

Manitoba Best Practices

All forms – please ensure the following:

- ✓ Today's date is the same
- ✓ Cost of event/camp is the same
- ✓ Name of the event is the same
- ✓ Start and end dates and times are the same

SG.1

- ✓ Confirm that the Responsible Guider (RG) is the same as listed on the SG3
- ✓ There can only be one RG, do not list another if more than one unit is attending
- ✓ Contact phone number under “location” box, if the facility does not have a phone number a Guider name and cell should be listed

SG.2

- ✓ Include the name of the Guider that the signed forms are to be returned to, as well as a date
- ✓ A Guiders proper name should be used, it is understood that some of the parents do not know the Guiders name, if this is the case it can be listed as – Sally Smith (Guider Snowball)

SG.3

- ✓ While it is never a good idea to copy and paste on Safe Guide forms, the only exception are these two boxes, they should always have the same information:
 - SG.1 – List of planned activities
 - SG.3 – List activities or plans related to this activity
- ✓ The Responsible Guider (RG) CANNOT be listed as the Substitute Group Leader (SGL)
- ✓ First aid – according to Safe Guide, first aid ratio is based on the number of participants attending the event (see Safe Guide 2024 page 48, Section Four - Planning)
participants include adult and youth. If you have 22 youth along with 6 adult supervisors you have 28 participants and therefore require 2 first aiders to cover ratio of 1:25
- ✓ Under role, if more than one first aider is required it should be listed as 2nd first aider
- ✓ Complete all check marks for “Factors affecting Activity Planning”

SG.4

- ✓ Non-Emergency number for Winnipeg only
 - EMS – 204-298-6380
 - Fire – 204-986-6380
 - Police 204-986-6222
- ✓ Poison control number 1-855-776-4766
- ✓ Public Health number 1-888-315-9257
- ✓ Child protective services number – 1-866-345-9241
- ✓ On the new SG.4, all sections that appear in **RED** need to be completed, please see the completed SG.4 on the next few pages for help in completing this form.

This is a Fillable Word form. Add or remove details relevant to your location. The text boxes will expand as you type. If you would like to print the form and complete it by hand, please use the PDF form, which has larger text boxes.

Instructions:

- Have on hand at all activities
- Share this plan with all supervisors before meetings or the activity
- When any situation mentioned in the SG.4 occurs, an Incident Report (INS.01) is completed.
- For Pathfinder and Ranger activities with only one Guider present, always review the SG.4 with your unit, and inform them of where a copy will be throughout the activity.

Unit(s): 123 Ember, 456 Guides	Today's Date (mm/dd/yy): 09/01/2024
Unit meeting/Activity/event/camp: Fall Camp	Date(s) of activity (mm/dd/yy): Sept 27 to 29, 2024
At the activity, attach to your emergency response information:	
<input type="checkbox"/> A list of participants with emergency contacts <input type="checkbox"/> Schedule of activities or itinerary	

Resource		Non-emergency numbers	Specific instructions for communicating:
EMS ambulance	911	EMS: 204-298-6380	
Fire		Fire: 204-986-6380	
Police		Police: 204-986-6222	
Commissioner or ACL: Sue Smith 204-111-2222		Our 911 civic address is: 123 Best Street	
Home Contact Person: Jane Doe 204-333-4444			
GGC Provincial emergency contact: Jo Adam 204-555-6666			
Facility/Site Contact: Camp Staff/Security 204-777-8888			
Poison Control: 1-855-776-4766			
Public Health Unit: 1-888-315-9257			
Suicide Crisis Line: 988			
Child Protective Services: 1-866-345-9241			
		*Always let emergency services hang up first.	

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Instructions for completing this form

- All sections on the first page of this form must be completed.
- All sections in “red” text below must be completed, including completing the “Unit/activity specific needs (required)” box.
- All the information in the “Response Steps (edit for your unit and location)” boxes may be edited to best suit your activity or unit.
- Text boxes will expand to fit more text.

