



Unit:		Today's Date:	
Activity/event/camp:	Hollyburn Chalet/Girl Guide Cabin (#286)	Date(s) of activity:	

**Emergency Planning Information**

The *Emergency Response Guidelines* (found in the Safe Guide appendix) include general procedures for managing issues related to missing persons, intruders, evacuations, medical emergencies and parent/guardian late for pick-ups. In addition to these guidelines we have considered the following situations related to this activity (if any):

- No other relevant situations  *Emergency Response Guidelines* are posted/attached

At the activity, attach to your emergency response information:

- A list of participants  Schedule of activities or itinerary

Situation	Procedure to follow
MEDICAL EMERGENCY	<ol style="list-style-type: none"> <li>1. ENSURE THE REST OF THE GROUP ARE SAFE AND BEGIN 1<sup>ST</sup> AID.</li> <li>2. SEND A RUNNER TO THE RANGER CABIN OR THE LODGE TO USE THE PHONE TO CALL 911. ALLOW 30 MINUTES FOR RESPONSE.</li> <li>3. CELL PHONES MAY NOT WORK IN OR AROUND THE CABIN.</li> </ol>
MISSING PERSON	<ol style="list-style-type: none"> <li>1. USE THE BUDDY SYSTEM AT ALL TIMES &amp; DO A COUNT OFF.</li> <li>2. ADVISE THE RANGER OR HOLLYBURN LODGE STAFF AND ASK FOR ASSISTANCE.</li> <li>3. NOTIFY A CYPRESS STAFF MEMBER. THEY CARRY RADIOS AND DRIVE SNOW MOBILES.</li> </ol>
EVACUATION	<ol style="list-style-type: none"> <li>1. ENSURE THAT EVERYONE WEARS INSIDE SHOES AT ALL TIMES.</li> <li>2. UPSTAIRS WINDOWS OPEN &amp; ROPE LADDER IS IN BOX AT TOP OF STAIRS. ONE LEADER SHOULD TRY TO GRAB THE COATS.</li> <li>3. IF EVACUATING BECAUSE OF FIRE, TRY TO TURN OFF THE PROPANE TANK ON YOUR WAY OUT.</li> <li>4. NOTIFY THE RANGER AND STAFF AT THE LODGE. CALL 911</li> </ol>
INTRUDER	<ol style="list-style-type: none"> <li>1. IF THE INTRUDER IS A HUMAN ASK THEM TO LEAVE.</li> <li>2. IF THEY DO NOT LEAVE EVACUATE THE GROUP TO THE RANGER CABIN OR THE LODGE.</li> <li>3. IF THE INTRUDER IS AN ANIMAL OPEN THE DOOR &amp; MAKE LOTS OF NOISE. TRY TO SCARE THEM AWAY OR EVACUATE. THERE MAY BE SMALL INTRUDERS SO DO NOT LEAVE FOOD UNATTENDED. PLACE FOOD IN BINS AT NIGHT OR WHEN YOU LEAVE THE CABIN. BEARS HAVE BEEN KNOWN TO ENTER OTHER CABINS SO KEEP THE DOOR CLOSED AT ALL TIMES. .</li> </ol>

**Other Emergency Planning Considerations:**

Ensure everyone is dressed appropriately and that you have at least one vehicle is parked in the parking lot. Cell phones will work in the parking lot or around the Lodge. Use the buddy system at all times. When hiking in or snow shoeing etc, do a count off, ensure one leader is at the front of the line and another leader brings up the rear. Wait up for slower hikers. Everyone should have a whistle. Take regular water breaks.



If at a regular unit meeting place or camp, fill in as much information as possible and post near the phone.

Resource	Contact Number(s)
EMS ambulance	911 Other: Other: Other:
Fire	
Police	
Commissioner or ACL	
Home Contact Person	
Provincial Office	604-714-6636
Facility/Site:	604-922-7933 (Ranger Cabin)
Poison Control	
Group's Area Commissioner	_____ - _____ - _____ * Please note, you must list your Area Commissioner's number as the Provincial Office is not open on weekends or evenings. The Area Commissioner has an "on call" list for emergency situations.

Specific instructions for communicating:  
 Girl Guide Cabin #286  
 Hollyburn Ridge, West Vancouver. Take exit #8 from Upper Levels. Turn right at Hollyburn Lodge to Cypress x-country ski area. Drive to the end of the cross country parking lot & take the hikers trail. Turn left when you get the old fire road. Hike up to the Hollyburn Lodge turn right and walk down to the Ranger Station. Take the trail to the right just past the Ranger Cabin and walk in about 5 minutes.

Before making the call for help, make sure you have the following information:	
<b>This is...</b>	My name is _____. I am with a Girl Guide group. My phone number is _____ (phone/cell )
<b>Situation...</b>	Description of Problem:  Number of people injured, missing or needing help:  Condition of victim(s):
<b>Location...</b>	Our 911 civic address/emergency locator #: (or nearest civic address) is _____.  The location of the group is _____ (nearest landmark).  Lat/Long or UTM coordinates: (as applicable for wilderness situation)
<b>Resources Requested...</b>	We need assistance from _____ (EMS/fire/police/rescue/other).  List specific needs:

- When making an emergency call**
- 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

**Call made to:**

911    Other: \_\_\_\_\_

Time of call: \_\_\_\_\_

Call made by: \_\_\_\_\_

Person spoken to: \_\_\_\_\_

\_\_\_\_\_



**Our plan...**

We have taking the following actions:

We are planning to do the following: