

**Town and R.M.  
of  
Spiritwood**

**Emergency  
Plan**

**November 22, 2016  
Copy# 1**

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## **Notices**

### **Subject: REDISTRIBUTION OF EMERGENCY PLANS**

Emergency Plans are numbered to coincide with specific positions, departments or agencies and not individuals.

Therefore, when an individual relinquishes his position, the Emergency Plan must be passed on to his replacement.

### **Subject: GENERAL INTERPRETATION IN THE MUNICIPAL EMERGENCY PLAN**

Wherever the masculine gender is used it is to be interpreted as female as well.

EMO – Emergency Measures Organization

EOC – Emergency Operations Centre

EMS - Emergency Medical Services

## Distribution List

Copy #	Distributed To
1	Town Office
2	R.M Office
3	EMO Coordinator
4	Deputy EMO Coordinator
5	Mayor
6	Reeve
7	Municipal Administration EOC Manager 1
8	Municipal Administration EOC Manager 2
9	RCMP
8	Fire
9	EMS/Hospital
10	Public Works Foreman Town
11	Public Works Foreman RM
12	Emergency Social Services Manager
13	Public Information / Media Manager
14	Telecommunications Manager
15	Transportation Manager
16	Health Region Representative
17	Saskatchewan Public Safety & Sask 911 Head Office
18	Saskatchewan Pub Public Safety & Sask 911 Emergency Management Advisor

## **Amendments**

## **1.INTRODUCTION**

This plan will provide direction for the *TOWN OF SPIRITWOOD* and the *R.M. OF SPIRITWOOD* when responding to an emergency. It is important that the Mayor, Reeve, Councillors and those persons responding to an emergency know the contents of this plan.

The elected officials will direct and control emergency operations at all times through the implementation of this plan.

This plan may be implemented in whole or in part with or without a Declaration of Local Emergency. Use of Emergency Powers requires that a Local Emergency be declared.

This document will not prevent, nor reduce the possibility of an emergency occurring. It will aid in providing a prompt and coordinated response, thereby reducing human suffering and loss or damage to property or the environment.

This Emergency Plan authorizes the taking of extraordinary action by Police, Fire and/or other Emergency Response Personnel, for the safety and well-being of the community, where time is of critical importance.

## **2. AIM**

This Emergency Plan will be implemented to prevent or limit:

- The loss of life
- Harm or damage to the safety, health or welfare of people
- Damage to property or the environment
- Continue and /or restore essential services

This Emergency Plan does not apply to those day to day situations which are dealt with by the RCMP, Fire, or EMS.

An emergency requires an immediate response from various agencies acting on behalf of the Town of Spiritwood and/or the RM of Spiritwood.



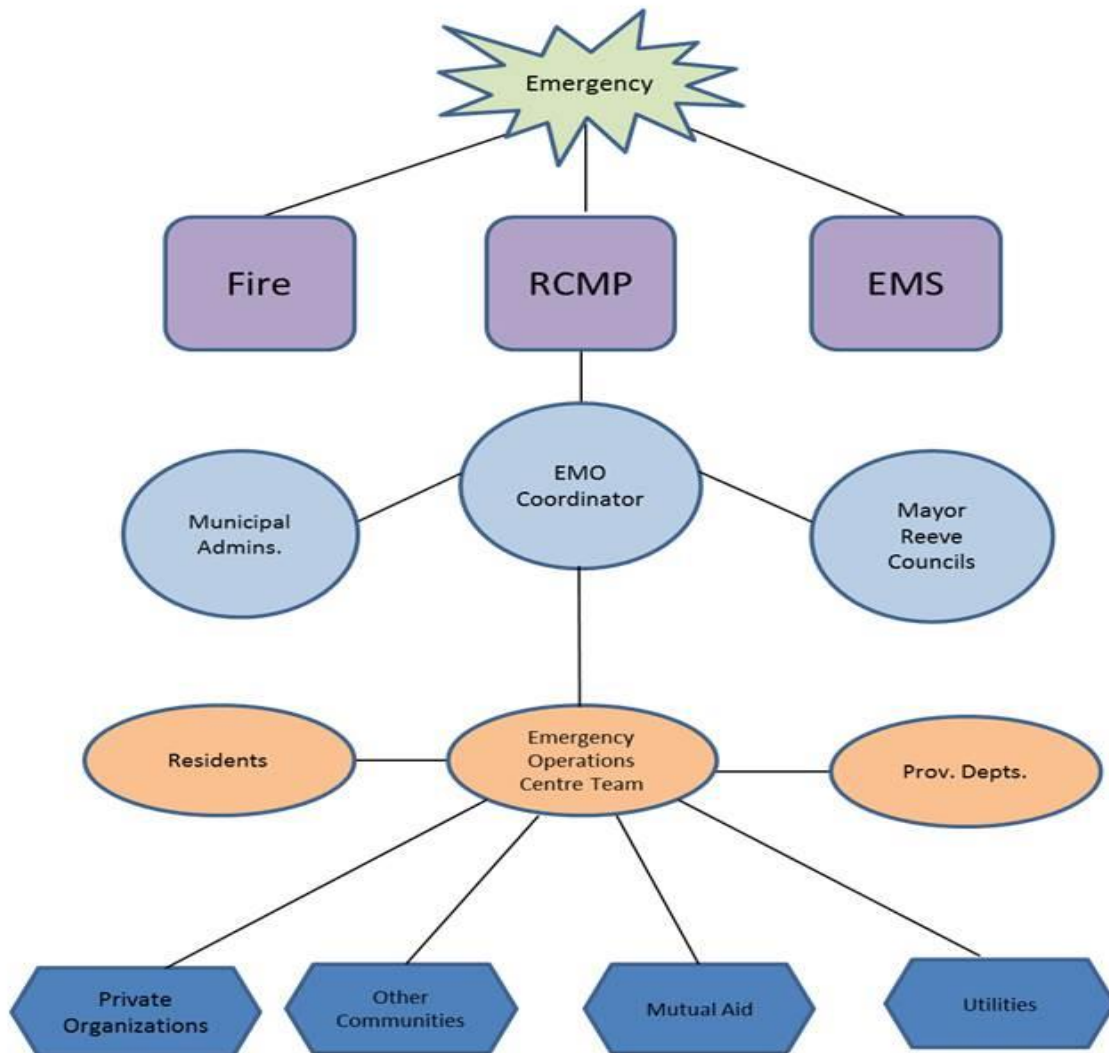
### **3.HAZARD ANALYSIS**

The Town and R.M. of Spiritwood have the potential to experience the following emergencies.

