

APPENDIX C

Emergency Response Guidelines

The details of the Emergency Response are dependent on the location or facility and the type of activity. When using facilities for specialized activities, you will need to contact them to obtain information on their emergency response planning. You will develop your plan taking this information into consideration. Knowledge and understanding of restrictions of activities based on the governing Rotary insurance policy should be adhered to by the organizing and supervising adult Rotarians.

When an emergency occurs, if possible, assign someone to take notes of actions during the emergency. As soon as possible afterwards, each person involved should make their own notes about their actions.

MISSING PERSON

A missing person refers to a participant who is unaccounted for. It is important to constantly monitor the group and to pay special attention whenever there is a change in the activity. Early recognition of an unaccounted-for participant can often result in preventing the incident from becoming more serious. The following are some general guidelines to assist with managing this type of situation:

- Determine the time and place where the person(s) was last seen.
- Check the facility and surroundings, focusing on areas where the person is most likely to be.
- Check areas that may pose a hazard (on the street, waterfront/pools, rock cuts, etc.).
- Assign someone to remain with the group. Assign as many available adults to assist with checking high likelihood areas.
- Establish a firm timeframe to report back to rest of group (no more than 20 mins).
- Establish a timeframe for follow-up with parents.
- Contact authorities if your efforts to locate the missing person(s) have not been successful – in an urban environment this should be no longer than 30 minutes. In remote environments this should be no more than one hour.
- In an urban environment, immediately attract the attention of people in the area – bystanders can assist by being on the lookout for suspicious activity.

EVACUATION

An evacuation refers to having to quickly remove the group from an unexpected and potentially dangerous situation. This may relate to exiting a building, relocating a campsite or leaving a public area. Each situation is going to be different, so it is important to consider the following guidelines before having to manage this type of situation:

- Consider reasons you may need to evacuate – fire, severe weather (note degrees of weather), severe injury, and wide-spread illness.
- Define a meeting place to go to outside of the danger area – inform the group of this location.
- Determine a means of transportation if leaving the site.
- If possible, conduct a buddy check-in and head count before leaving the site.
- Upon arrival at evacuation site conduct a buddy check-in and headcount.
- Determine an all-clear signal or system for communicating when it is safe to return to the site.
- Reassure participants and attend to their needs.
- Monitor the situation for changing or threatening conditions.

PERSONS WITH DISABILITIES

The adult has the responsibility to facilitate the alerting and safe evacuation and sheltering of persons with disabilities during an emergency. These individuals may require assistance. This information must be included on your emergency response plan. Never separate a disabled person from their service animal or assistive device.

INTRUDER

An intruder refers to a person believed to have the intention of harming or through his/her actions could harm supervisors or participants. This could be a random situation or a result of a pre-existing relationship with a group member or nearby member of the public. The following are some general guidelines to assist with managing this type of situation:

- Lockdown area/facility/room – lock and barricade doors, keep the group out of sight and from making any noise
- If possible, without alerting the intruder, communicate with others in other activity areas of the potential threat
- Note identifying features and threatening actions of an intruder
- Contact the police and report the situation
- Conduct a headcount
- Be prepared to remain in a lockdown situation for a substantial period.

TRAUMATIC/MEDICAL EMERGENCY

A traumatic or medical emergency is a situation where a participant or supervisor requires immediate medical attention from trained professionals. This situation could develop from a traumatic accident (vehicle crash) or an acute medical condition (appendicitis) – these are emergencies that require urgent medical care. First aid may assist in stabilizing the patient, but they ultimately need to be in an emergency equipped hospital. The following are some general guidelines to assist with managing this type of situation:

- Assign someone to look after the patient (preferably someone with first aid training)
- Manage the safety of the group
- Contact EMS and explain the situation
- If possible, send a group to meet the emergency response crew responding and lead them to the patient
- Assist the first responders as directed
- Take care of the needs of the group
- If possible, send an adult representative with the patient
- Ask for assistance from EMS in contacting parents/guardians
- Notify the District Youth Protection Officer¹³
- Determine the best course of action for the group

PARENT/GUARDIAN DOES NOT ARRIVE TO PICK UP

The following are some general guidelines to assist with managing this type of situation:

- Call parent/guardian and ask permission to have child go with another parent/guardian
- If no answer, arrange for her to travel with a screened volunteer. Leave a message for parents at all contact numbers
- If possible, continue calling during travel
- Set up a policy in advance so that parents/guardians know what will happen if they are late (late fee donation to if more than 15 minutes late, clearly explain your guidelines to parents)

¹³ Source – Rotary Youth Protection Guide – Publication 775-EN—(816)