



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:	Camp Olave 1570 Jack Road Sechelt, B.C. V0n 3a1	Today's Date:	
Unit meeting/ Activity/event/camp:		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.

Situation	Procedure to follow
Missing Person (e.g. Who will do buddy check? Special search locations; timeframe for reporting etc.)	This situation will be covered by the SG.4 of the Responsible Guider for her camp. The Responsible Guider will also advise the Camp Caretaker so that backup plans can be made if initial search is not successful. If after searching the entire camp and the camper is still not found, the Camp Caretaker will notify the RCMP.
Evacuation (e.g. reasons to evacuate, meeting place; who will support group? etc.)	<p>EVACUATIONS DUE TO FOREST FIRE: NOTE: Fire travels up hill.</p> <ul style="list-style-type: none"> - Guider who discovers the fire will immediately contact the Caretaker (in person or phone 604-885-2163). She will also call 911. Camp Address: 1570 Jack Road, Sechelt. Use the air horn (3 blasts) to notify campers of an emergency. - Camps located below (ocean side) of the fire will exit to the beach. Camps located above the fire will exit using the camp roads, to the church across the street from the camp gate, leaving accesses clear for emergency vehicles. - Guiders to take health forms and First Aid kits with them. - All campers to remain at gathering points until fire fighters advise it is safe to move. <p>EVACUATION DUE TO FIRE ON SITE: NOTE: Fire travels up hill.</p> <ul style="list-style-type: none"> - Guider who discovers the fire that cannot be put out easily or is spreading, will immediately contact the Camp Caretaker (in person/by air horn – 3 blasts). She will also call 911. Camp address: 1570 Jack Road, Sechelt - Advise the camps in close proximity to the fire. - Vacate the site. <p>NOTE: If the fire grows and broader evacuation is needed:</p> <ul style="list-style-type: none"> - Camps located below (ocean side) of the fire will exit to the beach. Camps located above the fire will exit using the camp roads, to the church across the street from the gate, leaving accesses clear for emergency vehicles. - Guiders to take health forms and First Aid kits with them. - All campers to remain at gathering points until fire fighters advise it is safe to move.

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<p>Intruder (person, animal) (e.g. note safe place; who will lock doors: etc.)</p>	<p>INTRUDER (ANIMAL)</p> <ul style="list-style-type: none"> - Advise the Caretaker (604 885-2163) that there is a big animal on the campsite, indicating last known location. Use the air horn (3 blasts) to alert other campers that there is an emergency. Guiders to implement their on-site plan for safety of their campers. - Remain alert to any sightings. - If the animal is persistent or threatening relay this to the Caretaker (in person or phone 604 885-2163). Again use the air horn (3 blasts) to alert other campers that there is an emergency. - If appropriate, after consultation with the Caretaker, move outdoor campers to indoor locations (IODE, unused cabins etc.) - The Caretaker and Responsible Guiders will monitor the situation so that appropriate plans can be made to continue or terminate camps <p>INTRUDER HUMAN:</p> <ul style="list-style-type: none"> - Confirm that the person is indeed an intruder. - Advise the Camp Caretaker (604 885-2163) that there is a human intruder on the property, indicating last known location. - If the intruder is persistent or threatening, use the air horn (3 blasts) to alert other campers that there is an emergency. Phone the Caretaker (604 885-2163 to update him/her of the situation assess whether 911 should be called. - All sites ensure the safety of their own campers. - After the removal of the intruder, the Caretaker will advise all camps that the situation has been resolved and remind Guiders to be alert and to report any unusual visitors/activities for further action.
<p>Traumatic/medial emergency (e.g. who will call 911? who will support others? who will guide EMS to location?)</p>	

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)

<p>BROAD MEDICAL EMERGENCY (Eg Norwalk virus):</p> <ul style="list-style-type: none"> - The Responsible Guider to implement her on-site plan for medial emergencies. Also: - The Caretaker will advise all other camps of the situation so that quarantine of the area can be established. - In consultation with the Responsible Guider of the affected site, the Caretaker will contact local medical help if appropriate. - If necessary, the Responsible Guider will arrange for termination of the camp and exit to home. <p>MASSIVE STORM (High winds and seas, trees down, power outage, heavy rain, etc):</p> <ul style="list-style-type: none"> - Caretaker will monitor weather with local authorities and evacuation plans will be put into place if necessary. Campers will follow Caretaker’s instruction. In the event of evacuation Guiders will take Health Forms and First Aid Kit with them.



EVACUATION DUE TO TSUNAMI:

The Camp Caretaker will advise all camps, starting with waterfront sites, that we have been warned of a tsunami. Gathering point for all camps will be SiYayLum and Tee Cseh. All camps will exit as quickly as possible to these sites. Use either the main driveway or the road by IODE whichever is closer.

- Guiders to take health forms and First Aid Kits with them.
- All campers to remain at SiYayLum and Tee Cseh until emergency personnel have advised it is safe to move.

EARTHQUAKE:

- Use Duck, Cover, Hold within the immediate camp area underneath solid protection (tables in shelters/cabins, beds) or in small groups hug tree trunks until shaking has stopped for several minutes.
- Remain on the site unless the structure appears unsound or a tsunami is likely

This Emergency Response Plan applies to Camp Olave as a whole. While at Camp Olave, these procedures **MUST** be followed.

This Emergency Response Plan does not replace each Responsible Guider's SG.4 for her specific site.

If at any time you hear the air horn and want clarification contact the caretaker at 604 885-2163



Resource	Contact Number(s)
EMS ambulance	911 Other: Other: Other:
Fire	
Police	
Commissioner or ACL	Contact your Area Commissioner
Home Contact Person	As per your SG.3
Provincial emergency contact for GGC	Contact your Area Commissioner
Facility/Site	Camp phone: 604 885-2163
Poison Control	1-800-567-8911
Dangerous Wildlife	1-800-663-9453
Sechelt Hospital	604 885-2224

Specific instructions for communicating:
 Specific instructions for communicating:
 Camp Address: 1570 Jack Road, Sechelt. Cross street is Jack Road.
 Advise emergency services of your campsite name. Station a responsible person at the camp entrance and driveways to point the way.

Before making the call for help, make sure you have the following information:

This is...	My name is _____. I am with a Girl Guide group. My phone number is _____ (phone/cell)
Situation...	Description of Problem: Number of people injured, missing or needing help: Condition of victim(s):
Location...	Our 911 civic address/emergency locator #: (or nearest civic address) is:
	The location of the group is (nearest landmark):
	Lat/Long or UTM coordinates: (as applicable for wilderness situation)
Resources Requested...	We need assistance from _____ (EMS/fire/police/rescue/other). List specific needs:
Our plan...	We have taken the following actions:
	We are planning to do the following:

- 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

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 its 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. Your District Commissioner/ACL will be able to help you reach her. Or your provincial office or website may have an emergency contact number.
- Provide the Provincial Commissioner with details of the incident. Use the script with the Emergency Response Plan (SG.4) as a guide.
- Do not talk to the media.
- Notify all participants that they must not use cell phones or send electronic messages to friends and family.
- Contact the national office as quickly as possible once the immediate crisis is over. Your Commissioner can assist or follow your provincial communication plan. Provide details of the incident. Use the script with this Emergency Response Plan (SG.4) as a guide.

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 she is available. The phone number is (416) 487-5281”