- Blizzard/ Winter Power Failure
- Chemical Spill/ Contamination
- Explosion
- Fire Forest/ Grass/Major Building
- Health Pandemic/ Epidemic
- Tornado/ Sever Wind Storm/Flood
- Long Term Summer Power Failure

Contingency plans for these emergencies can be found in the attachments.

## 4. Emergency Notification System



Members of the Emergency Operations Centre Team are responsible for notifying their staff and volunteer organizations in the event of an emergency.

Where a threat of an impending emergency exists, the Emergency Operations Centre Team will be notified and placed on alert. The EMO Coordinator or designate may open the Emergency Operation Centre in order to coordinate the response to the emergency and /or to coordinate public information.

## **5.IMPLEMENTATION OF THE EMERGENCY PLAN**

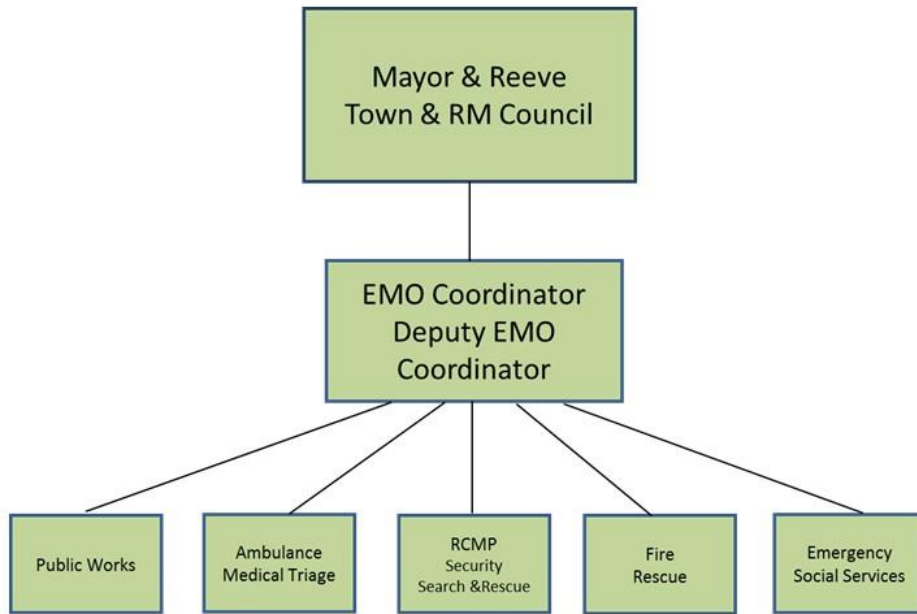
The Emergency Plan may be implemented by the Council and /or Mayor/Reeve, the Emergency Coordinator, the Deputy Emergency Coordinator or emergency services personnel.

Emergency response personnel may take such action(s) as may be required to protect lives and property in the Town / R.M. of Spiritwood.

***In the event of an Emergency, this Emergency Plan can be implemented without declaring a Local Emergency.***

***In any Emergency, call Saskatchewan Public Safety & Sask911 at (306) 787-9563, who will in turn, notify provincial departments and agencies.***

## 6. Emergency Management Team & Organization Flowchart



## **7.EMERGENCY OPERATIONS CENTRE**

The Emergency Operations Centre Management Team will report to the Emergency Operations Centre located at Cavalier Agro just out of Spiritwood on Highway 24 North. In the event that this operation centre cannot be used, then the secondary location will be the R.M. and Town Offices located at 218 and 212 Main Street.

Each member of the Emergency Operations Centre Management Team has specific responsibilities which have been previously outlined. Collectively the team must also:

- Collect and verify information from credible sources in the event of an emergency.
- Commit the community's resources according to this information. Care must be taken to neither under nor over commit resources.
- Work together with the Emergency Site Manager once one is appointed by the Mayor/Reeve in consultation with the EMO Coordinator.

## 8. EMERGENCY OPERATIONS CENTRE MANAGEMENT TEAM'S RESPONSIBILITIES

The EMO Coordinator will ensure the following responsibilities are considered and/or completed.

Copies are attached at the back of this plan that can be used to “check the boxes” when an item has been completed.

- Calling out municipal emergency services in response to the emergency.
- Confirming the appointment of the Emergency Site Manager. All responding emergency services must be informed of the appointment.
- Determine if the location of the Emergency Operations Centre is appropriate.
- Consult with the Emergency Site Manager and the council and/or Mayor and/or Reeve to determine if a Declaration of Local Emergency is required. The Declaration of Local Emergency when properly completed must be submitted to Saskatchewan Emergency Planning.
- Providing adequate communications from the Emergency Operations Centre to the Emergency Site ( radio/telephone/ message runners).
- Establish/confirm public inquiry phone numbers.
- Determine whether an evacuation of residents is required. Overseeing that the needs of the evacuated residents are being met. **The receiving community must be notified that an evacuation is underway and whether or not the evacuees require accommodation, food and other services.**
- Discontinuing of utilities or services provided by public or private concerns. ( i.e. power, water, gas, closing down stores, schools etc.)
- Implement mutual aid arrangements with neighbouring communities.
- Determine if volunteers are required.
- Determine if transportation is required for evacuation of persons or the moving of supplies.
- Ensure that the residents of the community are updated on the response to the emergency.
- Expend monies as authorized to deal with the emergency.
- Notify the response personnel and residents of the termination of the local emergency.
- Submit Termination of Local Emergency form to Saskatchewan Emergency Planning.
- Maintain a log of all activities and decisions made and submit all records to the Emergency Co-ordinator.
- After the emergency conduct a review of emergency response procedures and make amendments to the emergency plan where required.

## **9.DECLARATION OF A LOCAL EMERGENCY**

The Council, or in the absence of a quorum of Council, the Mayor and /or Reeve may declare a Local Emergency. This decision is usually made after consulting with members of the Emergency Operations Centre Management Team and especially the EMO Coordinator and Emergency Site Manager. The Council or the Mayor and/or Reeve must fill out the Declaration of Local Emergency contained in the attachments.

