

**Sugar Island  
Ontario Canada  
Emergency Action Plan**

This plan has been developed in order to provide guidance to Island users in the event of an emergency. This plan does not provide for every eventuality. If a situation arises that has not been covered, simple common sense shall be applied.

**Emergency Phone Contacts**

Dial **911** for Police, Fire and EMS

Provide the 911 operator with:

Your location: Sugar Island near Gananoque, Ontario

The nature of the emergency

The number of victims and/or patients (if applicable)

Sugar Island is located on Ontario, Canada chart #1437 at approximately:

Latitude: 44 degrees, 19 minutes, 15 seconds west

Longitude: 77 degrees, 6 minutes, 0 seconds north

**Direct dial numbers:**

Gananoque Police 613-382-3334

Gananoque Fire 613-382-4422

Gananoque Ambulance 613-544-5555

**Notification of Island campers**

If the nature of the situation is such that it will impact the Island, runners will be used to notify all campers on the Island. A coordinated effort must be used.

The Island will be divided into geographic areas via an imaginary north/south line running from Rochester Bay to Canoe Beach. One runner shall be sent to the eastern side of the Island beginning at the Commodore's cabin and proceeding clockwise around the Island. Another runner will be sent to the western side of the Island beginning at the Jahn cabin and proceeding counterclockwise around the Island.

All campers will be notified of the emergency and directed to report to the Headquarters for accountability and further instructions. If people are physically unable to ambulate to headquarters on their own, a decision will need to be made whether it is safe to leave the person where they are temporarily. If the decision is made to leave someone in place, follow up is necessary once all notifications are made to the remaining Islanders.

In the event of an ongoing emergency, life safety becomes the most important consideration. Any actions taken must take this into account. First aid shall be provided to anyone in need.

The individual with the most experience in emergency response shall serve as the leader for any actions to be taken. There are three (3) major circumstances which may take place. The following specific events shall be handled according to each procedure:

### **FIRE PROCEDURE**

1. Any fire will immediately be reported to the fire department by calling 911 from a cell phone or by using a VHF radio on Channel 16. The fire location shall be reported as described above.
2. The person who found the fire will enlist the help of others to fight the fire either by bucket brigade or utilizing the fire pump if available until arrival of the fire department. The quicker water can be applied to a fire the greater the chance of controlling and containing it.

### **SEVERE STORM**

1. Upon notification of a severe weather warning, the notification will be made to all campers. The highest ranking Sugar Island Trustee or their designee, will determine if campsites are to be evacuated.
2. The following evacuation plan will be used when an evacuation order is given:
  - a. All campers are to report to the Headquarters pavilion
2. All campers will standby for direction from the Trustee.
3. If the decision is made to evacuate the Island, arrangements will be made via motorboat. Campers should only bring those items absolutely necessary such as medications.
4. If the decision is made to remain on the Island, campers should take all precautions to protect each other and assist each other in any way possible.
5. Following a storm, a damage assessment of the Island must be made and reported to the Island Chairman.

### **SERIOUS TRAUMATIC INJURY OR ILLNESS**

1. First Aid should be provided to anyone that has suffered a traumatic injury or is suffering from a severe illness.
2. If the injury or illness is severe enough, it may be necessary to contact the ambulance to properly care for the patient. Contact shall be made by calling 911 via cell phone or by VHF radio using channel 16.
3. If there is a camper with medical training on the Island, they should be contacted for assistance.
4. If the patient has a traumatic injury which may involve the head, neck or back, they should remain where they are and await specialized assistance unless doing so will jeopardize their life.
5. Attempt to control any bleeding using bandaging material or in the absence of bandaging material, clean cloth may be used. Severe bleeding can be a life-threatening situation and must be controlled.
6. Suspected fractures should be stabilized using rigid splinting material. Sticks, boards, paddles or other rigid materials may be used and secured with strips of

- cloth tied snugly around the extremity. Rope or twine should be used as a last resort as it can dig into the skin and cut off circulation.
7. A patient should be kept warm using a blanket or heavy clothing to prevent hypothermia. Wet clothing should be removed prior to applying a blanket.
  8. If someone is found unconscious and not breathing, provide CPR assistance if trained. Make sure someone is calling 911 via cell phone. If not trained in CPR, call 911 immediately. They may be able to provide CPR instructions over the phone while EMS is responding.
  9. In the event that someone is found to be obviously dead, call 911 via cell phone and report the death. Keep people away from the area unless they are medically trained.

For all other instances, a plan of action shall be developed and if possible, documented. The plan shall then be communicated to all individuals on the Island for implementation.

### **Emergency Equipment Location**

Fire Pump Headquarters storage shed  
First Aid Kit Headquarters storage shed  
Backboard Headquarters storage shed

Anytime an injury or illness that requires emergency transportation from the island, a fire, storm or other untoward event takes place on Sugar Island, the Sugar Island Trustees must be notified. The call down list will be as follows:

Tom Uebel, Chairman	tel. – 845-496-1017 cell – 845-863-6478
Scott Andrews, Vice Chair	tel. – 203-415-0554 cell – 203-415-0554
Kristina Nowicky, Treas.	tel. – 201-248-5010
Susan Blake, Secretary	tel. – 201-741-2977
Leslie Mengersen	tel. – 973-764-5201 Cell – 973-903-3838
Ed Budrock	tel. – 845-434-3940 cell – 845-665-2399
John Nowicky, Jr.	tel. – 551-427-4798
Rich Cassar	tel. – 610-797-9527 cell – 484-268-8346
Bob Cassar	tel. - 610-584-5979 Cell – 484-681-1002

Once a trustee is notified of an untoward event, they must notify the ACA National Office as soon as possible via telephone at 540-907-4460. Notification via telephone should be followed up by email as soon as possible.