

Emergency / Action Plan
for Odawa Area Winter Beaveree-Cubaree 2012

Emergency Action Plan Purpose:

This plan identifies the safety precautions that shall be employed by the Odawa Area in conducting a category 2 (yellow) activity. This plan identifies the actions to be taken in the event of an accident, lost youth member, or any situation that may jeopardize the safety of any participant who is involved with this activity.

ACTIVITY INFORMATION

Section:	Colonies from various Groups in Odawa
Activity:	Outdoor fall activities and indoor activities
Attendance:	Approximately 50 beavers, 50 Cubs. 60 leaders and parents
Leader in charge:	Sherri Eustace Home: 613-834-0181 Cell: 613-222-4452
Activity category:	Category 2: YELLOW
Date:	February 4, 2012
Location:	RJ Kennedy Centre, 1115 Dunning Road, Cumberland, 613-833-2375
Time:	9:30 AM – 3:00 PM
Hospital:	Children's Hospital of Eastern Ontario (CHEO) 613-737-7600 Montfort Hospital 613-746-4621
Emergency:	911

Event Coordinator: Sherri Eustace 613-834-0181

Date: February 4, 2012

Identification of Key camp personnel

1st Aid Personnel

First Aid personnel MUST carry ‘current’ first aid certification from a recognized course and have access to a first aid kit suitable to the activity described

- Leader with 4th Orleans (Darin Bertrand)

Weather Precautions

The leader in charge shall check the weather forecast 48 hours prior to the activity and:

- Inform the participants to wear clothing that is suitable to the activity, weather and time of year

On the evening before the activity a final check of weather shall be made and an appropriate decision to continue or cancel the activity shall be made.

- For example: Poor driving conditions, freezing temperature and/or freezing rain

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Paperwork Requirements

Required Paperwork

The **leader in charge for each individual Section** shall ensure that the following paperwork has been collected:

Section Record keeping

- Attendance record for arrival and departure of the activity site

Mandatory Scouts Canada Paperwork

- Youth Participant Enrollment form, as this includes Fitness and Consent information.
- Adult Application for Membership form, as this includes Fitness and Consent information
- Individual Hold Harmless form (signed) for all non-registered youth attending this event
- Fitness certificates for all participants who are not registered with Scouts Canada

Safety and Security at the Activity Location

A site visit shall be conducted at least one week to 48 hours prior to this activity taking place. The purpose of the visit is to determine whether the activity location remains suitable for your planned activity. For all activities, **the leader in charge of each Section** shall follow these guidelines:

- To ensure maximum safety of the youth, the leader in charge of each Section shall perform frequent headcounts of all youth and adults at the start, middle and end of the activity.
- The gathering and departure points at the activity site does not place the safety of the youth in jeopardy
 - o Example: busy parking lot, area of high road or public traffic

Public Security

- All “Out of bound” areas are clearly communicated to the youth and parents and that a boundary perimeter shall be set around the youth

Youth are to remain within the boundary limits that are set by the Scout leadership team

That all youth shall not engage in any conversation with a member of the public that is not connected to the outing and are to report any such contact to a parent and leader immediately

All youth are to remain in line of sight of Scout leaders at all times.

The Leader in charge shall ask other Scout leaders and parents to keep careful watch on other members of the public in the event that they participate in the activity with the Scout youth

Site Safety

- The leader in charge of the activity shall review the activity site prior to the start of the activity to ensure that there are no last minute changes which would jeopardize the activity.
 - Examples would include Flooding of trails, road works or similar public hazard which places the youth at risk, another activity being present at the time of the planned scout activity, etc...)
- If the activity is outside, ensure that a boundary perimeter is setup around the youth and that any

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water hazards are clearly highlighted

Identify site Rules and Regulations

- Beaveree-Cubaree participants are asked to stay away from the hockey arena.

Protocols for Incidents

The leader in charge of the activity will follow one these protocols in the event of an accident or incident

Incident requiring Professional Medical services to come to your site

1. Contact emergency services using number 911 and provide the following information:
 - Provide location of the activity
 - Name of leader in charge
 - A description of the incident and the number of people requiring medical attention
2. Notify the person who is identified as the contact person for the person(s) who are in distress
3. Obtain the fitness form for the person who is injured and have this available when medical services arrive
4. One leader follows person to hospital
5. Determine whether activity should continue
6. Complete the incident report in triplicate and complete any “First Aid Kit” usage

Incident requiring transportation of personnel to Medical services (clinic or Hospital)

1. First aid person provides assistance
2. Notify the person who is identified as the contact person for the person(s) who are in distress an
3. Obtain the fitness form for the person who is injured and have this available when medical services arrive
4. Transport the person to hospital or a medical facility keeping two leader ratio
 - *NOTE: Two deep Leadership rule applies with the both the person being transported and the youth remaining. If Leader ratios cannot be maintained, re-evaluate need to contact emergency services.*
5. Stay with person until their contact person arrives
6. Complete the incident report in triplicate and complete any “First Aid Kit” usage

Incident requiring aid from First Aid provider

1. First aid person provides assistance
2. Notify the person who is identified as the contact person for the person(s) who are in distress an
3. Complete the incident report in triplicate and complete any “First Aid Kit” usage

Protocols for Police or Fire incidents

1. Contact emergency services using number 911 and provide the following information:
 - Provide location of the activity
 - Name of leader in charge
 - A description of the incident and whether professional services are required
2. Complete the incident report in triplicate and complete any “First Aid Kit” usage

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Protocols for Missing Youth/Adult

You must follow the stated procedures in the event that a person goes missing from your activity.

