



Business Continuity/Pandemic Plan

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Table of Contents

1.0 INTRODUCTION	5
1.1 ASSUMPTIONS	8
1.2 TYPES OF DISASTERS	8
1.3 PURPOSE OF PLAN	8
1.4 EMERGENCY RESPONSE – EVACUATION OF BUILDINGS	8
1.5 FACILITY EMERGENCY PLANS	8
1.6 FACILITY PANDEMIC PLANS	9
1.7 AGREEMENTS IN PLACE	9
1.8 SCOPE	9
1.9 OBJECTIVES	9
1.10 PLAN ADMINISTRATION	9
2.0 MANAGEMENT AND CONTROL STRUCTURE.....	10
2.1 CENTRAL COMMAND CENTRE	10
2.2 CPSP SENIOR MANAGEMENT COMMITTEE MEMBERS	11
3.0 PRIORITY ORDER OF RECOVERY - CATEGORIZED.....	12
PRIORITY 1 – CRITICAL SERVICES	12
PRIORITY 2 – VITAL SERVICES	12
4.0 PANDEMIC RESPONSE	13
4.1 PANDEMIC ASSUMPTIONS	13
4.2 PREVENTION AND EMPLOYEE PROTECTION	14
4.3 PANDEMIC PHASES – NOTIFICATION	14
4.4 EMERGENCY PLANNING OFFICER	16
4.5 COMMUNICATIONS STRATEGY.....	16
4.6 RE-DEPLOYMENT OF MINISTRY STAFF.....	22
4.7 STAFFING SHORTAGES	22
4.8 PRIORITIZATION OF SERVICES.....	24
4.9 ADULT CORRECTIONAL FACILITIES	26
4.10 YOUNG OFFENDER FACILITIES	26
4.11 COMMUNITY OPERATIONS	26
4.12 EMERGENCY OPERATIONS CENTRE	26
4.13 STAFF WORKING FROM HOME	27
4.14 HUMAN RESOURCES CONSIDERATIONS	28
4.15 OCCUPATIONAL HEALTH AND SAFETY	28
4.16 EMPLOYEE AND VISITOR PROTECTION	29
5.0 ACTIVATING A BUSINESS CONTINUITY PLAN.....	31
5.1 EMERGENCY SITUATION	31
5.2 PROVINCIAL EMERGENCY DECLARATION.....	31
6.0 ACTIVATION PROCESS.....	33
7.0 SUPPORTING PLANS AND COMMITTEES.....	34
7.1 THE MINISTERIAL EMERGENCY MANAGEMENT STEERING COMMITTEE.....	34
7.2 CORRECTIONS, PUBLIC SAFETY AND POLICING EMERGENCY PLAN.....	34
7.3 INFECTIOUS DISEASE PLANNING GUIDELINES (PANDEMIC)	34
7.4 SASKATCHEWAN CORRECTIONS, PUBLIC SAFETY AND POLICING WORK STOPPAGE PLAN.....	35
7.5 SHARED SERVICES MANAGEMENT COMMITTEE FOR CORRECTIONS, PUBLIC SAFETY AND POLICING AND JUSTICE AND ATTORNEY GENERAL	39
8.0 ACCOUNTABILITY, ROLES, RESPONSIBILITIES AND AUTHORITY	40
9.0 NOTIFICATION, INVOCATION AND ESCALATION.....	42



9.1 INFORM EMPLOYEES	42
9.2 INFORM PUBLIC AND GIVE OTHER MINISTRIES NOTICE	42
9.3 INFORM OTHER SERVICE PROVIDERS.....	42
9.4 PURCHASE CARDS	42
9.5 LOCAL PURCHASE ORDERS.....	42
9.6 ORDER REPLACEMENT COMPUTERS	42
9.7 ORDER REPLACEMENT IT COMMUNICATIONS	43
9.8 ORDER REPLACEMENT OFFICE SUPPLIES	43
9.9 ARRANGE FOR NEW PREMISES.....	43
9.10 CONTACT GOVERNMENT SERVICES MAIL SERVICES	43
9.11 CONTACT EXTERNAL AGENCIES.....	43
10.0 RECOVERY SITE LOCATIONS	44
10.1 MINIMUM RESOURCE REQUIREMENTS	44
10.2 ALTERNATE LOCATIONS FOR FACILITIES.....	44
10.3 EMPLOYEES WITH REMOTE ACCESS	45
11.0 HUMAN RESOURCES	46
11.1 KEY PERSONNEL.....	46
11.2 STAFF CONSIDERATIONS.....	46
11.3 HEALTH AND SAFETY	47
12.0 COMMUNICATIONS	48
12.1 INTERNAL COMMUNICATION	48
12.2 EXTERNAL COMMUNICATION	48
13.0 CORPORATE SERVICES.....	50
13.1 ROLE OF CORPORATE SERVICES	50
13.2 RESPONSE TO ACTIVATION OF BUSINESS CONTINUITY PLAN	50
13.3 RESPONSE TO EMERGENCY IMPACTING CORPORATE SERVICES	51
13.4 EMERGENCY ACCOUNTING SYSTEMS	51
13.5 COORDINATION WITH SASKATCHEWAN GOVERNMENT SERVICES	51
14.0 VITAL RECORDS	52
15.0 SECURITY	53
16.0 INFORMATION TECHNOLOGY.....	54
16.1 SERVICE LEVEL AGREEMENT.....	55
17.0 RETURN TO NORMAL OPERATIONS	56
18.0 BUSINESS CONTINUITY PLAN MAINTENANCE.....	57
18.1 BUSINESS CONTINUITY PLAN TESTING	57
18.2 ANNUAL REVIEW	57
18.3 LOCATIONS OF BCP.....	57
18.4 AWARENESS AND TRAINING ACTIVITIES	57
APPENDIX A – INTERNAL CONTACTS.....	59
APPENDIX B – EXTERNAL CONTACTS.....	60
APPENDIX C – ADULT CORRECTIONS INSTITUTIONS.....	61
APPENDIX D - ADULT CORRECTIONS COMMUNITY OPERATIONS	66
APPENDIX E – YOUNG OFFENDER CUSTODY PROGRAMS.....	69
APPENDIX F – YOUNG OFFENDERS COMMUNITY OPERATIONS.....	72



