

SCOUT CAMP OTTER LAKE QC

CAMP EMERGENCY PLAN

# CAMP ADDRESS

19 Chemin Scout, Otter Lake, QC J0X 2P0

# CAMP ADMINISTRATION CONTACTS

Camp Warden: Desiree Tremblay – cellphone: 819-209-7626

Camp Chair: Perry Schippers – cellphone: 613-612-1199

# EMERGENCY NUMBERS

911 - General Emergencies requiring Ambulance/Paramedics, Fire Department, or Police.

Note: Emergency communication devices are the responsibility of the renting group as there are no communications devices (landline or cellphone) available or provided by the camp.

# CAMP FIRST AID EQUIPMENT/SUPPLIES

The camp has the following First Aid Equipment:

1. One (1) Large First Aid Kit, located in the Cabin on counter beside the side door.
2. Two (2) Back Boards, located in the Woodshed hanging on the walls.

## MEDICAL FACILITIES

1. CLSC (Centres locaux de services Communautaires):
2. For use in non-emergency situations. Go here If you have someone who you want to have looked at for a medical related issue.
  1. Open only on scheduled days at selected times
  2. Address: 340 Avenue Martineau, Otter Lake, QC J0X 2P0
3. Shawville Hospital:
  1. Address: 200 Rue Argue, Shawville, QC J0X 2Y0
  2. Directions to Hospital from Camp Entrance
    1. Via highway 303 (shortest/quickest route – approximately 30 minutes / 36 Km):
      1. Turn Left (southeast) onto Chemin Rivière Pickano
      2. At the stop sign at the intersection with Ave Martineau/QC-301, Turn Left (south) onto Ave Martineau/QC-301.
      3. Proceed approximately 450 m and Turn Left (east) onto Rue Quaille/QC-303.
      4. Proceed approximately 34 Km until you arrive at Shawville.
      5. Turn Left (east) onto Rue Argue
      6. Follow Rue Argue around until you arrive at the Hospital.
    2. Via highway 301 (alternate route – approximately 36 minutes / 46 Km):
      1. Turn Left (southeast) onto Chemin Rivière Pickano

2. At the stop sign at the intersection with Ave Martineau/QC-301, Turn Left (south) onto Ave Martineau/QC-301.
3. Continue approximately 21.5 Km on QC-301 to Campbell's Bay.
4. At the intersection of the QC-301 and the QC-148 Turn Left (east)
5. Continue approximately 21.6 Km on the QC-148 until you reach Shawville.
6. In Shawville Turn Left (north) onto Rue Centre.
7. Continue approximately 1.2 Km
8. Turn Right (east) onto Rue Argue.
9. Follow Rue Argue around until you arrive at the Hospital.

# COMMUNICATION DEVICES AND SERVICE AVAILABILITY/COVERAGE

## EMERGENCY COMMUNICATION DEVICES

1. It is the responsibility of the renting group to provide their own means of emergency communications as the camp has no landline or cellular phone.
2. Public Pay Phones: There are two (2) public pay phones available in town.
  1. The closest Public Pay Phone is located outside the general store at the corner of Ave Martineau, Chemin Riviere Pickano and Rue Prince-Arthur (413 Rue Prince-Arthur). It is approximately  $\frac{3}{4}$  Km from the camp's cabin.
  2. The other Public Pay Phone is located further down Ave Martineau in the parking lot area at the Stinson's / Beauchamp Service Station. (352 Ave Martineau). ). It is approximately 2 Km from the camp's cabin.
3. Alternate Phones: Note in and emergency if necessary do not hesitate to ask to use the phone at the local corner store.

## CELLULAR PHONE SERVICE/COVERAGE

Note there is Cellular Phone coverage at the camp but there are some dead zones in some areas like down in the ravine or behind hills. And coverage availability/strength does depend on the cellular carrier used.

