

Scouts Canada

Emergency Plan/ Action Plan

Emergency Plan

An emergency plan will provide the leaders with the necessary information about the youth and the leaders and an action plan to follow in the event of an emergency:

The leadership team must have:

- 1) A **Program Participant Enrolment Form** or **Application for Membership and Appointment of Volunteers** for each individual. For non-registered adults assisting with an activity, a **Physical Fitness Certificate** should be filled out. This provides medical history, medical number, and a phone number where parent can be reached. It is important that this be for each outing. Medical history may change and parents or leader's spouses may be away from their home phone.
- 2) Emergency phone numbers pertinent to their location for: Police, Fire, Ambulance and Poison Control.
- 3) Directions to the nearest hospital or health care facility.
- 4) At least one adult with the appropriate first aid certification and equipment appropriate to the activity.
- 5) A method or plan for communications.
- 6) Evacuation plan.
- 7) Accident reporting/recording procedures.
- 8) Leaves with a responsible person at home the following: trip plan, map, list of names, phone numbers, start/finish points and times.
- 9) Emergency repair kits where appropriate. (i.e.: for bicycles, stoves, tents, canoes etc.)

Action Plan

In the event of an emergency the leaders have:

- identified potential emergencies and determined the appropriate response for each including, identifying who will take control.
- developed an action plan to follow.

For example, in the event of physical injuries:

The most qualified person available takes control until medical personnel arrive.

This person will:

- assess nature of the accident and the extent of the injury or injuries.
- direct other leaders to call for appropriate assistance and to manage the crowd.
- treat or oversee treatment of casualty/casualties; this continues until medical personnel arrives.
- document and report incident.
- evaluate the accident for future prevention.