

This is a Fillable Word form. The text boxes will expand as you type. If you would like to print the form and complete by hand, please use the PDF form, which has larger text boxes.

Instructions:

- Attach additional information as needed
- Have on hand at all activities
- Include with your submitted forms for activity assessment
- Ensure all supervisors are aware of the contents of this plan prior to the event

Unit: All Units and Guiders in Calgary Area	Today's Date: 11/20/2023
Unit meeting/ Activity/event/camp: Calgary Area Thinking Day Fireworks	Date(s) of activity: February 24, 2024
<p>At the activity, attach to your emergency response information:</p> <p><input type="checkbox"/> A list of participants <input type="checkbox"/> Schedule of activities or itinerary</p>	

Emergency Planning Information

The Emergency Response Guidelines (found in the Safe Guide Appendix H) include general procedures for managing issues related to missing persons, intruders, evacuations, medical emergencies and parent/guardian late for pick-ups. Use these guidelines as you create your own specific response plan details below.

Emergency Procedures for this activity

Missing Person (e.g. Who will do buddy check? Special search locations; timeframe for reporting etc.)
 Unit Guiders are responsible for youth in their Unit. Units should use the buddy system.

- All participant are required to wear a bracelet that has Guider (on site day of event) name and cell phone number.
- An individual found wandering/lost will be taken to the Found booth next to Check In and the phone number on the bracelet will be called.
- In the case of lost child: DJ microphone will be used and an announcement will be made. Responsible Guider (RG Tara Byrne) will ask for available adults to meet at the Check In booth, a systematic search will begin of the building and grounds starting from the location where youth was last seen, checking all bathrooms, side rooms, both floors and outdoor area.
- During adult search RG designates Guiders to stay with youth for reassurance & give activity.
- If youth is not located within 15 min, police called, police to be asked to contact youth's parents

Evacuation (e.g. reasons to evacuate, meeting place; who will support group? etc.)
 RG and Stampede Security identifies that evacuation is necessary, an announcement will be made on the building-wide PA system, instructing to walk, not run, as they leave and go to muster stations.

- Unit Guiders will do a youth/adult roll call. Unit Guider reports to RG located at statue directly outside main entrance of GMC Stadium. No re-entry until okay from authorities.
- Should re-entry not be permitted, RG will advise units & unit guiders who will then call for parents to pick up youth immediately.

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- RG contacts AC (area commissioner). We will follow the Stampede security evacuation plans *attached.
- Muster points are noted on the attached map. Every Unit will send a Guider to the muster station in front of the statue in front of the GMC Stadium, they will report on the attendance of their unit.
- There will be large signs for each branch held high so unit guiders can report to the appropriate area, the representative for each of these branches will then bring all roll call status to RG to compile with master list.
- Once the all clear is given, we will return inside the GMC Stadium.
- Maps, noting emergency exits, of the GMC Stadium and our designated evacuation muster points will be sent to all Guiders in advance of the event.

Unwanted visitor (person, animal) (e.g. note safe place; who will lock doors: etc.)

RG, 2nd Guider (Sarah Brazeau) and Stampede Security will question intruder why they are there.

- If it appears a legitimate reason, RG will request Stampede Security to confirm if they are definitely allowed to be there
- If inappropriate, RG will request Stampede Security to escort and ask him/her to leave.
- If concerned for safety, 911 will be called. Guiders to evacuate following all the terms listed in the evacuation plan immediately.
- RG and 2nd Guider (Sarah Brazeau) write report, submit to AC

Serious injury or medical emergency (e.g. who will call 911? who will support others? who will guide EMS to location?)

Youth or adult is brought to the designated First Aid room (next to Section 115 on Concourse)

- Guider refers to the girl bracelet and calls cell # that is written on the bracelet.
- Guider and FA then refer to youth's H.1.
- FA wears gloves and treats injuries (sprains, chipped tooth, illness) reassure child. Call parent immediately and ask parent to pick up child. Document on INS.01 form.
- Serious/life threatening emergency (unconsciousness, choking, severe bleeding) FA administer first aid/CPR and instruct someone to call 911. FA will instruct the RG to contact child's parents. Serious incidents get reported on an INS.01 and sent as per directions on the form

Child not picked up (e.g. use contact info on health form, what number to leave if no answer; who will look after them)

- Unit Guider calls parent/ guardian to confirm arrival time and ask permission to have youth go with another parent if required. **2 Guiders should be present and listen when parent gives that permission,
- If no answer, call emergency contacts on youth's H1 form.
- If no answer, leave message on all emergency numbers advising of the current situation.
- If no answer, wait 10 minutes, call again.
- If still no answer, contact DC and review options

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<p>Suspected/confirmed communicable disease (for example, COVID-19, flu, gastroenteritis, etc.) (e.g. where will you isolate the person? When/how will guardians/emergency contact be contacted?)</p>
<p>Other Emergency Planning Situations For example, roadside emergencies (bus/car breakdown or accident), water related emergencies, steps for providing assistance to participants who have a disability based on their needs and discussions with the individual or her caregivers.</p> <p>FOUND CHILD</p> <ul style="list-style-type: none"> • Found child should be brought to Check In. • Guiders will refer to the youth's bracelet and contact the cell # noted on the bracelet. If no response to the call, an announcement will be made via the DJ's microphone.. Youth stays with Guiders at the Found booth until they are 'claimed' by their unit Guider. • Another announcement will be made 5 minutes later if youth is not claimed. • Further delay will prompt the lost/found Guiders to contact the RG (Tara Byrne).