Missing Person	Response Steps (edit for your unit and location)
<p>Lead Guider: Responsible Guider name</p> <p>Alternate Guider: Substitute Group Leader name</p> <p>Health forms and rosters are located: EITHER with Sally in her backpack OR in a folder kept in *room, desk, tent, bag, tote...</p> <p>Risk management strategies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Implement a buddy system at the start of the activity <input type="checkbox"/> Sally (insert name) will do a buddy call every 15 minutes. <input type="checkbox"/> 	<p>Person is noticed missing</p> <ul style="list-style-type: none"> <input type="checkbox"/> Stop the activity and take attendance <input type="checkbox"/> Ask for the last place and time anyone has seen the missing person <p>Search</p> <ul style="list-style-type: none"> <input type="checkbox"/> All girls stay together. If possible, have one adult stay with them <input type="checkbox"/> Other adults search all recently visited locations <input type="checkbox"/> Use clear, calm voices to call the person’s name. Make it clear they are not in trouble. <p>First search spaces familiar to the missing person. List areas at your activity location:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Washrooms <input type="checkbox"/> Kitchen <input type="checkbox"/> Other meeting rooms <input type="checkbox"/> Outside perimeter of meeting place <input type="checkbox"/> Parking lot <p>OR WHEN CAMPING</p> <ul style="list-style-type: none"> <input type="checkbox"/> Tents <input type="checkbox"/> Cook tent <input type="checkbox"/> Washrooms <input type="checkbox"/> Surrounding tent sites <input type="checkbox"/> Parking lot <input type="checkbox"/> playground <p>Search high risk locations:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Roads, sidewalks <input type="checkbox"/> Utility and electrical closets <input type="checkbox"/> Nearby water: pools, ponds, streams, culverts <p>Report (after all locations have been searched or 15 mins passed)</p> <p><u>For missing girl:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Call caregivers, emergency contact or pick-up person to let them know person is missing. <input type="checkbox"/> Ask if person was picked up without informing Guider <p><u>For missing adult:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Call emergency contact to let them know person is missing. <input type="checkbox"/> Ask if they have heard from the person. <div data-bbox="1112 1171 1542 1344" style="border: 1px solid black; background-color: yellow; padding: 5px; margin-top: 20px;"> <p>**Include places specific to your location either meeting room, camp, or other venue.</p> </div>

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	<p>Call Emergency Services (after 20 mins since person was noticed missing)</p> <p><u>For missing girl:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> After caregiver has been notified, girl remains missing, and 20 minutes have passed since the start of the search, call emergency services to notify them of a missing girl. <input type="checkbox"/> Use the girl's H.1 to tell emergency services if there are any medical or behavioural concerns <input type="checkbox"/> Keep searching until Emergency Services arrive. <input type="checkbox"/> Ask other units, community groups, or bystanders to be aware of any suspicious activity, or if they noticed any unaccompanied youth around. <p><u>For missing adult:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Keep searching until Emergency Services arrive. <input type="checkbox"/> Ask other units, community groups, or bystanders to be aware of any suspicious activity, or if they noticed any unaccompanied youth around. <input type="checkbox"/> Once the situation is stable enough, contact the Provincial Emergency Contact to inform them of the incident. <p>At the discretion of the Responsible Guider (or Provincial Council delegate), the activity may continue if there are sufficient Supervisors to stay in ratio. In this case all caregivers must be informed of the incident at pick-up (of via email/phone if girl leaves meeting on their own).</p>
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Unit/activity specific needs (required)

Camp –

Once it is determined that a youth is missing Sally and Pam will stay with the remaining youth and keep them occupied and calm. Helen will search the tents, and kitchen tent, Susan will search the washrooms and surrounding sites and Gloria will search the parking lot and playground. After 15 minutes of searching, they will return to camp, if the youth is not found Sally will call Police/RCMP for assistance, Sally will then call the youth's caregiver.

Meeting place -

Once it is determined that a youth is missing Sally and Pam will stay with remaining youth and keep them occupied and calm, Helen will search the meeting rooms and other floors, Susan will search the kitchen and washrooms, and Gloria will search the outside perimeter of the facility and parking lot. After 15 minutes of they will return. If the youth is not found Sally will call Police/RCMP for assistance and Sally will also call the youth's caregiver.

