



CAMP VANIER
SCOUTS CANADA
NORTHERN LIGHTS COUNCIL

**Emergency
Action Plan**

This action plan outlines the actions that should be carried out in the event of the identified emergency situations. If any of these actions are carried out, the Camp Vanier Safety and Security Coordinator and the Camp Committee Chairperson must be notified at the earliest opportunity. In addition, user groups are also responsible to report the incident to their Group Commissioner or designate as well.

- Each user group is responsible to supply their own first aid kits that are appropriate for the size of group attending Camp Vanier.
- Each user group is responsible to identify a designated first aider who has at minimum a current Standard First Aid certification.
- **Each user group is responsible to have a minimum of 2 fully charged cell phones while in camp. There is no landline telephone on the Camp Vanier property.**
- Each user group is responsible to have reviewed the Camp Vanier Regulations, Emergency Information and Emergency Action Plan.
- The designated leader / adult in charge is required to have the following with them at all times:
 - Camp Vanier Emergency Information
 - Camp Manifest

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INJURIES:

Minor Injuries:

- Designated first aider will treat minor injuries within their own level of training and that does not require further medical attention.

Moderate Injuries Requiring Medical Attention, But No Activation Of EMS:

- Examples include but not limited to cuts / lacerations requiring sutures, minor burns requiring medical attention, sprains requiring medical attention.
- Designated first aider will provide immediate first aid.
- Injured person is transported to Cold Lake Health Centre for medical attention.
- Ensure the Camp Vanier Safety and Security Coordinator / Camp Chairperson are notified.
- Document and report the incident.

Seriously Injured Person Requiring Activation Of EMS:

- Designated first aider takes control of the situation until EMS arrives. This person will:
 - Assess the incident area for safety.
 - Assess the nature of the incident and extent of injury(s).
 - Provide appropriate immediate first aid.
 - Direct other leaders / adults to:
 - Activate EMS by calling 9-1-1
 - Camp Vanier Address: 64104 Range Road 432
 - Provide assistance as indicated
 - Remove other campers to a safe location away from the incident area.
 - Direct a leader / adult to meet EMS at main gate and direct EMS to incident location.
 - Treat and / or oversee treatment of injured person(s) until EMS arrives.
- Ensure the Camp Vanier Safety and Security Coordinator / Camp Chairperson are notified.
- Document and report the incident.
- Debrief the incident with involved leaders / adults and evaluate for future consideration.

FIRE

User Groups are responsible to:

- Ensure leaders / adults / campers are aware of fire and building evacuation procedures.
- Ensure leaders / adults are aware of location of fire extinguishers.
- Ensure that all building exits are unlocked and kept clear.
- Ensure that access to all emergency exits is maintained by shoveling out snow in the winter.
- Ensure that campfires are built only in designated fire rings.
- Ensure a means of extinguishing a campfire is immediately available.

IN THE EVENT OF FINDING:

A Small Fire That Can Be Readily Extinguished:

- Individual finding fire raises the alarm by yelling “FIRE-FIRE-FIRE”
- Immediately evacuate the affected area, and then remainder of building. Designated adult ensures no one reenters area.
- Extinguish fire using fire extinguisher.
 - **P**ull the safety pin.
 - **A**im the extinguisher at the base of the fire.
 - **S**queeze the handle to activate the extinguisher.
 - **S**weep from side to side until the fire is out.
- Ventilate affected area as required.
- Ensure the Camp Vanier Safety and Security Coordinator / Camp Chairperson are notified.
- Debrief the incident with involved leaders / adults and evaluate for future consideration.

A Building On Fire:

- Individual finding fire raises the alarm by yelling “FIRE-FIRE-FIRE”.
- Immediately evacuate the affected building, heading to the muster point in the White Elephant parking lot if safe to do so. Designated adult ensures no one re-enters the building.
- Call 9-1-1 requesting Fire-Rescue service, indicate no standpipe is available on the property. Camp Vanier address: 64104 Range Road 432.
- All leaders / adults / campers to meet at muster point.
 - Designate a leader / adult to meet Fire-Rescue at main gate and provide direction to fire site.
 - Designated leader /adult responsible to ensure all individuals identified on camp manifest are present and accounted for.
- Ensure the Camp Vanier Safety and Security Coordinator / Camp Chairperson are notified.
- Document and report the incident.
- Debrief the incident with involved leaders / adults and evaluate for future consideration.

