**Sample SG4 - Emergency Planning Information – REFERENCE ONLY**

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 our own specific response plan details below.

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| **Situation** | **Procedure to Follow** |
| Missing Person (e.g., Who will do buddy check? Special search locations; timeframe for reporting, etc.) | *Buddy system to be used. RG will check with the missing girls buddy to find out where the girl was last seen. The RG will have the other Guiders take the rest of the girls to the dining shelter, while the staff does a search for the missing girl. After one hour contact RCMP (911), Home Contact (HC) person who then contacts the Commissioner.* |
| Evacuation (e.g., reasons to evacuate, meeting place; who will support group? etc.) | *The RG will sound the "alert sound" (which was explained at the beginning of camp). We will meet at our meeting spot and instructions will then be given to the other Guiders/adults for evacuation.* |
| Intruder (person, animal) (e.g., note safe place; who will lock doors, etc.) | *The RG will instruct the other Guiders/adults to take the children to the main building where they can lock the doors.*  *If the RG feels safe she will ask the intruder to leave and if the intruder will not leave then the RCMP will be called. If for any reason the RG cannot make the call, one of the other Guiders will make the call to the RCMP.* |
| Traumatic/medical emergency (e.g., who will call 911? Who will support others? Who will guide EMS to location?) | *The first aider is the person in charge of any medical emergency and the RG will follow her instructions. If the EMS has been called the RG will guide them to the location. If the person needs to be transported to hospital the HC person/parents will be contacted and the Commissioner.* |

**Other Emergency Planning Situations** (for example, bus/car breakdown or accident, parent does not arrive to pick up child, waterfront, steps for providing assistance to participants who have a disability based on their needs and discussions with the individual or her caregivers)

*Water emergencies, a drowning or near drowning – the life guard will take control of the situation, assisted by the first aider. Situation is assessed and instructions given to available Guider to contact 911 or RCMP. The girls are removed from the area by another Guider who keeps the girls calm & redirects their attention. The RG/or first aider follows the EMS to hospital, contacts the parents and commissioner.*