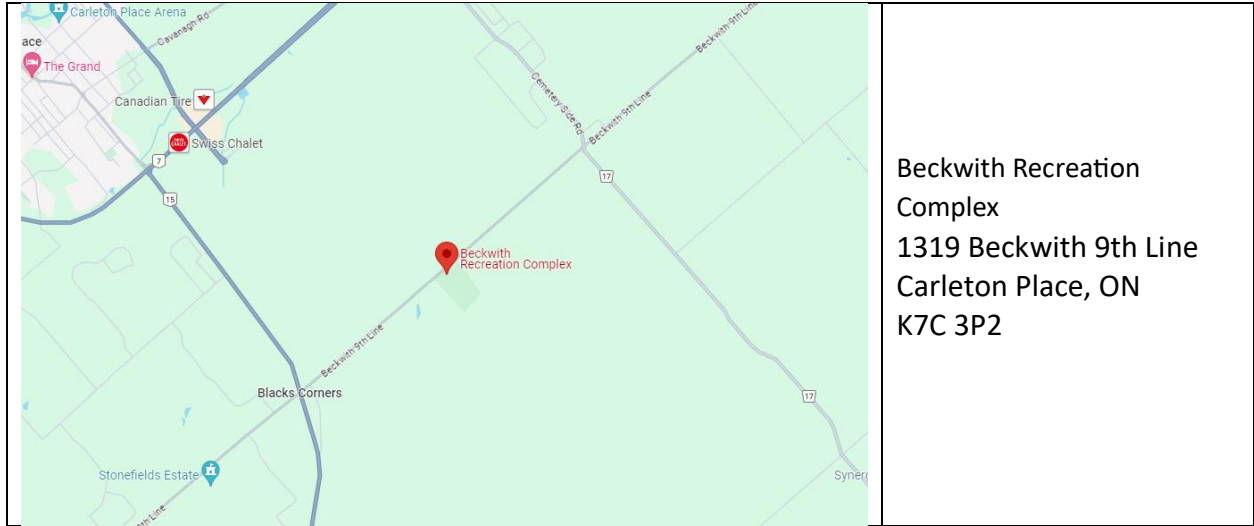


Voyageur Beaver 50th Birthday Party Emergency Response Plan



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External Emergency Services			
Emergency Service type	Paramedic Service	Fire Department	Police Department
Name of Service	LCPS	Beckwith Township Fire Department	Ontario Provincial Police
Emergency Number	911	911	911
Non-Emergency Number	613-257-2200	613-257-1749	1-888-310-1122
Nearest Station Location	37 Neelin St, Carleton Place, ON K7C 2J6	1654 9th Line, Carleton Place, ON K7C 3P2	15 Coleman St, Carleton Place, ON K7C 1B9
Response Time	10-40 Mins	10-20 Mins	8-20 Mins

Other Emergency Numbers

Poison Control	1-800-268-9017
Rideau Valley Conservation Authority	613-692-3571
Leeds Grenville & Lanark Health Unit	613-345-5685
Carleton Place & District Memorial Hospital	613-257-2200
Safe Scouting	1-800-339-6643
Telehealth Ontario	1-866-797-0000
Beckwith Township	613-257-1539