A Grass or Forest Fire:

- Individual finding fire raises the alarm by yelling “FIRE-FIRE-FIRE”
- Immediately evacuate the affected area heading to muster point at the White Elephant parking lot if safe to do so. Designated adult ensures no one re-enters the area.
- Call 9-1-1 requesting Fire-Rescue service, indicate no standpipe is available on the property. Camp Vanier Address: 64104 Range Road 432.
- All leaders / adults / campers to meet at the muster point.
 - Designate a leader / adult to meet Fire-Rescue at main gate and provide direction to fire site.
 - Designated leader /adult responsible to ensure all individuals identified on camp manifest are present and accounted for.
- Ensure the Camp Vanier Safety and Security Coordinator / Camp Chairperson are notified.
- Document and report the incident.
- Debrief the incident with involved leaders / adults and evaluate for future consideration.

MISSING PERSON:

- Leader / adult in charge to be immediately notified upon realization of missing youth or adult.
- Leader / adult in charge will:
 - Note time of initial notification.
 - Ask leaders / adults / campers if anyone is aware of location of missing person.
 - Determine last known location of individual.
 - Call and ensure that the missing person was not picked up by parents, etc without notifying leader /adult in charge.
 - Immediately coordinate and conduct a local area search for the missing person.
 - Ensure all other campers are accounted for and are safely in a secure location.
 - Check nearby high-risk areas such as waterfront, beaver pond.
 - Check outhouses and outbuildings
 - Ensure searchers have whistles for signaling
- If after 10 minutes in the case of a youth, or 20 minutes in the case of an adult, the missing person is not found, notify the Camp Vanier Safety and Security Coordinator / Camp Chairperson, and call 9-1-1 to request assistance from the RCMP. Camp Vanier address: 64104 Range Road 432.
 - Designate a leader / adult to meet the RCMP at the main gate to provide direction to the Leader / adult in charge.
 - Camp Vanier Committee member will contact area commissioner
 - Missing person’s emergency contact to be notified.
- Ensure all leaders/ adults and campers are kept safe.
- Document and report the incident
- Debrief the incident with involved leaders / adults and evaluate for future consideration.

PROPANE LEAK:

- Immediately evacuate affected building, ensure no one reenters building.
- Do not operate light or electrical switches, smoke, light matches or lighters, or any other spark or ignition sources.
- Turn off propane at tank.
- Immediately notify the Camp Vanier Safety and Security Coordinator / Camp Chairperson who will follow up with propane service.

BEAR ENCOUNTER:

- User groups will be notified on arrival of any recent bear activity in or around Camp Vanier.
- User groups must be observant for any recent bear activity such as fresh scat.
 - Immediately notify the Camp Vanier Safety and Security Coordinator / Camp Chairperson of these findings. They will follow up with the local conservation officer.

In the Event of a Bear Encounter

- **Keep calm.**
 - Think ahead; your brain is your best defence against a bear attack.
 - Plan how to respond if you encounter a bear.
- **Don't run.**
 - Bears can easily outrun you. By running you may trigger an attack.
 - Make yourself less vulnerable.
 - Ensure campers stay in a group.
- **Give the bear space.**
 - Back away slowly and talk in a soft voice.
 - Do not approach the bear or make direct eye contact.
- **Leave the area or make a wide detour.**
 - If you cannot leave, wait until the bear moves out of the way and ensure that it has an escape route.
- **The bear may approach you or rear up on its hind legs.**
 - Bears are often curious. If one stands on its hind legs, it is most likely trying to catch your scent; this is not necessarily a sign of aggression.
 - Back away slowly and talk in a soft voice.
- **Do not drop objects, clothing or food to distract the bear.**
 - If the bear receives food, it will have been rewarded for its aggressive behaviour, thereby increasing the likelihood that it will repeat that behaviour again.
- **Watch for aggressive behaviours.**
 - A bear may display aggression by swinging its head from side to side; making vocalizations such as huffs, snorts, whoops, or moans; displaying teeth or claws; jaw popping; swatting at the ground; staring with eye contact; panting; or laying its ears back.
 - These behaviours usually indicate that the bear is stressed, acting defensively and asking for more space. Attacks rarely follow. This is the most common kind of black bear aggressive encounter.