# COMMUNICATIONS PLAN

In the event of an emergency the following communication activities should happen in the following order:

1. Person observing the emergency contacts the group's person in charge, or initiates a call to 911 and then informs the group's person in charge.
2. Person in charge determines if emergency services are required and if yes, calls 911 and reports details of the emergency.
3. When possible, the person in charge notifies the following persons of the emergency:
  1. Camp Warden or if no answer the Camp Chair (Contact info at beginning and end of the Emergency Plan.
  2. The Group's Commissioner
4. Soon as possible complete the Incident Report while the details are still relatively fresh in their mind. Note – Please forward a copy of the Incident report to both the Group's Commissioner and the Camp Chair so that actions can possibly be taken to address any issue to lower the risk of it possibly recurring <thank you>.

## EMERGENCY SHELTER(S)

In the event there is a severe emergency and campers need an alternate location to move to, they should contact the Camp Warden who will make arrangements for them to use something like the Communities RA Center.

# FOOD AND POTABLE WATER SAFETY

It is the renting group's responsibility to ensure appropriate precautions are taken when it comes to food and potable water safety. The camp does not provide potable water and there are no refrigeration devices at the camp. Ice is available at both stores in town.

# DOWNED / DANGEROUS TREES

If you encounter any dangerous trees at camp, if possible, mark the area and advise everyone to stay away from that area.

If a tree falls and is posing an immediate risk, contact either the Camp Warden or the Camp Chair, who will act to address the issue.

If the downed tree is blocking your vehicle's exit, if possible and able to do safely, move the tree out of your way. Otherwise contact either the Camp Warden or Camp Chair, and they will arrange for assistance.

# FLOODS

While the camp's main areas are on top of hills, there is a section, the ravine area that is lower / closer to the lake's water level. The lake water level normally does not vary more than 4". So, the primary flood threat is more an issue of the ravine area being flooded, e.g. becoming a giant puddle. It should be noted that the soil in the camp is primarily sand based going down many feet, so there is excellent water drainage.

# ELECTRICAL / HYDRO ISSUES

While the camp does not have electricity or electrical appliances, there are Hydro wires crossing the property. As such, you should be aware of what to do in the case of:

## Downed Power Lines:

- Do NOT Approach or Touch the downed power lines
- Keep everyone away from the area.
- Contact either 911 or Quebec Hydro at 1-888-385-7252

## Power Outage:

While the camp will not be directly affected by a power outage, it is possible that it will interfere with Cell Phone services. As such you may need to go into town to use a public pay phone or store phone.

# EMERGENCY PREPAREDNESS AND RESPONSE ACTIONS

There are several reasons why you may need to implement Emergency Action Plan:

1. Personal / Human Emergencies such as:
  1. Illness
  2. Injuries
  3. Behavioural
2. Disaster situation such as:
  1. Forest Fire
  2. Earthquake
  3. Tornado
  4. Extreme Storm (e.g. wind or lightening)

Camp Otter Lake QC, like any other place, is not immune to disasters. The following sections discuss and identify what to do in the event you need to implement an Emergency Actions due to a disaster. This Emergency Actions Plans

## EMERGENCY COMMUNICATION EQUIPMENT

It is the responsibility of the renting group(s) to provide their own communications devices as Camp Otter Lake QC does not have nor provide any communications equipment at the camp, e.g. there is no land line telephone.

## LOCATION OF CLOSEST PUBLIC PHONE (PAY)

There are two (2) pay phones available in the town. They are located at:

1. The closest Public Pay Phone is located outside the general store at the corner of Ave Martineau, Chemin Riviere Pickano and Rue Prince-Arthur (413 Rue Prince-Arthur). It is approximately  $\frac{3}{4}$  Km from the camp's cabin.
2. The other Public Pay Phone is located further down Ave Martineau in the parking lot area at the Stinson's / Beauchamp Service Station. (352 Ave Martineau). ). It is approximately 2 Km from the camp's cabin.

## EMERGENCY PHONE NUMBERS

### 9-1-1

All Emergency Services are available by dialing 911.

