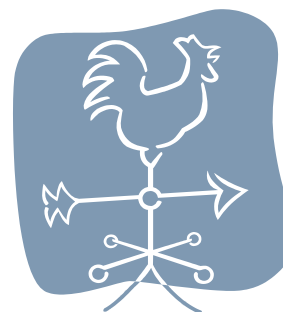


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B.C. 4-H Club Emergency Planning Guide



Acknowledgements

We would like to recognize the use of information provided by Public Safety Canada regarding emergency planning.

Source: *Basic Emergency Kit*,
http://www.getprepared.ca/kit/basic_e.asp
Public Safety Canada 2007. Reproduced with the permission of the Minister for Public Works and Government Services, [2007].

Source: *Make an Emergency Plan*,
http://www.getprepared.ca/plan/plan_e.asp
Public Safety Canada 2007. Reproduced with the permission of the Minister for Public Works and Government Services, [2007].

We would also like to recognize the Canadian Farm Business Management Council for allowing the use of their materials regarding emergency planning for farms. www.farmcentre.com



The Importance of Being Prepared

No one can predict when a disaster may strike or the repercussions that may occur. However, whether at home, school or out at a 4-H club function, anyone can help reduce the impact of an emergency.

By following these four main steps 4-H clubs can become prepared to act if there is an emergency:

1. Learn of the possible emergencies in your area and your community emergency plan.
2. Build both emergency and first-aid kits.
3. Create a club emergency plan.
4. Practice and review your plans.

This booklet will help you create an emergency plan for club events.

*The Club Safety Officer position should be held by a member who is calm tempered, reliable and works well in stressful situations. With the help of a leader, this position is to be responsible for emergency planning. However, all club members and leaders need to be involved in the planning and review of the club emergency plan together.

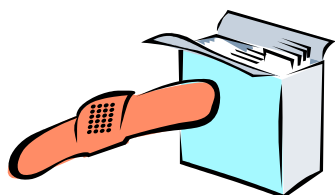
Read, discuss and become familiar with the emergency plan as a club.

Build a First-Aid Kit

It is important for a 4-H club to have a well-maintained first-aid kit nearby at any club activity. *Well-maintained* means replacing and refreshing the items on a regular basis.

Place the following items in a small sealable container that is clearly marked “**First-Aid Kit**”.

- Sterile Adhesive bandages of different sizes**
- Assorted sizes of safety pins**
- Cleansing agent (i.e. hand sanitizer)**
- Latex Gloves (2 pairs)**
- Sunscreen**
- 5 cm (2 inch) sterile gauze pads (4-6)**
- 10 cm (4 inch) sterile gauze pads (4-6)**
- Triangular Bandages (3)**
- 5 cm (2 inch) sterile roller bandages (3)**
- 7.6 cm (3 inch) sterile roller bandages (3)**
- Moistened Towelettes**
- Tweezers**
- Needle**
- Scissors**
- Antiseptic**
- Thermometer**
- Tongue Depressors**
- First-Aid Manual**



If your club purchases a pre-assembled kit make sure it includes all of the items above.

Build a Club Emergency Kit

Place the following items in an easy-to-carry container, like a **backpack** or a **small suitcase on wheels**, and take it to club functions.

The Emergency Kit should be properly labelled, highly visible and easily accessible.

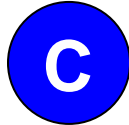
- First-Aid Kit** – Important to have at club functions.
- Blanket** – Many uses including first-aid treatment for shock and hypothermia.
- Candles and Matches** – Used in case of a power outage. If candles are used, keep the flame away from any combustible materials.
- Flashlights** – For emergency use only.
- Battery Powered Radio** – Used to listen for any instructions from emergency workers including emergency updates.
- Extra Batteries** – Ensures the usability of your radio and flashlight.
- Whistle** – Used to attract attention in an emergency.
- Fire Extinguisher** – A small, approved, and fully serviced ABC type.
- 4-H Club Emergency Planning Guide** – Contains club member names and contact info.



Fire Extinguishers

There are different categories of fires that require different types of extinguishers.

The three main categories of fire are:



Ordinary Combustibles
 - Wood
 - Paper
 - Cloth

Flammable Liquids
 - Gasoline
 - Paints
 - Oils

Electrical Equipment
 - Computers
 - Motors
 - Switches

In order to handle all three categories of fire, you need an ABC Fire Extinguisher. This is usually a multi-purpose dry chemical extinguisher.