APPENDIX G – CORPORATE SERVICES	75
APPENDIX H – PROTECTION AND EMERGENCY SERVICES	77
APPENDIX I – PSC - HUMAN RESOURCES	83
APPENDIX J – LICENSING AND INSPECTIONS.....	86
APPENDIX K – POLICING SERVICES DIVISION	89
APPENDIX L – CPSP EMPLOYEES WITH REMOTE ACCESS.....	91
APPENDIX M – DELEGATION OF AUTHORITY	92
APPENDIX N – SENIOR MANAGEMENT COMMITTEE AND ALTERNATES CALL TREE.....	93
APPENDIX O – CPSP LOCATIONS.....	96
APPENDIX P – CPSP BLACKBERRY USERS	101
APPENDIX S – INTERDEPENDENCY CHECK LIST.....	105
APPENDIX T - SASKEMO: PROTECTION AND EMERGENCY SERVICES	107
APPENDIX U – INFECTIOUS DISEASE POLICY.....	115
APPENDIX V – COMMUNITY BASED ORGANIZATIONS – PANDEMIC PLANNING	120
APPENDIX W – BUSINESS CONTINUITY MANAGEMENT POLICY	121
APPENDIX X – INFORMATION TECHNOLOGY OFFICE - PANDEMIC PLANERROR! BOOKMARK NOT DEFINED.	
APPENDIX Y - OH&S PANDEMIC GUIDELINES (see Advanced Education, Employment and Labour (AEEL) website)	
http://www.labour.gov.sk.ca/adx/asp/adxGetMedia.aspx?DocID=1290,1287,1191,94,88,Documents&MediaID=757&Filename=pandemic-planning-best-practices.pdf	156



1.0 Introduction

The Ministry of Corrections, Public Safety and Policing recognizes that business interruptions can occur for various reasons. Therefore, the Ministry is committed to the restoration of services in a planned and organized manner. This Business Continuity Plan is an overarching plan that details the plans and procedures that the Ministry has in place to ensure that it can continue to deliver the Ministry's critical services during an interruption, whether it may be a natural disaster or a pandemic influenza.

The Ministry's Emergency Plan outlines the areas responsible for providing a prompt and coordinated response to emergencies and disasters. The Ministry's Work Stoppage Plan, which was activated in December 2006, ensures the deployment of appropriate resources across a number of business critical processes and activities throughout the Ministry. The Pandemic Response Plan, included in this Business Continuity Plan, details how the Ministry will provide for the overall well-being of its employees, offenders in custody and under community supervision, while ensuring the continuity of critical services.

In all circumstances life and safety will be the Ministry's first priority. The Ministry conducts operations with the highest regard for the safety and health of its employees, the public and for the protection and preservation of property and the environment. In all situations and at all times, the Ministry errs on the side of caution to safeguard personal life and safety.

The Ministry operates under the following authorities:

- The Correctional Services Act
- The Youth Justice Administration Act
- The Police Act, 1990
- The Emergency Planning Act
- The Fire Prevention Act, 1992
- The Amusement Ride Safety Act
- The Boiler and Pressure Vessel Act, 1999
- The Electrical Licensing Act
- The Passenger and Freight Elevator Act
- The Crown Employment Contracts Act
- The Government Organization Act
- The Financial Administration Act, 1993
- The Tabling of Documents Act, 1991

Regulations and Orders in Council issued pursuant to the above Acts.

Adult Corrections Services

The Adult Corrections Division administers the sentences of offenders sentenced to imprisonment for two years less a day or to community supervision, such as probation.

The Adult Corrections Division contributes to the safety of communities by providing a range of controls and re-integration opportunities for offenders. Staff identifies the risks and needs of offenders and provides rehabilitation and correctional programming that help reduce the risk posed by an offender while addressing the needs of the offender. Reintegration respects the concerns of victims and is carried out in a reasonable and safe way.



The Corrections Division manages:

- three multi-level correctional centres for sentenced and remanded male offenders in Saskatoon, Prince Albert and Regina.
- the Pine Grove Correctional Centre in Prince Albert that houses provincially sentenced and remanded female offenders;
- four community training residences, Spiritual Healing Lodge, Besnard Lake Correctional Camp, Battleford Community Correctional Centre and Buffalo Narrows Community Correctional Centre.
- 17 community operations offices grouped into seven regions that are responsible for supervising offenders in the community on a conditional sentence, probation or bail. Community operations staff is actively involved in various communities with targeted initiatives to keep high risk offenders out of the mainstream Corrections, Public Safety and Policing system.

Young Offenders Services

The branch is responsible for young offender programs and services in our province. In Saskatchewan, youth who offend are held accountable through Secure and Open Custody, Judicial Interim Release, Supervision of Community based Orders and Alternative Measures.

Secure Custody is ordered by the Youth Court Judge when the youth is assessed as posing a potential risk to the safety and well-being of the community, or when the youth has a history of breaching the rules of a youth custody facility. In secure custody, access to the community is restricted or removed for a period of time. Secure custody facilities are located in Saskatoon, Regina, North Battleford, Yorkton and Prince Albert.

Open Custody is ordered by the Youth Court Judge when the youth is assessed as able to be managed safely in the community. Open custody consists of several small residential facilities, along with a province-wide network of community homes. Open custody facilities are located in North Battleford, Prince Albert and Saskatoon. Youth in open custody are encouraged to attend community schools, obtain employment, receive treatment and take part in recreational activities in the community.

Licensing and Inspections

The branch administers a wide range of regulatory, enforcement, and advisory services which provide safety standards to industry and the general public in the areas of:

- boiler and pressure vessel installations
- elevator and amusement ride installations
- licensing of persons who install gas and electrical equipment

The registration, inspection, certification, and licensing programs are operated on a fee-for-service, cost-recovery basis. Related costs are directed at those sectors which are directly involved in the manufacture, installation, and operation of potentially hazardous equipment; however, the safety benefits derived from these programs affect all Saskatchewan residents.

Protection and Emergency Services

Building Standards



Buildings Standards oversees provincial standards for building construction. Program staff assist owners, designers, builders, municipalities and other code users with complying to requirements of the legislation and regulations; issues building official licenses; review municipal building bylaws; provides administrative and technical support for the Saskatchewan Building and Accessibility Standards Appeal Board; and work on code development issues at the national level.

SaskEMO

The role of this unit is to promote and strengthen emergency management across the provincial government in the realms of mitigation, preparedness, response and recovery. Further, SaskEMO serves as the linkage between federal, provincial and territorial initiatives and the Government of Saskatchewan.

In conjunction, SaskEMO and Corporate Services administer the Provincial Disaster Assistance Program (PDAP), which provides financial assistance to eligible claimants located in a municipality that has been designated eligible for assistance as a result of a substantial loss or damage to uninsurable, essential property caused by a natural disaster.

Office of the Fire Commissioner

The Office of the Fire Commissioner (OFC) provides support to communities by aiding municipal fire services, emergency management personnel and elected officials. It: coordinates training and certification for fire fighters and those in emergency management. It coordinates programs and services for community fire safety, training, and emergency response. The OFC also maintains the Sask911 system and leads the implementation of the Provincial Public Safety Telecommunications Network (PPSTN).

Policing Services Division

The Policing Services Division maintains public order and safety in Saskatchewan by ensuring that effective policing and private security programs uphold the rule of law and protect the basic rights of individuals.

