Girl Guides, Nova Scotia

Camp Properties Escalation Process

The following escalation process is to be followed for reporting property related emergencies that may arise from vandalism, fire, flood, theft, weather, Acts of God, ect.

Should this be an incident involving issues other than property damage, Responsible Guider (or designate) is to follow Safe Guide procedures for reporting.

Responsible Guider follows Member Incident Reporting: Safe Guide

* Contacts the Provincial Commissioner to advise of situation.
* Documents exactly what has happened.
* Completes and submits an INS.01

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| PC Notifies National &…. |
| Camp Chair |  AC(s) | DPC’s | Risk MGMT |  Office Mgr |
| * Notifies the Camp Comm

 * Includes AC(s) in all comm’s
* Impacted Parties
 | * Provides support for Guiders and girls if needed
* Provides information as requested
 | * Provides support to AC
* Provides information
 | * Provides information & support to PC
* Updates Camp Properties as needed
 | * Advises Insurance Broker of situation
* Liaise with Insurance Broker and Camp Chair for Insurance Claims
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