# 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:  | Today’s Date:  |
| Unit meeting/ Activity/event/camp: Camp Tekahionwake (Teka) | Date(s) of activity:  |
| 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.

|  |
| --- |
| Emergency Procedures for this activity |
| **Missing Person** (e.g. Who will do buddy check? Special search locations; timeframe for reporting etc.)If someone is missing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will determine the time and place person was last seen (check-in with buddy). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will remain with girls to keep them calm and occupied. All other adults will systematically check the site/building and surrounding area. Group will meet at the flagpole 30 minutes from the start of search. OPP suggests searching visible areas and if you have to search woods be sure to follow paths and clearly note to police the areas searched. At this camp there is a stream. If person has not been located, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will contact the police. With an update from police \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will contact parents. Follow the Communication Plan Guidelines – There is an air horn in the Guide Kitchen. There is a landline in the Longhouse and cell phone reception is good. |
| **Evacuation** (e.g. reasons to evacuate, meeting place; who will support group? etc.)Longhouse basement is the meeting place outside of danger area, all groups have a key to this location. Predetermine should evacuation be necessary (i.e. leave camp) how you will vacate and where you will go (insert plan of transportation and location). Type of emergency Weather Emergency Evacuation: stay abreast of changing weather via a weather radio or websites such as Weather Network www.theweathernetwork.com/ca or Environment Canada weather.gc.ca/mainmenu/weather\_menu\_e.html. Definitions SEVERE - least urgent type of alert and are issued to let people know that conditions are unusual and could cause concern. WATCH - alerts you about weather conditions that are favorable for a storm or severe weather which could cause safety concerns. WARNING - usually provided with less than 24 hours in advance. Some warnings happen within 30 minutes or less from the storm (tornados/thunderstorms). When there is a warning, move girls to the emergency shelter; the Longhouse basement. Follow the Communication Plan Guidelines. FIRE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ calls 911. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ signals to the group (three long blasts on a car or air horn) and all gather in the Longhouse basement. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will do a headcount at the location and if someone is missing, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, will check sites/buildings and waterfront if safe to do so. If evacuation required, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, will contact the Home Contact person and let them know they are evacuating and will be at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(insert location). Follow the Communication Plan Guidelines. If evacuation is unnecessary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will provide the all-clear signal or activate the system of communication for safe return. Adults will reassure girls and attend to their needs.Persons with Disabilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_has the responsibility to facilitate the alerting and safe evacuation and sheltering of persons with disabilities during an emergency. These individuals may require assistance. This information must be included on your emergency response plan. Never separate a disabled person from their service animal or assistive device |
| **Unwanted visitor** (person, animal) (e.g. note safe place; who will lock doors: etc.) Person or persons who are threatening: Move girls to the Longhouse basement or site buildings and keep quiet. Lock doors and windows. Conduct headcount. If safe to do so, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to approach the intruder and ask intentions. Note identifying features and threatening actions if present. If required \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ contacts the police and reports the situation if warranted. Follow the Communication Plan Guidelines. Animal (bear): sing, whistle, speak and slowly back away from the animal. Stay together as a group. Do not run. If possible seek shelter indoors or in cars until threat has passed. Remain calm. |
| **Serious injury or medical emergency** (e.g. who will call 911? who will support others? who will guide EMS to location?)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or other first aid trained Guider will attend to the injured person. Other Guiders will remove girls from the area and remain with them to continue program away from the trauma; managing the safety of the group. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will call EMS if required and follow the communication plan of the SG. 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will meet the EMS in front of the Longhouse/Brownie Building to direct them to the injured person. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will assist first responders as directed. If possible, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will accompany the injured person to the hospital (if a girl then accompany, if an adult consider supervision ratio for remaining girls). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will contact the family, if the person is going to the hospital or can't continue the event. Follow the Communication Plan Guidelines. Complete INS.01. |
| **Child not picked up** (e.g. use contact info on health form, what number to leave if no answer; who will look after them)Prior to camp let parents know your procedure. •Call parent/guardian and ask permission to have child go with another parent/guardian. •If no answer in 15 minutes, arrange for her to travel with a screened volunteer. Note Safe Guide states “all adults must avoid any situation or opportunity where they may be one-on-one with a girl who is not their daughter/ward.” •Leave a message for parents at all contact numbers of the arrangement. •If possible, continue calling during travel. |
| **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?)  |
| 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.Electricity and Power Outage: Monitor any storms/power outages using the Hydro One Storm Centre website at www.hydroone.com/stormcenter3/. If you experience any extended power outages at camp, please call 1-800-434-1235 to report. Drive to and From Camp: Check Ministry websites: http://www.mto.gov.on.ca/english/traveller/conditions/ and https://weather.gc.ca/forecast/canada/index\_e.html?id=ON |

|  |  |  |
| --- | --- | --- |
| Resource | Contact Number(s) | Specific instructions for communicating:Follow Safe Guide Communication Plan Guidelines. Contact Provincial Emergency Contact at 416-926-2350 if it is an Emergency in accordance with the Safe Guide. In a crisis: • Do not talk to the media. • Do not use cell phones or send electronic messages to friends and family. Contact the Facility/Site resource should there be issues with the plumbing, heat, hydro, water or physical plant; including but not limited to inability to secure the camp (lock the site, broken doors/windows), access the camp, trees are down posing immediate danger, or animal intruder. Cell reception is good at this camp |
| EMS ambulance | 911 | Other:  |
| Fire | Other: Local Station: 519-442-4500 |
| Police | Other: Local Station: 519-442-2241  |
| Commissioner or ACL:  |
| Home Contact Person:  |
| Provincial emergency contact for GGC: 416-926-2350 |
| Facility/Site Contact: LPESC Chair – Janice Cox 519-442-7515 |
| Poison Control: 1-800-268-9017 (Ontario Poison Centre) |
| Public Health Unit:  |
| Main Line at Facility 519-442-4814:  |
| Urgent Care at Willet 519-753-4937 - 238 Grand River St N, Paris:  |
| Brantford General 519-752-7871. 200 Terrace Hill St, Brantford: // Northville Pharmacy 519-442-4283, 300 Grand River St. N, Paris |

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

|  |
| --- |
| 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 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:243 Grand River North, Paris, ON, N3L 2N9 |
| The location of the group is (nearest landmark):  |
| Lat/Long or UTM coordinates: (as applicable for wilderness situation)43.210677/-80.380956 |
| 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:  |

# 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 m~~u~~ltiple 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 and 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)
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).

## 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.”