



EMERGENCY RESPONSE PLAN

Guiders:

- Complete this form in full for each activity/event/camp.
For unit meetings, this form should be completed at the beginning of the year and posted at your meeting location.
Once completed, attach this form to your Activity Authorization form (C2, C7, IT3, WA.1).

Responsible Guider: _____ Tel.: _____

Activity/Event: Winter cabin camp at Hollyburn Ridge E-mail _____

Name of facility: Hollyburn Chalet / Girl Guide Cabin #286 Dates: _____

PART A. Emergency Contacts & Information

Take this to event/activity and camp in case of an emergency. Write clearly and legibly so anyone can read it. Post this information by the telephone or keep it with the first aid kit

Emergency Phone Number, 911 OR (specify) 911

Emergency Medical Services response time: 30 minutes to hike in from Cypress Tubing Park parking lot

NOTE: Contact the relevant emergency service before your activity to determine this information.

Other Emergency Services (fire, ambulance, park ranger, etc., if 911 is not available):

Cypress Mountain Staff, tel. 604 926-5612

Name and telephone number(s) of the following, as appropriate:

Commissioner: (who will sign the C.2a/C.7a/IT.3 form) _____ Phone : () _____

Camping or Travel Adviser: (who will sign the C.2a/C.7a form) _____ Phone: () _____

Home Contact Person: (Levels 2, 3 and 4 only) _____ Phone: () _____

Provincial Office Contact Person: _____ Phone: () _____

Telephone number at camp/event location: (604) 922-7933 - Ranger Station, not reliably available.

Contact information and/or alternate means of communicating if there is no phone:

No telephone at Hollyburn Chalet. Closest is on the front porch of unstaffed Ranger Station (not reliable). Minimal cell service. Attach communication plan.

PART B. Detailed Telephone Script: Use this script to assist you in contacting Emergency Services

My name is _____

1. We request the assistance of: Police Fire Ambulance Other: (specify)

2. For assistance with: medical emergency missing person intruder fire other (explain emergency)

3. Our Location is: (Before your activity, complete the following for the exact location of activity/camp, etc.)

Facility Name: Hollyburn Chalet / Girl Guide Cabin Emergency Locator # (if applicable): _____

Street Address: Cabin #286, Main/Old Forks Trail, Hollyburn Ridge, West Vancouver, BC.

Landmarks: Take Exit 8 from Upper Levels to Cypress Tubing Park. From parking lot, hike to Hollyburn Lodge. Turn right toward Ranger Station on X-country ski trail, and right again at Ranger Station. Walk 5 minutes past West Vancouver Ranger Station on Main / Old Forks Trail (do not cross bridge!) to Hollyburn Chalet.

Directions to the location: See above.

You can contact me or _____ (alternate name) at:

Location Phone #: No phone. Cell # _____

COMPLETE AFTER YOU MAKE YOUR EMERGENCY CALL

Call made to: 911 Other: (specify number) _____ Time of call: _____

Call made by: _____ Person spoken to: _____



PART C. Emergency Procedures

Determine the emergency procedures you would follow in each of the following circumstances. Include your communication plan in the procedures. Attach additional sheets as necessary and for additional situations that may arise during your activities.

Situation	Procedure to Follow
Parent does not arrive to pick up girl	
Missing Person	1. Check Ranger Station (NOTE: not staffed!), then Hollyburn Lodge for someone to assist. 2. Notify a Cypress Staff member. Staff carry radios and may be able to assist.
Evacuation	1. If evacuating because of fire, try to turn off propane tank on your way out.
Intruder	1. Remember that axes / shovels are kept near the door. Try to keep intruder away from them. 2. Lock door at night and when appropriate. Note that bears have entered the cabin before (not in winter) - so keep door SHUT.
Medical Emergency	1. Dial 911 from telephone at Ranger Station or cell (not reliable). Hike to Hollyburn Lodge or Cypress and locate staff for help.
Other: (specify)	1. Emergency contacts: Cypress staff have radio communication; a telephone is also located in the kitchen of Hollyburn Lodge (red building); neighbouring cabin owners may also provide assistance.

PART D. Other Documentation Required During the Activity:

Before the activity, you must attach the following to this form to complete your Emergency Response Plan:



A detailed itinerary and schedule of activities for the trip/camp/event as provided to parent(s)/ guardian(s).

A list of all participants (with a description of youth participants if recent photo not included on H1).

This Emergency Response Plan (including attachments) has been reviewed with all Guiders (and other supervisors).

Signature of responsible Guider iMIS number Date

NOTE: If this form is submitted as an email attachment no signature is required. The email must include the responsible Guider's name, iMIS number and the date and location of the activity. Commissioners and advisers who authorize the activity must keep a copy of the email with the form.

We protect and respect your privacy. Your personal information is used only for the purposes stated on or indicated by the form. For complete details, see our Privacy Statement at www.girlguides.ca or contact your provincial/territorial office or the national office for a copy.