How to use a fire extinguisher

Just remember P. A. S. S.!

Pull the pin

Aim the nozzle

Squeeze the lever

Sweep the nozzle back and forth



REMEMBER:

- Aim the extinguisher at the base of the flame.
- If the fire does not go out after 30 seconds, leave the area and call the fire department.

Service the fire extinguisher at the beginning of each club year and after any use. Call your local fire department for workshops on the proper use of fire extinguishers.

Club Members & Leaders with First-Aid Training

List all club members and leaders that have up-to-date first-aid training below. Be sure to include the type of training and the year they received that training.

Name: _____

Type of Training: _____

Year of training: _____

Name: _____

Type of Training: _____

Year of Training: _____

Name: _____

Type of Training: _____

Year of Training: _____

Special Health Concerns

Record any special health concerns that any club member may have. This information is intended for quick reference during an emergency. The club leader will have more detailed information in the Member-Parent Release Form.

Member Name: _____

Medical Concern: _____

Medication Taken (if any): _____

Member Name: _____

Medical Concern: _____

Medication Taken (if any): _____

Member Contact Information

List all club members and be sure to include parent or guardian contact information.

Member Name: _____

Contact Name: _____

Phone #1: _____

Phone #2: _____

Member Name: _____

Contact Name: _____

Phone #1: _____

Phone #2: _____

Member Name: _____

Contact Name: _____

Phone #1: _____

Phone #2: _____

Member Name: _____

Contact Name: _____

Phone #1: _____

Phone #2: _____

Member Name: _____

Contact Name: _____

Phone #1: _____

Phone #2: _____

Member Name: _____

Contact Name: _____

Phone #1: _____

Phone #2: _____

Member Name: _____

Contact Name: _____

Phone #1: _____

Phone #2: _____

Member Name: _____

Contact Name: _____

Phone #1: _____

Phone #2: _____

Member Name: _____

Contact Name: _____

Phone #1: _____

Phone #2: _____

Member Name: _____

Contact Name: _____

Phone #1: _____

Phone #2: _____

Add more pages as needed



Member Name: _____

Medical Concern: _____

Medication Taken (if any): _____

Member Name: _____

Medical Concern: _____

Medication Taken (if any): _____

Member Name: _____

Medical Concern: _____

Medication Taken (if any): _____

Add more pages as needed

4-H Event Card

Date: _____

Event Name: _____

Location: _____

Special Contacts: _____

First-Aid Attendant (Leader): _____

Club Attend	Contact Info in Kit	Contact Info in Kit
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

Contact List

Calling 911

When you call **911**, you will be asked:

- If you need assistance from Fire, Police, or Ambulance.
- Your location. You may be required to provide directions.
- Questions about the event and current situation.

**Listen carefully, speak clearly,
and be calm.**

Non-Emergency Numbers

Health Clinic: _____

Fire: _____

Police: _____

Other: _____

Other Important Numbers

BC Nurse Line: _____

Poison Control: _____

BC Hydro: _____

Terasen Gas: _____

Veterinarian: _____

Other: _____

Preparing for 4-H Events

4-H clubs visit a number of different places for events. By filling out a 4-H Event Card, you will have prepared an emergency plan for that particular event. A new event card is recommended for every event the club attends.

Explanation of the Event Card

Event Location – Write detailed directions to the event location including the complete address.

Special Contacts – Write phone numbers of important contacts for the event. This could be the event organizer or chaperones.

First-Aid Attendant – Write down the name or names of those leaders that have first-aid training and will be responsible for administering first-aid if needed.

Club Attendees – This list can be used for roll call to make sure everyone is present and safe.

Escape Route – Make sure everyone knows the best route to take in case of evacuation.

Meeting Place – If club members become separated, then a meeting place will allow the club members to meet and regroup.

Plans for Livestock Projects – Write down how livestock projects can be safely evacuated from the event location.

Other Notes – In this space write any other event specific information that is important to emergency planning.

Emergency Kit Location: _____

Fire Extinguisher Location: _____

Escape Route: _____

Meeting Place: _____

Plans for Livestock Projects: _____

Other Notes: _____

Post Event Emergency Kit & First-Aid Checklist

After every event, the contents of the emergency and first-aid kits need to be checked and restocked if needed.