Upon declaration of the Local Emergency, the council and/or the Mayor and/or Reeve shall notify:

- The residents of the community
- Saskatchewan Emergency Planning
- Neighbouring municipalities and communities as may be required

**DECLARATION OF A LOCAL EMERGENCY  
QUORUM OF COUNCIL AVAILABLE**

**RESOLUTION NO.** \_\_\_\_\_

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

Moved by Councillor \_\_\_\_\_

Seconded by Councillor \_\_\_\_\_

**WHEREAS** the *Town / R.M. of Spiritwood, Saskatchewan* is encountering \_\_\_\_\_,  
that requires prompt action to prevent harm or damage to the safety, health or welfare of persons located within the boundaries, of the *Town / R.M. of Spiritwood, Saskatchewan* and to prevent damage to property within those boundaries.

**THEREFORE BE IT RESOLVED THAT** pursuant to section 20 of *The Emergency Planning Act, Chapter.E-8.1* of the Statutes of Saskatchewan, the Council of the *Town / R.M. of Spiritwood* declares that a local emergency exists, in the *Town / R.M. of Spiritwood, Saskatchewan*.

From this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ to the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

The \_\_\_\_\_ of \_\_\_\_\_.

Per: \_\_\_\_\_

(printed name) \_\_\_\_\_



**DECLARATION OF A LOCAL EMERGENCY  
ABSENCE OF A QUORUM OF COUNCIL**

**RESOLUTION NO.** \_\_\_\_\_

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

**WHEREAS** the *Town / R.M. of Spiritwood, Saskatchewan* is encountering \_\_\_\_\_,  
that requires prompt action to prevent harm or damage to the safety, health or welfare of  
persons located within the boundaries, of \_\_\_\_\_  
\_\_\_\_\_ and to prevent damage to property within those boundaries.

**AND WHEREAS** these \_\_\_\_\_ conditions present such an  
extreme emergency within the boundaries of \_\_\_\_\_ that there is not sufficient  
time to convene a regularly constituted meeting of the Council of this the *Town/R.M. of  
Spiritwood, Saskatchewan* but rather this emergency compels me to respond to this emergency  
immediately on behalf of the *Town/R.M. of Spiritwood, Saskatchewan*.

**THEREFORE** pursuant to Section 20 of *The Emergency Planning Act, 1989*, Chapter E-8.1 of the  
Statutes of Saskatchewan, I (mayor/reeve) \_\_\_\_\_ of the  
\_\_\_\_\_ of *Spiritwood, Saskatchewan* declare that a local emergency exists, in the  
\_\_\_\_\_ of *Spiritwood Saskatchewan*, From this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

The \_\_\_\_\_ of \_\_\_\_\_.

Per: \_\_\_\_\_

(printed name) \_\_\_\_\_

## 10. EMERGENCY POWERS

Emergency powers may only be used after a Local Emergency has been declared. The Councils may do all acts and take all proceedings that are reasonably necessary to meet the emergency.

Section 21 of *The Emergency Planning Act, 1989* outlines this.

### EMERGENCY PLANNING

Powers of local authority

21(1) On the making:

(a) of a local emergency declaration, or a renewal of a local emergency declaration pursuant to subsection 22(2) and for the duration of the state of emergency the local authority may:

(i) put into operation any emergency plan or program that the local authority considers appropriate;

(ii) acquire or utilize any real or personal property that the local authority considers necessary to prevent, combat or alleviate the effects of an emergency;

(iii) authorize any qualified person to render aid of a type that the person is qualified to provide;

(iv) control or prohibit travel to or from any area of the municipality;

(v) provide for the restoration of essential facilities and the distribution of essential supplies;

(vi) provide, maintain and co-ordinate emergency medical, welfare and other essential services in any part of the municipality;

(vii) cause the evacuation of persons and the removal of persons or live stock and personal property from any area of the municipality that is or may be affected by an emergency and make arrangements for the adequate care and protection of those persons or live stock and of the personal property;

(viii) authorize the entry into any building or on any land, without warrant, by any person when necessary for the implementation of an emergency plan;

(ix) cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary in order to reach the scene of the emergency, to attempt to forestall its occurrence or to combat its progress;

(x) conscript persons needed to meet an emergency; and do all acts and take all proceedings that are reasonably necessary to meet the local emergency; and

(b) of an emergency declaration pursuant to section 17 and for the duration of the state of emergency, the local authority may:

- (i) cause any emergency plan to be put into operation; and
- (ii) exercise any power given to the minister pursuant to subsection 18(1) in relation to the part of the municipality affected by the declaration.

(2) Subject to the approval of the Lieutenant Governor in Council, where:

- (a) the local authority acquires or utilizes real or personal property pursuant to subsection (1); or
- (b) any real or personal property is damaged or destroyed due to an action of the local authority in preventing, combating or alleviating the effects of an emergency;

the local authority shall cause compensation to be paid for the acquisition, utilization, damage or destruction.

(3) Subject to subsection (4), a local authority may, within 60 days after the making of a local emergency declaration, borrow any moneys necessary to pay expenses caused by the emergency including payment for the services provided by the Government of Saskatchewan or by the Government of Canada when the services were provided at the request of the local authority.

(4) The power to borrow moneys pursuant to subsection (3) is exercisable only by bylaw of the local authority that is approved by:

- (a) the minister; and
- (b) the Saskatchewan Municipal Board, where required by *The Municipal Board Act* or any other Act governing the local authority;

within the 60-day limit prescribed in subsection (3).

(5) Notwithstanding any other Act or law, the assent of electors is not required for a bylaw mentioned in subsection (4).

(6) A local authority may delegate to any person or category of persons any of the powers that are or may be conferred or duties that are or may be imposed on it pursuant to this Act except the power to make a local emergency declaration.