Shared Services

Shared Services provides support to both the Ministry of Corrections, Public Safety and Policing and the Ministry of Justice and Attorney General. This includes the Communications and Public Education; Administration and Information Management Branches.

Corporate Services

Corporate Services Branch provides executive direction and centrally-managed services for financial planning and management, strategic planning and policy development, and other corporate services required for the delivery of the Ministry's mandate.

Human Resources

The Public Service Commission provides a full range of HR services to the ministry through a dedicated Human Resource Services Team (HRST). Services provided include payroll and employee administration services, Human Resources and Labour Relations consulting and advise, recruitment, job classification and other services.



1.1 Assumptions

- This Business Continuity Plan has been designed to resume the Ministry's essential services, prioritized by the categories of critical, vital, necessary and desired.
- Current emergency response plans, e.g. building evacuation, etc. are found in site-specific emergency plans.
- Regardless of circumstance, some key personnel will not be available to participate in continuity activities within the first 24 hours of a disruption incident.
- Emergency personnel (EMS, Local Fire, Police, etc.) will respond favourably if or when emergency assistance is requested.

1.2 Types of Disasters

The Ministry recognizes that many different types of disasters could affect the normal operations of the Ministry. However, in developing scenarios for this Business Continuity Plan, the following types of disasters were considered:

- Loss of Facility (1874 Scarth Street) Local Emergency
- Loss of Power Provincial Emergency
- Pandemic National Emergency

1.3 Purpose of Plan

The purpose of this Business Continuity Plan is to establish the policy and the procedures to minimize service disruption to services provided by the Ministry of Corrections, Public Safety and Policing in the event of an emergency.

1.4 Emergency Response – Evacuation of Buildings

Each Ministry of Corrections, Public Safety and Policing location has an Emergency Evacuation Plan in place for its occupants. As well, all CPSP facilities have an evacuation plan within each facility's Emergency Plan. These plans are tested at minimum once a year. Employees are to familiarize themselves with Emergency exits and emergency evacuation procedures.

1.5 Facility Emergency Plans

Adult Corrections have a number of agreements in the form of Letters of Memorandum and Letters of Agreement with the Police and other agencies such as Correctional Service of Canada. Such agreements provide additional support to the Correctional Centres in respect to equipment, staff resources and temporary evacuation of offenders from the facility if necessary.

As identified in their Facility Emergency Plans, each of the major Correctional Centres has an Emergency Response Team which is available on a 24 hour basis to respond to various emergencies occurring at any of the Correctional Centres or Community Training Residences if necessary. All Correctional Centres are required by policy to conduct tabletop and/or simulation exercises on an annual basis in order that they may test their level of emergency preparedness e.g. fire evacuation procedures.



1.6 Facility Pandemic Plans

Each major Adult Correctional facility and Young Offender facility has developed a local pandemic plan. The Infectious Disease Guidelines were prepared for CPSP by Dani Hagel. Oversight of facility plans is provided by Syd Bolt, Director, Health Services, Adult Corrections. Due to the nature of facilities and being that pandemics can affect certain geographical areas at a time, local facility pandemic plans may be activated individually.

1.7 Agreements in Place

Adult Corrections have a number of agreements in place with municipal Police and RCMP to provide the following support services in the Correctional Centres

- Use of Police Emergency Teams
- Use of Police holding facility during emergency situations
- Assistance with the evacuation of inmates

NOTE: Agreements are in place. However, with increased absenteeism, municipal policing services have indicated they will not be in a position to assist during a pandemic.

1.8 Scope

This Business Continuity Plan is dependent on the Information Technology Office's Disaster Recovery Plan. The priority of restoration of critical business functions will be established through the Ministry Service Level Agreement with the Information Technology Office.

1.9 Objectives

The objectives of this Business Continuity Plan are:

- to ensure that critical operations delivered by the Ministry of Corrections, Public Safety and Policing continue to be available during a disaster or emergency.
- to identify all necessary resources to support business continuity, including personnel, information, equipment, infrastructure protection and accommodations.
- to establish interim infrastructure to deliver the Ministry's critical services, including telephone, fax, copier, printer, e-mail and mail/courier services.
- to ensure that all adult and young offender facilities, and protection and emergency services deliver their critical services.

1.10 Plan Administration

Responsibility for the development and maintenance of the Ministry Business Continuity Plan has been delegated through the Emergency Management Steering Committee to the Business Continuity Management Working Group. Members of the Senior Management Committee will form the Business Continuity Management Team when the plan is activated.



2.0 Management and Control Structure

During emergency situations, management and control of ministerial operations will be exercised by the Ministry's Senior Management Committee.

Senior Management Committee

The Ministry of Corrections, Public Safety and Policing has defined its decision making structure, processes, and procedures to ensure that it can continue to deliver key services throughout any business interruption. Senior Management Committee has demonstrated its support for Business Continuity Planning:

- The Ministry of CPSP Business Continuity Management Policy has been approved by Senior Management Committee.
- Confirmation and approval of the Ministry's critical services.
- The establishment of the Emergency Management Steering Committee.
- The Ministry continues to have a full-time resource responsible for Business Continuity Planning.

CPSP Senior Management Committee has the final decision making authority to ensure that the Ministry of Corrections, Public Safety and Policing can continue to function through a business interruption.

2.1 Central Command Centre

In the event of a disaster, key members from Senior Management Committee will form a command centre in order to:

- Ensure ongoing liaison with key operations personnel, depending on the nature of the emergency
- Ensure communications strategy is activated
- Collect daily information on impacted areas as well as impact on ministry operations and services and, in particular, the maintenance of priority operations
- Coordinate the redeployment of staff within the Ministry
- Provide labour relation's advice to Ministry managers and coordinators related to business continuity issues (eg: use of volunteers, external contracts, retirees, etc)
- Prepare briefing materials (ie: media, minister, etc)
- Manage contacts (RCMP, Health Regions) as the situation dictates
- Manage communication including media
- PSC shall liaise with management on redeployment of staff across government
- Seek legal advice and provide direction to ministry as required
- Manage communication with PSC Central regarding activity as required.
- Liase with Ministry union representatives regarding the provision of priority services and operations as required
- Activate call trees
- Ensure priority payments are made
- Ensure IT functions are appropriate for the situation
- Ensure CVA vehicles are available for redeployment



2.2 CPSP Senior Management Committee Members

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See Appendix N for SMC Alternates/Back ups



3.0 Priority Order of Recovery - Categorized

Priority 1 – Critical Services

Priority 1: Any service, function or essential support service that the cessation of which would pose an imminent risk to public health and public safety. These services normally require continuation within 0 to 48 hours of an interruption.

