

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: 1st & 3rd Grand Prairie Guide Units	Today's Date: 1/17/2024
Unit meeting/ Activity/event/camp: Snowflake Magic Winter Camp	Date(s) of activity: Feb 16-18, 2024
At the activity, attach to your emergency response information: <input checked="" type="checkbox"/> A list of participants <input checked="" type="checkbox"/> 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.)
 Buddy system will be established upon arrival at camp and in place for all activities. Girls are expected to tell Guiders when they are leaving an activity to go to the bathroom, etc.

Pamela, Betty and Pauline will search for the girl. Susan and Sally will stay with the rest of the girls and start a distraction activity. If the girl is not found within 15 minutes Sally will contact 911. The search will continue and Pauline will go to the gate to await the authorities.

Evacuation (e.g. reasons to evacuate, meeting place; who will support group? etc.)
 Practice evacuation drill to take place on Friday night.

All participants will gather at the dumpster near the camp entrance and stand with their buddy. Sally will take attendance with assistance of all supervisors. Susan will bring the health form and first aid kit. Betty will provide further instruction. Should there be need to take shelter, Betty will direct them to the appropriate building and further steps will be determined by adults. Pamela will ensure that the girl with mobility issues is taken care of.

If evacuation from site is needed Betty will contact the DC and Home Contact with details. Sally will complete and submit INS.01.

Unwanted visitor (person, animal) (e.g. note safe place; who will lock doors: etc.)
 Sally to brief all on animal awareness Friday night at the evacuation drill.

All participants to gather in nearest building. Sally and Pamela to ensure that all doors are secured and girls are out of sight should there be a human or animal intruder. Sally will call 911 if necessary.

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Serious injury or medical emergency (e.g. who will call 911? who will support others? who will guide EMS to location?)

First supervisor on scene will take charge and send someone to bring First Aider Susan to the scene. Susan will determine if EMS is required and assign an adult to call 911 and assign an adult to go to the gate, make sure it is unlocked and wait there to direct EMS to the casualty. Betty and Pauline will gather the girls, take them away from the area and start an activity to distract them.

Sally will call parents, explaining the situation and tell them to meet the ambulance at emergency. If possible, Pamela will go with the patient. Susan to complete and submit 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 ensure emergency contacts are on the H.1 and the SG.2 for the event.

Betty and Pamela to call parent/guardian and ask permission to have child go with another parent/guardian. During the call ensure that the other Guider is able to hear the conversation in order to verify the arrangements should the need arise.

If no answer, arrange for the girl to travel with a screened volunteer. Avoid one-on-one situations and include either another girl or adult female. Leave a message for parents at all contact numbers. Sally to complete INS.01.

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?)
Sally will contact parents and request they come to camp and take their daughter home.

Until the parents arrive Susan and the child will mask up. Child will be isolated in the staff quarters until parents can come to pick up. Susan will stay and monitor the child. Susan to complete and submit INS.01

All campers in the meantime are to sanitize their hands and staff can determine if it is safe to continue the event.

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.

Should the bus breakdown the supervisors will take direction from the bus driver as to whether they disembark or stay on the bus. The bus driver will call for assistance. Guiders should call ahead to notify the 2 Guiders driving to camp of the bus situation.

Betty will assist the child with a mobility issue.

The 7 year old Ember will sleep in a separate bed in the room with her mother. The mother is responsible for ensuring the child evacuates during any drills.

Resource	Contact Number(s)	Specific instructions for communicating:	
EMS ambulance	911		
Fire			Other:
Police			Other:

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Commissioner or ACL: Janice White 780-978-4575	
Home Contact Person: Sam Snowflake (H)780-492-8879 (C)780-998-6241	
Provincial emergency contact for GGC: Tracy Burton 780-935-5510	
Facility/Site Contact: Sally Snowflake 780-129-3578	
Poison Control: 1-844-POISON-X (1-844-764-7669)	
Public Health Unit: 811	
_____:	
_____:	

* 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	
<ul style="list-style-type: none"> 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: 12698 Highway 40, Grande Prairie, Alberta, T8V 4Z1
	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:
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: <input type="checkbox"/> 911 <input type="checkbox"/> Other:	
Time of call:	Call made by:
Person spoken to:	

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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 multiple 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)
1. Home Contact Person (where applicable) or Responsible Guider makes initial contact with parent(s)/guardian(s) to provide current status report and next steps.
2. 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.
3. Once the situation is over the Responsible Guider notifies GGC Authorities as per the Incident Reporting guidelines in Safe Guide (Form: INS.01).

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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."

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