## **11. ORGANIZATION AND CONTROL**

### **Mayor, Reeve and Council**

- Implementing the emergency plan in whole or in part.
- The council, or in the absence of a quorum of council, the Mayor and Reeve are responsible for the Declaration of a Local Emergency when required.
- The council is responsible for the termination of a declaration of a Local Emergency.
- Notifying the Minister responsible for *The Emergency Planning Act, 1989* (through Saskatchewan Emergency Planning) that a Declaration of a Local Emergency has been declared or terminated.
- The authorization of media releases.
- Log all actions and decisions.

### **EMO Coordinator**

- Organize and chair regular EMO meetings.
- Ensure amendments to the emergency plan are made as needed.
- Act as the first point of contact for the RCMP in the event of an Emergency.
- Contact The Mayor, Reeve, Councillors, Municipal Administrators and EOC team members in the event of an Emergency.
- Act as an Operations Officer to the EOC Managers (Municipal Administrators).
- Assist EOC Managers in all duties.

### **Deputy EMO Coordinator**

- Assist the EMO Coordinator with their responsibilities.
- In the absence of the EMO Coordinator, fill in as acting EMO Coordinator.

### **Municipal Administrators**

- Act as Emergency Operations Centre (EOC) Manager overseeing the EOC Team and the overall emergency operation.
- Provide information and advice to the Council, Mayor and Reeve.
- Activate the municipal Emergency Operations Centre.
- Coordinate the emergency response
- Implement the emergency plan in whole or part.
- Advise the Council and /or Mayor and Reeve to declare a Local Emergency.
- Advise the Council and /or Mayor and Reeve on the appointment of the Emergency Site Manager.
- Coordinate the EOC Team's activities.
- Request mutual aid.
- Ensure all directions from the Council and/or Mayor and Reeve are carried out.
- Review and authorize media releases.
- Request a full report of all emergency operations activities from all responding municipal agencies.
- Log all actions and decisions.

#### **Emergency Social Services Director**

- Activate emergency social services plan.
- Ensure that the needs of evacuees are met (i.e. accommodations, food, registration and inquiry, personal services and clothing).
- Ensure that a reception center for evacuees is set up.
- Coordinate volunteer organizations who may be involved with the above activities.
- Log all actions.

#### **Telecommunications Manager**

- Establish necessary communications between the EOC and the emergency site.
- If necessary, request additional telephones and lines for Emergency Operations Centre and emergency site.
- Arrange for additional radio equipment and operators from volunteer organizations.
- Log all actions.

#### **Public Information Manager**

- Provide timely reports for public, including information regarding emergency declarations and all other emergency information.
- Have all media releases authorized by Mayor, Reeve, Council, or the EOC Manager.
- Establish liaison with the Provincial Corrections and Public Safety (CPS) Communications staff.
- Establish Media facilities.
- Monitor the media for reporting accuracy.
- Establish a public inquiry system.
- Log all actions.

### **Transportation Manager**

- Arrange transportation as required.
- Direct transportation resources as required (i.e., buses, boats, and aircraft).
- Coordinate traffic routing/re-routing ( in consultation with Sask. Highways).
- Determine fuel requirements for emergency.
- Log all actions

### **Health Region Representative**

- Provide emergency medical services on site.
- Advise Council through EOC Mgt. Team on related public health issues
- Log all actions

## **12. Emergency Site Management Team**

### **Emergency Site Manager**

- Manage and control the Emergency Site Operations
- Keeps the Emergency Operations Centre informed of all operation activities and resource requirements at the site.
- Determine the inner and outer perimeter of the emergency site.

### **RCMP**

- Provide emergency site security (establish inner and outer perimeter of emergency site).
- Assist in traffic and crowd control.
- Coordinate search and rescue activities.
- Assist with evacuations.
- Advise medical examiner in the event of a fatality.
- Log all actions.

### **Fire**

- Coordinate fire suppression, dangerous goods and rescue (except ground search and rescue).
- Activate the Fire Mutual Aid system if necessary.
- Assist with the evacuation of people.
- Log all actions.

### **EMS**

- Provide emergency medical services on site.
- Casualty evaluation.
- Casualty sorting and transportation
- Log all actions.

## **Public Works Foreman**

- Ensure resources are available when requested (i.e., equipment, barricades, supplies, construction companies, contractors).
- Coordinate purchases, rentals, leases of equipment and maintain records of same.
- Assist in the disconnecting of utilities, or liaison with utilities companies - water, sewer, power, gas, telephone etc.
- Restore essential services.
- Log all actions.



### **13. TERMINATION OF LOCAL EMERGENCY**

A local emergency can be terminated at any time by:

- The Council
- The Minister responsible for *The Emergency Planning Act, 1989*.

The council shall complete the form "Termination of Local Emergency" found in the attachments as appropriate.

Upon termination of an emergency, the Council and/or Mayor/Reeve will notify :

- The residents of the municipality.
- Saskatchewan Public Safety & Sask 911.
- Neighbouring municipalities and communities as required.

## TERMINATION OF LOCAL EMERGENCY

**PURSUANT** to Section 23 of *The Emergency Planning Act, 1989*, The council of the *Town / R.M. of Spiritwood, Saskatchewan* declares that the Local Emergency is terminated in\_\_\_\_\_.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Moved by Councillor\_\_\_\_\_

Seconded by Councillor\_\_\_\_\_

Per: \_\_\_\_\_

(printed name) \_\_\_\_\_

## **14. REVIEW**

This Emergency Plan shall be reviewed annually and amended and redistributed as necessary.

Council shall give direction for any reviews and amendments other than the scheduled annual review.

## **ATTACHMENTS**

**DECLARATION OF A LOCAL EMERGENCY  
ABSENCE OF A QUORUM OF COUNCIL**

**RESOLUTION NO.** \_\_\_\_\_

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

**WHEREAS** the *Town / R.M. of Spiritwood, Saskatchewan* is encountering \_\_\_\_\_,  
that requires prompt action to prevent harm or damage to the safety, health or welfare of persons located within the boundaries, of \_\_\_\_\_  
\_\_\_\_\_ and to prevent damage to property within those boundaries.

**AND WHEREAS** these \_\_\_\_\_ conditions present such an extreme emergency within the boundaries of \_\_\_\_\_ that there is not sufficient time to convene a regularly constituted meeting of the Council of this the *Town/R.M. of Spiritwood, Saskatchewan* but rather this emergency compels me to respond to this emergency immediately on behalf of the *Town/R.M. of Spiritwood, Saskatchewan*.