- Adult Corrections – all custody, open and community client services
- Young Offender Programs – all custody, open and community client services
- Protection and Emergency Services/Sask EMO – major emergency as required to mitigate loss of property/life
- Policing Services - work with Police Agencies to ensure public safety and policing concerns are met
- Policing Services – witness protection
- Policing Services - private investigators and security guard program
- Office of the Fire Commissioner – Municipal Response
- Public Safety and 911 – Support and management of 9-1-1 calls.
- Provincial Public Safety Telecommunications Network – support and management
- Mission Critical Systems – AC CMIS, YOP SYOCAMS, maintain network operations and e-mail systems

Priority 2 – Vital Services

Priority 2: Any services or operation the cessation of which would jeopardize the property or financial security of the government, and that of dependent clients.

- Licensing and Inspections – Perform acceptance inspections of installation of new equipment.
- PES – Emergency which creates risk of significant damage/loss
- Payments – CBO, FYAP, PDAP and third party payments depending on time frame of disruption
- Policing Services - civil forfeiture



4.0 Pandemic Response

The Corrections, Public Safety and Policing Business Continuity Plan contains details on planning, response and recovery through all stages of a pandemic. The goals of the plan are two-fold: to protect the health and safety of the public, our stakeholders and our employees; and to ensure that critical public services continue.

Government's overall response is detailed in the Provincial Pandemic Influenza Coordination Plan, available at www.gov.sk.ca by clicking on the Pandemic Plans icon.

Other information related to pandemic planning and health awareness can be found on the Ministry of Health's website, www.health.gov.sk.ca. A comprehensive document preparing workplaces for pandemic called *Saskatchewan Occupational Health and Safety Best Practice: Guideline for Occupational Health and Safety During Pandemic Influenza* can be found at the Ministry of Advanced Education, Employment and Labour's website at <http://www.labour.gov.sk.ca/h1n1-influenza-ohs>.

In the event of a pandemic, the Ministry shall maintain critical services in a planned and organized manner, through the development and implementation of local pandemic plans for all facilities.

Based on information from Saskatchewan Health, evidence demonstrates that the H1N1 (2009) pandemic virus has established itself and is now the dominant influenza strain in most parts of the world. The pandemic will persist in the fall of 2009 and winter 2010 as the virus continues to move through susceptible populations. Most organizations are expecting that virulence of the strain is going to be stronger and level of infection is going to be higher.

4.1 Pandemic Assumptions

The timing for the pandemic has been determined as fall/winter 2010. Effective planning is a key step to minimizing the impacts. The following assumptions regarding the next pandemic virus have been provided by Saskatchewan Health.

- A pandemic may have more than one wave and each wave will last likely six to eight weeks.
- Between 10% and 15% of the workforce will be unavailable.
- A pandemic influenza could have prolonged effects on health services and the entire society.
- There could be increases in absenteeism from the workplace due to illness, or people staying home to look after sick children or other family members. This will have an impact on the ability of organizations to deliver health and other essential services (fire, police and ambulance). Absenteeism over the period of the pandemic will likely reach 10-15% in some areas though it may reach as high as 30% but it is likely to be over a short period of time (2-3 weeks) in any given area.



The Ministry of Corrections, Public Safety and Policing has based our plans on the assumption that 25%-50% of the workforce may be unavailable (see Appendix Q - Chart – Prioritizing Information on Operations and Services Activities).

It is important to note that elements this plan as well as local pandemic plans may be activated independently based on levels of absenteeism. A Provincial Pandemic declaration does not need to occur before pandemic plans are activated.

4.2 Prevention and Employee Protection

The Ministry of Corrections, Public Safety and Policing participates in the Public Service Commission's annual flu shot program, which provides flu shots at no cost for all employees. This campaign is actively promoted through the Ministry's wellness program. In the past, there has not been a heavy uptake in the flu shots, however, we continue to promote the program. In 2009, the emphasis has shifted to the H1N1 vaccine.

As part of the Ministry's communication strategy, upon direction from the Ministry of Health, information was and will continue to be distributed via email and intranet to remind employees of the current prevention practices:

- Hand hygiene
- Cough and sneeze hygiene
- Social Distancing
- Personal Protective Equipment will be deployed as necessary for those providing direct care to potentially infectious offenders

Key message is for staff to be vaccinated to protect themselves, their families and their coworkers.

Infectious Disease Policy

The Ministry of Corrections, Public Safety and Policing has an Infectious Disease Policy to set the Ministry standard for the protection of employees from infectious disease, as per the requirements of Section 85 of the Saskatchewan Occupational Health and Safety Regulations, 1996. Please see Appendix U for this policy.

4.3 Pandemic Phases – Notification

(Pandemic Phases provided by Saskatchewan Health)

Inter-Pandemic Period

This period is when no new influenza virus subtypes have been detected in humans. However, an animal influenza virus subtype poses a risk to humans.

Pandemic Alert Period

The World Health Organization tracks the global movement of influenza viruses. During the Pandemic Alert Period, the Corrections, Public Safety and Policing Senior Management Committee will seek direction from the Emergency Planning Officer or the Alternate Emergency Planning Officer, who receives timely Situation Alerts from the Emergency Operations Centre.



Pandemic

The World Health Organization (WHO) issues information on disease severity. In Canada, a pandemic may be declared by the Canadian Public Health Agency. A pandemic is when there is efficient and sustained human-to-human transmission of a new influenza virus causing a greater than usual amount of disease and death. In Saskatchewan, the Ministry of Health is the subject matter experts and issues updates on severity and spread.

During a pandemic period, the activity will focus on providing care for people who are ill, working to minimize the spread of the disease and reduce the societal disruptions.

The following chart demonstrates the impact of the pandemic in a broad way, and illustrates a general response at each level of impact. The impact level will guide central Government decision-making and communications process and will serve as a general guideline for Ministries, Crown corporations, and Agencies to follow in implementing their respective plans.

Each government organization's response will vary, depending on their own operations, but Government's overall response will be based on an assessment of several factors: spread of the influenza; level of absenteeism in government and the broader workforce; level of disruption to public services; and the level of disruption to the broader Saskatchewan economy.

	LOW IMPACT (MILD)	MEDIUM IMPACT (MODERATE)	HIGH IMPACT (SEVERE)
SPREAD OF FLU *	-Sustained person to person transmission in a small number of SK communities	-Widespread, sustained person to person transmission in many SK communities	- Widespread, sustained person to person transmission in many SK communities
ABSENTEEISM	- Some workplace and school absenteeism	- Moderate levels of absenteeism in workplaces and schools	- High levels of absenteeism in workplaces and schools
IMPACT ON SERVICES	- No disruption in service delivery	- Some disruption or delay in some services	- Significant disruption or delay in services - Focus on maintaining essential services
RESPONSE ACTION	-Government organizations increase level of preparedness and may activate Response Plans for low impact	-Government organizations escalate Response Plans as required to medium impact.	-Government organizations escalate Response Plans to high impact.



