

# Camp S'more adventure camp Group Emergency Response Plan

**\*\* date and time from – to \*\***

This Emergency Response Plan will provide necessary information about an action plan to follow in the event of an emergency:

1. Event overview
2. Emergency phone numbers, First Aiders and First Aid procedures & Participant Medical Information
3. Directions to the nearest hospital or health care facility.
4. A plan for communications.
5. Accident reporting/recording procedures.
6. Evacuation plan.
7. Announcements

## 1. Event Overview:

- Event: [REDACTED]
- When: [REDACTED]
- Where: Camp S'more RM – 161 Moose Jaw
- Land Location: NW-03-16-26-W2. GPS 50.32343N : 105.40193 W
- Camp Chair: Michael Kuntz 306-631-3220
- Council contact:

## Contact List:

Scouter Team Role	Name	Phone	E-Mail
Primary Onsite Contact			
Secondary Onsite Contact			
Camp chair Council contact	Michael Kuntz	306631-3220	Mike.kuntz@scouts.ca

## 2. Emergency Numbers:

- Police/Fire/Ambulance: Dial “911”
- RCMP: 306-691-4670
- Drug & Poison Information Centre: 1-866-454-1212
- Onsite First Aid Attendants: **\*\*state contact numbers\*\***

### 2.A. In the event of an emergency, the following procedures will be followed:

- The designated onsite First Aid attendants take control until medical personnel arrive.
- The designated First Aiders are: **\*\* indicate names \*\***
- First Aid Kit Location: **\*\*indicate where located\*\***

### These First Aiders will:

- Assess the nature of the accident and the extent of the injury or injuries.
- Call or direct other Scouters to call for appropriate assistance and to manage the crowd.
- Treat or oversee treatment of casualty/casualties; This continues until medical personnel arrive.
- Document and report incidents.
- Evaluate the accident for future prevention and transfer learnings.

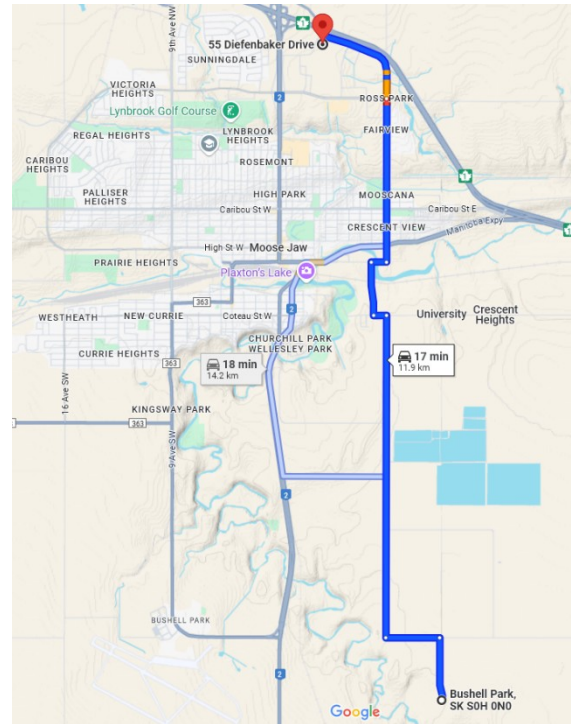
### 2.B. Participant Information:

- All youth participants will be with their Scouter or family member who will be able to provide contact and basic medical information when required. All non-member participants will have a completed hold harmless agreement.
- Participants' contact and basic medical information is available online at MyScouts.ca. Digital access to all participant medical and emergency contact information via MyScouts.ca on mobile devices. Any non-registered participants are required to submit a hard copy “Physical Fitness Certificate for Non-Members” which is to be collected upon arrival.

### 3. Directions to the nearest hospital or health care facility.

The nearest hospital is:

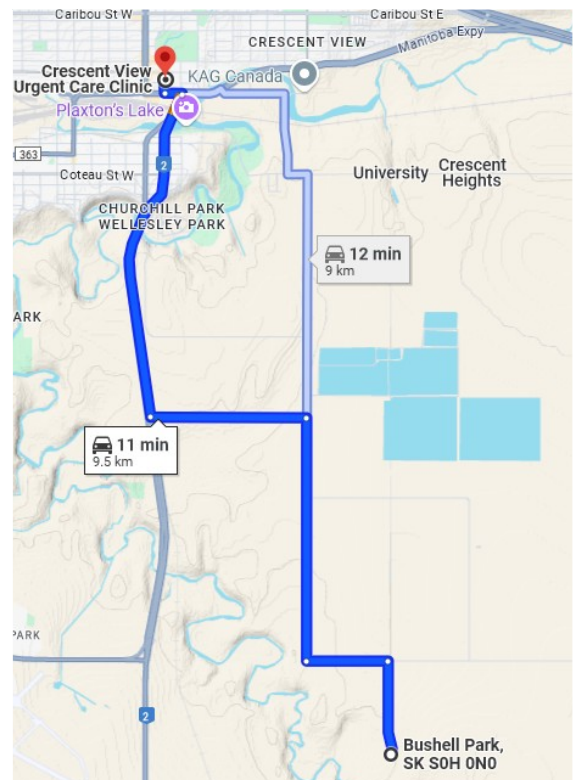
**Dr. F.H. Wigmore Hospital**  
(17 mins/12 kms from Camp  
S'more and open 24 hrs):  
Address: 55 Diefenbaker Drive,  
Moose Jaw, SK S6J 0C2  
Phone Number: 1-306-694-0200