**THEREFORE** pursuant to Section 20 of *The Emergency Planning Act, 1989*, Chapter E-8.1 of the Statutes of Saskatchewan, I (mayor/reeve) \_\_\_\_\_ of the \_\_\_\_\_ of *Spiritwood, Saskatchewan* declare that a local emergency exists, in the \_\_\_\_\_ of *Spiritwood Saskatchewan*, From this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

The \_\_\_\_\_ of \_\_\_\_\_.

Per: \_\_\_\_\_

(printed name) \_\_\_\_\_

**NEWS RELEASE**

**DECLARATION OF LOCAL EMERGENCY**

**NEWS RELEASE**

The *Town/R.M. of Spiritwood Saskatchewan* has declared a local Emergency, due to

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as of \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ am/pm. This Declaration of Local Emergency is authorized under the Province of Saskatchewan's Emergency Planning Act.

The citizens of the *Town/R.M. of Spiritwood, Saskatchewan* are asked to obey all laws, regulations and orders, for the duration of the emergency. Your co-operation with emergency response personnel will discharge their duties as required.

Other Information:

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## TERMINATION OF LOCAL EMERGENCY

**PURSUANT** to Section 23 of *The Emergency Planning Act, 1989*, The council of the *Town / R.M. of Spiritwood, Saskatchewan* declares that the Local Emergency is terminated in\_\_\_\_\_.

Dated this\_\_\_\_\_ day of\_\_\_\_\_, 20\_\_\_\_\_.

Moved by Councillor\_\_\_\_\_

Seconded by Councillor\_\_\_\_\_

Per:\_\_\_\_\_

(printed name) \_\_\_\_\_

## Emergency Measure Organization Team

Position	Name	Phone #	Email
EMO Coordinator	Rick Knot	(306) 883-7911	rick.cavalier.spiritwood@sasktel.net
Deputy EMO Coordinator	Brett Vestby	(306) 883-8300	spr@sasktel.net
Mayor	Gary vonHolwede	(519) 533-7836	wilvon@sasktel.net
Reeve	Shirley Dauvin	(306) 883-7578	psdauvin@gmail.com
Municipal Administration Emergency Operations Centre Managers (EOC Manager)	Rhonda Saam	(306) 883-9777	tos@townofspiritwood.ca
	Colette Bussiere	(306) 883-7815	rm496@sasktel.net
RCMP	Shannon Haggarty	(306) 883-7890	shannon.haggarty@rcmp-grc.gc.ca
Fire	Ron Radke	(306) 841-7112	rgradke@explornet.ca
EMS	Devon Beauschene	(306) 883-8354	spwdbrems@sasktel.net
Public Works Foremen Town	Neil Gaboury	(306) 883-7478	foreman@townofspiritwood.ca
Public Works Foreman RM	John Mamer	(306) 841-7655	john496@sasktel.net
Emergency Social Services Manager			
Telecommunications Manager	Amanda Ross	(306) 619-9100	admin@townofspiritwood.ca
Public Information/Media Manager	Bevra Fee	(306) 883-7058	bevra.fee@nledc.com
Transportation Manager			
Health Region Representative	PAPHR	(306) 765-6400	
First Nations - ACTC			
Saskatchewan Emergency Management and Fire Safety – Prince Albert		911 (306) 953-3763	



## **EVACUATION/RE-ENTRY**

### **NOTICE TO EVACUATE WILL BE GIVEN BY**

1. RCMP, Fire Department and/or Ambulance loud-hailers.
2. Telephone.
3. Door to Door.
4. Radio Broadcast.

### **GENERAL INFORMATION FOR EVACUEES**

Community members are asked to bring only one (1) fifteen (15) pound travel bag of essential items per family member.

Suggested list of items to pack:

- One (1) change of clothes for each family member.
- Medication – pills, prescription drugs, lotions and/or ointments (include medical appliances).
- Identification for all family members – Health Cards, Birth Certificates, etc.
- Infant care needs – formula, diapers, bottles, and one toy.
- Personal hygiene items (toothpaste, tooth brushes, soap, etc.).
- Money.
- Pets (dependent on the urgency of the emergency).

## **RE-ENTRY GUIDELINES**

It is important for the safety of evacuees that the re-entry process be conducted in an organized manner. The EOC Control Group must ensure that satisfactory conditions exist and normal day-to-day community needs are functioning properly. An essential service checklist should include but not be limited to:

- Health facilities
- Seniors facilities
- Alternate accommodations available if homes are damaged
- Ambulance service
- Fire Fighting services
- Mail service
- Water and sewer
- Power and telephone
- Food and personal supplies available in stores
- Medical supplies
- Adequate vehicle fuel and service

**Citizens must be informed of dangers in the community if there is still a threat to life and health.**

## EMERGENCY OPERATIONS CENTRE MANAGEMENT TEAM'S RESPONSIBILITIES

The EMO Coordinator will ensure the following responsibilities are considered and/or completed.

Copies are attached at the back of this plan that can be used to "check the boxes" when an item has been completed.

- Calling out municipal emergency services in response to the emergency.
- Confirming the appointment of the Emergency Site Manager. All responding emergency services must be informed of the appointment.
- Determine if the location of the Emergency Operations Centre is appropriate.
- Consult with the Emergency Site Manager and the council and/or Mayor and/or Reeve to determine if a Declaration of Local Emergency is required. The Declaration of Local Emergency when properly completed must be submitted to Saskatchewan Emergency Planning.
- Providing adequate communications from the Emergency Operations Centre to the Emergency Site ( radio/telephone/ message runners).
- Establish/confirm public inquiry phone numbers.
- Determine whether an evacuation of residents is required. Overseeing that the needs of the evacuated residents are being met. **The receiving community must be notified that an evacuation is underway and whether or not the evacuees require accommodation, food and other services.**
- Discontinuing of utilities or services provided by public or private concerns. ( i.e. power, water, gas, closing down stores, schools etc.)
- Implement mutual aid arrangements with neighbouring communities.
- Determine if volunteers are required.
- Determine if transportation is required for evacuation of persons or the moving of supplies.
- Ensure that the residents of the community are updated on the response to the emergency.
- Expend monies as authorized to deal with the emergency.
- Notify the response personnel and residents of the termination of the local emergency.
- Submit Termination of Local Emergency form to Saskatchewan Emergency Planning.
- Maintain a log of all activities and decisions made and submit all records to the Emergency Co-ordinator.
- After the emergency conduct a review of emergency response procedures and make amendments to the emergency plan where required.