IMPACT/RESPONSE

* Based on assessment of lab-confirmed cases, Regional Health Authority reporting of influenza activity, reports by sentinel physicians, emergency room visit rates for influenza-like illness, antiviral prescriptions.



Post Pandemic

The post-pandemic period occurs when the number of cases of influenza returns to normal pre-pandemic levels. During this period, the province will review, evaluate and take recovery measures following the conclusion of a pandemic influenza.

4.4 Emergency Planning Officer

The Ministry has an Emergency Planning Officer (Mae Boa), and Alternate Emergency Planning Officer (Chris Selinger) who are members of the Provincial Emergency Management Committee and the Provincial Pandemic Working Group. Duane McKay is appointed as the back up Emergency Planning Officer to ensure adequate depth during the pandemic. These committees collectively address many of the larger issues for provincial government organizations in relation to major health contingency/pandemic planning.

During the Pandemic alert period and throughout an emergency, Emergency Planning Officers receive daily situation reports from the Emergency Operations Centre. Conference calls will be set up as needed.

4.5 Communications Strategy

The Ministry of Health Communications Branch will be the lead Government communications in relation to any infectious disease issue. Depending on the nature of any emergency, another agency may be the lead. Please see Section 12 for more information.

Saskatchewan Health in coordination with Health Canada and the Public Health Agency of Canada will work with a province-wide network of communication professionals in the health regions, to distribute information in a timely way.

Subject Matter Experts will be provided by Saskatchewan Health and each Ministry is responsible for internal communications. The Pandemic Plan will be shared with all CPSP Ministry staff.

Protection and Emergency Services Branch (PES) of CPSP will liaise with the Ministry of Health, Public Safety Canada and all other involved agencies and will be responsible for disseminating information to ministries, crowns and agencies of the Government of Saskatchewan. Please see Appendix T for more information.

The CPSP Director of Communications coordinates government wide and external communications with the Ministry of Health.

Communications Strategy Goals:

1. To support continued operation of facilities and community programs delivered by CPSP.
2. To support CPSP staff with information related to human resource policies and processes during a pandemic.
3. To support adult and young offenders with information on facility operations and programs and on community operations and programs if the pandemic affects those activities.



4. To align the CPSP pandemic communications plan with the overarching **Provincial Pandemic Preparedness Communication Plan.**



Objectives:

1. To ensure effective communications vehicles are in place for accurate, reliable and consistent information to Corrections, Public Safety and Policing staff, clients and stakeholders.
2. To ensure processes and tools are in place between human resources, the Ministry's Emergency Planning Officer and communications so that messages and communication tools can be adapted quickly and effectively as the situation changes.

COMMUNICATIONS CHALLENGE

The challenge in communicating during a pandemic is to ensure that internal and external audiences are receiving accurate, consistent information in a timely manner. There also need for mechanisms between the Ministry's operations branches and the Communications branch to ensure appropriate information is being passed on and disseminated in a timely way.

STRATEGIC COMMUNICATIONS CONSIDERATIONS

Spread of the H1N1 virus will lead to absenteeism across government which may require invoking pandemic plans that take into account continued delivery of critical services.

The Ministry's pandemic plan needs to apply to its diverse operations, including each set of stakeholders and clients served by individual branches.

As well as requiring its own Ministry pandemic plans, CPSP is also the lead Ministry for pandemic planning across government. Many individuals in the Ministry may have a dual role in the government-wide response to the pandemic and in the CPSP response.

The Ministry has its own Emergency Planning Officer who will lead CPSP's own overall emergency response to the pandemic.

Corrections has its own pandemic communication plan. Because of the nature of their operations, and closed environments, facilities are particularly vulnerable to the spread of any kind of contagious/infectious disease spread through contact or through the air.

Employees and stakeholders need information *before* the virus begins to have an affect on operations, so that they know what to expect, and they are aware of how the Ministry's pandemic plans affect them.

The Public Service Commission has created an overarching human resources framework for Ministries to follow related to human resource policies and procedures during a pandemic. This framework will be applied to CPSP.

This is a "rolling" communications plan. That is, because a pandemic is so dynamic, the plan needs to respond nimbly with changed messages and communication tools as the situation evolves.



Limited access to electronic communications methods such as e-mail or messages on the I-Net requires involving additional communication means.

A “brand” is being developed for pandemic information from government for easy identification of these materials. It is expected that all Ministries, Crowns and Agencies will use this visual identity on their own pandemic-related communication materials. *These will be applied at the time that public service as a result of absenteeism is becoming notably interrupted.*

KEY COMMUNICATIONS MESSAGES

1. The Ministry is committed to ensuring the safety of its staff, offenders under its supervision, and the public.
2. We will do everything we can to maintain normal operations and to minimize inconvenience to Corrections, Public Safety and Policing staff, offenders, stakeholders and the public.
3. CPSP has a pandemic plan that is ready to roll out if the impact of the H1N1 virus increases this fall.
4. All of Government has pandemic plans in place to ensure the safety of Saskatchewan citizens.
5. Health guidelines for prevention and preparedness are still important to follow: wash hands; cough into sleeve; stay home if sick.
6. The Public Service Commission has developed policies to address specific questions or concerns by staff related to their role in keeping critical operations functioning.

COMMUNICATIONS ACTION PLAN

ABSENTEEISM HAS NO IMPACT ON SERVICE DELIVERY

1. Staff, clients and stakeholders will receive information related to government’s preparedness for the pandemic.
2. Staff will receive specific information on how CPSP is prepared for the pandemic, and what it could mean to them.
3. Staff will receive information related to the Public Service Commission’s Human Resources policy during a pandemic.
4. Staff will be asked by Human Resources to complete an inventory of skills in the event they are required to be redeployed.

PANDEMIC PLAN ACTIVATED: ABSENTEEISM AFFECTING SERVICE DELIVERY

1. Workplaces will receive updated information related to the spread of the virus and how it might affect operations through the pandemic information electronic newsletter prepared specifically for this situation
2. The CPSP website will be updated with information on the pandemic, as will the government website, www.gov.sk.ca Both websites will direct readers to the Public Health Agency of Canada website for prevention and preparedness messages.
3. Paper copies of information distributed electronically will also be made available in a prominent place in offices and facilities so that staff members who don’t have access to the Internet will receive the same information as those who do.
4. The pandemic information logo will be provided to administrative support staff throughout the Ministry so they can apply it to various information pieces that



Corrections staff, adult and young offenders, families and stakeholders may require directly from Corrections management.

5. Facility managers will be provided with updated information on human resource policies through the usual mechanisms.
6. Media will be handled through the Communications branch, as requests for interviews and information are received. The spokesperson on behalf of all facilities will be the Director of Communications.
7. Frequent letters of support and encouragement from the Deputy Minister to staff.

