

## Emergency Plan

Scouts Canada acknowledges its responsibilities in relation to emergencies or disasters which could have a threat to the health, safety and/or the well-being of participants. As well as the protection of property and the environment during the Central Escarpment Cuboree.

**Camp Chief and Site Services:** Chase Carreiro - 416-795-7445

**Safety Chief:** Dave Thouless - 905-483-4636

**First Aid Coordinator:** (Medvent Rep)

**Safety Coordinator:** (PoliceVent Rep)

Location of Blue Springs Scout Reserve (Blue Heron): 14014 6th Line Nassagaweya, Halton Hills, Ontario

The GPS Coordinates for Blue Springs are 43.613924,-80.086975

BSSR AED and first aid kits are located at the Camp Office in Ridley Lodge.

### Contact Person(s) for Camp Information Release:

If anyone comes, who is a non-participant at the camp, and requests information, please contact Safety Chief, Site Services Coordinator, First Aid Coordinator, Safety Coordinator or Camp Chief to speak with the individual. We are not to release any information about any of the participants or OOS at the camp. Refer to Section 10 for further details (FIPPA).

### Nearest Hospital:

Guelph General Hospital  
115 Delhi Street, Guelph, Ontario  
(519) 822-5350

Directions at the end of the document.

### Medical and First Aid:

Camp Head Quarters/Registration is located near the "Y" by the pump house. The Medical, Security and Site Services Teams will be located in this area.

The First Aid Team is to have a copy of emergency contact info for each participant. Medical/Security/Site Services Teams will inspect each of the Activity Zones for a Safety Assessment prior to the start of the Saturday activities, and modifications will be implemented as required. The Teams will report to the Safety Chief and Camp Chief on the status of each Activity Zones and adjustments to the Zones will be made accordingly.

### Ambulance and Fire – Calling 911:

All emergencies are handled by 911 service. If possible, a member of the Safety Team should be the person to call 911. Only ONE person should call 911. When placing your call please give the emergency gate number (see below) to the 911 operator. If you do not have a cell phone or cannot get a signal with your cell phone you can go to the Ranger's house to make the 911 call.

- **Main Camp Gate # 1** 14045 6th Line Nassagaweya
- **Ranger Entrance Gate # 2** 14009 6th Line Nassagaweya
- **Camp Blue Heron Gate # 3** 14014 6th Line Nassagaweya
- **Ebor Park Gate # 4** 14175 6th Line Nassagaweya

The Safety team must be notified of a 911 call immediately. Someone must be sent to meet the ambulance or fire truck at the gate. If an ambulance has been called, it will be directed to the meeting point. It is the responsibility of the Security, Medical and Site Services Teams to get the injured person to the Ambulance Meeting Point. First Aid Coordinator and Safety Chief to facilitate ambulance arrival. The Safety Team is to keep the area clear for ambulances.

Ambulance Meeting Point: Camp Head Quarters/Registration in the "Y" by the pump house.

Camp Ranger or Warden on duty will be notified that an ambulance has been called by the Safety Chief or Camp Chief.

### Local Emergency and Non-Emergency Contacts:

Emergency Service Type	Paramedic Service	Fire Department	Police Department
Name of Service	Halton Hills Paramedic Service	Halton Hills Acton Fire Station	Halton Regional Police Service
Emergency Number	911	911	911
Non-Emergency Number	905.825.4777	905.877.1133	905.825.4777
Nearest Station Location	39 Churchill Rd S Acton, ON L7J 2J5	39 Churchill Rd S Acton, ON L742J5	22 Main St S Acton, ON L7J 1X1

Other Emergency Numbers	
Poison Control	800.262.9017
Conservation Officer	800.268.6060
Public Health	866.442.5866 OR 311
Hospital (Georgetown)	905.873.0111
Hospital (Guelph)	519.822.5350

### A Method or Plan for Communications:

First Aid Team will have communications with each Team (Security, Camp Committee and Site Services).

**First Aid Team Radio Channel: TBD**

Safety Team will have communications with each Team (Medical, Camp Committee and Site Services).

**Safety Team Radio Channel: TBD**

Site Services Team will have communications with each Team (Medical, Security and Camp Committee).

**Site Services Team Radio Channel: TBD**

Anyone on the First Aid Team, Safety Team or Site Services Team can contact other Teams when needed. First Aid Coordinator, Safety Coordinator and Safety Chief to act as dispatch between each Team.

Please find the closest help in an emergency.

### Blue Springs Safety

Camp activities at Blue Springs Scout Reserve that Scouts Canada requires supervision are Archery and Low-Ropes. Both the archery range and low ropes have been designed by professionals. Each activity requires a trained person to run the activity. All equipment is checked before each activity.

Blue Springs Scout Reserve has a full time Ranger qualified in chainsaw operation and woodlot management to safeguard against dangerous trees in and around buildings and trails.

Blue Springs has a small creek and pond onsite but no water activities are permitted. There are emergency float devices in these areas.