**CONTINGENCY PLAN**  
**BLIZZARD / WINTER POWER FAILURE**

**A. Possible Major Effects**

1. Casualties/Deaths
2. Disruption of utilities
3. Infrastructure damage- Roads, utilities, buildings
4. Damage to property
5. Disruption of Traffic
6. Trapped persons
7. Sustenance- food/shelter etc.
8. Jurisdictional responsibility/clarification
9. Disruption to communications
10. Public health hazards
11. Increased risk of fire or explosion due to alternative heating

**B. Initial Response**

**Agency Responsible**

- 
- |                                                                |                                 |
|----------------------------------------------------------------|---------------------------------|
| 1. Notify EMO Coordinator                                      | RCMP/Fire/ EMS/ Public Works    |
| 2. Establish a communication for restoration of power          | EMO Coordinator                 |
| 3. Risk assessment to evaluate the level of emergency          | EMO Coordinator / EMO Committee |
| 4. If necessary, declare local emergency                       | EMO committee, Mayor/Reeve      |
| 5. Establish a news release system to keep population informed | Public Information Officer      |

<b>C. Potential Actions</b>	<b>Agency Responsible</b>
1. Establish an emergency site management area	RCMP/Fire/EMS
2. Establish EOC	EMO coordinator & EMO committee
3. Designate Emergency Site Manager	EOC Manager
4. Define working area & establish a control perimeter	RCMP/Fire/EMS
5. Control the allocation of auxiliary power	Public Works
6. Establish adequate communications	Within & Between each agency
7. Establish routes for response Vehicles	EOC/RCMP/Fire
8. Clear designated routes	Public Works
9. Establish security of all affected areas	RCMP or designate
10. Establish search and rescue teams	RCMP/Fire
11. Establish triage areas	EMS
12. Activate health care facility alert	EMS
13. Prepare general information to the public	Public Information Manager
14. Establish a registration & inquiry service	Emergency Social Services
15. Establish emergency social services	Emergency Social Services
16. Eliminate hazards from damaged utilities	Public Works
17. Emergency heat and power for shelters	Public Works
18. Monitor status of water & food & distribution	Emergency Social Services
19. Re-establish sewer lift stations & water treatment plant	Public Works

<b>D. Equipment</b>	<b>Source</b>
1. Transportation vehicles	Road and Air Authorities
2. Rescue Equipment	All agencies
3. Ambulances	EMS
4. Public Service Maintenance vehicles	Public Works
5. Mobile generators, lighting, & commercial equipment	Province/ Fire/ Industry
6. Medical Units & supplies	Health Region and Mutual aid
7. Emergency food facilities for victims	Emergency Social Services
8. Emergency lodging & feeding	Emergency Social Services
9. Public address equipment	RCMP/Fire/EMS

**CONTINGENCY PLAN**  
**CHEMICAL SPILL/CONTAMINATION**

**A. Possible Major Effects**

1. Casualties
2. Deaths
3. Panic
4. Property Damage
6. Fire
7. Release of Dangerous Gases, Chemicals, etc.
8. Disruption of traffic
9. Disruption of utilities
10. Explosions
11. Disruption of business and industrial activities
13. Evacuation

**B. Initial Response**

**Agency Responsible**

- |                                                                |                                              |
|----------------------------------------------------------------|----------------------------------------------|
| 1. Notify EMO Coordinator                                      | RCMP/Fire/EMS/Public Works                   |
| 2. Risk assessment to evaluate the level of emergency          | EMO Coordinator/EMO Committee/Administrators |
| 3. If necessary, declare local emergency                       | Mayor/Reeve                                  |
| 4. Establish a news release system to keep population informed | EOC Manager & Information Officer            |

## **C. Potential Actions**

## **Agency Responsible**

1. Establish an emergency site management area	On scene Fire, RCMP & EMS
2. Designate Emergency Site Manager	EOC Manager
3. Establish adequate communications	Within & between each agency & their respective dispatchers
4. Determine nature and effects of the hazardous material	Fire/RCMP
5. Establish a Hot Zone & inner & outer control perimeter	Fire/RCMP
6. Evaluate need for evacuation/identify evacuation area/ Initiate evacuation plan	Fire/RCMP
7. Containment/stop hazardous material threat	Industry/Public Works/Fire
8. Establish need/setup of decontamination	Fire/EMS
9. Organize rescue parties as required	Fire/Industry
10. Establish a news release system, including instructions to the public	Public Information Manager
11. Rescue and Fire Fighting Services	Fire
12. Establish crowd control	RCMP or designate
13. Establish routes for emergency vehicles	RCMP
14. Request additional resources required	EMO committee
15. Establish Security	RCMP or designate
16. Establish temporary morgue	Health Region Rep
17. Eliminate hazards from damaged utilities	Public Works
18. Establish a news release system including instructions to the public	Public Information Officer
19. Set up an inquiry service	Emergency Social Services
20. Establish social service	Emergency Social Services
21. Request additional resources required	EMO Committee



<b>D. Equipment</b>	<b>Source</b>
1. Ambulances	EMS/Transportation
2. Fire Fighting and Rescue	Fire
3. Communication equipment	RCMP/Fire/EMS/SaskTel
4. Barricades	Public Works
5. Equipment to repair public utilities	Public Works
6. Special equipment	Manufacturer or Supplier of DG Material(s)
7. Emergency feeding facilities for victims	Emergency Social Services
8. Food/refreshments for emergency services	Emergency Social Services

# **CONTINGENCY PLAN**

## **EXPLOSION**

### **A. Possible Major Effects**

1. Fire
2. Mass Casualties
3. Death
4. Smoke
5. Trapped Persons
6. Damage to Property
7. Disruption of traffic and communications
8. Explosions and other hazards
9. Destruction of buildings
10. Disruption of business and industrial activities
11. Evacuation
12. Vandalism and looting

