

The Salvation Army Maritime Division Scotian Glen Camp



Emergency Checklists

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Emergency Contact Information

1.1 FIRE

Of all the risks, fire is the most common. Your priority is always to get people away from the fire to a safe place.

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1.1 FIRE

- Sound alarm by activating closest pull station and shouting, “Fire, Fire, Fire!”

All

- Evacuate all persons from the building or fire area as per the posted evacuation routes, have them report to the assembly area or safe area.

All

1.1 FIRE

- Attempt to fight fire with fire extinguisher, **ONLY IF:** Fire is small, you are trained to do so, your escape routes are clear, the fire has not spread beyond its starting point, you are an adult (18+). Leave immediately when the extinguisher is depleted, if your escape route is threatened, or if the fire becomes uncontrollable. P-A-S-S

Site Mgr,
Maint.
Crew

1.1 FIRE

- Call 911.

CERT
Comd

- Upon hearing the alarm all personnel are required to report to the Assembly area.

All

- At the Assembly Point ensure everyone is accounted for and is a safe distance from the danger area.

Pgm Dir.,
Asst.
Pgm Dir.

1.1 FIRE

- Treat any injuries.

First Aid
Dir.

- Meet emergency responders and provide relevant information. Follow their direction and instructions.

CERT
Comd.

- Contact DHQ and provide information to DC, DSBA and DSPRD.

CERT
Comd.

1.1 FIRE

- Contact family members as required

CERT
Comd.

- Complete written report of the event and collect witness statements

CERT
Comd.

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1.2 FOREST & BRUSH FIRE

Be aware of the Fire Index Conditions in the vicinity of the camp <http://www.gov.ns.ca/natr/forestprotection/wildfire/fwi/>

Comply with local burning restrictions and local ordinances.

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1.2 FOREST & BRUSH FIRE

- If a forest or bush fire is detected in the vicinity of the camp, call 911. Or call 1-800-565-2224 Department of Natural Resources

CERT
Comd.

- Provide the number you are calling from

- Provide the location of the fire (our civic number, geographical features, and relative position)

1.2 FOREST & BRUSH FIRE

- Describe what is burning: Hardwood, softwood, brush, grass.

- Describe the colour of the smoke (white, grey, black, brown)

- Describe the approximate size of the fire

- Advise if the fire is a threat to the camp or adjacent properties

1.2 FOREST & BRUSH FIRE

- Advise how quickly the fire is spreading

- Advise if anyone is fighting the fire
(Firefighters, Dept. of Natural Resources,
neighbours)

- If the fire or smoke is a threat to the
camp proceed with evacuation plan

- Contact DHQ and brief DC, DSBA and
DSPRD on the situation

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1.3 NATURAL DISASTERS

Potential Natural Disasters that may affect Camp are: Storm Surge, Tsunami, Flooding, Severe wind and thunderstorms, hurricane, wildfires and extreme heat.

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1.3 NATURAL DISASTERS

- Provide precautionary information to ensure proper hydration of all persons during extreme heat or stressful events. CERT Comd.
- Issue warning and instructions for shelter or evacuation. CERT Comd.
- Shelter all persons in the Dining Hall or the Auditorium (Chebucto). Or prepare for evacuation All

1.3 NATURAL DISASTERS

- | | |
|---|----------------------------|
| ● Following the event, complete head counts and assess any injuries. Perform First Aid. | Site Mgr,
Maint
Crew |
| ● Call 911, if there are injuries or serious property damage | CERT
Comd. |
| ● Assess damage caused by condition and take steps to reduce any further injury or risk | CERT
Comd. |

1.3 NATURAL DISASTERS

- Meet emergency responders and provide relevant information. Follow their direction and instructions. CERT Comd.

- Contact DHQ and provide information to DC, DSBA and DSPRD. CERT Comd.

- Contact family members as required. CERT Comd.

1.3 NATURAL DISASTERS

- Complete written report of the event and collect witness statements

CERT
Comd.

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1.4 LOST CAMPERS

Camper safety is always paramount. If a camper is observed to be missing, then:

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1.4 LOST CAMPERS

- Activate Emergency Fire Alarm in the Dining Hall CERT Comd.

- Rally campers at the Flagpole and perform head count

- Assess situation and determine who last saw camper and any indications of the camper's emotional status, what they were wearing, and if the camper had said anything to anyone.