EVENT: _____

Emergency Kit Contains

- First-Aid Kit
- Blanket
- Candles and Matches
- Flashlights
- Battery Powered Radio
- Extra Batteries
- Whistle
- Fully Charged Fire Extinguisher
- 4-H Club Emergency Planning Guide

First-Aid Kit Contains

- Sterile adhesive bandages
- Assorted sizes of safety pins
- Cleansing agent (i.e. hand sanitizer)
- Latex Gloves (2 pairs)
- Sunscreen
- 5 cm (2 inch) sterile gauze pads (4-6)
- 10 cm (4 inch) sterile gauze pads (4-6)
- Triangular Bandages (3)
- 5 cm (2 inch) sterile roller bandages (3)
- 7.6 cm (3 inch) sterile roller bandages (3)
- Moistened Towelettes
- Tweezers
- Needle
- Scissors
- Antiseptic
- Thermometer
- Tongue Depressors
- First-Aid Manual



Checked by: _____

Date: _____

Items Needed: _____

Items Replenished On: _____

Build a Livestock First-Aid Kit

Place the following items in a sealed container that is easily accessible in the event of an accident involving livestock. Other items may be included depending on your club needs.

- Antibiotic ointment
- Antibiotic eye ointment
- Scissors
- Bandage tape
- Antimicrobial scrub and solution
- Cotton bandage rolls
- Cotton tipped swabs
- Elastic bandage rolls
- Sterile eye rinse
- Flea and tick treatment
- Gauze pads and rolls
- Hydrogen Peroxide
- Isopropyl alcohol
- Latex gloves
- Non-adherent bandage pads
- Saline solution
- Sterile lubricant
- Digital thermometer
- Tourniquet
- Clean towel and washcloth
- Tweezers

Don't forget:

STAY CALM

CALL FOR HELP

STAY SAFE



First-Aid Checklist

After every event, the contents of the emergency and first-aid kits need to be checked and restocked if needed.

EVENT: _____

Emergency Kit Contains

- First-Aid Kit
- Blanket
- Candles and Matches
- Flashlights
- Battery Powered Radio
- Extra Batteries
- Whistle
- Fully Charged Fire Extinguisher
- 4-H Club Emergency Planning Guide

First-Aid Kit Contains

- Sterile adhesive bandages
- Assorted sizes of safety pins
- Cleansing agent (soap or hand sanitizer)
- Latex Gloves (2 pairs)
- Sunscreen
- 5 cm (2 inch) sterile gauze pads (4-6)
- 10 cm (4 inch) sterile gauze pads (4-6)
- Triangular Bandages (3)
- 5 cm (2 inch) sterile roller bandages (3)
- 7.6 cm (3 inch) sterile roller bandages (3)
- Moistened Towelettes
- Tweezers
- Needle
- Scissors
- Antiseptic
- Thermometer
- Tongue Depressors
- First-Aid Manual



Checked by: _____

Date: _____

Items Needed: _____

Items Replenished On: _____

Resources

The following is a list of online resources you can use to get more information related to emergency preparedness.

Provincial Emergency Program

For information on provincial responses to large disasters and emergencies. Includes information on the Disaster Financial Assistance Program and links to municipal emergency plans:
www.pep.gov.bc.ca

Department of Public Safety

For more information on preparing your family for an emergency: www.getprepared.ca

Canadian Red Cross

For more information on first-aid and disaster relief: www.redcross.ca

Canadian Farm Business Management Council

For a detailed farm planning guide:
www.farmcentre.com/english/downloads/pdf/disaster_planning.pdf

Ontario Farm Animal Council

For more information on transporting animals in an emergency situation:
www.ofac.org/pdf/emergencyguideMarch07.pdf

B.C. Ministry of Agriculture and Lands

For information on emergency programs for agriculture: www.agf.gov.bc.ca

B.C. Ministry of Environment

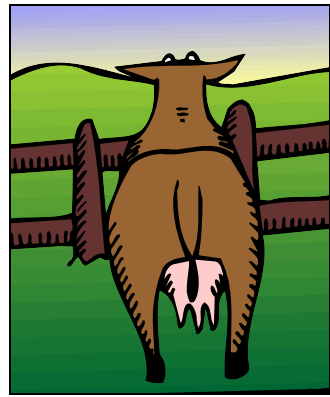
For information on environmental emergencies:
www.env.gov.bc.ca

B.C. Ministry of Forests

For information on wildfires and prevention:
www.for.gov.bc.ca

Farm and Ranch Safety and Health Association

For training programs on emergency planning:
www.farsha.bc.ca



**Remember to begin your
emergency planning at home
with the B.C. 4-H Family
Emergency Planning Guide**