Camp Contacts

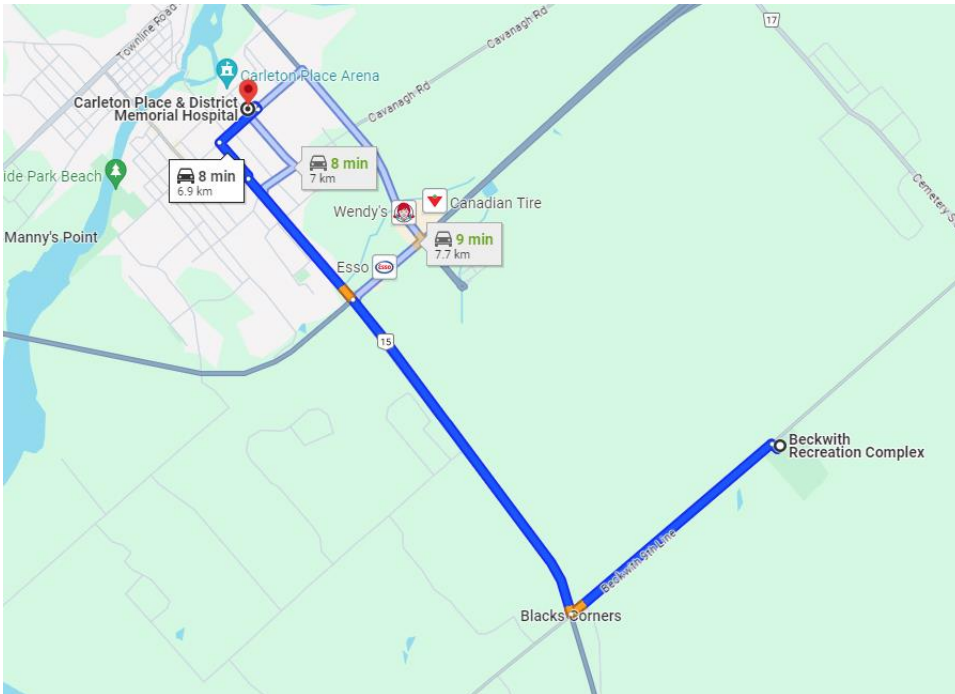
Name	Phone Number	Email address	Role
Jeff Reid	613-291-3044	jeff.reid@scouts.ca	Event Chair
Marc Chamberland	613-878-6018	mchamberland@scouts.ca	Deputy Chair
Susie James		sjames@scouts.ca	Registrar / Treasurer
MedVents			Medical Safety
Cassandra McGregor		cmcgregor@twp.beckwith.on.ca	Beckwith Township CAO/Clerk, Recreation Director

Direction to Local Hospital

Carleton Place & District Memorial Hospital

211 Lake Ave. E, Carleton Place, ON K7C 1J4

613-257-2200



Beckwith Recreation Complex, 1319 Beckwith 9th Line, Carleton Place, ON K7C 3P2

- Turn left onto Beckwith 9th Line (2.0 km)
- Turn right onto ON-15 N (2.9 km)
- Continue onto Franktown Rd (1.2 km)
- Turn right onto Rochester St (350 m)
- Turn right onto Lake Ave. E (400 m)
- Turn left (28 m)

211 Lake Ave. E, Carleton Place, ON K7C 1J4 , 613-257-2200

Response Plans

On-site evacuation: In the event of medical emergency evacuation (CODE GREEN)

1. The First Aider will contact the Event Chair or designate, and they will call 911.
2. The First Aid team will stabilize the patient until the EMS is on the scene to transport the patient.
3. Roadways should be kept clear during this time if possible so that emergency personnel can safely enter the location.

In the event of a nonemergency evacuation on-site evacuation: (CODE GREEN)

1. Event Team will discuss the situation that is requiring an evacuation from the area. Once a plan is formed the appropriate resources will be used.
2. If there is a time a notice will be sent out to all attendees to pack up their personal belongings and be assigned an evacuation time
3. If time is a factor the Event Chair or designate will assist in going to each affected area and telling people to evacuate immediately out of the area.
4. The muster point is the multipurpose Recreational Complex, utilizing the indoor turf field.

Off-Site evacuation: (CODE GREEN)

1. In the event of the need to evacuate due to a medical emergency: The Event Chair or designate will notify everyone.
2. The Event Chair or designate will make the call for an ambulance to attend to the medical emergency onsite.
3. The Event Chair or designate will ensure the most direct route is open and an escort vehicle/person is staged ready to bring the ambulance to the location is needed.
4. Once the Ambulance is on-site it will be brought to the emergency location and the Event Chief or designate will coordinate the transfer of the patient to the Ambulance crew with the onsite Medical Team.
5. Event Chair or designate will escort the ambulance off the fairgrounds.
6. In the event of a non-medical emergency evacuation of the Fairgrounds:
 - a. All attendees will be notified that an evacuation will be happening, each Group will be assigned a specific time of evacuation off-site.
 - b. The Event Chair or designate will organize the evacuation. The Event Chair or designate will notify the local Emergency Services of the evacuation being commenced.
 - c. The Event Chair or designate will organize the traffic coming into and out of the fairgrounds.
 - d. Each Group will move to the evacuation point.
 - e. Event Chair or designate will perform a sweep of the fairgrounds and activity areas to ensure the grounds are fully evacuated.
 - f. Each Group's Scouter-in-Charge will be responsible for ensuring their sections are fully accounted for in their Group.
 - g. Once the recreational area has been fully cleared the Event Chair or designate and team will evacuate the fairgrounds.

