

# EMERGENCY PLAN

## BEAR CREEK CAVES, COWICHAN VALLEY

Friday 1 May 2015

1. The Scouter in Charge of this event is **Andy Chapman-Coombs**
2. All activities that have been planned have been examined for risk in accordance with Scouts Canada's "Bylaw, Policies, and Procedures" dated July 2012 - February 2015 (also known in this document as BP&P), Sections 7000, 10000, and 13000. There are no activities planned which are at an unreasonable risk for the candidates during this event.
3. All rules for this camp shall be announced prior to arrival at camp. In addition, Scouts Canada, Cascadia Council, the **Central Island Area**, and the Event Organizers are **not** responsible for any damage or loss of personal property.
4. A "Camping and Outdoor Activity Application" must be submitted to the Group Commissioner prior to the start of the camp. The Physical Activity Forms and Non Member Physical Activity Forms will be available for each member of the party whilst on site at all times. In addition, any persons who are not members of Scouts Canada are to have filled out a Hold Harmless Form.
5. Lake Cowichan, British Columbia is a **911** community and as such emergency services can be contacted by dialing "911". Non-emergency numbers for the following in the Cowichan area are as follows: (If **any** of these numbers are used the Group Commissioner **shall** be informed as soon as possible. An incident report {Found in Section 20000 of BP&P} **shall** also be filled out.)
  - Police (250) 749-6668
  - Fire Department (250) 749-3522
  - Cowichan Valley Hospital (Duncan) (250) 737-2030
  - BC Ambulance Service (250) 758-8181
  - BC Poison Control Center 1-800-567-8911
  - Scouter in charge (Andy) (250) 327-1593
  - Conservation Officer 1-877-952-7277
6. The nearest 24-hour Emergency Ward is located at Cowichan District Hospital, 3045 Gibbins Road, Duncan, BC V9L 1E5
7. The trip First Aider is **Andy Chapman-Coombs**, the leaders are to ensure the youth are taking their medications according to the instructions. The designated first aiders are **not authorized** to prescribe any medications but can assist in giving medications. Each individual adult will be responsible for their own medications as needed.
8. The group will supply a **complete First Aid Kit**. Each youth will carry their own Caving Emergency kit.
9. Emergency communications will be by cell phone located with the following leaders;  
**Andy chapman (250) 327-1593/(778) 971-6034**
10. **The Leader in charge** will contact the Group Commissioner or designate check-in person via cell phone to "**Check-in**" and confirm location of the group. This will take place **on schedule at: On arrival in Cowichan Valley before cell reception is lost (c. 7pm)and**

**again on departure of the Cave between 10.30 and 11PM.**

11. In case of an **evacuation** from the event areas, the gathering place will be where the **vehicles are located at the outskirts of the camp** and relayed to the attendees **upon arrival**. In case of a full evacuation, the assembly area or gathering place will be at the same place. A head count and vehicle check will be undertaken by the Leader in Charge as the camp is evacuated. For youth events **ALL** leaders will be in attendance until all youth have been picked up. Evacuation will only take place if it is safe to do so.
12. All accidents and incidents shall be reported as stated in BP&P Section 13011. Also, Event Chief, and the Area Commissioner/ Group Commissioner or designate shall be informed at the earliest opportunity. A copy of the Emergency Plan, Participant and Scouter list complete with Emergency Contact Information and all Event Schedules are to be left with the Group Commissioner or designate. If the **Group Commissioner Edith Picard 250-713-0449** is unavailable contact **Scout Canada Field Executive, Melissa Bond 250-668-0983** or her interim equivalent.
13. Copies of the Event Schedule (Program), Emergency/Action plan shall be left with the Group Commissioner or designate.
14. An action plan, appended to the end of this emergency plan, will detail the actions of the event team after foreseeable incidents such as an injured person, lost youth or leader, and fire. Any other actions shall be decided by the Scouter in Charge and appropriate action shall be taken with the aid of the Scouters as necessary. Also, a copy of the Emergency Plan and Action Plan shall be made available to group Scouters by request.
15. ~~Youth will be advised of the Leader sleeping locations to assist in locating persons during the night. A two deep policy will be used by youth at all times if they are not in direct eye line of the leaders.~~
16. Wildlife is a consideration when camping in most areas of BC. The use of bear caches are recommended and safe storage of food and waste away from the main camp area is essential. ~~At least 2 leaders will carry bear spray when youth are at risk of bear encounters.~~
17. Strikethrough is used in this document to indicate described procedures with “~~Strikethrough~~” are not applicable for this event only.