1.4 LOST CAMPERS

- Move campers to the dining hall or the auditorium during daylight hours.
Perform a secondary head count

- At night return campers to their cabins, with their cabin leaders

- Initiate a Hasty search based on the most likely areas where the child would go. Do not place any searchers at risk. Limit Hasty search to 15 minutes.

1.4 LOST CAMPERS

Use communication devices. Ensure searchers have a description of the child and what they were last seen wearing. All searchers report back immediately at the conclusion of the 15 minutes

Initiate thorough search. Conduct search patterns expanding outwards from the last known location. Limit search times to 30 minutes.

1.4 LOST CAMPERS

The Thorough Search will use the 7 Zones and 4 Search Teams. Search Team A: First Aid Director, Head Lifeguard, Assistant Lifeguard and one Maint Worker – Search Team B: Site Director, Maintenance – Search Team C: Assistant Program Director, Cooks, Waiters – Search Team D: Program Director, Male and Female Head Counsellors.

1.4 LOST CAMPERS

- The seven zones are identified on the Camp map on the next page

- Contact DHQ and brief DC, DSBA and DSPRD on the situation.

Search Zones. Zone 6 areas encompass impassable terrain and water. Scan those areas from a proper vantage point. Zone 7 requires transportation, follow the road to the highway to New Glasgow.

TEAMS	Team A	Team B
TEAM COMPOSITION	First Aid Dir, Head Lifeguard, Assistant Lifeguard, Maint Worker	Site Dir., Maint Crew
PRIMARY SEARCH ZONES	ZONE 1	ZONE 2
SECONDARY Trails Roads and Waterfront	5 - Trail to Cross and Trestle Bridge	7 - Take vehicle. School Area, Road and Hwy

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Search Zones. Zone 6 areas encompass impassable terrain and water. Scan those areas from a proper vantage point. Zone 7 requires transportation, follow the road to the highway to New Glasgow.

TEAMS	Team C	Team D
TEAM COMPOSITION	Assistant Pgm Dir., Cooks, Waiters	Pgm Dir., Head Counselors
PRIMARY SEARCH ZONES	ZONE 3	ZONE 4
SECONDARY Trails Roads and Waterfront	6 – Waterfront. Trestle Bridge to School	

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1.5 AQUATIC EMERGENCY

Camp aquatic Emergencies include swimming and watercraft activities. Lifeguard instructions are to be followed at all times. Use of PFDs while using watercraft is mandatory.

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1.5 AQUATIC EMERGENCY

- The Pool Alarm will be activated by the Lifeguard or a person directed by the Lifeguard

Life
Guard

- Assess need for ambulance and if required initiate 911 call
- Evacuate pool area or beach area and send them to the Flagpole

1.5 AQUATIC EMERGENCY

- Send Runner to sound Camp Alarm. Runner will inform the Camp Director and First Aid Director to report to the incident area.

- Continue with First Aid as required

- If person is missing, commence search in last know area. Limit search to 30 minutes.

1.5 AQUATIC EMERGENCY

- Camp Director to meet EHS personnel and accompany patient in the ambulance. First Aid Director to remain on scene

- First Aid Director to remain at Camp

- Program Director to reassure and comfort campers

1.5 AQUATIC EMERGENCY

- Contact DHQ and provide information to DC, DSBA, DSPRD.

- Contact family members as required

- Complete written report of the event and collect witness statements

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1.6 INJURY OR ILLNESS

The objectives of first aid are: preserve life; prevent the illness or injury from becoming worse and to promote recovery. Use Emergency Scene Management: scene survey, primary survey, secondary survey and ongoing casualty care to bring order to the situation.

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1.6 INJURY OR ILLNESS

- Dispatch runner to have First Aid Director report to the scene. Also have the Camp Director and the Lifeguard report. If you are first aid trained, commence first aid procedures immediately

All

- The First Aid Director will evaluate all camp illnesses and injuries for treatment and severity.

