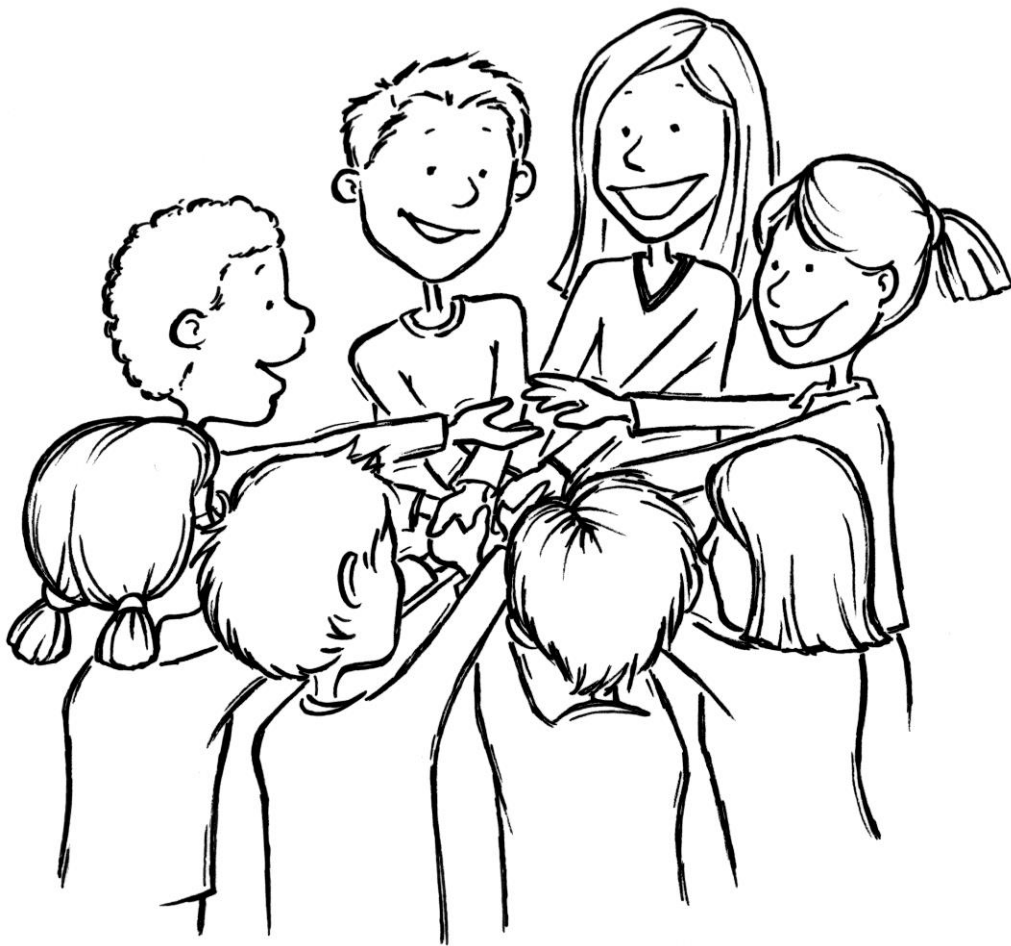


# 4-H BC Club Emergency Planning Guide



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## 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](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](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](http://www.farmcentre.com)

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## **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 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.

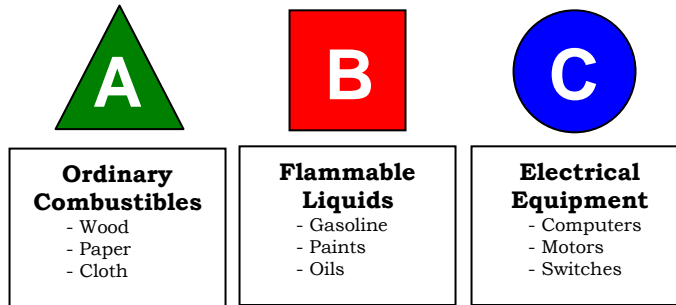
The Emergency Kit should be properly labelled, highly visible and easily accessible.

- 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:



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.!

**P**ull the pin

**A**im the nozzle

**S**queeze the lever

**S**weep 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.

## **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.

## **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: \_\_\_\_\_

**Name:** \_\_\_\_\_

Type of Training: \_\_\_\_\_

Year of training: \_\_\_\_\_

**Name:** \_\_\_\_\_

Type of Training: \_\_\_\_\_

Year of training: \_\_\_\_\_



## 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: \_\_\_\_\_

Add more pages as needed

## **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 Name:**

---

Medical Concern: \_\_\_\_\_

---

Medication Taken (if any): \_\_\_\_\_

---

Add more pages as needed

## 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.

# 4-H Event Card

**Date:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Special Contacts:** \_\_\_\_\_

**First-Aid Attendant (Leader):** \_\_\_\_\_

**Club Attendees:**

_____ <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"/>

**Emergency Kit Location:** \_\_\_\_\_

**Fire Extinguisher Location:** \_\_\_\_\_

**Escape Route:** \_\_\_\_\_

\_\_\_\_\_

**Meeting Place:** \_\_\_\_\_

\_\_\_\_\_

**Plans for Livestock Projects:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Other Notes:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **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: \_\_\_\_\_

## **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)
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- 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:

<http://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery>

### **Department of Public Safety**

For more information on preparing your family for an emergency:

[www.getprepared.ca](http://www.getprepared.ca)

### **Canadian Red Cross**

For more information on first-aid and disaster relief:

[www.redcross.ca](http://www.redcross.ca)

### **Canadian Farm Business Management Council**

For a detailed farm planning guide:

[www.farmcentre.com/english/downloads/pdf/disaster\\_planning.pdf](http://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](http://www.ofac.org/pdf/emergencyguideMarch07.pdf)

### **B.C. Ministry of Agriculture**

For information on emergency programs for agriculture:

[www.gov.bc.ca/agri](http://www.gov.bc.ca/agri)

### **B.C. Ministry of Environment**

For information on environmental emergencies:

[www.gov.bc.ca/env](http://www.gov.bc.ca/env)

### **B.C. Ministry of Forests, Land, and Natural Resource Operations**

For information on wildfires and prevention:

[www.gov.bc.ca/for](http://www.gov.bc.ca/for)

### **AgSafe BC**

For training programs on emergency planning:

<http://agsafebc.ca/>

## **Remember to begin your emergency planning at home with the 4-H BC Family Emergency Planning Guide**



**CANADA**  
4-H British Columbia

4-H British Columbia Provincial Council  
Toll Free: 1-866-776-0373  
Website: [www.bc4h.bc.ca](http://www.bc4h.bc.ca)