Evacuation	Response Steps (edit for your unit and location)
<p>Lead Guider: Responsible Guider name</p> <p>Alternate Guider: Substitute Group Leader name</p>	<p>In all situations, contact caregivers to pick-up girls if the activity cannot safely continue.</p> <p><u>Structure Fire:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Girls will be instructed to move to gathering location (muster point) <input type="checkbox"/> Guider will take attendance <input type="checkbox"/> Call 911 if they have not yet been notified of the fire

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<p>Description of gathering location (muster point) at this activity: outside parking lot away from building</p> <p>People who may need extra support while evacuating: N/A</p> <p>Risk management strategies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> We will run a practice evacuation at the start of the activity, so all girls know where to meet. <input type="checkbox"/> 	<p><u>Flooding:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Guider will move all girls to higher ground <input type="checkbox"/> Guider will take attendance <input type="checkbox"/> Inform building/facility of flood <p><u>Gas leak:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Girls will be instructed to move to gathering location (muster point) <input type="checkbox"/> Guider will take attendance <input type="checkbox"/> Call the fire department to report potential gas leak, and contact your building/facility contact to inform them <input type="checkbox"/> Do not re-enter the building until given the all-clear from authorities <p><u>Forest Fire:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Girls will be instructed to move to gathering location (muster point) <input type="checkbox"/> Guider will take attendance <input type="checkbox"/> Call 911 if they have not yet been notified <p>Geographically specific evacuations (add/delete/edit as relevant to your location)</p> <p><u>Tornado:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Guider will move all girls to the lowest place in the building, ideally the basement <input type="checkbox"/> Guider will take attendance <input type="checkbox"/> All members stay in the basement until given the all-clear from authorities or the storm has passed <p><u>Tsunami:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> All members will move as quickly as possible to the highest possible location: <input type="checkbox"/> Guider will take attendance <input type="checkbox"/> Remain at that location until emergency personnel have advised it is safe to move/return <p><u>Earthquake:</u></p> <p>Use Duck, Cover, Hold within the immediate area underneath solid protection (tables in shelters/cabins, beds) or in small groups hug tree trunks until shaking has stopped for several minutes</p>
<p>Unit/activity specific needs (required)</p> <p>Camp – In the case of fire or inclement weather youth will be moved to the parking lot away from camp, Sally will take attendance, Pam will call Park Security/Staff for assistance, Helen and Susan will keep the youth calm, if there is no building to take shelter in the youth will wait in the Guider vehicles. Gloria will call home contact to keep her informed and possibly call parents for early pick up if unsafe to return to camp.</p> <p>Meeting place –</p>	

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In the case of fire, burst pipe, no heat or gas leak, youth will be moved to the parking lot away from the building, Sally will call the fire department as well as facility contact, once at the muster point Pam will take attendance Susan and Gloria will help to keep the youth calm if it is too cold out or snowing/raining the youth will be taken to the Guiders vehicles to wait, and Helen will call home contact to begin to contact parents for early pick up if we are unable to return to the facility.

Unwanted Visitor	Response Steps (edit for your unit and location)
<p>Lead Guider: Responsible Guider name</p> <p>Alternate Guider: Substitute Group Leader name</p> <p>The secure room at our location is: Kitchen – has a door that can lock</p> <p>Likely animals to encounter at this location: stray dog/cat, coyote, raccoon, skunk, bear, deer</p> <p>Risk management strategies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> No food will be allowed in tents <input type="checkbox"/> Youth will be made aware that all food needs to be placed in the garbage bags and bags will be removed from camp 	<p><u>Human:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> If the Guider feels comfortable, approach the person, away from the girls if possible, and ask them to leave the area <input type="checkbox"/> Once they have left, lock the door behind them <input type="checkbox"/> If the Guider immediately does not feel comfortable, remove the girls from the situation, move to the secure room, and contact authorities <input type="checkbox"/> If there is no lock, barricade doors, and remain quiet <p><u>Animal:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Guider will remove all girls from the general area. <input type="checkbox"/> For animals that pose no threat, try to remove the animal. <input type="checkbox"/> Guider will then contact the property to inform them and ask them to remove it if it has not yet been removed. <input type="checkbox"/> If the animal poses a threat to the unit, contact animal control. <p>If there is no area to safely continue with the activity, contact caregivers to pick up girls.</p>
<p>Unit/activity specific needs (required)</p> <p>Camp – if there is a someone that approaches the camp, Sally and Gloria will approach them IF IT IS SAFE TO DO SO AND THEY FEEL COMFORTABLE TO DO SO, Susan and Helen will take the youth to the safe location decided before camp. If necessary, Pam will call the park for assistance removing the person from the camp site. If the intruder is an animal, Sally and Gloria will try to scare the animal away, Pam will call park staff for assistance. Susan and Helen will calmly have the girls start to walk away to the safe location decided before camp.</p> <p>Meeting place – if someone makes their way into the meeting facility, Sally and Gloria will approach them IF IT IS SAFE TO DO SO AND THEY FEEL COMFORTABLE TO DO SO, and ask them why they are there and/or ask them to leave, Pam will contact the Police/RCMP if they refuse to leave. Susan and Helen will calmly take the girls to the safe room location until the</p>	

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all clear is given. While outside if an animal is encounter, Sally and Gloria will try to scare it away while Susan and Helen calmly take the girls back into the building, Pam will call animal services for assistance if needed.