Shelter in place (CODE GREEN)

1. In the event of having to get personal inside a message will be broadcasted across the site.
2. All personnel will try to get into the Recreational Complex building if possible.
3. Primary evacuation point will be the turf field inside the recreational complex, with the lobby and arena as additional areas if needed. Should it be required, the Beckwith Township Council Municipal Building will be available as well.
4. Each Group's Scouters will ensure all their attendees are with them upon evacuation.
5. Each Group's Scouters will conduct a head count upon leaving and arriving at the evacuation building.
6. Once in the building, everyone will crouch down or sit on the ground and keep noise to a minimum and await further instructions.
7. Once the all-clear has been announced each Group's Scouters will conduct a head count of their attendees and will be allowed to return to the activities.

Lockdown (CODE WHITE)

1. All event personnel will be informed of a lockdown.
2. The Event Chair or designate will close the entrances into the fairgrounds.
3. The Event Chair or designate will be the lead in securing the park with a designate.
4. Event Chair or designate will always contact the police department for assistance with securing the park to ensure safety.
5. All attendees and Scouters will be told to remain at their current activity.
6. Each Group's Scouters will conduct a head count of all attendees at their site and inform the Event Chair or designate all attendees are accounted for.
7. Only Emergency personnel will be allowed to enter and exit the fairgrounds during an event leading to the securement of the site.
8. Once the incident that caused the fairgrounds to go into lockdown is deemed over all clear will be provided by the Event Chair.

Securing the fairgrounds (CODE WHITE)


1. Event Chair or designate will close entrances into the fairgrounds once the command has been given by the Event Chair.
2. Event Chair or designate will be the lead in securing the fairgrounds.
3. Event Chair or designate will always contact the police department for assistance with securing the fairgrounds to ensure safety.
4. All attendees and Scouters will be told to return to their last activity.
5. Each Group's Scouters will conduct a head count of all Attendees at their Group and inform the Event Chair or designate all attendees are accounted for.
6. Only Emergency personnel will be allowed to enter and exit the fairgrounds during an event leading to the securement of the fairgrounds. Once the incident that caused the fairgrounds to go into lockdown is deemed over the all-clear will be provided by the Event Chair.

Police-related emergency (CODE WHITE)

1. If the police are needed for the area a call will be made to Event Chair or designate to inform them of the situation
2. **IF THERE IS A LIFE AND DEATH SITUATION THAT POLICE ARE REQUIRED RIGHT NOW 911 WILL BE USED.**
3. Event Chair or designate will meet the responding police unit at the gate and direct them to the location.
4. Event Chair or designate will keep a perimeter around the location to allow for privacy and maintain Event Chair or designate during the incident.
5. Once the police-related emergency is over a debrief of the situation will occur between the Event Team.

Active Shooter (CODE WHITE)

1. Contact 911 immediately.
2. If it is safe to do so, take cover in a concrete building, try to avoid wooden structures if possible.
3. If you cannot seek shelter, evacuate into the surrounding area and keep low to the ground.
4. Follow the lockdown procedure above.
5. Follow all directions of the police and ambulance services.

