

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:	8 th Loon Lake Girl Guides	Today's Date:	November 17, 2019
Unit meeting/ Activity/event/camp:	Winter Wonderland Camp	Date(s) of activity:	Dec. 6th- 8th, 2019

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.**

Situation	Procedure to follow
Missing Person (e.g. Who will do buddy check? Special search locations; timeframe for reporting etc.)	Mary Jane and Samantha will search for the girl: Patty and Pamela will stay with the rest of the girls and start a distraction activity. If the girl is not found with 15 minutes; Mary Jane will contact 911 and continue to search. NOTE: Buddy system will be established upon arrival at camp & in place for all activities. Girls are expected to tell Guiders when they are leaving an activity to go to the bathroom etc.
Evacuation (e.g. reasons to evacuate, meeting place; who will support group? etc.)	Practice Evacuation Drill to take place at 7:30 pm Friday night. All participants will gather at the dumpster near the camp entrance and stand with their buddy. Mary Jane will take attendance with assistance of all supervisors. Samantha will bring the Health forms and first aid kit. Mary Jane will provide further instruction. Should there be a need to take shelter; Mary Jane will direct them to the to the right of their building. Attendance will be taken and further steps determined by adults.
Intruder (person, animal) (e.g. note safe place; who will lock doors: etc.)	Mary Jane to brief all on animal awareness Friday night at the evacuation drill. All participants will gather in nearest building. Mary Jane or Patty to ensure all doors are secured; girls are out of sight from windows should there be an human or animal intruder. RCMP to be contacted; should it be an animal intruder seek assistance from the RCMP.
Traumatic/medical emergency (e.g. who will call 911? who will support others? who will guide EMS to location?)	1 st supervisor on scene will take charge and send someone to bring First Aider Samantha to the scene- Samantha will determine if EMS is required- she will assign an adult to call 911- assign an adult to go to the gate, unlock it if necessary and wait there to direct EMS to the casualty. Patty and Pamela will gather the girls, taking them away from the area and starting an activity to distract them from the
Parent does not arrive to pick-up a child (e.g. use contact info on health form, what number to leave if no answer; who will look after her)	Ensure emergency contacts are on the H.1 and the SG.2 for this event. Mary Jane or Patty to call parent/guardian and ask permission to have child go with another parent/guardian <ul style="list-style-type: none"> ▪ If no answer, arrange for her to travel with a screened volunteer. Avoid one-on-one situations and include either another girl or adult woman. Leave a message for parents at all contact numbers. Guider to complete INS.01.

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.

All medical needs will be addressed by First Aider Samantha while on the bus or at the camp. Should the bus breakdown, the leaders and girls will follow the direction of the driver; Patty is to ensure her daughter is cared for in an evacuation.

There are no participants with disabilities at the event.

If the event bus is delayed enroute to or from camp for any reason; Patty is to let Mary Jane, who is driving to camp, know of this. **Her vehicle will be at camp so they have 24-hour access to a vehicle. (Pg. 61 of SG)**

Resource	Contact Number(s)	
EMS ambulance	911	Other:
Fire		Other:
Police		Other:
Commissioner or ACL	Donna Blue: 780.654.3289	
Home Contact Person	Patsy Parker : 780.878.1258 (c) 780.7871258	
Provincial emergency contact for GGC	780.935.5510	
Facility/Site	780.123.8279	
Poison Control	1.800.332.1414	

Specific instructions for communicating:

Making an Emergency call
When making an emergency call

- 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

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: 283061 Highway 41
	The location of the group is (nearest landmark): The entrance to Camp Sparrow Hawk is marked with a large overhead sign over the driveway. We are the first building on the right as you enter the site.
	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:
 911 Other: _____

Time of call: _____

Call made by: _____

Person spoken to: _____

Communications Plan Guidelines

A Communications Plan is the written set of instructions to follow for contacting emergency agencies, GGC authorities and parents in the event of a crisis situation and is incorporated into your Emergency Response Plan (SG.4). The plan covers a number of functions that need to occur to smoothly manage emergency communications. For most situations, the communications pattern 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)
2. Home Contact Person (where applicable) or Responsible Guider makes initial contact with parent(s)/guardian(s) to provide current status report and next steps.
3. 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.
4. Once the situation is over the Responsible Guider notifies GGC Authorities as per the Incident Reporting guidelines in Safe Guide (Form: Ins.01).

Crisis Management

A crisis is an incident or situation that may potentially cause or has caused harm to an individual or group. It is also a situation that may have negative public or internal implications for Girl Guides of Canada. Examples of a crisis are:

- Death of a Member
- Serious injury
- Sexual misconduct or impropriety in the relationship between a volunteer or staff or child's parent
- Abuse or negligence of a child
- Misuse of Guiding funds
- Criminal charges against a Member
- Charges of discrimination or violation of human rights

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:

- Ask for assistance from EMS in contacting parents/guardians.
- 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.
- Provide the Provincial Commissioner with details of the incident. Use the script with the Emergency Response Plan (SG.4) as a guide. She will inform and follow up with the appropriate national contacts.
- Do not talk to the media.
- Notify all participants that they must not use cell phones or send electronic messages to friends and family.
- 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.”