EVALUATION OF COMMUNICATIONS STRATEGY

The success of the communications strategy can be measured in several ways:

- By the number and kind of requests from staff, offenders, stakeholders, families and the public related to information on CPSP operations during the pandemic
- By the content of any media stories related to CPSP operations
- By the number and content of telephone calls and e-mails from various sources received by CPSP's senior management committee, the Deputy Minister's office and the Minister's office.
- By the reaction of organized labour, inmate advocacy groups, fire services, emergency response organizations, CBOs, industry and other Ministry stakeholders.

CPSP Staff Communication

Employee Group	Tool(s)	Information Requirements
Employees Generally	<ul style="list-style-type: none"> • Face to face during team meetings • Updates to Intranet • Updates to Website • CPSP Newsletter features • E-mails from Deputy Minister • Posters and Signage 	<ul style="list-style-type: none"> • Information related to HR Policies • Information on prevention and preparedness • Status as 'essential services' related to priority for H1N1 vaccine
Managers	<ul style="list-style-type: none"> • Face to face with Director/Executive Director • Written directive from Director, Executive Director 	<ul style="list-style-type: none"> • Responsibilities and authorities for maintaining their own operations, including staffing issues
Head Office Employees	<ul style="list-style-type: none"> • Face to face with supervisor • E-mails from supervisors 	<ul style="list-style-type: none"> • Impact of the pandemic on Ministry services to provide direction and support to operations as the situation escalates or changes
Field Staff in Community Offices	<ul style="list-style-type: none"> • Face to face with supervisor • E-mails from supervisors (Communication based on direction from Emergency Planning Officer) 	<ul style="list-style-type: none"> • New procedures or assignments • Decisions made related to provision of community services if the pandemic escalates



Stakeholder/Client Communication

Stakeholder/Client	Tool(s)	Information
Adult Offenders in Facilities	<ul style="list-style-type: none"> • Face to face with Corrections Staff • Memos from Centre Director • Posters/Signage in facilities 	<ul style="list-style-type: none"> • What schedules/processes might change if the facility is experiencing the impact of the pandemic • General and specific health care information related to prevention and to what steps will be followed if they are infected
Adult Offenders in Community	<ul style="list-style-type: none"> • Face to face with Corrections Staff • Posters/Signage in Community Training Residences (CTRs), Probation Offices 	<ul style="list-style-type: none"> • Information on schedules and process that might change if community services are affected. This would include changes to job schedules or other outside appointments. Offenders in CTRs will need to know what steps will be followed if they are infected. • General public messages
Youth in Facilities	<ul style="list-style-type: none"> • Face to face with youth worker • Posters/Signage in facilities 	<ul style="list-style-type: none"> • Information on schedule and process changes if there is spread of the virus in the facility • Prevention and preparedness messages that the public has been receiving • How the pandemic might affect their ability to attend school, work or other programs outside the facility
Families of Offenders	<ul style="list-style-type: none"> • Telephone calls • Letters 	<ul style="list-style-type: none"> • Assurance that their family member is safe if the infection spreads through a facility • Advice on changes to visiting schedules, both in facility and in the community
Community Based Organizations	<ul style="list-style-type: none"> • Letter from Corrections Division • PowerPoint presentation 	<ul style="list-style-type: none"> • Resource availability for delivering Corrections services • Health precautions required to prevent spread of virus among clients • Requirements for changing/cancelling programs
Boiler/Pressure Vessel Owners and Operators	<ul style="list-style-type: none"> • Licensing and Inspections 	<ul style="list-style-type: none"> • General information on services



4.6 Redeployment of Ministry Staff

In an emergency, Human Resources/PSC will serve a central redeployment coordination/control role as needed for all of executive government. The Ministry has plans in place to accommodate a reduction in 50% of staff. After this point, the Ministry will rely on PSC for the redeployment of staff.

If staff needs to be redeployed within a facility or branch, Directors have the authority to make these decisions. If staff needs to be redeployed within a Division, Executive Directors have the authority to make these decisions.

The Ministry's intention is to exhaust all internal resources within the Ministry first and utilize staff from other Ministries as required and identified through the PSC skills-based inventory. Our plans also take into consideration resources needs in the event large percentages of staff are unavailable due to illness. A list of deployable staff from other areas of the Government will be required to enable the Ministry to train and orient replacement workers. This should occur based on absenteeism. In addition to correctional workers, the Ministry is anticipating there may be employee shortages in areas such as nursing, and food and maintenance services that ensure safety, security, and cleanliness of the facility. The planned early orientation/training should minimize the possibility of a Section 23 complaint under OH&S by the current workforce. The OH&S Pandemic Guidelines will be shared as part of the plan roll out.

If the pandemic becomes more serious, the Ministry's backup plan would be to contract out services, hire temporary staff, including previous employees who are available to work (i.e. retirees). Retirees and previous employees would be a better option because they are more knowledgeable of the ministries operations, are trained, know the clients and thus fit back into the workplace more easily. It may be necessary to look to RCMP for correctional facilities.

4.7 Staffing Shortages

Each facility and work unit will monitor staff absenteeism in order to determine if contingency plans need to be implemented. Each Executive Director will have a daily conference call with their Directors with respect absenteeism within each facility or branch. The Directors will gather surveillance and report what has been done so far to backfill absent positions. Executive Directors, with their operational decision-making authority, will provide this information to the Command Centre for assessment. It is important to note that Directors have the authority to make operational decisions using the current decision making model within each facility or branch.

Adult Correctional Facilities

- AC will initially cease offender programming until staff are available and the outbreak is contained;
- AC will restrict movement of all offenders to various units until external employees can be oriented and staffing levels resumed;
- AC will train replacement workers or hire contract or retired correctional workers;
- Isolation units will be opened to segregate offenders or staff who are ill as required;
- AC will continue to supervise, case plan and monitor adults on community supervision.



Young Offender Programs (YOP)

- YOP will ensure supervision of all youth (custody, closed and open);
- YOP will ensure supervision of high risk offenders serving the community portion of custody and supervision sentences, deferred custody, and high risk Judicial Interim Release cases;
- YOP will ensure coverage where there are Crime Reduction Strategies in place;
- YOP will modify programming to reduce the spread of the illness;
- YOP will open isolation units to segregate youth or staff who are ill as required;
- YOP will train replacement workers or hire contract or retired youth workers.

Community Based Services (Adult and Young Offender)

- In all but the most wide spread pandemic, community based services will continue but may be reduced in the community in which the illness is occurring;
- As absenteeism escalates, all community based services will cease, except Electronic Monitoring Program and the supervision of high risk young offenders.