Non-emergency care 9:30 am to 7:00 pm

**Crescent View Urgent Care Clinic**

Address: 131 1<sup>st</sup> Ave NE, Moose  
Jaw, SK S6H 0Y9  
Phone Number: 1-306-691-2040



#### **4. Plan for Communications:**

- All program leads will have cell phones and access to MyScouts.ca via cellular communication.

#### **5. Accident Incident Reporting Procedures:**

- In conjunction with the First Aiders on site, the Event Lead will take charge in the event of an incident and support the reporting process. The Event Lead will ensure that the appropriate immediate family members at the event are notified. The incident will be logged in the Scout Safe mobile application and required reports will be written and filed.

#### **6. Evacuation Plan:**

- Whistles will be blown loudly 3 times and participants will be asked to proceed to exit toward the muster point (Parking Lot) and meet up with their “Emergency Buddy” (Scouter or Family members they arrived with).
- If required, a call will be made to report the emergency to 911
- Participants missing their Emergency Buddy will immediately inform the Scouter in charge and roll call will be taken (including all participants, facilitators, organizers, and guests).
- Emergency contacts will be called until reached if required.
- It will be confirmed that everyone has evacuated from the area, and any injuries/missing persons will be reported via the Scout Safe application.

#### **7. Opening Announcements**

- A Safety Moment will be held at the beginning of the event and at the beginning of each session.
- The Safety Moment will cover hazards, Emergency Buddy system, evacuation procedures, muster point (Parking Lot), and first aid procedures as per below. A Safety assessment and moment will be held at the start of each session.
- Before events start, participants will know where to locate 1<sup>st</sup> Aid if they need to seek help.
- Water stations will be available, and participants will know where they are.
- Symptoms of hypothermia (weather dependent) and dehydration, bug bites, sunburn will be explained. Participants will know what to do if they are feeling unwell and where to access 1st Aid. Participants will have received an email asking them to bring preventive personal gear such as hats, sunscreen, bug spray, long pants/sleeves, rain gear, layering according to Water stations available and pointed out to participants.
- If it is cold weather, hand and foot warmers are available at 1<sup>st</sup> Aid station.
- Also, a selection of warm drinks is available for participants.
- Fire rest area available all day for participants to warm up.
- Participants will be aware of the risks and of the first aiders present.
- Activities will be introduced with safety in mind and will be closely monitored.
- Anyone participating in outdoor activities must wear closed toe shoes. No sandals, no socks or bare feet permitted. (Monitor for ticks).

- Participants will be instructed to report any injuries to on-site 1<sup>st</sup> Aider in case monitoring is required.
- Rules and safety instructions will be discussed before starting any activities.

**8. Announcements**

9.  An email was sent to all registered participants with the required safety procedures for activities. There will be signage at the registration area and at the events.
10.  This event may have participants coming and going throughout the day \* **We will remind them at registration of the safety requirements and First Aid locations / availability\***.
11.  Water will be available, and participants will know where this is located.
12.  If it is cold weather, hand and foot warmers are available at 1<sup>st</sup> Aid station.
13.  a selection of warm drinks or cool drinks is available for participants.
14.  One Fire rest area is available all day for participants to warm up.
15.  Participants are aware of the risks and of the first aiders present.
16.  Participants have been instructed to report any injuries to on-site 1<sup>st</sup> Aider in case monitoring is required.
17.  Rules and safety instructions have discussed before starting any activities at each location.

Potential Hazard	Mitigation/Preparation to Prevent or Minimize Damage
Major Health Event: Heart Attack, Stroke, Allergic reaction leading to critical condition	<ol style="list-style-type: none"> <li>1. All precautions will be taken to ensure a safe and welcoming Scouting environment (e.g., making Scouts a nut-free zone, taking safety into account when planning all activities).</li> <li>2. Information will be provided about First Aid procedures for the day during the registration process with First Aiders identified.</li> <li>3. The second Scouter in charge will temporarily take over the event if the primary Scouter is required to tend to any major incident.</li> <li>4. Participants are removed from the situation to allow first aiders to work and to give the injured party privacy.</li> <li>5. Emergency contacts will be called until reached.</li> </ol>
Minor Health Event: Sprains, Minor Cuts & Burns and Concussions	<ol style="list-style-type: none"> <li>1. First Aid will be performed as appropriate by designated First Aiders</li> <li>2. Emergency services will be contacted as appropriate.</li> <li>3. As appropriate, the Scouter in charge will assign the immediate family members to take the injured party to the nearest hospital.</li> <li>4. Emergency contacts will be called until reached, if required.</li> </ol>
Fire	<ol style="list-style-type: none"> <li>1. Whistles will be blown loudly 3 times and participants will be asked to proceed to exit toward the muster point (Parking Lot) to meet up with their "Emergency Buddy" (Family members they arrived with).</li> <li>2. A call will be made to report the emergency to 911.</li> </ol>