## PERSONAL / HUMAN EMERGENCIES

### FIRST AIDERS

Renting Groups are responsible for providing / having appropriately trained First Aiders. It should be noted that while this is a wilderness camp the closest hospital is less than 40 minutes away, and full Paramedic Services are provided by the Town of Otter Lake. So, while it is recommended that groups have persons trained to the level of a Wilderness First Aider, it is not a requirement – in other words Standard First Aid should be considered acceptable at this camp.

### HEALTH CONSULTATION SERVICES

If at any time the First Aider in charge is uncertain how to proceed, they can call the INFO-SANTE line at 811 or 1-800-567-9625, where they can consult with a healthcare professional (nurse, etc.). This service is not for serious emergencies where the Paramedics should be called.

## ILLNESS

If a person(s) become ill while at camp, the First Aider in charge should assess the individual. If the First Aider is uncertain about the best course of action to take, it is suggested/recommended they call the Health Services Consultation line (811).

The First Aider in charge should determine whether the individual:

- Is okay to be at camp, or
- Should they be isolated for a while, or
- Should be returned home, e.g. parent/guardian called to pick them up, or
- Taken to the Hospital

## INJURIES

If a person(s) is injured at camp, the First Aider in charge should take immediate action and determine if the injury can be appropriately addressed by them at camp or if the injury needs to be addressed by someone with higher/better medical training, e.g. Paramedics, Doctor, etc.

The First Aider in charge should determine whether the individual(s):

- Are okay to be at camp, or
- Should be returned home, e.g. parent/guardian called to pick them up, or
- Should have Paramedic Services Called, or
- Taken to the Hospital

## BEHAVIORAL

Behavioral medical issue can result from several situations, including but not limited to dehydration, over heating, being cold, depression, etc. If a person is exhibiting concerning characteristics, the First Aider in charge should try to determine the underlying cause and determine if the person is okay to be at camp or requires immediate medical attention. Note that the Quebec Health Service line (811) has specialists available to assist in these circumstances.

## VIOLENT BEHAVIOUR

Should a person be exhibiting violent/dangerous behavior, whether to themselves or others, it is recommended to have everyone else removed from the area except for those who are attempting to calm the individual. If necessary, call Emergency Services (911) for assistance.

# DISASTER TYPES OF EMERGENCIES

## FOREST FIRES

As the camp is in a heavily wooded and interconnected forest area, it is possible a forest fire could impact the camp and occupants.

### IN CASE OF FOREST FIRE

Whether you enjoy a trek through the forest or live in a wooded area, it's important to know about forest fire hazards.

Before heading into a forest, get information about

- the fire danger,
- precautions in effect.

Obey bans on open fires.

### You Are Lighting a Fire in a Wooded Area

#### Be Prepared

- Choose a clearing away from trees and preferably near water.
- Remove any material covering the ground, down to the bare soil.
- Make a small fire and avoid lighting a fire during high winds.
- Keep firewood nearby.

#### Monitor the Fire

- Never leave a fire unattended. Appointing one individual responsible for the fire is an excellent way to ensure the fire is continuously supervised.
- Keep water and shovels nearby for use, if necessary.

#### Extinguish the Fire

- Thoroughly soak the fire with water.
- Stir the embers to allow water to penetrate.
- Wait a few moments and repeat the process.
- Then throw sand or soil over the remnants.

### You are Living/Staying in a Wooded Area, Protect Yourself from Forest Fires

- Obey bans on open fires and municipal bylaws.

- Clear material away from the side of the building/cabins or remove items that are flammable or that can spread a fire: firewood, dry vegetation, bushes, play equipment, etc.
- Place wire mesh over the chimney and smoke flues.
- Keep a pail of water available and close by any campfires.
- Ensure everyone knows what the emergency Fire plan is and identify a meeting place everyone is to go to in the case of a fire emergency.
- Do not hesitate to contact the local fire department and ask what actions you can take to protect yourself during a forest fire or evacuation. They may even offer to come talk with you at the camp if coordinated in advance. (Contact info available at end of document.
- Follow weather reports and flammability index on the radio, television or Internet.
- Take the necessary precautions if the fire hazard risk increases, e.g. don't have unnecessary campfires.

### **In Case of Evacuation**

- Follow the directions in the "In case of Evacuation" section below.

### **Breathe Easier**

- If fire approaches or if wind blows thick smoke in your direction, breathe through a damp cloth. Show children how to hold a cloth over their nose and mouth to avoid smoke inhalation.
- People with health conditions, particularly heart or lung ailments should go to a public shelter if there is smoke.

For more information or for guidelines in your region, contact your local fire department or the [Société de protection des forêts contre le feu \(SOPFEU\)](#). d d d d d

## **EARTHQUAKE**

### **DURING AN EARTHQUAKE:**

#### **If you're inside**

- Remain in the building. Do not go outdoors.
- Note during an earthquake there is a high risk of dead branches falling from the trees so you are safer inside/under a hard top shelter.
- Stay away from windows, mirrors, glass partitions, wood stoves/fireplaces and !!! lighting fixtures.
- If possible, turn the Propane off using the valves on the wall by the stove.
- Take cover under a piece of heavy furniture (picnic tables) and hold on to it. Otherwise, stand against a wall and use your hands to protect your head and neck.
- If you're in a wheelchair, lock the wheels and protect your head and neck.

### **If you're outside at camp**

- If outside and in or around trees, try to move to an open area/clearing as there is a risk of dead branches falling from the trees. Keep your hand on top of your head to protect it, and watch your step.

### **If you're in a vehicle**

- Do not try to drive up the driveway from the cabin as there is a risk of the driveway collapsing if severe enough earthquake.
- In general:
  - Do not stop on a bridge, high-level roads, under an overpass or in a tunnel.
  - Pull over to the side of the road in a cleared area and remain in your vehicle.
  - In a bus, remain seated until the vehicle comes to a stop.

### **After an Earthquake**

- If you're uninjured, check the condition of the people around you. If someone is injured, call for help and if possible, administer first aid.
- Locate the person in charge.
- Report to the emergency assembly location if possible.

### **If you're inside**

- Check to make sure that a fire has not started in the cabin and that there is no gas leak. If in doubt, shut off the propane at the tank. Do not light matches or lighters. Open the windows and leave the premises until you are certain it is safe to return.
- If you are evacuating:
  - post a message in a clearly visible location (side door), indicating where you are going
  - bring along your [emergency kit](#)
  - Follow the directions in the section – In Case of Evacuation.

### **If you're outside**

- Do not go into the cabin or the woodshed if they have been damaged.
- If tenting, check all camp equipment to ensure there are no fuel leaks. Turn all fuel containers off. If you are evacuating:
  - post a message in a clearly visible location (side door), indicating where you are going
  - bring along your [emergency kit](#)
  - Follow the directions in the section – In Case of Evacuation.

## **THUNDERSTORMS**

A thunderstorm is an atmospheric disturbance that involves lightning and thunder. It may be accompanied by torrential rain, hail or high winds.

A severe thunderstorm can cause flooding, fires, power failures and electrocution, and result in serious damage.

You can limit the dangers during a severe thunderstorm:

- Be prepared
- Take shelter as soon as you hear thunder
- Follow safety rules
- Do not rely on inadequate shelter
- Act immediately if a person is struck by lightning
- Make your environment safe and take note of the damage
- Know what to do after a disaster

### **Be prepared**

Find out about weather alerts in effect in your region or the area where you are going. Take those alerts into account when planning your activities and travel.

### **Take shelter as soon as you hear thunder**

To find out the distance separating you from the thunderstorm, count the seconds between the flash of lightning and the thunderclap. One second represents approximately 300 metres. For example, if five seconds elapse between the lightning and the thunder, the thunderstorm is about 1500 m (1.5 km) from where you are. You must take shelter if the thunderstorm is less than 10 km away.

### **Follow safety rules**

Follow the safety rules wherever you may be. In the case of severe thunderstorms forecast, follow the instructions provided by the authorities.