### Hydration:

Dehydration is a huge risk when it comes to this camp. We would like to remind everyone to drink lots of water. There are many water stations located around the camp and they will all be labeled. If anyone complains of dehydration, have them drink water and a follow up is required with the First Aid Team. In cases of extreme dehydration, injured persons must be either brought to Camp Head Quarters or the First Aid Team must be called upon to respond. If the First Aid Team becomes involved, the First Aid Coordinator will update the Safety Chief.

### FIPPA; THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT:

The Freedom of Information and Protection of Privacy Act (1990) is a provincial legislation which provides protection of personal information and privacy of an individual against being shared with non-critical individuals. Under this act, we are not allowed to share any of the personal documents (ie. Medical Reports, Level 3 forms, etc) with anyone other than those expected. If

someone comes requesting the information, we are not allowed to share this personal information, unless it falls into one of the following:

It is requested for the use of an emergency by

- a. Camp Chief
- b. Safety Chief
- c. Safety Coordinator
- d. Site Services Coordinator
- e. First Aid Coordinators
- f. OOS Chief
- g. A Scouter on the Emergency Services Team
- h. Any Site Services Team member
- i. Or a delegate of those listed above
- j. A Scouter is collecting their forms after the camp has concluded, but a Site Inspection sheet must be collected
- k. Any Peace Officer, Medical Professional, or a delegate of a Medical Professional/Peace Officer

#### Medical Forms and Level 3 Forms:

Everyone in attendance to the camp (OOS, Scouters, Youth), must have accurate and updated Medical forms and Level 3 forms submitted upon registration at the camp. These Medical forms are to be submitted in a sealed envelope that will only be opened when needed. All Medical Forms and Level 3 Activity Forms must be in paper copy. Electronic copy will not be acceptable, and these forms must be submitted to receive the registration package. These forms must be collected at the conclusion of the camp by one of the group Scouters. This Scouter must hand in the Site Inspection Sheet to receive the forms.

#### Accident Reporting/Recording Procedures:

As per BP&P INCIDENT REPORTING PROCEDURE, all incidents will be reported by Scout Safe App (preferred) or by incident report form emailed to [safety@scouts.ca](mailto:safety@scouts.ca) within 48 hours (only paper forms if app is not accessible). See Safety Chief for incident report forms.

## Procedures for Emergencies:

The Emergency Services Team (Medical, Security and Site Services), has procedures in place to deal with the following situations:

- a. Evacuation
- b. Injuries
- c. Severe Weather
- d. Air Quality
- e. Missing Persons
- f. Mental Health
- g. Insect Stings/Bites
- h. Fire
- i. And more

### Evacuation Plan:

1. Evacuation will be facilitated by severe inclement weather or other hazards presenting the potential for harm to the camp participants.
2. Primary Evacuation point is the Blue Heron main parking lot at the camp entrance. 14014 6<sup>th</sup> Line Nassagaweya.
3. Groups complete a headcount in their subcamp areas and proceed to the primary evacuation point. If evacuation from the archery area is required, use the main road, and do not use trails as they may be slippery.
4. All Key Scouters have a list of their youth, and to confirm headcount.
5. Report headcount to Safety Team.
6. The Safety Team is to coordinate evacuation to Kiki on the Blue Springs side of camp from the parking lot evacuation point. Evacuations will be to multiple locations on Blue Springs side of camp and everyone will be placed in multiple safe locations to accommodate the number of participants. Each Activity Zone will have specified evacuation locations on the occasion of a surprise weather event.
7. Please see the Severe Weather Plans section for more information.
8. The evacuation is to be facilitated by the Safety Coordinator and the Safety Chief.

### Injuries:

All injuries need to be assessed by the First Aid Team. This is to ensure proper treatment and follow up. When responding to an injury;

- a. Call for help. Medical, Security and Site Services should be responding.
- b. Collect the information of the injured person and anyone who is connected to the injured person (ie. Scouter, Parent, youth, friend)
- c. Secure the scene. Ask bystanders to step back or keep them moving
- d. Once medical arrives, collect statements from witnesses and have them make a witness statement (name, group, timeline and sign)

## Severe Weather Plans:

In the event of severe weather, there are 4 levels to be followed. Each level outlines the plans and procedures that are to be followed in case of weather. The Site Services, Security and First Aid Coordinators, along with the Camp Chief, will constantly be monitoring the weather and decide what level they implement when needed. As the levels increase, the lower level closures are included.

### Level 1 (Minor): Light/Moderate Rain, Light Wind

- Water Activities Closed

### Level 2 (Medium): Moderate Rain, Moderate Wind

- Further Activity Areas closed, Activity Areas near fields still operating

### Level 3 (Severe): Heavy Rain, Strong Winds (Thunderstorms)

- All Activity Areas Closed
- Seek Shelter (Shelters can be Marquis Tents, Chickadee Pavilion or Robin/Swallow/Mallards Cabins)

### Level 4 (Extreme): Heavy Rain, Extreme Wind, Tornado Possible

- Everyone will be directed to shelters on the Blue Springs side for shelter until the storm passes

## Air Quality

In the event of air quality concerns (example wildfires), there are 4 levels to be followed. Each level outlines the plans and procedures that are to be followed in case of air quality concerns.

