



It starts with Scouts.

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## EMERGENCY PLAN

### Camp Skeeter

#### Camp Caillet, Nanaimo, BC May 17-20<sup>th</sup>, 2013

1. The Scouters in Charge of this training/event is Karley Mathieson
2. All activities that have been planned have been examined for risk in accordance with Scouts Canada's "Bylaw, Policies, and Procedures" dated April 2005 (also known in this document as BP&P), Sections 7000, 10000, and 13000. There are no activities planned which are at an unreasonable risk for the candidates during this event.
3. All rules for this camp shall be announced prior to arrival at camp. In addition, Scouts Canada, Cascadia Council, the **Central Island Area**, and the Event Organizers are **not** responsible for any damage or loss of personal property.
4. For youth events each Group is responsible for completing their "Camping and Outdoor Activity Application". The Physical Activity Forms and Non Member Physical Activity Forms must be available for each member of your party whilst on site at all times. In addition, any persons who are not members of Scouts Canada are to have filled out a Hold Harmless Form. As an adult training/area event completion of a separate "Camping and Outdoor Activity Application" (From BP&P Section 20000) is not required.
5. Nanaimo, British Columbia is a 911 community and as such emergency services can be contacted by dialing "911". Non emergency numbers for the following in Nanaimo are as follows: (If **any** of these numbers are used the Area Commissioner **shall** be informed as soon as possible. An incident report {Found in Section 20000 of BP&P} **shall** also be filled out.) The street address of 4163 Biggs Road, Nanaimo, BC V9R 6X3 CANADA
6. Police 250-754-2345
  - Fire Department 250-753-7311
  - BC Ambulance Service 250-758-8181
  - BC Poison Control Center 1-800-567-8911
  - Scouter in charge 604-358-9929
  - Conservation Officer 1-877-952-7277
  - Nanaimo Correction Center 250- 756-3300
7. The nearest 24-hour Emergency Ward is located at Nanaimo General Hospital, 1200 Dufferin Crescent, Nanaimo, BC V9S 2B7, (250) 754-2141
8. The camp First Aiders will be Mike Tennisco and the Greater Victoria Area MedVents, for youth events the leaders are to ensure the youth are taking their medications according to the instructions. The designated first aiders are **not authorized** to prescribe any medications but can assist in giving medications. Each individual adult will be responsible for their own medications as needed.

9. Camp Caillet does **NOT** supply a full first aid kit and it is the responsibility of each group using the camp to supply their own First Aid Kit.
10. Emergency communications will be through a cell phone located with Karley Mathieson at 1-604-358-9929.
11. In case of an evacuation from the event areas, the gathering place will be as per instructions supplied by **Karley Mathieson** and relayed to the attendees upon arrival. In case of a full evacuation of Camp Caillet, the assembly area or gathering place will be at the front gate of the camp. A head count and vehicle check will be undertaken by the Course/Event Chief or Administrator as the camp is evacuated. Names and licence plates will be recorded upon departure. Once everyone is accounted for at the assembly area or gathering destination, parents can be call to collect youth. For youth events all leaders will be in attendance until all youth have been picked up. Evacuation will only take place if it is safe to do so.
12. All accidents and incidents shall be reported as stated in BP&P Section 13011. Also, the Course/Event Chief, Course/Event Administrator, and the Area Commissioner/ Group Commissioner or designate shall be informed at the earliest opportunity. A copy of the Emergency Plan, Participant and Scouter list complete with Emergency Contact Information and all Event Schedules are to be left with the Area Commissioner/Group Commissioner or designate. If the Area Commissioner Paul Frankcom 250-713-4128 is unavailable contact Area Alternate Casey Swanson 250-668-0983.
13. Copies of the Section/Event Schedules, Emergency/Action plan shall be left with the Area Commissioner/Group Commissioner or designate, Course/Event Chief, Course/Event Administrator.
14. An action plan, appended to the end of this emergency plan, will detail the actions of the training/event team after foreseeable incidents such as an injured person, lost candidate or staff member, and fire. Any other actions shall be decided by the Course/Event Chief and Administrator and appropriate action shall be taken with the aid of Trainers/Scouters as necessary. Also, a copy of the Emergency Plan and Action Plan shall be made available to candidates or trainers/group Scouters by request.
15. Participants and Staff sleeping locations will be clearly labelled and listed to assist in locating persons during the night. List of sleeping locations should be appended to the Emergency Plan.
16. Participants are asked prior to their arrival at camp and again at camp to let the Event team know if they are leaving the Camp for any reason.

# ACTION PLAN

## Camp Caillet, Biggs Road, Nanaimo

This action plan states the actions that should be carried out in case of the following emergency situations. Any emergency not listed below should be discussed with Event Administrator and Section Heads/Group Scouters, a plan developed and appropriate actions taken. If any of these actions are carried out, the Event Administrator, and the Area Commissioner or designate/Group Commissioner or designate shall be informed at the earliest opportunity.

### Minor Injuries

Each group will be encouraged to use their own first aid supplies for minor injuries within their own level of first aid training and not requiring additional first aid or medical attention.

