# 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

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| Unit: | Today’s Date: |
| Unit meeting/ Activity/event/camp: Outdoor Experience Adventureworks Associates Inc | 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.

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| Emergency Procedures for this activity |
| **Missing Person** (e.g. Who will do buddy check? Special search locations; timeframe for reporting etc.)  The purpose of the Missing Child Procedure is to ensure that all necessary steps are taken in the event that a child cannot be accounted for.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ will do a Buddy Check. Obtain a description of the missing person - name, age, appearance, height, hair color, clothing, medical conditions, as well as anything significant that stands out and may aid in recognition. Notify Camp Warden of the missing person. From there, assist the staff (if requested) in carrying out missing person procedure. If person has not been located, \_\_\_\_\_\_\_\_\_\_\_\_\_ will contact the police and, with an update from police, will contact parents. |
| **Evacuation** (e.g. reasons to evacuate, meeting place; who will support group? etc.)  Define a meeting place to go to outside of the danger area – inform the group of this location.  Meeting location: Lions Hall  •Determine a means of transportation if leaving the site (Leader vehicles on site)  •If possible, a Guider will conduct a buddy check-in and head count before leaving  •Upon arrival at evacuation site conduct a buddy check-in and headcount  •Determine an all-clear signal or system for communicating when it is safe to return to the site •Reassure participants and attend to their needs  •Monitor the situation for changing or threatening conditions Persons with Disabilities  The Guider 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.  \*Severe Weather Statements are the least urgent type of alert and are issued to let people know that conditions are unusual and could cause concern. In severe weather go to Lions Hall.  Watches alert you about weather conditions that are favourable for a storm or severe weather, which could cause safety concerns.  As certainty increases about the path and strength of a storm system, a watch may be upgraded to a Warning, which is an urgent message that severe weather is either occurring or will occur. Warnings are usually issued six to 24 hours in advance, although some severe weather (such as thunderstorms and tornadoes) can occur rapidly, with less than a half hour’s notice. |
| **Unwanted visitor** (person, animal) (e.g. note safe place; who will lock doors: etc.)  Person or persons who are threatening: Move girls to a safe place indoors and ask them to keep quiet. \_\_\_\_\_\_\_\_\_\_\_\_ will lock doors and windows and conduct a headcount. If safe to do so, \_\_\_\_\_\_\_\_\_\_\_\_\_\_ will approach the intruder and ask intentions. Note identifying features and threatening actions if present. If warranted, \_\_\_\_\_\_\_\_\_\_\_\_ will contact the police and report the situation. Follow Communications 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?)  Any 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. EMS is within 30 minutes. 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 Communications Plan Guidelines. Complete INS.01. In the event of an emergency medical situation, the following procedures will be followed: Call 911. Inform dispatcher the nature of emergency and exact location. If certified, administer First Aid and follow standard First Aid procedures. Ensure all gates, access points and routes to emergency location are unlocked and clear for Emergency Service. Assist Emergency Services as necessary. Contact Provincial Office and the family afterwards if necessary. Determine the best course of action for the rest of the group. |
| **Child not picked up** (e.g. use contact info on health form, what number to leave if no answer; who will look after them)  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. Guiders to use their best  judgement. 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?)  The Responsible Guider will notify the facility. The person will be isolated in an area designated by the  facility until they can be picked up and removed from 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. |

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| Resource | Contact Number(s) | | Specific instructions for communicating: |
| EMS ambulance | 911 | Other: (905) 546-3333 |
| Fire | Other: (905) 546-3333 |
| Police | Other: (905) 546-4925 |
| Commissioner or ACL: | | |
| Home Contact Person: | | |
| Provincial emergency contact for GGC: Toll-free: 1-877-323-4545 ext. 2350 (or press 8) | | |
| Facility/Site Contact: Dan Wolfenden (905) 304-5683 | | |
| Poison Control: 1-800-268-9017 (Ontario Poison Centre) | | |
| Public Health Unit: [**City of Hamilton, Public Health Services**](http://www.hamilton.ca/publichealth) | | |
| Medical Officer of Health: Dr. Elizabeth Richardson | | |
| Mailing Address:  110 King St. West, 2nd Floor  Hamilton, ON  L8P 4S6 | | |
| Phone No 905-546-CITY (2489); after hour: 905-546-2424 | | |

\* 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**   * 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:  509 Lions Club Rd. Ancaster, ON | |
| The location of the group is (nearest landmark):  43.239643, -79.981346 | |
| 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): | |

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| 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.”