### **B. Initial Response**

### **Agency Responsible**

- |                                                                |                                              |
|----------------------------------------------------------------|----------------------------------------------|
| 1. Notify EMO Coordinator                                      | RCMP/Fire/EMS/Public Works                   |
| 2. Risk assessment to evaluate the level of emergency          | EMO Coordinator/EMO Committee/Administrators |
| 3. If necessary, declare local emergency                       | Mayor/Reeve                                  |
| 4. Establish a news release system to keep population Informed | EOC Manager & Information Officer            |
| 5. Establish communication for restoration of power            | EMO Coordinator                              |

**C. Potential Actions****Agency Responsible**

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1. Establish an emergency site management area	Fire/RCMP/EMS
2. Designate Emergency Site manager with input from site	EOC manager
3. Establish adequate communication	Within & between each agency
4. Define working area and establish a Control perimeter	FIRE/RCMP
5. Establish a command post	Fire/RCMP/EMS
6. Rescue & Fire Fighting Services	Fire
7. Control panic in Fire Fighting area	RCMP/EMS/Fire
8. Establish routes for emergency vehicles	RCMP
9. Evaluate need for evacuation/ identify evacuation area	EOC/Fire/RCMP
10. Initiate evacuation/secure unprotected evacuation area	EOC/Fire/RCMP
11. notify hospital of casualties including number & condition	Health Region Rep
12. Establish temporary morgue	Health Region Rep
13. Establish traffic control	RCMP or designate
14. Establish crowd control	RCMP or designate
15. Establish security	RCMP/ or Designate
16. Eliminate hazards from damaged utilities	Public Works
17. Establish a news release system including instructions to the public	Public Information Manager
18. Set up an inquiry service	Emergency Social Services
19. Establish social services	Emergency Social Services
20. Request additional resources required	EOC

**D. Equipment****Source**

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1. Ambulances	EMS
2. Fire Fighting & Rescue	Fire
3. Communication Equipment	RCMP/Fire/EMS/ SaskTel
4. Auxiliary lighting	Fire/public Works/ industry
5. Barricades	Public Works
6. Equipment to repair utilities	Public Works
7. Special Equipment	Manufacturer or Supplier of DG Material
8. Emergency feeding facilities for victims	Emergency Social Services
9. Food/ Refreshments for emergency services & volunteers	Emergency Social Services

**CONTINGENCY PLAN**  
**FIRE (FOREST/GRASS/ MAJOR BUILDING)**

**A. Possible Major Effects**

1. Fire
2. Mass Casualties
3. Death
4. Smoke
5. Trapped Persons
6. Damage to Property
7. Disruption of traffic and communications
8. Explosions and other hazards
9. Destruction of buildings
10. Disruption of business and industrial activities
11. Evacuation
12. Vandalism and looting

**B. Initial Response**

**Agency Responsible**

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- |                                                                   |                                                 |
|-------------------------------------------------------------------|-------------------------------------------------|
| 1. Notify EMO Coordinator                                         | RCMP/Fire/EMS/Public Works                      |
| 2. Risk assessment to evaluate the level of emergency             | EMO Coordinator/EMO<br>Committee/Administrators |
| 3. If necessary, declare local emergency                          | Mayor/Reeve                                     |
| 4. Establish a news release system to keep population<br>Informed | EOC Manager& Information Officer                |

<b>C. Potential Actions</b>	<b>EOC Position</b>
1. Establish an emergency site management area	RCMP/ Fire/EMS
2. Designate Emergency Site Manager	EOC Manager
3. Establish adequate communications	within & between each agency
4. Define a working area and establish a control perimeter	RCMP/Fire
5. Establish Command Post	RCMP/Fire/EMS
6. Rescue and Fire Fighting Services	Fire
7. Control panic in Fire Fighting area	RCMP/EMS/Fire
8. Establish routes for emergency vehicles	RCMP
9. Notify hospital of casualties	EMS
10. Establish temporary morgue	Health Region Rep.
11. Establish traffic control	RCMP or designate
12. Establish crowd control	RCMP or designate
13. Establish security	RCMP or designate
14. Eliminate hazards from damaged utilities	Public Works
15. Warning of spread of fire	RCMP/Fire/Public Information Manager
16. Evacuation as necessary/ protection of unoccupied area	RCMP or designate
17. Establish a news release system	Public Information Officer
18. Set up an inquiry service	Emergency Social Services
19. Establish social services	Emergency Social Services
20. Secure fire scene for investigation	Fire / RCMP

**D. Equipment****Source**

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1. Fire Fighting and Rescue Equipment	Fire
2. Ambulances	EMS/ Transportation
3. Water tankers	Public Works/ Fire/ Industry
4. Relay Pumps	Fire
5. Communication equipment	Fire/RCMP/SaskTel
6. Auxiliary lighting	Public Works / Fire / Industry
7. Emergency food/ water & facilities	Emergency Social Services
8. Mobile public address equipment	RCMP/Fire/EMS

**CONTINGENCY PLAN**  
**PANDEMIC / EPIDEMIC**

**A. Possible Major Effects**

1. Employee absenteeism
2. Large population infected
3. System interruption – Banking
  - Retail Operation
  - School System
  - Health Facilities
  - Municipal Services
4. Building contamination
5. Water supply contamination
6. High mortality Rate
7. Long duration event

**B. Initial Response**

**Agency Responsible**

- |                                                                |                                              |
|----------------------------------------------------------------|----------------------------------------------|
| 1. Notify EMO Coordinator                                      | RCMP/Fire/EMS/Public Works                   |
| 2. Risk assessment to evaluate the level of emergency          | EMO Coordinator/EMO Committee/Administrators |
| 3. If necessary, declare local emergency                       | Mayor/Reeve                                  |
| 4. Establish a news release system to keep population informed | EOC Manager& Information Officer             |



**C. Potential Actions****Agency Responsible**

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1. Identify Hot Zone	EMS/ Health Region
2. Isolation/ Confinement of public/ Scene control	Health Region/RCMP/Fire
3. Contact Sask. Health – Infection Control Officer	EMS
4. Determine Level of Risk & Protection required	Health Region/ Dept. of Infectious Diseases
5. Establish Communications	EOC
6. Determine if Command Post is necessary & location	Medical Health Officer
7. Quarantine affected victims	Medical Health Officer
8. Activate evacuation plan	EOC/ Medical Health Officer
9. Implement evacuation plan	RCMP/ Fire
10. Vaccination/Immunization	Health Region
11. Registration and Inquiries	Emergency Social Services
12. Establish temporary morgue	Coroner/ Medical Health Officer
13. Public Information Updates	Public Information Manager
14. Contact Public Health Inspector	EOC