1. Hourly monitoring (Environment Canada, Milton):  
<http://www.airqualityontario.com/aqhi/today.php?sites=44029>
2. If Air Quality Index is:
  - 1-3 **GO**: All operations as normal
  - 4-6 **MONITOR**: Emphasize breaks and hydration
  - 7-10 **REDUCE**: Physical exertion at activities to be reduced, enforce mandatory rest times and hydration breaks
  - 10+ **STOP**: all activities will be stopped, everyone must return to their site
3. If at a high level early in the day, possibly shift schedule and extend lunch break. The trend looks to be that air quality is the worst from lunch to dinner.
4. If extreme, vacate camp Saturday night to reduce exposure.

## Missing Person(s):

For missing person(s), please inform a member of the Safety Team, First Aid Team and Site Services Team so we lose less time. Also, please answer all the questions asked by the Safety Team as it will assist in the search. If required, groups will return to their site and remain in place until notified by the Safety Team.

## Mental Health Emergencies:

The Site Services Team and First Aid Team has been prepared to deal with a mental health emergency.

1. Immediately call for Safety Chief and/or First Aid Coordinator
2. Don't argue with the individual
3. Make them comfortable
4. Ask if they want to be moved to a quieter place to talk
  - i. If yes, move to Camp HQ or one of the cabins (inform Coordinators)
  - ii. If no, ask how you can make it more comfortable
5. When Coordinators arrive, provide them with assistance as they take lead

## Insect Stings/Bites:

The First Aid Team must be contacted immediately upon the report of a sting or bite. First Aid Coordinator to update Safety Coordinator and Safety Chief in the case that more severe medical services are required. At all times, the Safety Chief should be updated with the status of the injured person.

## Fire Emergency (Uncontrolled Fire):

All fires must be approached the same way. The following steps will help to ensure safety for those in the area, those responding and the property on fire or other property in the surrounding area.

- a. Assess the environment
- b. Who is around?
- c. What is on fire? (highlighted is most common at camp)
  - i. **Class A: Common Combustibles** (ie. Paper, wood, textiles)
  - ii. **Class B: Flammable Liquids and Gases** (ie. Gasoline, NAPTHA)
  - iii. Class C: Electrical Equipment (ie. Phones, electronics)
  - iv. Class D: Combustible Metals (ie. Lithium, magnesium)
  - v. **Class K: Cooking Media** (ie. Cooking oil, fats)
- d. Where is the closest fire management equipment?
  - i. Water
  - ii. Fire extinguisher
- e. Does the fire department need to be called?
- f. Clear the area from people who do not need to be there (anyone but Emergency Services Team members)
- g. Call for assistance
- h. If fire is small enough, use an extinguisher to put it out
- i. Care for injuries, if any have occurred
- j. Record all important information in regards to the situation
- k. Write a report

## How to Put Out a Fire:

Each class of fire requires a different method to extinguish the flames. However, Class A, B and C fires can be put out using an ABC Fire extinguisher. Fire extinguishers can be found on the Site Services golf cart and at Camp Head Quarters. How to extinguish the following fire classes:

- a. Class A Fire: Common Combustibles
  - i. ABC Fire Extinguisher
  - ii. Water
- b. Class B Fire: Flammable Liquids and Gases
  - i. ABC Fire Extinguisher
- c. Class C Fire: Electrical Equipment
  - i. ABC Fire Extinguisher
- d. Class K Fire: Kitchen Oil and Fats
  - i. Class K Fire Extinguisher
- e. How to properly use a fire extinguisher to protect yourself and others. Remember PASS.

**P** - Pull the Pin

**A** - Aim at the Base of the Flames

**S** - Squeeze the Trigger

**S** - Sweep Side to Side

## Active Shooter:

- a. Contact 911 immediately.
- b. If it is safe to do so, take cover in a concrete building, try to avoid wooden structures if possible.
- c. If you cannot seek shelter, evacuate into the surrounding area and keep low to the ground.
- d. Follow all directions of the police and ambulance services.

## Seeking Shelter:

- e. Two (2) long blasts from the Air Horn will signify the need to seek shelter. Camp Staff will be informed of the current Safety Levels and Safety Level Sheets will be posted around the camp.
- f. Please consult Camp Staff with any questions. Safety shelters are outlined under Safety Level 3 in the Severe Weather Section. The Safety Coordinator and Safety Chief to facilitate.

## Directions to Nearest Hospital (Guelph General Hospital):

- a. Turn left out of Blue Heron (1.0km)
- b. Turn left onto ON-7 (5.6km)
- c. Turn left onto Alma Street/ON-7 (5.6km)
- d. At the roundabout, take the 2nd exit to stay on ON-7 (3.7km)
- e. Turn right onto Elizabeth Street (1.4km)
- f. Turn right onto Stevenson Street (1.4km)
- g. Turn left onto Eramosa Street (750m)
- h. Turn right onto Delhi Street (550m)
- i. Guelph General Hospital will be on the right side