## LAKE COWICHAN CAVING (INTERMEDIATE)

### *EMERGENCY PLAN ADDENDUM*

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1. Upon arrival at each cave location, all youth will be fitted with appropriate head protection and will have their safety gear checked.
2. All youth have undertaken an information session and have prepared their own underground emergency kits which consist of:
  - a. Whistle
  - b. Survival Bag
  - c. Band-aids
  - d. Cleansing wipes
  - e. Bandage
  - f. Matches
  - g. Candle/tea light
  - h. Glow stick(s)
  - i. Hand warmers
  - j. Spare flashlight
  - k. Spare batteries
  - l. Candy/energy bar
3. Each emergency kit is labelled with the address details for the youth and basic medical information.
4. Before departure to the caves we will hold a safety briefing to explain dangers of being underground.
5. The designated rescue person (Jason Paquette) has been informed of our intended location and return time.
6. Failure to hear from the group by 11pm will result in the rescue person immediately contacting the RCMP and/or the Provincial Emergency Program at 1-800-663-3456 and reporting a 'Party Overdue'.
7. The rescue person will then attend the scene.

### *Activity plan*

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1. We are heading to Bear Creek caves, located on the hill above Skutz Falls near Lake Cowichan. We will drive up the hill crossing the river bridge by Skutz Falls and parking at the top of the logging road by an area of clear cut trees. A short hike of approximately 2km to the caves where we will explore the caverns before heading back down.

## **ACTION PLAN**

### **Back-Country Trips**

This action plan states the actions that should be carried out in case of the following emergency situations. Any emergency not listed below should be discussed with Event Administrator and Section Heads/Group Scouters, a plan developed and appropriate actions taken. If any of these actions are carried out, the Event Administrator, and the Area Commissioner or designate/Group Commissioner or designate shall be informed at the earliest opportunity.

#### **Check-in procedures are:**

**Each day** the group will contact the Group Commissioner or designated check-in person via SPOT messaging or cell phone to “**Check-in**” and confirm they are safe and location of the group. This will take by 7 **PM** PST when in the back-country and upon arrival at the Parent Pickup Location. If the “**Check-in**” call is not received the following procedure should be followed;

- ❑ If a call from the group is not received prior to 9 PM the Group Commissioner should contact and inform the designated “rescue person” to be ready to assist the group and expect a call before 10:00 PM. This will allow time for the scout troop to correct technical or situational difficulties within the standard check-in procedures.
- ❑ If **no call is received by 11 PM Jason Paquette, the designated “Rescue Person”**, is to be dispatched to the camp area to locate the group and report back to the Group Commissioner.
- ❑ If the group cannot be located the RCMP should be notified and supplied with a copy of the expected route and make-up of the party. The Group Commissioner would become the main point of contact with search teams for the group.
- ❑ The emergency contacts of the group members and Scouts Canada Council Field Executive Melissa Bond (or equivalent employee) should be contacted on 250-668-0983 and advised of the situation.

#### **Minor Injuries**

The group will be carrying first aid supplies for minor injuries within the level of first aid training and not requiring additional first aid or medical attention.

#### **Seriously Injured Person**

The designated first aider shall take control of the situation until additional medical personnel arrive. The SPOT or cell phones will be used to contact emergency services required. This person will:

- ❑ Assess the nature of the accident and the extent of the injury or injuries.
- ❑ Have someone inform the Event Leader, Group Commissioner, and the participant emergency contact as soon as possible.
- ❑ Direct other Scouters to call for appropriate assistance and to manage the group.
- ❑ Treat and/or oversee treatment of the casualty or casualties. This is to be continued until medical personnel arrive

- ❑ Document and report the incident
- ❑ Evaluate the accident for future consideration

### **Fire**

If the fire is small and can be readily extinguished, extinguish the fire. The camp leaders need to be informed immediately. If the fire cannot be readily extinguished, then the following steps must be taken:

- ❑ Raise the Alarm “Fire, Fire, Fire”
- ❑ Report fire sightings or the smell of smoke to **1-800-663-5555** or **\*5555** on cellular networks
- ❑ Ensure the area is evacuated in a timely fashion
- ❑ The Group Scouter or their designate shall ensure all participants are accounted for
- ❑ Ensure that everyone is located at the safe gathering place designated in the Emergency Plan.
- ❑ Dispatch a leader to call for appropriate assistance.
- ❑ In the event of outside agencies being required ensure that the Group Commissioner or designate are informed immediately.
- ❑ Document and report the incident

### **Emergency Contacts**

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- Scouter in charge (Andy) (250) 327-1593
- Conservation Officer 1-877-952-7277

### **Lost Youth or Adult**

The adult in charge of the activity shall control this situation. With the assistance of the other Scouters and Participants, this person will:

- ❑ Ask the Participants if they know the location of the missing person (could the missing person have gone home or have been picked up by guardian and forgot to inform leaders?). Phone Home and all related contact numbers prior to calling RCMP.
- ❑ Immediately co-ordinate and conduct a local area search for the person, ensuring all of the other participants and Scouters are safe in a secure area. .

- ❑ If after five (5) minutes in the case of youth or twenty (20) minutes in the case for adult the person is not found, the Administrator is to be dispatched immediately so the appropriate authorities can be contacted, the RCMP.
- ❑ Ensure that the Area Commissioner and Group Commissioner or designate and the emergency contact of the missing person are contacted immediately.
- ❑ Ensure all remaining participants and Scouters are kept safe.
- ❑ Document and report the incident.

### **Earthquake**

British Columbia is in a prime earthquake zone. As such, the following should be carried out in the event of an earthquake:

#### **If you are indoors: “DROP, COVER AND HOLD ON”**

- ❑ **Stay inside**
- ❑ **“Drop, Cover and Hold On”**
- ❑ **DROP** to the ground (before the earthquake drops you!)
- ❑ Take **COVER** by getting under a sturdy desk or table, and
- ❑ **HOLD ON** to it until the shaking stops.
- ❑ If you can’t get under something strong, or if you are in a hallway, flatten yourself or crouch against an interior wall and protect your head and neck with your arms

#### **If you are outdoors**

- ❑ Stay outside and stay calm
- ❑ Go to an open area away from buildings. The most dangerous place is near exterior walls.
- ❑ If you are in a crowded public place, take cover where you won’t be trampled.

#### **After an earthquake**

- ❑ Once the shaking has stopped, move to the safe area as designated in the Emergency Plan
- ❑ Stay calm. Help others if you are able.
- ❑ Be prepared for aftershocks.
- ❑ Listen to the radio or television for information from authorities. Follow their instructions.
- ❑ The Administrator shall ensure all Scouters and Participants are accounted for and inform same to the Event Chief, who will be the emergency coordinator.

- ❑ The Event Chief and Administrator are to assess damage and make area is safe and secure and set up an emergency command centre.
- ❑ The First Aiders are to evaluate (triage) and deal with any casualties.
- ❑ The Administrator is to assist in the direction of activities and reassure participants in conjunction with any Scouters not assigned to other tasks.
- ❑ The Course/Event Chief will document and report the incident.
- ❑ If possible, contact families and ensure them that the participants are safe.

### **Wildlife encounters**

Wildlife including Bears and Cougars are a natural part of the eco-system of BC and encounters with any wildlife should be a positive experience. Bears in particular can be attracted to humans in search of food. Encounters within camp should be avoided by keeping the camp clean and being Bear and Cougar aware and by the storage of food and waste in either approved Bear Caches or by using appropriate Bear caching techniques. In the event of an encounter within camp or on the trail with an aggressive bear or cougar the following procedure should be followed.

- ❑ Gather group together as wildlife are reluctant to challenge larger numbers.
- ❑ At least two leader have bear spray at the ready and encourage the group to make noise.
- ❑ Ensure that group stays together as you exit the area.
- ❑ Call BC Conservation Officer on 1-877-952-7277 and report the incident.
- ❑ Document and report the incident.
- ❑ Evaluate the incident for future consideration.