- Immediately notify the Camp Vanier Safety and Security Coordinator / Camp Chairperson of the bear encounter. They will follow up with the local Conservation Officer.

STRANGERS IN CAMP:

- The safety and security of Camp Vanier is the responsibility of all user groups.
- Please take the time to acknowledge people who you feel look suspicious, lost or in need of assistance.
- Offer a greeting and then ask if they are with a registered user group in Camp Vanier or Camp Coinda and if you can help them with anything.
- If they indicate they are not, you may ask them to immediately leave the Camp property.
- If the individual refuses, or is being evasive or are resistant please immediately contact the Camp Vanier Safety and Security Coordinator / Camp Chairperson.
- If a vehicle (including any off road vehicle) is driving inappropriately in camp, attempt to get the license plate number and a description and immediately report this to the Camp Vanier Safety and Security Coordinator / Camp Chairperson.
- It will be the discretion of the Camp Vanier Safety and Security Coordinator / Camp Chairperson to call the RCMP.

SEVERE WEATHER

- Environment Canada Public Weather Alerts for Alberta:
 - https://weather.gc.ca/warnings/index_e.html?prov=ab
- EC Alert me provides real time alerts:
 - www.ecalertme.weather.gc.ca
- Alberta Emergency Alerts app also provides current alert notification:
 - <http://www.emergencyalert.alberta.ca/content/about/signup.html>
- **Weather Watch** is issued when conditions are favourable for the development of severe weather. Watches are typically issued for events in which the timing and specific location of occurrence remains uncertain and is normally issued several hours in advance. Look up, keep an eye on the sky and be alert for changes.
- **Weather Warning** is issued when severe weather is either imminent or occurring. Take action!
- Communication plan to notify user groups of active weather watches and warnings:
 - Plan Activation Procedure
 - Who initiates it?
 - How is it communicated?
 - Activation plan in event of loss of cellular coverage?
- Camp Vanier Safety and Security Coordinator / Camp Chairperson reserve the ability to immediately cancel camps dependent on anticipated weather conditions.

- **Designated Shelter Areas within Camp Vanier:**
 - White Elephant
 - Inside central main area, all doors closed.
 - Rover Den
 - Windows and shutters closed, doors closed.
 - Venturer Cabin
 - Windows and shutters closed, doors closed.

- **Wind Warning**
 - Possibility of winds to be blowing steadily at 60-65 km/h or more, or winds that are gusting up to 90 km/h or more.
 - All on water activities including canoeing, kayaking, stand up paddle boarding, sailing and boating are immediately terminated and equipment secured.
 - Any open campfires are to be extinguished.
 - Cancel any planned trail hikes and recall any hikes in progress.
 - Ensure tents / tarps are adequately guyed down and that all gear is properly secured. If tents /tarps are unable to be adequately guyed, take them down.
 - Prepare shelter areas for possible use.
 - Be prepared to shelter in place as needed.

- **Severe Thunderstorm**
 - **Watch:**
 - Any on water activities should be wrapped up and equipment secured.
 - If lightning is seen, or thunder heard, all on water activities including canoeing, kayaking, stand up paddle boarding, sailing and boating are immediately stopped and equipment secured.
 - Be prepared to extinguish any open campfires.
 - Ensure tents / tarps are adequately guyed down and that all gear is properly secured.
 - Do not begin trail hikes, consider recalling hikes in progress.
 - Prepare shelter areas for possible use.
 - **Warning:**
 - All on water activities including canoeing, kayaking, stand up paddle boarding, sailing and boating are immediately stopped. Equipment is secured.
 - Any open campfires are to be extinguished.
 - Cancel any planned trail hikes, immediately recall any hikes in progress.
 - Prepare shelter areas for possible use.
 - Be prepared to shelter in place as needed.

- **Tornado**

- **Watch:**

- Issued when conditions are favourable for the development of severe thunderstorms with one or more tornadoes.
 - All on water activities including canoeing, kayaking, stand up paddle boarding, sailing and boating are immediately stopped and equipment secured.
 - Monitor Environment Canada and local communications for notice of watch being upgraded to warning.
 - Any open campfires are to be extinguished.
 - Ensure tents / tarps are adequately guyed down and that all gear is properly secured. If tents /tarps are unable to be adequately guyed, take them down.
 - Do not begin trail hikes, recall hikes in progress.
 - Prepare shelter areas for possible use.