Medical Emergency	Response Steps (edit for your unit and location)
<p>First Aider(s): Sally Helen Pam</p> <p>Guider responsible for group management: Susan</p> <p>The first aid kit location: Kitchen – cupboard beside fridge Camp – Guider tent</p> <p>Known medical concerns to be aware of: N/A</p> <p>Risk management strategies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Health forms are reviewed, and caregivers are asked to update them regularly. 	<ul style="list-style-type: none"> <input type="checkbox"/> Supervisor who has the highest level of first aid will attend to the person. <input type="checkbox"/> The second Supervisor will call 911. If there is no second Supervisor, a girl member will be directed to call 911. <input type="checkbox"/> If there is a third Supervisor, or a Junior Leader, they will move the rest of the group away from the scene. <input type="checkbox"/> One adult or Junior Leader will go to the entrance to direct EMS to the location of the incident. <input type="checkbox"/> If there are enough Supervisors, or the patient is stable enough, one Guider secures the health form for the victim, and contacts caregiver, or other emergency contact. <input type="checkbox"/> The health form should be given to paramedics and sent with the girl unless paramedics say otherwise. <ul style="list-style-type: none"> * A Supervisor may accompany the person with EMS if it does not compromise the safety of the group <u>and</u> at least one First Aider remains with the group. <input type="checkbox"/> Supervisor will confirm with the paramedics which hospital the person will be transported to. <input type="checkbox"/> Guiders will contact the caregiver(s) to inform them of incident and provide the hospital name and location. If a Supervisor accompanied the person to the hospital, and they have a cell phone, provide the cell phone number to the caregiver (with permission). <input type="checkbox"/> Once the situation is stable enough, contact the Provincial Emergency Contact to inform them of the incident. <p>At the discretion of the Responsible Guider (or Provincial Council delegate), the activity may continue if there are sufficient Supervisors to stay in ratio. In this case all caregivers must be informed of the incident at pick-up (of via email/phone if girl leaves meeting on their own).</p>
<p>Unit/activity specific needs (required) Camp OR meeting place –</p>	<p>Sally will stay with injured youth and begin first aid treatment, Helen will call EMS and wait for the ambulance, while she is waiting, she will contact the youths’ caregivers, once EMS has arrived Helen will guide them to the injured youth. Susan and Gloria will take the remaining youth a distance away, keeping them occupied and calm. If the parents have not arrived in time and it is necessary for the youth to go in the ambulance Sally will go with them. Helen as second first aider will take the FA position for the remainder of the meeting/event/camp. If there are not enough supervisors in attendance to continue Susan will call the home contact to begin calling the caregivers for early pick up.</p>

GUIDERS, PLEASE TAKE NOTE – IF THERE IS ONLY ONE GUIDER IN ATTENDANCE THAT HAS FIRST AID, THEY SHOULD NOT GO IN THE AMBULANCE AS THAT WILL LEAVE THE REMAINING GROUP WITHOUT A FIRST AIDER PRESENT.

<p>Girl not picked up</p> <p>Lead Guider: Responsible Guider name</p> <p>Alternate Guider: Substitute Group leader name</p> <p>Risk management strategies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> At drop-off confirm pick-up time and location 	<p>Response Steps (edit for your unit and location)</p> <p>If a girl member has not been picked up 30 minutes after scheduled pick-up time:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contact primary caregiver. If no answer, leave a message with a return phone number. <input type="checkbox"/> Continue through all phone numbers listed on the H.1, and all phone numbers listed on the roster. <input type="checkbox"/> If possible, also send text messages, and emails to all known contacts. <input type="checkbox"/> Ask the girl if they know of any other phone numbers and try those. <input type="checkbox"/> If the girl has not been picked up after 1 ½ hours (time), and no contact with any listed person can be made, Guiders should use the non-emergency police line to contact authorities. This is a last resort. <p>If caregiver is reachable, but will be delayed, ask for permission from the guardian for the girl member to go home with another girl member.</p>
<p>Unit/activity specific needs (required)</p> <p>Camp OR meeting place –</p> <p>If a caregiver has not arrived 30 minutes after pick up time, Sally will begin to call caregiver/emergency contact/other names listed on forms/roster/H.1, leaving a message on all with a name and return phone number. Sally and Helen will wait with the youth so not to have a one-on-one situation with the youth. If after 1 ½ hours none of the contacts have been reached or a return call has not been received the police non-emergency line will be called, as well Sally will contact the DC to ask for assistance.</p>	