**D. Equipment****Source**

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1. Protection level as mandated by Health Canada/CDC	Fire/EMS/Health Inspector
2. Protective gear as mandated by Health Canada/CDC	Regional Health Authority
3. Ambulances	EMS
4. Vaccines	Health Region/ Public Health Nurse
5. Temporary Morgue	Medical Health Officer

## CONTINGENCY PLAN

### TORNADO/SEVERE WINDSTORM/FLOOD

#### A. Possible Major Effects

1. Casualties/Deaths
2. Panic - real danger in crowded areas
3. Trapped persons
5. Escape of gases
6. Public health hazards
7. Evacuation – people & livestock
8. Infrastructure damage - roads, utilities, buildings
9. Damage to property
10. Disruption of traffic
11. Disruption to communications
12. Sustenance – food/shelter, etc.
13. Indirect effects due to lack of power (see Long Term Power Failure)
14. Jurisdictional responsibility/clarification

#### B. Initial Response

#### Agency Responsible

- |                                                                |                                           |
|----------------------------------------------------------------|-------------------------------------------|
| 1. Notify EMO Coordinator                                      | RCMP/Fire/EMS/Public Works                |
| 2. Establish communication for restoration of power            | EMO Coordinator                           |
| 3. Risk assessment to evaluate the level of emergency          | EMO Coordinator/EMO Committee/EOC Manager |
| 4. If necessary, declare local emergency                       | Mayor/Reeve                               |
| 5. Establish a news release system to keep population informed | EOC & Information Officer                 |

<b>C. Potential Actions</b>	<b>Agency Responsible</b>
1. Establish an emergency site management area	Early liaison of responding services - on scene fire, RCMP & EMS
2. Establish EOC	EMO Coordinator/EMO Committee
3. Designate Emergency Site Managers	EOC Manager
4. Define working area & establish a control perimeter	RCMP/Fire/EMS
5. Establish adequate communications	Each agency & respective dispatchers
6. Establish routes for response vehicles	EOC/RCMP/Fire
7. Clear designated routes	Public Works
8. Establish security of all affected areas	RCMP or designate
9. Establish Search & Rescue teams	RCMP/Fire
10. Establish Triage Area	EMS
11. Activate Health Care Facility Alert	EMS
12. Determine Health Facilities Required	Health Region Rep.
13. Prepare general information to the public	Public Information Manager
14. Establish temporary morgue	Health Region Rep.
15. Registration and inquiry	Emergency Social Services
16. Establish emergency social services	Emergency Social Services
17. Eliminate hazards from damaged utilities	Public Works

**D. Equipment****Source**

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1. Transportation vehicles	Transportation Manager
2. Rescue equipment	All Agencies
3. Ambulances	EMS
4. Public service maintenance vehicles	Public Works
5. Mobile generators, lighting and commercial equip.	Province/Fire/Industry
6. Medical units and supplies	Health Regions & Mutual Aid
7. Emergency feeding facilities for victims Food/refreshments for emergency services	Emergency Social Services
8. Emergency repairs to water & sewage facilities	Public Works
9. Tank cars for drinking water	Utilities/ industry
10. Mobile public address equipment	RCMP/ Fire/EMS

**CONTINGENCY PLAN**  
**LONG TERM POWER FAILURE**

**A. Possible Major Effects**

1. Casualties/Deaths
2. Disruption of utilities
3. Infrastructure damage -utilities, buildings
4. Damage to property
5. Sustenance- food/shelter etc.
6. Jurisdictional responsibility/clarification
7. Disruption to communications
8. Public health hazards
9. Increased risk of fire or explosion due to alternative heating

**B. Initial Response**

**Agency Responsible**

- 
- |                                                                |                                 |
|----------------------------------------------------------------|---------------------------------|
| 1. Notify EMO Coordinator                                      | RCMP/Fire/ EMS/ Public Works    |
| 2. Establish a communication for restoration of power          | EMO Coordinator                 |
| 3. Risk assessment to evaluate the level of emergency          | EMO Coordinator / EMO Committee |
| 4. If necessary, declare local emergency                       | EMO committee, Mayor/Reeve      |
| 5. Establish a news release system to keep population informed | Public Information Officer      |

<b>C. Potential Actions</b>	<b>Agency Responsible</b>
1. Establish an emergency site management area	RCMP/Fire/EMS
2. Establish EOC	EMO coordinator & EMO committee
3. Designate Emergency Site Manager	EOC Manager
4. Define working area & establish a control perimeter	RCMP/Fire/EMS
5. Control the allocation of auxiliary power	Public Works
6. Establish adequate communications	Within & Between each agency
7. Establish routes for response Vehicles	EOC/RCMP/Fire
8. Clear designated routes	Public Works
9. Establish security of all affected areas	RCMP or designate
10. Establish search and rescue teams	RCMP/Fire
11. Establish triage areas	EMS
12. Activate health care facility alert	EMS
13. Prepare general information to the public	Public Information Manager
14. Establish a registration & inquiry service	Emergency Social Services
15. Establish emergency social services	Emergency Social Services
16. Eliminate hazards from damaged utilities	Public Works
17. Emergency heat and power for shelters	Public Works
18. Monitor status of water & food & distribution	Emergency Social Services
19. Re-establish sewer lift stations & water treatment plant	Public Works

**D. Equipment****Source**

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1. Transportation vehicles	Road and Air Authorities
2. Rescue Equipment	All agencies
3. Ambulances	EMS
4. Public Service Maintenance vehicles	Public Works
5. Mobile generators, lighting, & commercial equipment	Province/ Fire/ Industry
6. Medical Units & supplies	Health Region and Mutual aid
7. Emergency food facilities for victims	Emergency Social Services
8. Emergency lodging & feeding	Emergency Social Services
9. Public address equipment	RCMP/Fire/EMS