain at SiYayLum and Tee Cseh until emergency personnel advise them to move.

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Resource	Contact Number(s)		Specific instructions for communicating:
EMS ambulance	911	Other:	
Fire		Other:	
Police		Other:	
Commissioner or ACL: Elaine Lake - 604-327-2317			
Home Contact Person:			
Provincial emergency contact for GGC: 1-888-884-2711			
Facility/Site Contact: Camp Olave Phone 604-885-2163			
Poison Control: 1-800-567-8911			
Public Health Unit:			
Dangerous Wildlife: 1-800-663-9453			
Sechelt Hospital: 604-885-2224			
_____:			

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

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Making an Emergency Call	
When making an emergency call	
<ul style="list-style-type: none"> • Stay calm • Review what you want to say before making the call • Take a deep breath • Speak slowly and clearly • Follow the script as much as possible • Don't hang up until told to 	
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: 1570 Jack Road, Sechelt, BC V7Z 0A1
	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). List specific needs:
Situation...	Description of Problem: Number of people injured, missing or needing help: Condition of victim(s):
Our plan...	We have taken the following actions: 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 an 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.”