EMERGENCY RESPONSE PLAN

Council:

Group:

Section:

ERP prepared by:

Scouter Contact Information	Name	Phone Number	Email

Regular Meeting Location and Time

Location:

Phone:

Time:

It starts with Scouts.

Section First Aiders :

Name	First Aid Qualification Held	Expiry Date

Other First Aid Information:

Location of first aid kit at meeting hall	
Location of other first aid materials at meeting hall (e.g. AED)	
Scouter responsible for restocking first aid kit	
Location of first aid kit for outings	

Important Group Medical Info:

Name	Details	Emergency Contact

1	**In the event of an emergency the following procedures will be followed**

The most qualified person available takes control until medical personnel arrive. There will always be at least one first aid qualified Scouter on site. This person will:

1. Assess the nature of the accident/incident and the extent of the injury or injuries.
2. Direct other Scouters to call for appropriate assistance and to manage the crowd.
   - In cases requiring **serious** medical attention, **EMS will always be called**. Scouters will not transport youth away from the site unless safety/emergency requires. EMS will not be called for minor injuries / first aid and non-life-threatening injuries (such as sprains, unless other conditions necessitate: e.g. Youth:Scouter ratio).
   - Minor injuries (such as scratches, bruises, minor cuts, stings, or potential minor bone breaks) will be dealt with by the first aiders as required.
3. Treat or oversee treatment of casualty/casualties; this continues until medical personnel arrives.
4. Document and report the incident. Use the Scouts Canada Incident Report Form.
5. Evaluate the accident for future prevention and bring findings forward to the Group Commissioner. Share the evaluation in the next Group Committee meeting.

2	**Program Participant Details from MyScouts or Scoutstracker or Application for Membership and Appointment of Volunteers for each individual: these are stored in the Emergency File on-site for every event. Record the information on the forms in a summary spreadsheet.**

- Parent contact details
- Doctor contact details
- Medical history pertinent to Scouting
- Allergies
- Special medical or other requirements.
- Emergency Contact Details—these should be reviewed by parents yearly and updated as needed

3	**Emergency phone numbers pertinent to the location for: Police, Fire, Ambulance and Poison Control.**

For **these are:**

Emergency Phone Number: 911 Ambulance:

Police: Poison Control:

Local / Provincial Children's Hospital (Emergency):

4	**Directions to the nearest hospital or health care facility.**

5	**First Aid: At least one adult with the appropriate first aid certification and equipment pertinent to the activity is present (see above).**

- A first aid kit is available appropriate for the Section listed above and contains the necessary items for a typical meeting.
- A first aid kit appropriate for use on outings will be carried by the designated first aider.

6	Communications
	• In most situations, cell phones will be used for contacting parents.
	• Landlines will be used whenever practicable for medical emergencies. This allows the EMS to precisely identify the caller's location.
	• All Scouters have access to the telephone numbers, including parents and doctors. This list is distributed electronically and made available in case support from home is required.
	• In the case of no or limited cell phone coverage (e.g. mountain hikes), Scouters will plan for the nearest route back to the main roads to get communication for help.
	• As much as possible, cell phone reception will be checked ahead of any adventure and steps will be taken to try to find alternate forms of communication if cell phone reception is unavailable/unreliable (e.g. SPOT or satellite phone).
	• A communication plan should include any third parties that need to be informed if an incident occurs (e.g. Camp Warden).
7	Evacuation Plan
8	Accident Reporting and Recording Procedures
	Accident reporting will be conducted immediately after the event. Forms are included in the emergency file (on site). Forms will be sent to Safe Scouting immediately.
9	Backup Communication (Base)
	The following will be left with a responsible person at home (typically Group Commissioner or designate): trip plan, map, list of names, phone numbers, start/finish points and times.
10	Emergency Repair Kits (for bicycles, stoves, tents, canoes, etc.)
	These will be provided where appropriate. A Scouter will be assigned in advance to collect/provide/purchase these as required.
11	Meetings Outside of the Regular Meeting Place
	• For meetings outside of the regular meeting place, parents, youth and the Group Commissioner will be informed ahead of time, so that they may prepare any additional equipment or requirements. At this time, cell reception will also be checked and alternate plans made in case of no cell coverage.
	• A Scouter will visit or research the site for suitability no more than two months before the event.
	• Youth will be briefed on emergency procedures for the location (e.g. emergency exits and gathering point).
	• Scouters will ensure they have the equipment required in a regular meeting place (e.g. health forms, first aid kit), as well as any additional risks which may be present.
	• In case of an emergency outside of the regular meeting place, the procedures outlined in this ERP will be followed as closely as possible.
12	Risk Identification and Management Plan (e.g. and/or)
	Action: Delete/add sections as appropriate. This is not an exhaustive list of potential risks. There is an additional sheet attached to this document for groups to add their own potential risks, which may be specific to them.
	• Accurate attendance records are required to ensure that all youth and adults are accounted for in case of an emergency.

Risk Identification and Management Plan

No.	Risk	Management / Mitigation Plan
1	**Traffic in parking lot during arrival and departure** **Traffic in neighboring roads / car park during outdoor excursions / games in school** Lead = Scouter Alternate = Scouter	
2	**Intruder in Meeting Place** Lead = Scouter Alternate = Scouter	
3	**Tripping hazards or other hazards in the meeting location (e.g. stacked chairs, stage, off-limits areas)** Lead = Scouter Alternate = Scouter	
4	**Minor injury (e.g. minor burn, small scrape, bruising)** Lead = Scouter Alternate = Scouter	
5	**Fire in building** Lead = Scouter Alternate = Scouter	

No.	Risk	Management/Mitigation Plan
6	**Forest Fire / Evacuation** Lead = Scouter Alternate = Scouter	
7	**Tripping/Falling injury when hiking** Lead = Scouter Alternate = Scouter	
8	**Hyperthermia/Exhaustion/Hypothermia** Lead = Scouter Alternate = Scouter	
9	**Major Medical Emergency (e.g. head injury, anaphylactic reaction)** Lead = Scouter Alternate = Scouter	
10	**Transmission of COVID** Lead = Scouter Alternate = Scouter	
11	**COVID Symptomatic Person at Meeting (during activity)** Lead = Scouter Alternate = Scouter	

Additional Risks Response Template: to be filled out by groups based on additional risks or for Category 2 activities. Examples may include wet tents/gear, large animals, injury away from definitive care, canoes floating away, or an epileptic youth or Scouter.

No.	Risk	Management/Mitigation Plan
1	**RISK:** Lead = Scouter Alternate = Scouter	
2	**RISK:** Lead = Scouter Alternate = Scouter	
3	**RISK:** Lead = Scouter Alternate = Scouter	

4	**RISK:** Lead = Scouter Alternate = Scouter	
5	**RISK:** Lead = Scouter Alternate = Scouter	
6	**RISK:** Lead = Scouter Alternate = Scouter	
7	**RISK:** Lead = Scouter Alternate = Scouter	
8	**RISK:** Lead = Scouter Alternate = Scouter	
9	**RISK:** Lead = Scouter Alternate = Scouter	