- **Warning:**

- Issued when a tornado has been reported; or when there is evidence based on radar, or from a reliable spotter that a tornado is imminent.
 - Take immediate shelter in designated shelter building.
 - Close all windows, shutters and doors, draw curtains if present.
 - Get down on floor.
 - Get covered with pillows, blankets, sleeping bags or mattresses to provide protection from flying debris.

- **Tornado Without Prior Warning:**

- i.e. Shout TORNADO-TORNADO-TORNADO warning to people in immediate area to alert them to imminent tornado.

- **GET IN:**

- If outside, get inside nearest building.
 - Close all windows, shutters and doors.
 - If unable to get inside, lie flat in a ditch or hollow and cover your head.

- **GET DOWN**

- If inside, get to a hallway or room with fewest windows
 - To the lowest floor.
 - On the floor, preferably under solid furniture.

- **GET COVERED**

- With pillows, blankets, sleeping bags or mattresses to provide protection from flying debris.
 - Cover your head with your arms if nothing else is available.

- **Extreme Heat Warning**
 - Issued when humidex value or temperature expected to reach or exceed 40°C and the dew point is at least 15°C.
 - Cancel camp for Beaver Scout aged youth.
 - Consider cancelling camp for other age groups.
 - Ensure leaders / adults/ campers are adequately hydrated and have appropriate sun protection on.
 - Ensure shaded areas are available for rest.
 - Limit strenuous activities including any on water activity.
 - Closely monitor all user group members for heat related injury (heat exhaustion) and emergencies (heat stroke) and provide immediate treatment as indicated.

- **Extreme Cold Warning**
 - Issued when the temperature or wind chill is expected to reach minus 38°C for at least two hours.
 - Cancel camp for Beaver Scout aged youth.
 - Consider cancelling camp for other age groups.
 - Any outdoor activities including winter camping must be cancelled.
 - Ensure all adults / campers have proper winter clothing and layers.
 - Closely monitor all user group members for cold related injury (frost bite, hypothermia).
 - Ensure vehicles start on a regular basis.

- **Freezing Rain Warning**
 - Issued when freezing rain is expected to pose a hazard to transportation or property; or when freezing rain is expected for at least two hours.
 - Due to risk for highway travel, consider cancelling camp.

- **Severe Winter Storm (including blizzard)**
 - **Watch:**
 - Monitor Environment Canada and local media for upgrade to warning.
 - Consider cancelling camp.
 - Prepare to cancel any outdoor activities including winter camping.
 - Ensure all adults / campers have proper winter clothing and layers.
 - Ensure snow shovels are available, and access to buildings including emergency exits is maintained.
 - Poor highway conditions may develop and local roads may see a delay in being plowed. This should be considered in making decision to cancel camp.
 - Ensure vehicles start on a regular basis.
 - **Warning:**
 - Cancel camp.

○ **Heavy Snowfall Warning:**

- Issued when 10 cm or more of snow expected to fall within 12 hours or less.
- Consider cancelling camp.
- Ensure snow shovels are available, and access to buildings including emergency exits is maintained.
- Be aware that vehicles may get stuck and block access.
- Poor highway conditions will exist and local roads may see a delay in being plowed. This should be considered in making the decision to cancel camp.
- Winter camping activities are cancelled.

EMERGENCY INFORMATION

AMBULANCE, FIRE-RESCUE, POLICE

9-1-1

CAMP VANIER LOCATION:

64104 Range Road 432

6.5 km Due North of Riverhurst on RR 432

**Best cell reception is on road between Rover Den and Venturer Cabin
Ensure Adult Member Meets Emergency Vehicle(s)
at Main Gate To Provide Directions To Incident.**

MUSTER POINT FOR CAMP VANIER IS WHITE ELEPHANT PARKING LOT

OTHER CONTACTS:

Ian Lovie (Camp Committee Chair / Booking Coordinator): **780-639-4876 / 780-812-5172**

Claude Boily (Safety & Security Coordinator): **780-812-9686**

PADIS (Poison & Drug Information Service) **1-800-332-1414**

HealthLink Alberta **8-1-1**

Cold Lake RCMP - Administration / Information **780-594-3302**

Cold Lake HealthCare Centre **780-639-3322**