Medical Units

- There may be increased reliance on the medical units to treat ill offenders and staff and may include the creation of more medical isolation unit, requiring more nursing staff, maintenance, food services, stores, etc.
- Medical units must continue to provide prescribed and general medical treatment to inmates with serious medical or mental health conditions as well as maintaining the methadone maintenance treatment program.

Government Services and ITO

- Constant maintenance is required to ensure electricity controlled doors operate safely, HVAC and fire suppression systems are functional, and cameras and monitoring equipment are working.
- Due to the requirements of the Youth Criminal Justice Act, YOP must maintain the SYOCAMS information system. AC has a similar system that also tracks and maintains custody information of adult offenders. It is critical that these systems be maintained.
- CPSP rely on Government Services and ITO to ensure priority coverage for the Ministry and are included in their respective plans.

Policing Services

- In the event of an emergency, senior management administration and oversight is required to administer the provision of services provided under contractual arrangements between the province and the RCMP and the Municipal Police Services (if available to CPSP).

Protection and Emergency Services

- Continued provision of emergency services such as the EMO, Fire Commission and others will be provided to the province and its citizens.



Licensing and Inspections

- Most services are deemed priority 3 or 4 and can be managed through call-in provisions when necessary.

4.8 Prioritization of Services

Section 3.0 in the Business Continuity Plan lists the Ministry's programs and services, categorized them on a priority basis. The Ministry has also created a spreadsheet which also identifies the approximate number of employees the Ministry has available in a "business as usual" state and what the impacts will be if 25 per cent or 50 per cent or more staff are absent or unable to come to work. Please see Appendix Q for the information that was forwarded to the Public Service Commission in August of 2009.

In the event of a pandemic, the priority for Adult Corrections and Young Offender Programs is the continued safe and secure operation of the adult and young offender facilities. CPSP is mandated to keep individuals in custody. The operations of all community based services may be severely reduced during a phase 3 pandemic, with the exception of the Electronic Monitoring Program and the supervision of high risk young offenders. In the event that not all facilities are affected by the pandemic, community based services will continue, but may be reduced in the community in which the illness is occurring.

Sporadic outbreaks will be less disruptive and demanding of resources and presents less overall risk than a full pandemic situation. In a full pandemic, province wide there may be many areas and facilities in the province affected and a large percentage of staff and clients ill resulting in increased need to find and deploy replacement workers.

In the event of a flu outbreak in the larger correctional facilities, the immediate response will be to confine all offenders to the various units until adequate staffing levels are resumed. If external employees are deployed, they will need to become familiar with the operational requirements of the work area. All offender programming will initially cease, and only be resumed if there are sufficient replacement staff to allow for resumption (e.g. Exercising) and the outbreak is contained.

Offenders with Special Needs

The number of offenders with serious medical and mental health needs has increased and many adult offenders must be maintained on the methadone treatment program. There is a higher proportion of the inmate population being held on remand from court. Many offenders are also active in, or associated with, serious gangs.

Youth in custody are generally those charged with the more serious crimes or those who are chronic violent offenders. Young Offender programs are designed in small living units relying less on static security and more on dynamic security. In this dynamic staffing model, staff to resident ratios is enhanced and emphasize a high level of supervision and security.



Condition of Correctional Facilities

The correctional facilities are older and more physical deterioration has occurred. This means increased and constant maintenance is required to ensure electricity controlled doors operate safely, that HVAC and fire suppression systems are functional, that cameras and monitoring equipment is working.

Concerns of personal safety and avoidance of serious risk has increased throughout the workforce and during the last strike, out of scope staff voiced serious health and safety concerns about being assigned to work in a correctional centre. These concerns may increase during a pandemic where staff will be concerned with their own health and that of their families.

Overview and Basic Training Package

Increasingly, staff at all levels may not be prepared to work in higher risk situations without additional staff support. To alleviate some of these concerns, the ministry has developed an overview and basic training package. This information sharing and training has already occurred with existing staff and offenders and continues as needed. This training would also be implemented as required.

It is apparent that the Ministry will not be able to rely on assistance from the RCMP or municipal police forces during a pandemic; thus it is extremely important that the Ministry have a list of deployment staff from other ministries during the early phases of a pandemic in order to train/orientate them in the event a pandemic does occur and staffing levels are severely affected.

It is anticipated that with a decrease in the availability of trained correction staff, combined with sick offenders, the potential for an increase in serious disruptive behaviour and the possibility of serious injury to individual offenders or replacement personnel may increase. It will be imperative for replacement workers to immediately intervene in conflict situations in order to maintain a peaceful environment. If not, there is a possibility that some replacement staff could invoke a Section 23 of the Occupational Health and Safety Act if they conclude the workplace constitutes an unusually dangerous situation after bring on-site. Therefore, each facility will conduct as much pre-pandemic orientation/training as possible to relief personnel prior to being deployed.

Due to the requirements of the Youth Criminal Justice Act, Young Offender Programs has to maintain the SYOCAMS information system to track and record details regarding sentence administration and conditions of presumptive releases and deferred custody on youth. Adult has a similar system that also tracks and maintains custody information of adult offenders. It is critical that these systems be maintained in order to ensure public safety and reduce legal liability that could result should high risk youth or adults who violate remain in the community and be involved in further offending be monitored.

Skills Inventory

HR/PSC is conducting an online thorough skills inventory on all employees. This information will be gathered and then utilized when redeploying staff within the Ministry and sourced through PSC for government wide redeployment.



Workforce Redeployment

During a pandemic, processes will be set up where facility and branch Directors or managers will submit timely information to the designated redeployment team (HR/PSC). The team will work with branches and reference the skills inventory lists to ensure that staff is redeployed accordingly.

4.9 Adult Correctional Facilities

In the event of a flu outbreak in adult custody facilities, attempts will be made to modify programming to reduce the spread of the illness. Additional units/isolation units may be opened in order to segregate those who are ill away from those who are healthy. There will be a severe pressure on the medical units in these facilities. Programming for these offenders will be reduced until the outbreak is contained and there is sufficient replacement workers adjusted to and acquainted with the offenders and their new work environment.

Historically, in most custody facilities there is a very high absenteeism rate and approx. 95% of staff drawn down their annual sick leave credits. The HR Policy framework (Appendix R) was developed as a management tool for permanent heads to guide them in making appropriate decisions to meet their operational needs. As always, management follows the existing decision making model in place.

Video Conferencing

A number of Court Houses are equipped with video conferencing equipment that is presently being utilized for first appearances, bail and remand hearings. Although the video conferencing technology is not essential to the court operations, it can be utilized to have accused / witnesses etc appear via video from available locations rather than being transported to the court location.

4.10 Young Offender Facilities

In the event of a flu outbreak in young offender custody facilities, attempts will be made to modify programming to reduce the spread of the illness. Additional units/isolation units may be opened in order to segregate those who are ill away from those who are healthy. There will be a severe pressure on the medical units in these facilities. Programming for youth will be reduced until the outbreak is contained and there is sufficient replacement workers adjusted to and acquainted with youth and their new work environment.

