

1.1.4, 1.1.5, 1.4.1, 1.4.2, 3.3.1

FIRE & EMERGENCY PROCEDURES

These standards are found in three sections of the Standards Manual: “General Administration” and “Camp Safety” under “Camp Administration”, and “Fire Safety” under “Site, Facility and Equipment”.

1.1.4 “Every camp must have a crisis management plan that includes but is not limited to: fire, emergencies, severe weather, land-based emergencies, water emergencies, lost client emergencies and death of a client. (See Appendix 7).”

1.1.5 “Every camp must ensure that camp personnel are qualified and trained to deal effectively with accident, illness and other contingencies.”

1.4.1 “Every camp must ensure that camp personnel are well versed in and understand properly planned emergency procedures and practice them regularly.”

1.4.2 “Every camp must conspicuously post fire emergency procedures in each camp building. Every camp must conduct fire drills with their clients on a regular basis, under the supervision of on-site camp personnel.”

3.3.1 “A residential building requiring a fire alarm must have a comprehensive emergency plan in place. This plan must be posted conspicuously throughout the building for reference by campers, volunteers and staff.”

It has come to the attention of the Standards & Accreditation Committee that two of these standards (1.4.2 and 3.3.1) have been commonly missed on an initial accreditation visit. In addition, these standards show a level of redundancy which we plan to address in the next revision.

There are two facets to these standards. First, is the emergency plan/procedure. This should be a short (one page) description of the fire emergency procedures, including exit maps/routes from the building, muster point location, and the process to follow (what the emergency signal is, who to call, when and how to use a fire extinguisher, locations of fire extinguishers, how to activate an alarm etc.). These should be posted in every building, in conspicuous locations, and in every accommodation space (ie. in each room of a lodge, in each cabin). The second facet is conducting fire drills. Fire drills should be conducted on a regular basis with clients. For sites with rentals groups, this may mean it happens with a group present, giving staff the opportunity to practice the procedure and direct guests. For programs, it is advisable to run a fire drill with each group of campers, particularly for overnight camps. Staff should receive comprehensive training in these emergency procedures, including how to direct clients in the case of a fire.



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Moving forward, the Standards and Accreditation Committee will propose updating these standards at the 2023 AGM. The proposed new standards will be:

1.1.4 Will be moved to section 1.4 “Camp Safety” from 1.1 “General Administration”. It will be reworded to encompass the language of this whole group of standards:

“Every camp must have comprehensive emergency procedures that include but are not limited to: fire, severe weather, land-based emergencies, water emergencies, lost client emergencies and death of a client. (See Appendix 7).”

1.1.5 Will be moved to section 1.4 “Camp Safety” from 1.1 “General Administration”. It will also be reworded to simplify language:

“Camp personnel must be qualified and trained to deal effectively with accident, illness and other contingencies.”

1.4.1 Will be reworded to clarify:

“Camp personnel must be well versed in and understand all emergency procedures and practice them on a regular basis.”

1.4.2 Will be moved to section 3.3 “Fire Safety” from 1.4 “Camp Safety”. It will also be reworded to clarify:

“Fire drills must be conducted with clients present on a regular basis, under the supervision of on-site camp personnel.”

3.3.1 Will be reworded to clarify:

“Fire emergency procedures must be posted in every building, in conspicuous locations, and in every accommodation space.”

Recommendation: Will be added

“For programs, it is advisable to run a fire drill with each group of campers, particularly for overnight camps.”

In summary, it is important that camps have emergency procedures in place, ensure that staff understand these procedures, post fire emergency procedures in buildings, and practice fire drills regularly.



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