### **If your indoors to stay safe when indoors, do as follows:**

- If using a generator, turn the generator off and disconnect electrical devices.
- Close doors and windows securely.
- Find shelter in a room at the centre of the building, as lightning can go through outside walls, windows and doors.
- Stay away from objects that conduct electricity, such as household appliances, sinks, bathtubs, radiators and metal pipes.
- Do not use televisions or computers because they can be seriously damaged by lightning surges.
- Use battery-operated devices instead.
- Avoid using phones connected to landlines because lightning travels along electrical wiring and cords. Use wireless or cell phones instead.
- Wait about 30 minutes after the last rumble of thunder before going outside.

### **If your In a vehicle**

A vehicle with a hard-topped roof (not a convertible) can serve as shelter and protect you from lightning. It is preferable not to drive during the thunderstorm and to stay far away from power lines. If a power line falls on your vehicle, remain inside the vehicle and wait for help.

### **If your Outdoors**

If you are caught outside and you can see lightning or hear thunder, you are in danger of being hit. If you are outdoors during a thunderstorm, the following advice will enable you to reduce the risks related to lightning:

- Seek shelter immediately either in an enclosed building or a hard-topped vehicle. There is no safe place outside in a thunderstorm.
- If caught outside far from a safe location, stay away from tall objects, such as trees, poles, wires and fences. Take shelter in a low lying area.
- Wait 30 minutes after the last rumble of thunder before going outside again.
- Seek shelter in the lowest area that you can find, for example a ditch.
- Squat down. Put your head against your knees and cover it with your arms.
- If possible, put insulating material such as a plastic bag between the ground and yourself.
- Be ready to move in the event of flash flooding.
- Stay away from:
  - Trees
  - Telephone poles
  - Power lines
  - Objects that conduct electricity, such as motorcycles, lawnmowers, golf clubs or umbrellas
  - Water
  - Hills or any elevated places in an open area

· If you are in the woods, seek shelter under a thick growth of small trees or bushes.

### **If your In a boat:**

- If you are in a boat head for shore immediately.

### **Do not rely on inadequate shelter**

- Avoid barns with a sheet-metal roof that is supported by wooden beams. In addition, avoid open constructions, such as bus shelters.

### **If a person is struck by lightning - Act immediately**

If a person near you is struck by lightning, it is a medical emergency. Call 911 or go to the closest hospital centre. Be aware that:

- You can touch or transport the person to a safe location without any danger, as he or she does not carry an electrical charge.
- You can administer artificial respiration or CPR until help arrives.

- Anyone who is struck by lightning must consult a physician, even if there is no apparent injury and the person feels well.

## WINDSTORMS (High Speed Winds, Tornadoes, etc.)

### TORNADOES

#### Warning signs of a potential tornado

- Severe thunderstorms.
- An extremely dark sky sometimes highlighted by green or yellow clouds.
- A rumbling or a whistling sound caused by flying debris.
- A funnel cloud at the rear base of a thundercloud, often behind a curtain of heavy rain or hail.

#### What to do:

##### In all cases:

- Get as close to the ground as possible, protect your head and watch for flying debris.
- Do not chase tornadoes – they are unpredictable and can change course abruptly.
- A tornado is deceptive. It may appear to be standing still but may in fact be moving toward you.

##### In a house / cabin

- IF IN THE CABIN CLOSE AND SECURE ALL WINDOW SHUTTERS.
- Go to the basement or take shelter in a small interior ground floor room such as a bathroom, closet or hallway.
- If you have no basement, protect yourself by taking shelter under a heavy table or desk.
- In all cases, stay away from windows, outside walls and doors.

##### Outdoors In the Open

- If possible, seek shelter in a sturdy building.
- If not, lie flat and face-down on low ground, protecting the back of your head with your arms. Get as far away from trees and cars as you can; they may be blown onto you in a tornado.

##### Outdoors In the Woods

- If possible, seek shelter in a sturdy building
- If not, lie flat and face-down on low ground, and as far away from large trees as they may be blown onto you or hit by lightning.
- Protecting the back of your head with your arms.

