

EMERGENCY RESPONSE PLAN

Carp Fairgrounds, 3790 Carp Rd. Ottawa, ON KOA 1L0

Identification, Contact and Medical Information

- 1) **Shauna Cavanagh** shall keep Member Detail Forms for members and Physical Fitness Certificates for Non-Members on hand in a clearly labelled package.
- 2) **Shauna Cavanagh** shall carry a paper or downloaded version of this plan, the [Beaveree-Cuboree Risk Management and Emergency Response Plan](#) document and a current Emergency List with contact numbers and medical, allergy and diet requirements for the section members.
- 3) Shauna Cavanagh shall be responsible for taking attendance and headcounts throughout the event.
- 4) The allergies on the emergency list shall be reviewed by all Scouters before the event.

Emergency Phone Numbers

	Phone Number	Additional Information
Ambulance	911	Carp Fairgrounds 3790 Carp Rd. Ottawa, ON
Fire Department	911	
Police	911	
Almonte General Hospital	(613) 756-2500	75 Spring St., Almonte, ON

Key Contacts

Role	Name	Contact
Non-emergency Police	OPP	(888) 310-1122
Section Scouter-in-Charge	Shauna Cavanagh	613-293-3017
Group Commissioner	Cameron Steadman	613-276-7199

Emergency First Aid

- The section's designated First Aider is: **Shauna Cavanagh**
- An emergency first aid kit will be with the section at all times at the activity and will be carried by the section's designated First Aider.
- The Event provides additional First Aid teams.

Accident, Near Misses, Injury and Property Damage Reporting

For emergencies:

- 1) Alert a member of the Event Team to the emergency or to summon a First Aid team
- 2) The Event Team shall provide instructions to the section in the event of an emergency, and contact emergency services if necessary.
- 3) Notify parent

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- 4) An *Incident Report Form* will be filled out by the Event Team and a member of the section.

Communication Plan

Prior to the Adventure

The Scouter Team shall review the [Prep Notes for Scouters](#), this plan and the [Event's Emergency Response Plan](#) and other information provided on the event website prior to the event. Relevant information is passed to attending families and a list of clothing and gear needed for the day is provided to parents.

Within the Adventure Group

Event Team members are responsible for communication between sections. The Event Team conducts a safety briefing at the Opening Ceremonies. In addition, the Scouter-in-Charge reminds youth about:

- Staying together on the way to opening, and throughout the day.
- (Beavers) not leaving the ring surrounding the Activity Rotation area

Outside the Adventure Group

The Scouter-in-Charge or a delegate, if deemed necessary, will communicate with participant families by Friday February 6th.

Following the Adventure

The Scouter-in-Charge shall inform the Group Commissioner that the event has concluded with or without incident.

Risk Management

Parents attending event – prior to or at the start of the event, parents will receive an expectations discussion, including reminder of the Two Scouter Rule. At the start of the event, the role of the parents will be explained to the youth.

Infection – participating families will be reminded that participants are to self-screen prior to arrival.

Improperly Dressed - Youth shall receive instruction prior to the event about how to properly layer for cold weather and to avoid getting wet. Youth are instructed to pack extra mitts and socks. Youth will be inspected upon arrival for the wearing of required clothing, and parents contacted should required clothing be missing and not on hand.

Cold Youth –Participants will be closely monitored during outside activities for signs of discomfort from cold. Should warm-up be required, the youth will be escorted by 2 Scouters to the warming fire or the heated building on site. The Scouter team will bring extra youth-sized mitts, gloves, toques and neck-warmers.

Hypothermia/Frostbite/Frost nip – Scouters shall watch for signs, and summon a first aid team if hypothermia or frostbite/frost nip is suspected.

Hygiene – Participants are encouraged to wash/sanitize their hands before eating and after using the bathroom.

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Dehydration – Scouters shall remind participants to bring water bottles, to keep them warm, and to use them periodically, particularly during periods of moderate or greater activity. The Scouter team will bring one or more extra water bottles, in case one is forgotten or lost.

Frozen Water – Youth shall receive instruction prior to the event about how to keep their water bottles from freezing.

Lost Youth – Prior to the event, Youth are instructed to wear their Group's necker. During the event, youth are informed that if they get lost, they are to look around them for someone they know, or a member of the Event Team, wearing a safety jacket. Beavers are instructed not to leave the ring surrounding the activity area. A headcount is taken prior to the section moving from one location to each other, including between each activity.

Sunburn – Youth are reminded occasionally during the event to apply sunscreen.

Food Allergies – the Scouters shall review the section's food allergies prior to the event, and ensure that any provided food is compliant, or if individually self-sufficient, that families are informed about foods that could cause anaphylaxis in a member.

Leave No Trace – Youth are informed of the zero-landfill aim of the event. The Scouter-in-Charge or delegate will bring a means of packing out any of the section's waste.

Burns from fire – Scouters shall discuss fire safety practices with participants prior to and at the event. Burns will be treated with First Aid.

Lost Gear – a member of the Scouter team shall bring a sled to carry youth backpacks and other section gear.

Outdoor Kitchen

Gear Malfunction – prior to the event, cooking gear will be inspected for good repair and tested for good operation.

Burns – the cooking gear shall only be operated by an adult who the Scouter-in-Charge knows is familiar with its safe operation.

- Youth are not permitted in the outdoor cooking area during this event.

- Hot water is not ladled out to youth. It is carried into the indoor dining area in a thermos, not an open pot.

Emergency Response Plans

Emergency Responses shall follow those found in the Event's [Emergency Response Plan](#).

A member of the section shall notify a member of the Event Team when:

- Any member of the section dials 911.
- a dangerous animal is encountered
- an intruder is spotted
- a youth becomes lost, and is not found after a quick search of the immediate surroundings
- an outdoor fire becomes beyond control
- a fire is spotted indoors

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Early Pickup / Site Evacuation

If pickup arrangements need to be changed due to the event being truncated or a site evacuation takes place, the section will:

- a) the Scouter-in-Charge or a delegate will email all parents using ScoutsTracker (assumes network service is available during the emergency)
- b) the home contact will be notified of the situation using a landline phone (if mobile service is not available).