Protocol to reduce the risk missing participants

1. A Head count of all participants shall be conducted at the start, middle and end of the activity
2. Parents/Guardians and other leaders are instructed to set perimeters around the youth to avoid a youth wandering off
3. Parents/Guardians shall be instructed to notify the leader in charge of the Section if they depart early.

Protocol for outdoor activities

1. Leaders gather all youth and adults together and perform headcount to determine the number and names of the missing persons
2. Take note of time
3. Setup search parties and search the activity area and retrace steps – take note to leave enough leaders/parents to maintain ratio with other youth
4. Where necessary use FRS radios / cell phones to communicate between leaders during search
5. If missing youth is found within 30 minutes, determine what happened and determine if activity should be terminated
6. If missing youth is not found after 30 minutes, contact emergency services as follows:
 - Call 911
 - Describe incident and number of missing personnel
 - Request assistance
 - Abandon activity, call parents and ask for pick of youth
7. Complete an incident report in triplicate

Protocol for indoor activities

1. Leaders gather all youth and adults together and perform headcount to determine the number and names of the missing persons
2. Take note of time
3. Notify member of staff at the indoor location that someone is missing
4. Broadcast on the page system the name of the missing participants and provide instructions for them to go to a known location or to ask a member of staff for help.
5. Start search and use FRS radios / cell phones for communication if need be
6. If missing youth is found within 30 minutes, determine what happened and determine if activity should be terminated
7. If missing youth is not found after 30 minutes, contact emergency services as follows:
 - Call 911
 - Describe incident and number of missing personnel
 - Request assistance
 - Abandon activity, call parents and ask for pick of youth
8. Complete an incident report in triplicate

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Protocols for Emergency Contact procedures

In the event that an activity has to be canceled at short notice or terminated early, the following procedures are to be followed:

- Leader in charge of the activity shall call the parent/guardian (s) who are identified as the emergency contact and ask the parent to immediately come to the activity location and pick up their child

In all cases, the leader shall provide directions to the site where the activity is taking place.

Walk in Clinics

- **Orleans Urgent Care:** 100 Promenade Place d'Orleans, Orleans ON, 841-5386

1. Head northwest on Dunning Rd/Regional Road 35 toward Market St 600 m
2. Turn left at Old Montreal Rd/Regional Road 34 350 m
3. Take the 3rd right onto Cameron St/Regional Road 35 190 m
4. Take the 1st left onto Regional Road 174/Regional Road 174 W (signs for ON-17) Continue to follow Regional Road 174 W 9.4 km
5. Take the Champlain Street exit toward County Road 84/Place d' orléans Drive/County Road 39/Orléans 500 m
6. Turn left at Champlain St (signs for county Road 84 S) 220 m
7. Take the 1st left onto Place D'Orléans Dr (signs for Regional Board 174 E) 140 m

Directions to nearest Hospital

- **CHEO** - 401 Smyth Road, Ottawa ON, 737-7600

1. Head northwest on Dunning Rd/Regional Road 35 toward Market St 600 m
2. Turn left at Old Montreal Rd/Regional Road 34 350 m
3. Take the 3rd right onto Cameron St/Regional Road 35 190 m
4. Take the 1st left onto Regional Road 174/Regional Road 174 W (signs for ON-17) Continue to follow Regional Road 174 W 20.1 km
5. Keep right at the fork, follow signs for ON-417 E/Cornwall/Montreal and merge onto ON-417 E 1.9 km

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6. Take the Innes Road exit 500 m
7. Turn right at Innes Rd/Regional Road 30 1.4 km
8. Turn left at St Laurent Blvd/Regional Road 26 550 m
9. Turn right at Smyth Rd/Regional Road 72 Destination will be on the right 2.3 km

• **Montfort Hospital**, 713 Montreal Road, Ottawa ON, 746-4621

1. Head northwest on Dunning Rd/Regional Road 35 toward Market St 600 m
2. Turn left at Old Montreal Rd/Regional Road 34 350 m
3. Take the 3rd right onto Cameron St/Regional Road 35 190 m
4. Take the 1st left onto Regional Road 174/Regional Road 174 W (signs for ON-17) Continue to follow Regional Road 174 W 15.7 km
5. Take the Regional Road 34/Montreal Road exit toward Vanier 500 m
6. Turn right at Montreal Rd/Regional Road 34 Destination will be on the right 4.3 km