1.6 INJURY OR ILLNESS

- Follow First Aid procedures to stabilize and protect the patient

- Direct other First Aiders in the treatment of patients

- Assess need for ambulance and if required initiate 911 call

1.6 INJURY OR ILLNESS

- Camp Director will accompany the patient in the ambulance

- Call family members and advise them of the situation

- Care for those who might be affected impacted by witnessing the trauma

1.6 INJURY OR ILLNESS

- Contact DHQ and provide information to DC, DSBA, DSPRD

- Complete written report of the event and collect witness statements

1.6 INJURY OR ILLNESS

Notes: *The camp has natural hazards that may result in injury or illness.*

- *Insects including, bees, mosquitos and wood ticks*
- *Wild Animals including, bears, coyotes and raccoons*
- *Physical hazards such as trees, rocks and water*
- *Weather hazards such as heat, wind, lightning, rain
(see natural disaster checklist)*

The Camp First Aid Director will provide guidance on the avoidance of heat stress and sunburn through the promotion of proper hydration and protection of skin.

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1.7 COMMUNICABLE DISEASE

The close living conditions at camp and shared facilities increase the risk of spread of communicable diseases. Preventative measures are adherence to proper hygiene protocols and identifying illnesses early.

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1.7 COMMUNICABLE DISEASE

If you suspect a camper is not well or is exhibiting signs of illness such as measles, chicken pox, mumps, pink eye, strange rashes, nausea, fever, diarrhea, headache, or abdominal pain, refer to the First Aid Director Immediately.

All

Check temperature and vital signs,

- assess if the camper should be taken to Emergency

1.7 COMMUNICABLE DISEASE

- If Camper's condition is serious call 911 and request assistance

- If Camper is ambulatory transport to Emergency

- The Camp Director will accompany the camper to the Hospital

1.7 COMMUNICABLE DISEASE

- If it is determined that the camper was contagious, isolate the group of campers that had direct contact.

- Monitor those in isolation for signs of the illness

- Refer any further campers, who catch the disease, to Emergency or follow medical professionals instructions

1.7 COMMUNICABLE DISEASE

- Contact DHQ and provide information to DC, DSBA, DSPRD

- Determine what to do with camp and current program

- Contact family members as required

- Complete written report of the event

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1.8 STRANGER IN THE CAMP

All Camp personnel are to be aware of who is authorized on the camp ground. Any unauthorized or unknown persons should be reported to camp leadership.

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1.8 STRANGER IN THE CAMP

Approach unknown person(s) and politely

- ask them their name and their reason for being there.

All

- Report any details to the Camp Director or Dining Room Supervisor

All

1.8 STRANGER IN THE CAMP

If the person refuses to give their name or has no valid reason for being there, the

- Camp Director or Dining Room Supervisor will ask them to leave and escort them off camp property

CERT
Comd.

If the person becomes a threat or refuses to leave, the Camp Director

- or the Site Manager shall contact the RCMP for assistance

CERT
Comd.

1.8 STRANGER IN THE CAMP

- Continue to observe the person until help arrives. Do not use physical force to restrain the individual. All
- Contact DHQ and provide information to DC, DSBA, DSPRD CERT Comd.
- Complete written report of the event and collect witness statements CERT Comd.

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1.9 EVACUATION

The camp should only be evacuated when directed by RCMP, Fire or Emergency Personnel; or when there is a threat of imminent danger that would cause loss of life or injury.

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1.9 EVACUATION

- If directed by RCMP, Fire or Emergency Personnel, follow their instructions for evacuation

CERT
Comd.

- When Evacuation is required, form up all campers at the flag pole and perform head count

- Lead the campers up the road to the school or alternate safe route

1.9 EVACUATION

If Camp initiated evacuation call 911 and

- explain reason for departure and request assistance

- Administer first aid, if required

- Shelter campers at the front of the school close to the road or away as far as possible from any danger

1.9 EVACUATION

- Program Director to reassure and comfort campers

- Contact DHQ and provide information to DC, DSBA, DSPRD

- Contact family members as required

- Complete written report of the event

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1.10 ANIMAL ENCOUNTER

There is a slight risk of an animal encounter in the camp. Exercise caution if coyotes or bears are reported in the area. Issue warnings.

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1.10 ANIMAL ENCOUNTER

- If larger wild animals are seen near the camp, keep campers away from that area

CERT
Comd.

- Report any coyote sightings to Department of Natural Resources

- Move campers inside if coyotes or bear encroach on the main camp area

1.10 ANIMAL ENCOUNTER

- In the rare event that an encounter occurs treat injuries and call 911

- Camp Director to meet EHS personnel and accompany patient in the ambulance.

