

# Camp Caillet Crisis Response Plan

4161 Biggs Road  
Nanaimo, BC

**In-Charge Scouters:** that run programs while on Camp Caillet('CC') property must establish a Camp Crisis Response Plan ('CCRP') in accordance with Scouts Canada Policy.

**Emergency sound signalling device:**

Located near the washrooms in a "Breakglass" box for notifying camp users of an emergency.

**Muster point:** Use flag pole on main field backing parking lot as this is inside fenced area , establish a muster station on Memorial Field at flagpole

**Wildlife:** Ensure all individuals are Bear and Cougar aware. Recommend review of no food in tents, buddy system, establish boundaries etc.

See attached details updated July 2020

## General

- All Camp Staff and key camp volunteers are to be trained on implementing the CCRP.
- Identified- camp staff or volunteers trained in Standard First Aid and CPR
- The CCRP is reviewed annually (prior to a major camp event would be a good time)- review: the plan, emergency numbers [fire, ambulance, police, poison control, directions to nearest hospital], equipment, first aid kits and locations, AED location and logs and forms are ready.
- The camp committee designated member is responsible for updating, training and implementation of the plan on an on-going basis.

### 1. Definition

A crisis is defined as an unstable or crucial time or state of affairs; emotionally significant event or radical change of status in a person's life or serious endangerment to property. Events that may be constituted a crisis include (but not limited too) a missing camper, serious injury, water emergency, natural disasters, fire, intruder in camp and loss of life.

Crisis Response Team ('CRT') is the team of people responsible for carrying out the procedures herein.

### 2. Level of Response

The level of response will be established by the **In-Charge Scouter ('ICS')**. The following are mere suggestions for each category.

**Low:** Minor injury to individual which does not require the CRT to act or not involving outside agencies (ambulance etc.).

**Medium:** Non-life threatening injury to an individual requiring ambulance transport, missing camper not assumed injured or other situations requiring the CRT to act.

**High:** Life threatening injury, loss of life, fire in camp, natural disasters, or missing individual:

- 1- for more than 10 minutes
- 2- not on main site and not assumed injured
- 3- presumed injured or disabled

These are any situations requiring the full activation of the CRT and likely for assistance out outside agencies for assistance.

### 3. **Crisis Response Team**

The CRT may be comprised of the following:

- Crisis Response Team Leader/ In-Charge Scouter
- Crisis Response Team Leader- Assistant - 2<sup>nd</sup> in command (2IC)
- Senior Scouters
- Senior Staff- usually if there is a week log camp
- Camp Paramedic / Nurse / Doctor / designated Primary First Aider
- Other staff as required

### 4. **Outside Agencies**

The level of response may require assistance from outside agencies such as police, fire, ambulance, Ministry of Environment, Health Inspector, bus company etc.

# Phases of Crisis Management

## Phase 1 Creating Crisis Response Manual/Kit/Team

- Review existing Crisis Response Manual on an annual basis and associated lists
- Create a list of Emergency numbers and include Scouting contacts
- Create a Log Sheet and several copies for use: record actions, persons involved and comments
- Have current Scouts Canada Incident Report Form
- Create a media response plan
- Designate Crisis Headquarters and have flashlights, clipboards, pens/pencils, walkie-talkie sets if in use.
- Post CRT list of team members
- Create list of CRT support- such as Scouts Canada, medical doctor, Child Protection, clergy

## Phase 2 Responding to an Emergency

- Take immediate first aid steps as incident dictates
- Designate someone to call emergency services and report back
- Secure safety of campers and staff on site- issue call to muster station(s) if necessary

## Phase 3 Mobilizing Crisis Response Team (CRT)

- Contact members of CRT and meet at Crisis Headquarters (CHQ)
- Briefing and ongoing situation managed by CRT Leader
- Determine course of action, delegate responsibilities and respond
- Assess and document
  - What is / was exact situation
  - Who is involved
  - What action has been taken
  - What is the level of response
  - What further action must be taken

