

Emergency Response Plan

80th Anniversary Celebration and OAS Day

Everton Scout Camp

June 22, 2024

Location: 5286 7th Line, Guelph/Eramosa - , ON N0B 2K0

Coordinates: 43.655753, -80.149046

Mailing Address: RR #4, Rockwood, Ontario, N0B 2K0

Camp Web Page: <https://grproperties.scouter.ca/camping#everton>

Map to the camp: <https://goo.gl/maps/PCjy9KydV4SzyXgV9> Map of the camp:

<https://grproperties.scouter.ca/camping?view=article&id=2&catid=11>

Muster Points: Scout Entrance Parking Lot for Scout Side

Ladies Lodge for Cub Side

Mid Point Muster Points: Scout – Activity Pavillion, Cub – Cub Campfire

This Document will include:

Emergency Information

Address of local Hospitals

Camp Committee Information

First Aid Information

Procedures

Policies

Emergency Information:

Police/Fire/Ambulance: Dial “911” mention Cub Barn (top of hill) or Scout Entrance (bottom of hill)

Drug & Poison Information Centre: 1-800-268-9017

Address of local Hospitals:

Directions to Hospitals near camp:

https://grproperties.scouter.ca/images/everton/hospitals_near_camp_everton.pdf

Guelph General Hospital 115 Delhi Street, Guelph

Phone: (519) 822-5350

Map to the Hospital: <https://goo.gl/maps/V4aC3YhyQojnvUtK9>

Georgetown Hospital 1 Princess Anne Dr, Georgetown

Phone: (905) 873-0111

Map to the Hospital: <https://goo.gl/maps/owTK5Dpev5Bov7LJA>

Camp Committee Information:

Role	Name	Phone Number	E-Mail
Camp Chair	Andrew Wyszynski	519-221-7441	wyszynski@gmail.com
Camp Ranger	Ken Coyle	519-781-2331	campevertonkc@gmail.com
Camp Ranger	Steven Coyle	226-978-7569	juniorbee1@gmail.com
Program Team	Jennifer Levitt Birdsall	226-749-1969	jennlevbird@gmail.com
Program Team	Jennifer Kruitkof	519-616-0374	guiderjen@hotmail.com
Program Team	Sheldon Leamen		rsleamen@rogers.com

First Aid Information:

Location of First Aid Kits	Wheeler Lodge Lion's Lodge Lion's Lair Cabin Grand River Lodge Greenwood Cabin Work Shed Ranger's House Kumpf Cottage Cliff Cabin Heasley Hut
Location of AED's	Wheeler Lodge
Location of other First Aid Materials	Back board: Pool House Stretcher: Cub Barn, and Camp Masters Cabin
Responsible for restocking materials	Rangers

Procedures:

1. In the Event of an emergency the following procedures will be followed:

The most qualified person available takes control until medical personnel arrive. There will always be at least one first aid qualified Scouter on site. This person will:

1. Assess the nature of the incident and the extent of the injury or injuries.

2. Direct other Scouters to call for appropriate assistance and to manage the crowd.

- In cases requiring serious medical attention, EMS will always be called. Scouters will not transport youth away from the site unless safety/emergency requires. EMS will not be called for minor injuries / first aid and non-life-threatening injuries (such as sprains, unless other conditions necessitate: e.g. Youth:Scouter ratio).

- Minor injuries (such as scratches, bruises, minor cuts, stings, or potential minor bone breaks) will be dealt with by first aiders as required.

3. Treat or oversee treatment of casualty/casualties; this continues until medical personnel arrives.

4. Document and report the incident. Use the Scouts Canada Incident Report Application

2. Activities where No Scouters are Present

- In the event of activities where no Scouters are present, the youth will discuss expectations in advance with their Scouters. This will include outlining how responsibilities shift when there are no Scouters present.
- There will still be a designated Scouter in Charge for events with youth under 18. This Scouter will be the main contact point in the event of an emergency and will be responsible for ensuring that all Policies, Standards and Procedures are being followed.
- First aid regulations still apply, and a youth will be designated as the first aider. It is recommended that there be a second first aider designated as well, and this is required when there are more than 25 people present.
- Youth will be briefed on emergency procedures, including evacuation plans. Youth must be familiar with the Emergency Response Plan.
- Youth will need to ensure that they have all of the appropriate equipment and paperwork

3. Communications

- In most situations, cell phones will be used
- Landline phones are located in Wheeler Lodge, Rangers House and Pool House
- In the case of no or limited cell phone coverage (near cliff), Scouters will plan for the nearest route back to the main roads to get communication for help
- A communications plan should include any third parties that need to be informed if an incident occurs (e.g. Camp Master).

4. Evacuation Plan

- Evacuation Plans will include exit routes and alternate exit routes, muster points and procedure to contact emergency services.
- Muster Points are listed above and labeled at the camp

Policies:

1. Emergency Repair Kits

- a. Are located in Program Material Area and in Work Shed, please contact Camp Master.