- 
1. If a suspicious package or the Event Chair or designate is aware of a bomb threat the fairgrounds will be placed in lockdown immediately.
 2. The area of the threat will be evacuated by all personnel (CODE GREEN) to a safe distance.
 3. Outside emergency services will be contacted and made aware of the situation.
 4. Once the area is secured for all personnel the area will be handed over to the emergency services and coordinated with the Event Chair.
 5. After the threat has been deemed safe by the Emergency Services an all-clear message will be sent out

HOSTAGE SITUATION (CODE PURPLE)

1. In the event of a Hostage situation, the immediate area will be evacuated to a safe location (CODE Green)
2. Emergency Services will be contacted by the Event Chair or designate that will inform them of the situation.
3. No one will approach the area and Event Chair or designate will ensure a perimeter around the event is created if it is safe to do so.
4. The Event Chair or designate will work with the Emergency Services arriving on the scene to secure the scene.
5. Once the area is secured for all personnel the area will be handed over to the emergency services and coordinated with the Event Chair.
6. After the threat has been deemed safe by the Emergency Services an all-clear message will be sent out

Missing Person (CODE Yellow)

Lost attendee/Person

1. Event Chair or designate will close the entrances down.
2. Each Group's Scouter-in-Charge will be notified that a person is missing.
3. The Event Team will fan out across the grounds in an organized search pattern until the person is found.
4. A search of the fairgrounds will be completed.
5. If the person cannot be located within 30 mins of the search of the grounds the Emergency Services and Safety Director will get additional resources as required for the search.
6. All attendees will be instructed to return to their Sub last activity and wait for further instruction. The Scouters in charge will take a head count a report it Event Chair or designate.
7. Once the missing person is located all clear will be given across the fairgrounds.
8. The search will be completed in a uniform and safe manner.

First Aid and Medical incidents (CODE BLUE)

1. If the injured person can be brought and transported to a central location this must happen ASAP.
2. If the Injured person cannot be transported central location a message must be sent to the Event Chair or designate with the nature of the incident and Injury with detailed location instructions for First Aiders.
3. If an ambulance ground or air is required, then the Event Chair or designate must prepare for escorting the ambulance from the roadway to the location where the site is needed. Ensuring attendee's safety is always required.
4. Once the Ambulance is off-site the Medical Emergency will be declared completed with a debrief of the Event Team following the incident.

Fire Emergency (CODE RED)

1. Evacuate the immediate area.
2. If safe to do so and properly trained attempt to extinguish the fire with a fire extinguisher, if not safely evacuate the area
3. Notify Emergency Response Team that there is a fire and the exact location of the fire.
4. The fire department will be called 911 by the Event Chair.
5. The Event Team will secure the area around the fire ensuring there is no one in danger and wait for the Fire Department to escort them to the site of the fire.
6. First Aiders will be standing by to treat any injuries from the fire.
7. Once the fire is out and the area is deemed safe a message will be sent around the fairgrounds.

MASS CASUALTY INCIDENT (CODE ORANGE)

ONLY the Event Chair or designate will have the authority to declare Code Orange. This prevents false code orange activation and miscommunication with ground resources. On identification of a Code Orange, Event Chair or designate will **contact Emergency Services immediately and follow directions from them**

Hazardous Materials Incident (CODE BROWN)

1. In the event of an onsite Hazardous situation that occurs the Event Chair or designate shall be notified immediately
2. The location of the hazard will be assessed by the Event Chair or designate for the extent of the hazard.
3. Once the nature of the hazard is determined the Event Chair or designate will arrange for the required resources to repair the hazard and isolate attendees from the Hazard
4. If an evacuation is required (Code Green) those protocols will be called into effect.
5. Once the hazard has been corrected an All Clear will be given