## Phase 4 Communications

- One designated spokesperson
- Ensure CRT members and volunteers that **only** the designated spokesperson speaks on behalf of the camp
- Communicate base facts of incident to staff and volunteers
- Determine if any staffing changes need to be made and act accordingly
- Keep staff updated as situation progresses- status of injured person(s), new personnel arrivals, media attention, etc.
- Notify parents/guardians. Compose statement of facts, current status, next steps, have contact information, address of hospital where person(s) are being treated
- 2IC to ensure appropriate Scouts Canada personnel are up-to-date
- Log all media contact

## **Phase 5      Follow-up and Support**

- Debrief with CRT members
- Check in periodically with CRT Members
- Check in with persons who have left camp
- Consider any revisions to plan
- Refill any kits or supplies used
- File all reports and maintain a copy
- Prepare communication for parents/guardians and provide contact information should further clarifications be required
- Spend time with members and campers
- Return to normal routine
- Ensure all involved have some “free time”
- Arrange for counselling to be available if incident requires

## Crisis Response Team Members & Responsibilities

### 1. Crisis Response Team Leader - In-Charge Scouter

- Assemble CRT at CHQ for briefing
- Chair briefing and assess situation
- Assign duties
- Respond to site of situation- assess for further action
- Manage ongoing, direct resources to other CRT members or other areas of camp
- Document times of significant events
- Ongoing assessment
- Lead debriefing session once situation resolved

### 2. Crisis Response Team Leader - In-Charge Scouter Assistant (2IC)

- Call Field Operations Manager
- Take all necessary precautions to protect campers, volunteers, equipment, facilities and grounds
- Secure camp in case of evacuation
- Make applicable repairs or stabilize equipment of facilities which have been damaged or pose a potential risk to individuals
- Send member of CRT to meet emergency personnel at gate and lead to HQ or site
- Consult with Scouts Canada for media enquiries
- Document all transactions with personnel: Scouting, parents/guardians, outside agencies, media etc.

### 3. Senior Scouter

- Complete head count of all campers
- Prepare statement for calling parents/guardians, staff member contact
- Document all transactions with personnel: Scouting, parents/guardians, outside agencies, media etc.

4. **Camp Paramedic / Nurse / Doctor / designated Primary First Aider**

- Take all necessary actions to ensure safety and health of individuals involved in situation
- Provide medical treatment to injured parties
- Provide report to CRT Leader regarding patient condition
- Call for ambulance transport if not done already
- Advise CRTL of potential health and safety hazards
- Complete medical section of Scouts Canada Incident Form
- Welcome to observe debriefing of individuals

5. **Other CRT Member(s) Assignments**

- Obtain camper registration form including physical fitness forms for CRTL
- Scouts Canada Incident Report form- fill in pertinent information for CRTL
- Go to scene of situation if safe to do so- document pertinent information: conditions, actions
- Get witness statements if possible and away from others until statements are complete
- Assess witness for need of additional attention (medical or psychological). Report to CRTL
- Go to scene of situation if safe to do so- document pertinent information: conditions, actions
- Get witness statements if possible and away from others until statements are complete
- Assess witness for need of additional attention (medical or psychological). Report to CRTL
- Assist CRTL, 2IC, Senior Scouter... : acting as a scribe, or as directed
- Ensure sufficient water, nutrition for CRT members and outside agencies when incident is of a long duration

## Telephone Numbers

**Camp Caillet Booking Co-ordinator** 250-327-1593

**Emergency Services** 911

**Nanaimo Regional District Hospital** 250-755-7691  
1200 Dufferin Crescent, Nanaimo, V9S 2B7  
**GPS: 49.18949251, -123.970813**

**BC Conservation Officer** 250-952-7277

**Nanaimo Fire Department non emergency** 250-753-7311

**Nanaimo RCMP non emergency line** 250-754-2345

**Nanaimo- Island Health- Water** 250-755-6215  
Health Protection & Environmental Services

**BC Child/Youth Protection Services** 1 800 663-9122

**Camp Caillet Location** **4161 Biggs Rd, Nanaimo BC V9T 5P9**

Located opposite the Brannen Lake Campground,  
**GPS: 49.2036109, -124.0626066**

Main access for fire/ambulance through main gate off large car park. ICS to co-ordinate person to direct emergency vehicles to casualty.

Secondary access via gate just over yellow road bridge, immediately to the left past the main parking lot.



**Camp Caillet Crisis Response Incident Log**

Date/Time	Description, Actions, Persons, Comments	Name