##### In a vehicle

- If you spot a tornado in the distance, go to the nearest solid shelter.
- If the tornado is close, get out of your car and take cover in a low-lying area, such as a ditch.
- Do not take shelter under an overpass or a bridge. Winds can accelerate under an overpass or a bridge and cause injury or death from flying debris.

## In Case of Evacuation

- Ensure the appropriate Emergency Services are advised of the Situation if they are not all ready.
- Turn off propane shut off valves.
- If Possible - Post a note on the Cabin side door with the following information:
  - Group & Section Name
  - Contact Name and Cellphone Number
  - Where you are going
- Gather everyone together and go to the planned location in your escape plan.
- If you have been directed by Emergency Services personnel follow their directions for what to do and where to go from the camp.
- If you are making the decision to evacuate then everyone should evacuate to the Otter Lake Municipal Building located at 15 Palmer Ave, Otter Lake. Building where you get your potable water. It is also the location of the Fire Department.
- Report to whoever is in charge at the evacuation center.
- Contact the Camp Warden and/or the Camp Chair (contact info at beginning and end of this document).
- Contact your Group Commissioner and advise them of your situation.

# Phone Numbers for Camp Contacts and Services

1. **Camp Chair/Warden**
  1. Perry Schippers (c) 613-612-1199 (h) 819-669-1177
2. **Camp Warden (local)**
  1. Desiree Tremblay (c) 819-209-7626

## All Emergency Services are available directly through 911

### SERVICES PHONE # ADDRESS

1. POLICE ----- 819-648-2141 or 1-888-459-9911 ----- 1320  
Rte 148, Campbell's Bay, QC J0X 1K0
2. FIRE DEPARTMENT ----- 819-453-7517 -----  
Palmer Ave, Otter Lake, QC J0X 2P0
3. AMBULANCE ----- 911
4. SHAWVILLE HOSPITAL----- 819-647-2211----- 200  
Argue, Shawville, QC J0X 2Y0
5. CENTER ANTI-POISON ----- 1-800-363-9010
6. INFO-SANTE / INFO-HEALTH ----- 8-1-1 or 819-683-3000 or 1-800-567-9625
7. MUNICIPAL INSPECTOR ----- 819-453-7049 ----- [inspecteur.otter-lake@mrcpontiac.qc.ca](mailto:inspecteur.otter-lake@mrcpontiac.qc.ca) (Gabby)
8. Fire and Public Safety Coordinator ----- 819-648-5689 ext. 240 -----  
[j.piche@mrcpontiac.qc.ca](mailto:j.piche@mrcpontiac.qc.ca) (Jacques Piché)
9. Fire Prevention Technician ----- 819-648-5689 ext. 242 ----- (Vacant)
10. Environment Office (MRC) ----- 819-453-2136 -----  
[vadneau@yahoo.ca](mailto:vadneau@yahoo.ca) (Jennifer Vadneau)
11. Emergency Shelter ----- RA Center Otter Lake ---- 819-453-2019 -----  
349 Tessier St., Otter Lake, QC
12. Snow Removal ----- 819-453-7089 or 613-591-0594 x1098 or (C)  
613-229-9813 (Lee C. Desabrais & Susan Desabrais)
13. PROPANE INSPECTIONS ----- 819 647-3547 ---- Pontiac Propane (Bill Keindel) -  
--- [pontiacpropane@aol.com](mailto:pontiacpropane@aol.com)
14. WOOD STOVE INSPECTION ----- 819-647-5092 ---- Masonry Stove Builders  
(Norbert Senf) --- [norbert.senf@gmail.com](mailto:norbert.senf@gmail.com)
15. ENVIROMENTAL SCIENTIST ----- - 613-836-2184 (2280) --- McIntosh Perry  
Consulting Engineers (Jordan Bowman) --- [j.bowman@mcintoshperry.com](mailto:j.bowman@mcintoshperry.com)