<p>Communicable Illness</p> <p>Lead Guider: Responsible Guider name</p> <p>Alternate Guider: Substitute Group leader name</p> <p>Risk management strategies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> All members are reminded to stay home if unwell <input type="checkbox"/> The first aid kit contains hand sanitizer and PPE. 	<p>Response Steps (edit for your unit and location)</p> <p>If a girl begins to exhibit symptoms of a communicable illness:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Caregivers will be immediately contacted to pick up. <input type="checkbox"/> Girl will be asked to keep their distance, wash their hands, and wait for pick-up. <p>If an adult begins to exhibit symptoms of a communicable illness:</p> <ul style="list-style-type: none"> <input type="checkbox"/> If possible have them leave immediately. <input type="checkbox"/> If ratio cannot be maintained, and the Guider feels well enough to stay, they will keep distanced and masked (if possible) and begin to contact caregivers for pick-up. <p>Guider will leave once ratio can be maintained.</p>
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Unit/activity specific needs (required)

If someone from the unit develops symptoms of a communicable illness during a meeting, Sally will notify the rest of the unit so they can monitor for symptoms. The youth will be moved to a area away from the rest of the group, Sally will contact the caregivers and ask them to come and pick up the youth. If necessary, all remaining youth will be asked to use hand sanitizer. ALL Guiders must maintain the confidentiality of members during this process. Simply saying in an email or text to caregivers that "a unit member who attended an activity on (DATE) has tested positive or showed symptoms of a communicable disease." is sufficient.

GUIDERS – THIS IS TAKEN FROM NATIONAL’S WEBSITE UNDER FAQs

Behavioural Concerns	Response Steps (edit for your unit and location)
<p>Lead Guider: Responsible Guide name</p> <p>Alternate Guider: Substitute Group leader name</p> <p>Members with support strategies already in place: Victoria</p>	<p><u>Mental Health:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Guider will speak with the girl and determine severity. If the girl is not in imminent danger, Guider will notify caregivers <input type="checkbox"/> If it is a crisis situation, Guider will call the Suicide Crisis Line <p><u>Behavioural:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Guider consults other Supervisors to determine if the girl needs to be picked up, or can remain at the current activity with modifications or support <input type="checkbox"/> Guider will inform caregivers, and work with them on a strategy for future activities <p>If the code of conduct has been broken, Guider will seek further support from their AC/DC or ACL.</p>

Unit/activity specific needs (required)

Camp or meeting place – All Guiders in attendance have been informed of strategies that have been put in place, if there is an issue with a youth member Sally and Helen will help to access the situation and go forward with the plans that have been put in place, if necessary the youth caregivers will be contact to assistance.

Other: Travel by vehicle	Response Steps (edit for your unit and location)
<p>Lead Guider: Responsible Guide name</p> <p>Alternate Guider: Substitute Group Leader name</p> <p>Risk management strategies:</p>	<p>We will be transporting the youth from Brandon to Winnipeg for an event. All parents have been made aware of our route and literary while we are travelling. We will drive in convoy style, and will be in contact with other drivers via hands free cell phones, if at all possible 2 adults will be in each of the vehicles. If a car were to have engine trouble, or a flat tire the Guider would have another adult/or youth member in the vehicle call and inform other vehicles that a stop is needed. CAA or tow truck will be called if necessary. Each driver will be given a listing of all other driver’s cell numbers.</p> <p>Sally’s information, Susan will be a passenger</p> <p>Name and cell number – license plate number – vehicle, make and model</p> <p>Pam’s information – Gloria will be a passenger</p>

	<p>Name and cell number – license plate number – vehicle, make and model</p> <p>Helen's information</p> <p>Name and cell number – license plate number – vehicle, make and model</p>
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Other:	Response Steps (edit for your unit and location)
<p>Lead Guider:</p> <p>Alternate Guider:</p> <p>Risk management strategies:</p>	

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<p>Lead Guider:</p> <p>Alternate Guider:</p> <p>Risk management strategies:</p>	

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