Resource	Contact Number(s)		Specific instructions for communicating:
EMS ambulance	911	Other:	
Fire		Other:	
Police		Other:	
Commissioner or ACL: Christie Courtland 403-283-8346			
Home Contact Person:			
Provincial emergency contact for GGC: Tracy Burton 780-935-5510			
Facility/Site Contact:			
Poison Control: 1-800-332-1414 403-332-1414			
Public Health Unit:			
Responsible Guider: Tara Byrne 587-436-3358			
2nd Responsible Guider: Sarah Brazeau 403-519-9787			
_____:			

* GGC emergency contact numbers can be found in Safe Guide or on your provincial council website.

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Making an Emergency Call	
When making an emergency call	
<ul style="list-style-type: none"> • Stay calm • Review what you want to say before making the call • Take a deep breath • Speak slowly and clearly • Follow the script as much as possible • Don't hang up until told to 	
Before making the call for help, make sure you have the following information:	
Location...	Our 911 civic address/emergency locator #: (or nearest civic address) is: 2200 Stampede Trail SE, Calgary
	The location of the group is (nearest landmark): GMC Stadium
	Lat/Long or UTM coordinates: (as applicable for wilderness situation)
Resources Requested...	We need assistance from _____ (EMS/fire/police/rescue/other). List specific needs:
Situation...	Description of Problem: Number of people injured, missing or needing help: Condition of victim(s):
Our plan...	We have taken the following actions: We are planning to do the following:
My contact info is...	My name is _____. I am with a Girl Guide group. My phone number is (phone/cell):

Call made to: <input type="checkbox"/> 911 <input type="checkbox"/> Other:	
Time of call:	Call made by:
Person spoken to:	

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Serious Incident Management

A **serious incident** is defined as an incident that may require urgent response or outside support and may or may not impact the ability of GGC to operate. There are two types of serious incidents 1) an **emergency** and 2) a **crisis**.

An **emergency** is a serious incident that falls within the scope of the organization's resources to respond to. It does not threaten GGC's ability to operate. **Emergencies** can involve any of the following:

- A situation which requires assistance from authorities (fire, police, ambulance, etc.)
- Participants who are emotionally and/or psychologically distressed
- Behaviour that severely impacts other people
- Serious illness or injury (threat to life of limb)

A **crisis** is an event that is, or has the potential to be, a turning point in the organization. A crisis may overwhelm the organization's available staff and resources and impact its ability to operate.

Examples of crisis may include:

- A fatality during a GGC activity or at a GGC-owned or operated site
- A multiple injury or illness incident during GGC activity or at GGC-owned or operated site
- Any incident which would have future negligence and/or criminal repercussions
- Any significant vehicle incident-
- A missing girl or adult (who is not located after preliminary search as outlined in Safe Guide)
- An active shooter
- A natural disaster such as a flood, forest fire, earthquake, ice storm, etc.

Communications Plan Guidelines

A Communications Plan is the written set of instructions to follow for contacting emergency agencies, GGC authorities and parents/caregivers in the event of a serious incident and is incorporated into your Emergency and Crisis Response Plan (SG.4). The plan covers a number of functions that need to occur to smoothly manage serious incident communications.

Communication during an Emergency

For most emergency situations, the communications pattern in an emergency would look something like this:

1. The Responsible Guider or Substitute Group Leader contacts:
 - EMS and/or other local authorities, when necessary
 - Group members (to provide reassurance)
 - Home Contact Person (if applicable to your activity)
1. Home Contact Person (where applicable) or Responsible Guider makes initial contact with parent(s)/guardian(s) to provide current status report and next steps.
2. After dealing with immediate needs, Responsible Guider or another group leader may contact parent(s)/guardian(s) personally to discuss further details, answer questions and problem solve where applicable.
3. Once the situation is over the Responsible Guider notifies GGC Authorities as per the Incident Reporting guidelines in Safe Guide (Form: INS.01).

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Communication during a Crisis

The National Office will manage the communication of a crisis with members, their families and media. Only those individuals authorized to do so will speak publicly or with the media on behalf of the organization.

What to do in a crisis situation:

1. The Responsible Guider or Substitute Group Leader contacts:
 - EMS and/or other local authorities, when necessary
 - Ask for assistance from EMS in contacting parents/guardians of injured member
 - Group members (to provide reassurance)
 - Home Contact Person (if applicable to your activity)
2. Notify the Provincial Commissioner. Check your provincial office or website for the emergency contact number. Or ask your District Commissioner/ACL to help you reach her.
3. Provide the Provincial Commissioner with details of the incident. Use the script with the Emergency and Crisis Response Plan (SG.4) as a guide. She will inform and follow up with the appropriate national contacts.
4. Do not talk to the media.
5. Notify all participants that they must not use cell phones or send electronic messages to friends and family.
6. The appropriate person to contact the parent(s)/guardian(s) and others as necessary will depend on specific circumstances and will be determined at the national level.
7. Any media inquiries received by GGC members must be referred immediately to the national office. An appropriate response to the media would be:

“I’m sorry, our policy is for all media inquiries to go through the national office. Please contact them and the appropriate person will respond to you as soon as they are available. The phone number is (416) 487-5281.”