2. Risk Identification and Management Plan

- a. The Camp Committee will keep a running list of risks and plans to mitigate those risks.
- b. Camp Volunteers and Renters will be responsible for reporting risks and damage to the Camp Committee as soon as noted.
 - i. https://scoutsca.s3.amazonaws.com/2022/11/1306_pgm_hazard-id-en-fill.pdf
- c. Camp Committee, Camp Volunteers and Renters are responsible for housekeeping and keeping all areas in proper working order and cleanliness.

3. On-site Programming

- a. Programming provided by Camp Volunteers will adhere to the Safety Standards for all Sections,

First Aid Standards, Adventure Standards, Firearms and Weapons Standards, Property Standards, Camping Facilities Standards, Safety Equipment Standards and following the Emergency Management Standards.

- i. <https://scoutsca.s3.amazonaws.com/2022/09/safety-standards-beaver.pdf>
 - ii. <https://scoutsca.s3.amazonaws.com/2022/09/safety-standards-cub.pdf>
 - iii. <https://www.scouts.ca/resources/bpp/policies/safety-first-policy.html> iv. <https://www.scouts.ca/resources/bpp/policies/first-aid-standards.html>
 - v. <https://www.scouts.ca/resources/bpp/policies/adventure-standards.html>
 - vi. <https://www.scouts.ca/resources/bpp/policies/firearms-and-weapons-standards.html>
 - vii. <https://www.scouts.ca/resources/bpp/policies/property-standards.html>
 - viii. <https://www.scouts.ca/resources/bpp/policies/emergency-management-standard.html>
 - ix. <https://www.scouts.ca/resources/bpp/policies/camping-facilities-standards.html>
 - x. <https://www.scouts.ca/resources/bpp/policies/safety-equipment-standards.html>
- b. Programming provided by a Section, Group or Council that doesn't meet the criteria of an Event will adhere to the standards above.
- c. Programming provided by Event Volunteers will adhere to the standards above and Event Management
- i. <https://www.scouts.ca/resources/bpp/policies/event-standards.html> ii. <https://www.scouts.ca/resources/event-management-playbook/home.html>

4. Firewood

- a. Everton Scout Camp Committee has a policy that firewood should not be brought to camp due to the possibility of transfer of local infections to the Everton Forest that might infect our Camp and the adjoining Conservation Authority woodlands and the County Agreement Forest. Firewood must not be brought to Camp Everton under any circumstances from the region of Greater Toronto or from Tri-Shores region. Firewood from those regions may be infested with Emerald Ash borers or Asian longhorn beetles.
- b. Firewood is available at Camp Everton for \$30 per load. Cash

5. Equipment

- a. Camping equipment such as tents, shelters and stoves/lanterns – propane, naphtha, mixed gas used for program delivery are allowed at Camp Everton
- b. Propane heaters are not allowed in permanent structures, heaters using other fuels are not permitted.
- c. Fireworks, fuels other than listed in a. are not permitted on camp property
- d. Program equipment such as mountain bikes or wagons are permitted on camp property. Any equipment that is gas or electric powered is not allowed on camp property
- e. Equipment rented or used from Camp Everton will be kept in good working order by Camp Committee, Camp Volunteers and Renters.

6. Participants

- a. Registered Participants - Participants' contact and basic medical information is available online at MyScouts.ca. Digital access to all participant medical and emergency contact information via MyScouts on mobile devices.

- b. Non Registered Participants - Any non-registered participants are required to submit a hard copy "Physical Fitness Certificate for Non-Members" which is to be collected upon arrival.
- c. Covid - All attendees at Camp Everton will follow local Health Department and Scouts Canada directives.

Risks:

Hazard

Mitigation/Preparation to Prevent or Minimize Damage

Major Health Event: Heart Attack,

1. All precautions will be taken to ensure a safe and welcoming Scouting Stroke, Allergic reaction leading to environment (e.g., making Scouts a nut-free zone, taking safety into critical condition account when planning all activities).
2. Second Scouter in charge will temporarily take over the event if primary Scouter is required to tend to any major incident.
3. AED machines will be available if needed
4. All Scouter participants are removed from the situation to allow first aiders to work and to give the injured party privacy.
5. Emergency contacts will be called until reached.

Minor Health Event: Sprains, Minor Cuts & Burns and Concussions

1. First Aid will be performed as appropriate by designated First Aiders
2. Emergency services will be contacted as appropriate
3. As appropriate, the Scouter in charge will assign two Scouters to take the injured party to the nearest hospital.
4. Emergency contacts will be called until reached.

Fire

1. Emergency Procedure will start at first sign of fire outside designated fire areas. (eg. Not in a fire pit or fire place)
2. Whistle will be blown loudly 3 times and participants will be asked to proceed to exit toward the muster points.
3. Emergency Services will be contacted immediately if needed.
4. Emergency contacts will be called until reached if required
5. Confirm all attendees to Camp Everton are accounted for. Report missing attendees to Camp Chief immediately.