- First Aid Director to remain at Camp

1.10 ANIMAL ENCOUNTER

- Contact DHQ and provide information to DC, DSBA, DSPRD

- Contact family members as required

- Complete written report of the event and collect witness statements

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1.11 CRISIS ACTION PLANNING

For Emergencies unforeseen by this plan, the CERT will follow a crisis action planning process to come up with a timely course of action.

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1.11 CRISIS ACTION PLANNING

- Assemble the CERT, Assess the situation

CERT
Comd.

- Recommend possible solutions and responses

CERT

- Determine best course of action

CERT
Comd.

- Issue directives and assign duties

CERT
Comd.

1.11 CRISIS ACTION PLANNING

- Carry out the plan All

- Request External Help CERT Comd.

- Contact DHQ and brief DC, DSBA, DSPRD on the situation

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2. EMERGENCY CONTACT INFO

Nova Scotia uses the 911 Call Centre service to action and prioritize emergency calls. The following directions are provided to assist callers.

911 Emergency Service. To be called when someone's health, safety or property is threatened and help is needed right away. If you are uncertain call 911 and have them assist you.

2. EMERGENCY CONTACT INFO

When you call 911 the call taker will ask, “911, what is your emergency?” Stay on the line with the call taker and answer all questions. Expect to be asked:

- The nature of the emergency*
- The complete address of the emergency, including civic number, street name and type, community and county*

(Scotian Glen Camp, Civic Number 119 School Road, Sutherlands River, Pictou County.)

- To confirm the telephone number you are calling from*

2. EMERGENCY CONTACT INFO

The call taker will then link you directly to the appropriate emergency responders — fire, police, ambulance or the poison information centre — in your area. Speak directly with the agency and provide any additional information they need.

- Remain on the line unless directed otherwise by the call taker.*

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2. EMERGENCY CONTACT INFO

For Routine calls that are general in nature, such as ongoing investigations, community events, routine inspections and general inquiries, call the agency using their regular phone number.

RCMP Detachment Stellarton

38 Caladh Avenue

P.O. Box 100,

Pictou, NS B0K 1H0

T: (902) 755-4141

F: (902)755-2691

2. EMERGENCY CONTACT INFO

Pictou County Health Authority (Aberdeen Hospital)

835 East River Road

New Glasgow, Nova Scotia

B2H 3S6

T: (902)752-7600

F: (902)752-6231

Regional Poison Information Centre

The IWK Health Centre

PO Box 3070

Halifax, NS B3J 3G9

T: 1 800 565-8161

2. EMERGENCY CONTACT INFO

Linacy Volunteer Fire Department

Jamie Davidson

RR#1 New Glasgow

B2H 5C4

T: (902) 755-1232

Pictou County Fire Inspector

David Shelton

T: (902) 755-1390

Pictou County Food Safety Specialist

James Hayward

T: (902) 485-7162

2. EMERGENCY CONTACT INFO

Environmental Monitoring and Compliance (Water)

Penny McLeod

District Manager - Pictou

20 Pumphouse Road

R. R. #3

New Glasgow, Nova Scotia

B2H 5C6

T: (902) 396-4194

F: (902) 396-4765

Emergency (24hrs) T: (877) 936-8476

2. EMERGENCY CONTACT INFO

Propane

Irving Energy

New Glasgow

T: (888) 310-1924

Electricity

NS Power

T: (800) 428-6230

Outage information

T: (877) 428-6004

2. EMERGENCY CONTACT INFO

Department of Natural Resources

Wildlife Division (Bears, Coyotes, animals)

Report sightings and incidents

T: (800) 565-2224

Forest Protection

Report Wildfire call 911 or

T: (800) 565-2224

2. EMERGENCY CONTACT INFO

Cape Breton and Central Nova Scotia Railway

Emergency or accident call 911

Routine business:

121 King Street

P. O. Box 2240

Stellarton, NS B0K 1S0

Office Manager: Lynne DiPersio

T: (902) 752-3357, Ext. 234

2. EMERGENCY CONTACT INFO

Salvation Army Divisional Headquarters

All incidents, Divisional Commander, DSBA, DSPRD, DDHR

T: (902) 455-1201

F: (902) 455-0055

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