	<ol style="list-style-type: none"> <li>3. Participants missing their Emergency Buddy will immediately inform the Scouter in charge and roll call will be taken (including all participants, facilitators, organizers, and guests).</li> <li>4. Emergency contacts will be called until reached if required.</li> <li>5. Confirm everyone has evacuated from the area and report any injuries/missing persons via the Scout Safe application.</li> </ol>
Intruder	<ol style="list-style-type: none"> <li>1. Scouter in charge and a second scouter will talk to intruders and ask them to leave and call RCMP if required.</li> <li>2. Participants will be notified if there is a safety concern.</li> <li>3. If there is any potential for danger (e.g. an aggressive intruder), the Scouter in Charge will call 911 while the rest of the Scouters move the participants to a safe area</li> </ol>
Cold Wet Weather / Warm Weather	<ol style="list-style-type: none"> <li>1. All attendees including Participants, Facilitators, Organizers and Guests have been asked to dress in layers for warmth, appropriate rain/ snow gear (including proper footwear).</li> <li>2. All attendees including Participants, Facilitators, Organizers and Guests have been asked to dress in layers to adjust clothing according to weather/heat,</li> <li>3. All attendees including Participants, Facilitators, Organizers and Guests have been asked to bring appropriate rain/ snow gear (including proper footwear).</li> </ol>
Parking / Traffic	<ol style="list-style-type: none"> <li>1. Volunteers will monitor and direct parking to control flow.</li> <li>2. Only designated vehicles are allowed past the sign gate.</li> <li>3. Vehicles that proceeded past the sign gate must have an escort person walking to ensure other participants are clear of the moving vehicle. NO VEHICLE IS TO BE LEFT RUNNING OR UNATTENDED WHEN PAST THE SIGN GATE.</li> </ol>
Missing Person	<ol style="list-style-type: none"> <li>1. Participants will have buddies to check-in to determine exactly who is missing.</li> <li>2. Determine the time and place where the person(s) was last seen.</li> <li>3. Check the facility and surroundings, focusing on areas where the person is most likely to be.</li> <li>4. Check areas that may pose a hazard (on the street, waterfront/ pools, rock cuts, etc.).</li> <li>5. Assign someone to remain with the group. Assign as many available adults as possible to assist with checking high likelihood areas.</li> <li>6. Establish a firm timeframe to report back to the rest of the group (no more than 20 mins).</li> <li>7. Establish a timeframe for follow-up with emergency contact.</li> <li>8. Contact authorities if your efforts to locate the missing person(s) have not been successful.</li> </ol>
Activity: Fires (Warming &	<ol style="list-style-type: none"> <li>1. Activities will be introduced with safety in mind and will be closely monitored.</li> <li>2. Will be carefully taught first, well supervised, first aid kit and</li> </ol>

Marshmallow Roasting)	<p>first aider on hand.</p> <ol style="list-style-type: none"> <li>3. Participants will be instructed to report any injuries to the Facilitator and 1st Aider, in case monitoring is required.</li> <li>4. Rules and safety instructions will be discussed before starting any activities.</li> <li>5. Risk of burns, instruction before using tools will be provided.</li> <li>6. Fire buckets and powered extinguishers will be in place</li> </ol>
Activity: Games	<ol style="list-style-type: none"> <li>1. Site to be checked prior to participants using to identify and reduce tripping hazards.</li> <li>2. All participants are required to wear shoes/ boots.</li> <li>3. Participants will be instructed to report any injuries to the Facilitator and 1st Aider, in case monitoring is required.</li> <li>4. Rules and safety instructions will be discussed before starting any activities.</li> </ol>
Activity: Hiking	<ol style="list-style-type: none"> <li>1. Site to be checked prior to participants using to identify and reduce tripping hazards.</li> <li>2. All participants are required to wear shoes/ boots.</li> <li>3. Reminder to utilize buddy system.</li> <li>4. Review map of area trails to use with each participant and advise of trail markers.</li> <li>5. Participants will be instructed to report any injuries to the Facilitator and 1st Aider, in case monitoring is required.</li> <li>6. Rules and safety instructions will be discussed before starting any activities.</li> </ol>

REVISIONS:

OCTOBER 20, 2024	Added "and powered extinguisher" to Activity Fires	Michael Kuntz. Camp Chair
October 22, 2024	Removed vaccination, and AED requirements	Michael Kuntz, Camp Chair