

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:	25 th Arendelle Brownies	Today's Date:	November 11, 2014	
Unit meeting/ Activity/event/camp:	Do You Want To Build A Snowman	Date(s) of activity:	December 5 - 7	

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.)	Anna, Angela and Faye will start search for child. Jackie, Elsa and Mary will stay with rest of girls and start distraction activity. If missing longer than 15 minutes, Jackie will contact 911 and girls parents. Note: Girls are expected to let Guider know if they are going to the lat etc. Use of buddy system will be established upon arrival at camp.			
Evacuation (e.g. reasons to evacuate, meeting place; who will support group? etc.)	All participants will gather at the flag pole and assemble in camp circles. Guiders will take attendance all will wait further instructions (Frankie). Anna will bring Health forms. In the event of need to seek shelter (weather, wind, animal encounter)-adult will call out 'seek shelter'. All participants will make their way to the nearest building on site. Attendance will be taken and all will wait further instruction. Evacuation drill to take place on Friday evening			
Intruder (person, animal) (e.g. note safe place; who will lock doors: etc.)	All particpants will gather in building (door can be locked from inside - Jackie). Phone will be used to contact RCMP if necessary.			
Traumatic/medial emergency (e.g. who will call 911? who will support others? who will guide EMS to location?)	 First supervisor on scene will take charge, send someone to get first aider - Anna, - Anna to send Jackie to call 911 - send someone to camp gate to direct EMS - Elsa will direct all other participants to another location and start distraction game, . wherever possible casualty will be afforded privacy while waiting for EMS (e.g. blanket around them etc). 			

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)

-Minor medical needs will be addressed by Anna. This includes treatment, completing of appropriate forms and follow up where required. Anna is responsible for having first aid kit, forms and health forms at camp.
- If parents does not arrive to pick up child from camp, phone calls will be made to paretns (Jackie/ Elsa). If they cannot be contacted, call will be make to the two emergency contacts on health form to secure someone to pick up the child.

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Resource		Contact Number(s)		Specific instructions for	
EMS ambulance			Óther:	communicating:	
Fire		911	Other:		
Police			Other:		
Commissioner o	r ACL	Sue Cool 555.555.8765		$\langle \langle \rangle / \rangle$	
Home Contact P	erson	son Jack Frost 555.555.2512			
Provincial emerg	l emergency Beverly Simpson Headon 780-975-8524		Headon 780-975-8524		
contact for GGC					
Facility/Site		555.555.2653 - phone in building			
Poison Control		911 (put local # if there is one)			
Before making th	e call f	or help, make sure	you have the following information:		
		me is		When making	
This is				an emergency call	
		My phone number is	(phone/cell)	 Stay calm 	
	Descri	ption of Problem:		,	
				 Review what you wan 	
Situation				to say before making the call	
	Numb	er of people injured,	missing or needing help:		
	Condit	ion of victim(s):		 Take a deep breath 	
		(
	Our 911 civic address/emergency locator #: (or nearest civic			 Speak slowly and 	
	address) is:			clearly	
	7890123			 Follow the script as 	
	The location of the group is (nearest landmark): Building at the end of the driveway			much as possible	
Location					
	Building at the end of the unveway		 Don't hang up until to to 	old	
	Lat/Long or UTM coordinates: (as applicable for wilderness situation)			10	
	We n	eed assistance fro	om		
D					
Resources Requested	(EMS/fire/police/rescue/other).			Call made to:	
Requested	List specific needs:				
		$\langle \rangle \rangle$		□ 911 □ Other:	
	We have taken the following actions:		Time of call:		
Our plan…	vve na		g actions:	Call made by:	
				Person spoken to:	
	We ar	e planning to do the	following:		
	1				

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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.
- 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"