### Seriously Injured Person

The designated first aider shall take control of the situation until additional medical personnel arrive. This person will:

- Assess the nature of the accident and the extent of the injury or injuries.
- Have someone inform the Event Leader and Administrator, the Area Commissioner/Group Commissioner, and the participant emergency contact as soon as possible.
- Direct other Scouters to call for appropriate assistance and to manage the crowd.
- Treat and/or oversee treatment of the casualty or casualties. This is to be continued until medical personnel arrive
- Document and report the incident
- Evaluate the accident for future consideration

### Fire

If the fire is small and can be readily extinguished, extinguish the fire. The Event Chief/Administrator need to be informed immediately. If the fire cannot be readily extinguished, then the following steps must be taken:

- Raise the Alarm “Fire, Fire, Fire” and pull any local alarms.
- Ensure the area is evacuated in a timely fashion
- The Group Scouter or their designate shall ensure all participants are accounted for and report same to the Event Chief/Administrator.
- Ensure that everyone is located at the safe gathering place designated in the Emergency Plan
- Dispatch a leader to call for appropriate assistance.
- Ensure that the Event Chief/Administrator and Area Commissioner/Group Commissioner or designate are informed immediately.
- Document and report the incident

### Emergency Contacts

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- Police 250-754-2345
- Fire Department 250-753-7311
- BC Ambulance Service 250-758-8181
- BC Poison Control Center 1-800-567-8911
- Scouter in charge 604-358-9929
- Conservation Officer 1-877-952-7277
- Nanaimo Correction Center 250- 756-3300

### Lost Youth or Adult

The adult in charge of the activity shall control this situation. With the assistance of the other Scouters and Participants, this person will:

- Ask the Participants if they know the location of the missing person (could the missing person have gone home... not dead gone home, but back to their house). Phone Home prior to calling RCMP.
- Immediately co-ordinate and conduct a local area search for the person, ensuring all of the other participants and Scouters are safe in a secure area. .
- If after five (5) minutes in the case of youth or twenty (20) minutes in the case for adult the person is not found, the Administrator is to be dispatched immediately so the appropriate authorities can be contacted, the RCMP.
- Ensure that the Area Commissioner and Group Commissioner or designate and the emergency contact of the missing person are contacted immediately.
- Ensure all remaining participants and Scouters are kept safe.
- Document and report the incident.

### Earthquake

British Columbia is in a prime earthquake zone. As such, the following should be carried out in the event of an earthquake:

#### If you are indoors: “DROP, COVER AND HOLD ON”

- Stay inside
- “Drop, Cover and Hold On”
- DROP to the ground (before the earthquake drops you!)
- Take COVER by getting under a sturdy desk or table, and
- HOLD ON to it until the shaking stops.
- If you can’t get under something strong, or if you are in a hallway, flatten yourself or crouch against an interior wall and protect your head and neck with your arms

#### If you are outdoors

- Stay outside and stay calm
- Go to an open area away from buildings. The most dangerous place is near exterior walls.
- If you are in a crowded public place, take cover where you won’t be trampled.

#### After an earthquake

- Once the shaking has stopped, move to the safe area as designated in the Emergency Plan
- Stay calm. Help others if you are able.
- Be prepared for aftershocks.
- Listen to the radio or television for information from authorities. Follow their instructions.
- The Administrator shall ensure all Scouters and Participants are accounted for and inform same to the Event Chief, who will be the emergency coordinator.

- ❑ The Event Chief and Administrator are to assess damage and make area is safe and secure and set up an emergency command centre.
- ❑ The First Aiders are to evaluate (triage) and deal with any casualties.
- ❑ The Administrator is to assist in the direction of activities and reassure participants in conjunction with any Scouters not assigned to other tasks.
- ❑ The Course/Event Chief will document and report the incident.
- ❑ If possible, contact families and ensure them that the participants are safe.

#### **Power Outage**

- ❑ Contact the John Burns Camp Committee Chair on 250-713-0030 for assistance.
- ❑ Inform Scouters and Participants and restrict movement to avoid injuries.
  - Course Chief and Administrator will determine if the event needs to be stopped.

#### **Propane Gas Leak**

- ❑ Get out of the facility.
- ❑ Do not smoke, light matches, operate electrical switches, cell phones or any other sources of ignition
- ❑ Turn off the gas at the source
- ❑ Contact the John Burns Camp Committee Chair on 250-713-0030 for assistance.

#### **Prisoner Escape from Corrections**

Camp Caillet is situated close to the Nanaimo Corrections Facility which houses only medium to low risk offenders who are not considered a risk to society. In the event of an inmate escape the following actions will apply:

- ❑ All leaders on site are to be notified & a roll call will be held for all on site.
- ❑ If a large number of youth are on site a perimeter patrol of leaders will be established.
- ❑ Smaller groups should aim to keep youth within a more controlled area with extra vigilance by the leaders.
- ❑ Any suspicious activity should be reported immediately using 911.
- ❑ Camp leaders should follow the directions of the local authorities conducting the search at all times.