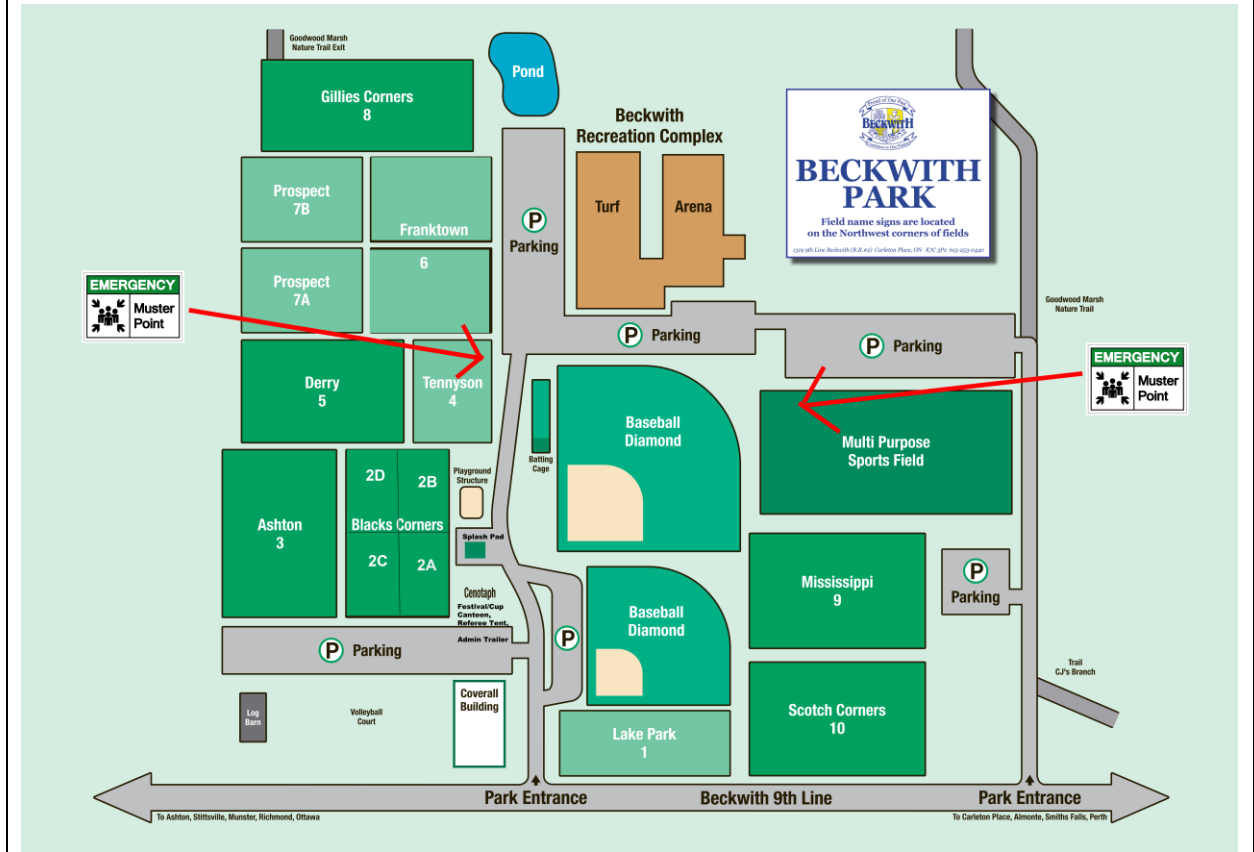
“Drop, cover, and hold” – For protection from falling debris. (CODE BROWN)

1. If severe weather is approaching message will be sent across the fairgrounds to inform attendees of impending weather.
2. Attendees will be told to remove themselves from any area that could cause objects to fall from above on top of them.
3. If attendees cannot get into an open area, attendees are to try to crawl under a sturdy object like a picnic table and crouch down.
4. If attendees cannot get under a hard-sturdy surface, attendees are to drop to the ground and cover their heads with their hands.
5. Attendees are to hold their hands over their head until the all-clear is given.
6. If injured by a falling object the injured attendee needs to be kept from moving and an Emergency medical call is sent out emergency services.

Infrastructure Failure (CODE GREY)

1. In the event of an onsite infrastructure situation that occurs the Event Chair or designate shall be notified immediately
2. The location of the hazard will be assessed by the Event Chair or designate for the extent of the hazard.
3. Once the nature of the hazard is determined the Event Chair or designate will arrange for the required resources to repair the hazard and isolate campers from the Hazard.
4. If an evacuation is required (Code Green) those protocols will be called into effect.
5. Once the hazard has been corrected an All clear will be given

Map of Muster Points



Map for Emergency Services

