**EMERGENCY PROCEDURES OTTER LAKE CAMP**

**For all Emergencies Call 911**

**FOR ALL EMERGENCIES:**

1. **Gather all individuals to a safe place, (main Parking lot)**
2. **Call the appropriate Emergency Service 911 You are at Otter Lake Scout Camp, 6605 Salmon Lake Rd – Next to Frontenac Provincial Park.**
3. **Do a head count.**
4. **Follow the directions of emergency Personnel.**

**FIRE: (911)**

Each group is responsible for their own emergency procedure plan in case of fire. **The following is only a guideline**:

1. **SOUND ALARM**. Shout **“FIRE, FIRE, FIRE”** to make people aware of the problem.
2. **CALL FIRE DEPARTMENT** from nearest available, accessible telephone. (911)

Cell phones may misdirect your call. You are in South Frontenac Township. 6605 Salmon Lake Road.

1. **LEAVE AREA IMMEDIATELY**; and proceed to a predetermined meeting spot. Usually the main parking lot.
2. **DO A HEAD COUNT**.
3. **DO NOT** attempt to re-enter buildings.
4. **NOTIFY** Camp Warden as soon as possible. Bill Racz 613-389-0694

**Evacuation during a fire.**

Clark Hall has three exit doors. Persons in the East Kitchen should exit by the East Door and use the stairs to gain access to the parking lot.

Persons in the dining area should exit by the south door using the stairs and ramp to gain access to the parking lot. Persons in the west kitchen should exit by the west door, and use the ramp to move away from the building.

**LAND And CRISIS:**

 Each group is responsible for their own emergency plans that involve land emergencies. **The following will serve as a guideline.**

 **LOST PERSON:**

1. **SOUND AN ALARM.** Let adults know what the problem is.
2. **CHECK ALL AREAS**, including tents, buildings, kybos, lake, etc.
3. **NOTIFY AUTHORITIES**, i.e.; local police , OPP (911)
4. **NOTIFY FAMILY**
5. **SEND ADULTS/LEADERS** on a local search of property, insuring that they are knowledgeable of the property.

 **MEDICAL EMERGENCY:**

1. **TO BE HANDLED BY** designated camp 1st Aid personnel.
2. **CONTACT AMBULANCE** as necessary. (911) Allow Medical personnel to handle the Emergency.
3. **NOTIFY FAMILY** of the injured as necessary.
4. **Nearest Emergency Department is** The Kingston General Hospital or Hotel Dieu Hospital in Kingston Ont.

**WATER:**

 Each group is responsible for their own emergency procedure plan in case of a water-related emergency. **The following will serve as a guideline.**

1. **ENSURE ALL WATER ACTIVITIES** are under the supervision of a qualified staff as per the current issue of B, P&P.
2. **CONTACT AMBULANCE** as necessary. (911)
3. **CONTACT FAMILY** as necessary.

**FOREST FIRE PREVENTION:**

1. **Fires are to be confined to designated fire pits.**
2. **40 liters of water must be within 5 meters of the fire as fire control measures.**
3. **Make sure the fire is DEA D out before leaving it.**
4. **Obey all fire bans.** South Frontenac Township publishes the status of all fire bans.
5. **Check with Frontenac Provincial Park as to the Fire Hazzard.**

**IN ALL EMERGENCY SITUATIONS, NO INFORMATION IS TO BE GIVEN TO THE MEDIA EXCEPT BY COUNCIL STAFF OR DESIGNATED PERSONS.**

**Bill Racz Warden 613-389-0694**