Earthquake

Same as for Fire.

Intruder

1. Camp Ranger, Camp Masters, Camp Chief or Camp Volunteers will talk to intruder and ask them to leave and call police emergency services if required.
2. Participants will be notified if there is a safety concern.
3. If there is any potential for danger (e.g. an aggressive intruder), the Camp Chief or Camp Volunteer will call 911 while the rest of the Scouters move the youth to a safe area

Evacuation Plan

1. Whistle will be blown loudly 3 times and participants will be asked to proceed to exit toward a muster point.
2. If required, a call will be made to report the emergency to 911.
3. Emergency contacts will be called until reached if required.
4. It will be confirmed that everyone has evacuated from the area, all attendees are at a Muster Point and any injuries/missing persons will be reported via the Scout Safe application.

Missing person

1. Determine the time and place where the person(s) was last seen.
2. Check the facility and surroundings, focusing on areas where the attendee is most likely to be.
3. Check areas that may pose a hazard (on the street, waterfront/ pools, rock cuts, etc.).
4. Assign someone to remain with the group. Assign as many available adults to assist with checking high likelihood areas.
5. Establish a firm timeframe to report back to rest of group (no more than 20 mins).
6. Establish a timeframe for follow-up with emergency contact.
7. Contact authorities if your efforts to locate the missing person(s) has not been successful.

Activities:

Tents, Knots and Shelters

1. Participants will be shown and demonstrated how to set up tents/shelters/knots by those delivering program.
2. Participants will be asked to identify hazards and risks for their chosen spot for shelter building.
3. Participants will be instructed to use sticks/tent poles as tools and not toys, swords etc.
4. Any tripping hazards will be identified and taken away if possible.
5. Guylines will be identified so that they are seen and make pegs hammered in not sticking

Fire

1. Activities will be introduced with safety in mind and will be closely monitored.
2. Will be carefully taught first by those delivering program, well supervised, first aid kit and first aider on hand.
3. Participants will be instructed to report any injuries to Facilitator and 1st Aider, in case monitoring is required.
4. Rules and safety instructions will be discussed before starting any activities.
5. Risk of burns from matches and lighting fires. Cold water and 1st Aid kit at activity
6. Walking around will not be allowed to reduce risk of tripping
7. Fire extinguisher near stoves and lanterns in case of fire

Activity:

hiking

1. Site to be checked prior to participants using to identify and reduce tripping
Map and Compass, Geocaching, hazards
2. All participants required to wear shoes.
3. Reminder to wear bug spray and check for ticks(Spring/Summer & Fall)
4. Reminder to utilize buddy system
5. Instruction provided by those delivering program.

80th Celebration and OAS Day

80 th Celebration	Wheeler Lodge Field	- Allowing the public to attend Celebration, BBQ Fundraiser and Celebration Campfire
BBQ Fundraiser	Wheeler Lodge Field	- Wellington Gilwell Kitchen with large Camp Chef Stoves and industrial BBQ – barricade off the kitchen to all participants and only allow Volunteers to enter outdoor kitchen
Create a Shelter	Anywhere, field by Activity Pavilion	Risks when making a shelter from tarp and spar: - Ensure wide area when using a spar, as to not hit anyone behind or beside with the spar if Participant swings around
Geocache	Around the Camp	Risks during Geocaching: - All participants must wear hiking appropriate food wear All participants must follow the coordinates on the sheets provided
Fire Lighting	Session location	All precautions are taken when lighting fires in session: - Follow instructions given by instructor
Archery	Archery Range	Risks during Archery - Follow all posted and verbally told rules of the Range - Follow all instructions from the Range Line Security Officer - Go during your slotted time to reduce the amount of people in the area
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Star Gazing	Jamboree Field	Risks during Star Gazing: - Be careful of equipment being used Watch where walking, don't walk while looking up
Campfire	Formal/Informal Campfire	Anyone attending the Event Campfire must sit in a circle (many layers deep if needed) around the fire pit and not enter into the circle. All participants must sit in the camp chair they brought or logs at campfire circle during campfire unless asked to stand for a song or skit.
Drop off	Scout Entrance Parking lot	There is no all day or over night parking in this parking lot, this parking lot is for drop off only. Any Scouter staying for the day or over night must park at the cub entrance parking lot.

		Parents drop off their Youth at this point and not attend with them to the designated sleeping areas.
Pick Up	Scout Entrance Parking Lot	Parents picking up participants will wait in the parking area for their youth and not park and walk to find their youth. Scouters/Guiders will have the youth up at the parking area off to the field above the parking lot waiting for the parents by 10:45am. All Scouters/Guiders will give their cell phone number to the parents for communication while parents wait in their cars for their Youth.

Version:

Version:	Created/Updated by:	Notes
1.0	Jennifer Levitt Birdsall	Created for 80 th Celebration and OAS Day June 2024