



Unit:		Today's Date:	
Activity/event/camp:	Ontario Science Centre Sleepover	Date(s) of activity:	

Emergency Planning Information

The *Emergency Response Guidelines* (found in the Safe Guide appendix) include general procedures for managing issues related to missing persons, intruders, evacuations, medical emergencies and parent/guardian late for pick-ups. In addition to these guidelines we have considered the following situations related to this activity (if any):

- No other relevant situations *Emergency Response Guidelines* are posted/attached

At the activity, attach to your emergency response information:

- A list of participants Schedule of activities or itinerary

Situation	Procedure to follow
Missing Person	1. Notify Ontario Science Centre Staff in person or by using red emergency phone located throughout the OSC. 2. Provide a description of the missing person and where she was last seen. 3. Retrace steps with OSC Staff. (Also see appendix)
Evacuation	1. Gather group together, get outdoor garments if possible and proceed to emergency exit. 2. Report to Ontario Science Centre Staff if whole group is accounted for. If not, see missing person instructions above. 3. Wait outside for further instructions (Also see appendix)
Intruder	1. Alert Ontario Science Centre Staff in person or by using red emergency phones located throughout the OSC. 2. Report location and description of intruder. (Also see appendix)
Medical Emergency	1. Alert Ontario Science Centre Staff in person or by using red emergency phone located throughout the OSC. 2. Provide details of location and type of medical emergency. 3. Begin first aid if trained in procedures. 4. Ontario Science Centre Security Personnel will arrive and attend to emergency. 5. EMS will arrive if contacted by OSC Security Personnel (depending on the severity of situation). (Also see appendix)

Other Emergency Planning Considerations:

1. Ontario Science Centre premises are monitored 24 hours/day, externally and internally, by Closed-Circuit TV,

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alarms and computer access security systems.

2. Ontario Science Centre Security Personnel patrol and monitor the premises 24 hours/day.
3. There are three OSC Security Personnel plus Sleepover Staff on-site throughout the duration of a Sleepover event, and all are trained in first aid procedures.
4. EMS is easily accessible.
5. All Sleepover participants are oriented in fire alarm/emergency procedures.



If at a regular unit meeting place or camp, fill in as much information as possible and post near the phone.

Resource	Contact Number(s)	
EMS ambulance	911	Other:
Fire		Other:
Police		Other:
Commissioner or ACL		
Home Contact Person		
Provincial Office	Ontario Guide House: 416-920-6666	
Facility/Site:	Ontario Science Centre Security: 416-696-3194	
Poison Control		

Specific instructions for communicating:
 Ontario Science Centre
 770 Don Mills Road,
 Toronto
 Major intersections:
 Don Mills Rd. and Eglinton Ave. East

Before making the call for help, make sure you have the following information:	
This is...	My name is _____. I am with a Girl Guide group. My phone number is _____ (phone/cell)
Situation...	Description of Problem: Number of people injured, missing or needing help: Condition of victim(s):
Location...	Our 911 civic address/emergency locator #: (or nearest civic address) is _____. The location of the group is _____ (nearest landmark). Lat/Long or UTM coordinates: (as applicable for wilderness situation)
Resources Requested...	We need assistance from _____ (EMS/fire/police/rescue/other). List specific needs:
Our plan...	We have taking the following actions: We are planning to do the following:

- When making an emergency call**
- Stay calm
 - Review what you want to say before making the call
 - Take a deep breath
 - Speak slowly and clearly
 - Follow the script as much as possible
 - Don't hang up until told to

Call made to:

911 Other: _____

Time of call: _____

Call made by: _____

Person spoken to: _____