4.11 Community Operations

Community operation in both branches will continue with the priority being supervision services to the highest risk offenders. Where possible, community staff will be redeployed to facilities in the event that there are shortages there that can be mitigated with Ministry resources. Electronic Monitoring Program and the supervision of high risk young offenders will continue.

4.12 Emergency Operations Centre

A notification system is in place at the local level through their individual plans that indicates when the Emergency Planning Officer will be notified. Each facility will have a local pandemic plan that meets the general requirements.



Incident Command Centre – Senior Management Committee

Generally the 12th Floor Boardroom will be used as a gathering place for senior managers in the event of a pandemic.

Decision Making Structure

As in any emergency situation, management decision making processes within each facility, branch or unit will not change.

4.13 Staff working from home

Any escalation in a pandemic alert situation will bring an unprecedented demand for remote client connectivity as government employees take time off of work or are sent home due to government office closures.

The Information Technology Office’s Pandemic Plan focuses on two discrete elements: a strategy for the delivery of ITO mission critical services to their client partners, and provision of IT services that support their partners in the deliver of their mission critical services in the event of significant staffing shortages.

ITO has identified the following five critical services areas for all of its partners:

ITO Mission Critical Service/Function	Description
Client Support Services (787-5000 help desk).	Small team combined of senior support analysts.
Datacenter Services	Maintaining critical services (Email, file, connectivity, backups, and monitoring).
Remote access services support.	Remote access services will be used by all partner ministries to support their critical services by staff from home or remote locations (e.g. Connectra, Outlook Web Access, Virtual Private Network Client, and Blackberry Enterprise Server (BES)).
Messaging Services	BES server provides remote access to email and calendars to 950+ Blackberry users across government.
Remote access services support.	Remote access services will be used by all partner ministries to support their critical services by staff from home or remote locations (e.g. Connectra, Outlook Web Access, Virtual Private Network Client, and Blackberry Enterprise Server (BES)).

Appendix H lists the employees who have remote access to the Government of Saskatchewan (GOS) network from home or an alternate location. As part of Pandemic Preparedness, this list will be reviewed semi-annually and Branch Heads will be required to identify if other users require remote access.

Please refer to Appendix W – ITO Pandemic Plan for more information.



On-line Meetings and Teleconference

SaskTel teleconference services will be utilized where required. As well, the Ministry is currently exploring the use of online meetings (Web-Ex).

Recovery – Returning to Normal Operations

Due to the nature of a pandemic situation, the recovery period is anticipated to be much longer. Return to normal operations will be managed by the Senior Management team based on availability of staff.

4.14 Human Resources Considerations

See Appendix R for the Pandemic Planning – HR Policy Framework.

In all instances, first to ensure the safety of employees and others; then performance of essential functions; and then continuance of business/service, the employer is responsible to:

- Plan and prepare for emergency scenarios; and
- Ensure the safety of employees and the public.
- Managers are responsible to:
 - Provide and promote a safe and healthy work environment;
 - Assign duties and responsibilities to meet operational and service needs;
 - Utilize guidance and options within HR policies and practices; and
 - Consult with their HR Service Team where required to address workforce-related issues.
- Employees have a responsibility to:
 - Ensure fitness for work;
 - Be aware of and follow safe work

HR Communications Plan

All branches will be instructed to maintain a list of their employees at all times. This list should also be kept at an off site location such as the Director's or Branch Manager's home.

4.15 Occupational Health and Safety

Employers, under the [Occupational Health and Safety Act](#), are responsible to take reasonable precautions to protect the health and safety of their employees in their workplaces. This includes developing and implementing measures to minimize risks, in consultation with occupational health committees, representatives or workers where there are no committees or representatives.

In a Pandemic, the Ministry of Corrections, Public Safety and Policing will monitor the information about the infectious disease that is being released by health agencies and AEEL (OH&S). Employees will be aware of:

- up to date hazard information
- revisions to safe work practices, and
- a website to answer workplace specific questions.

All OH&S Committees shall receive the current version of the OH&S Pandemic Guidelines.

Please see Appendix Y – OH&S Pandemic Guidelines



4.16 Employee and Visitor Protection

In the Pandemic Alert Phase, Saskatchewan Health may provide recommendations to inventory supplies such as masks, Isogel, gloves, etc.

As part of the Government of Saskatchewan's Pandemic Preparedness Strategy, employees will be reminded that hand washing with soap is the single most effective way to prevent the spread of infections. All offices, especially offices dealing with the public, will be instructed have hand sanitizer widely available in addition to hand washing with soap.

Government Services will ask the landlords to make sanitizer available, however if this doesn't happen each office location should acquire the sanitizer and put it in appropriate locations.

Masks

The Ministry has purchased N-95 masks for health care staff, Custodial Support Team (CST) staff and all of those that volunteered to work with infected offenders. Training and fitting for N-95 masks has been provided to relevant staff. All remainder staff will wear surgical masks.

Vaccines and Antivirals

Assuming a vaccine is available (in a limited supply) it would be made available on a sequencing priority determined by the Ministry of Health and on a voluntary basis. Numbers of priority staff have been identified to Ministry of Health officials. At this time there has been no confirmation of priority numbers for Ministry staff and offenders in the system.

Isolation

Each facility will have a section of their plan that outlines the procedures to be put in place to minimize the potential for cross-infection by designating an area in the facility for isolating ill individuals and keeping them and the staff that provide service to them, separated from healthy staff and offenders.

Workplace Cleaning

Workplace cleaning and disinfection protocols have been established in all facilities to meet the requirements by the Ministry of Health to minimize cross contamination and limit the potential for spreading the influenza virus.

Government Services has issued cleaning guidelines for government owned and leased buildings. Ministry management has worked with property managers to ensure cleaning protocols in response to a pandemic are implemented.

Interdependencies

Adult Corrections have a number of agreements in the form of Letters of Memorandum and Letters of Agreement with the Police and other agencies such as Correctional Service of Canada. Such agreements provide additional support to the Correctional Centres in respect to equipment, staff resources and temporary evacuation of offenders from the facility if necessary. Other interdependencies will be documented in the attached checklist.



Community Based Organizations (CBOs)

The Ministry continues to work with third party service providers to ensure that response plans/actions are in place.

All CBOs have been consulted with through the Regional Directors at the Adult Probation Offices or the YO Community Program Consultant. As well, all CBOs have been provided the pandemic check lists and sample business continuity plan as developed by the Ministry of Social Services.

The CBOs are at various stages of pandemic preparedness. Some CBOs have comprehensive plans. The smaller CBOs are all interested in completing a plan. All were appreciative of the information provided. Some CBOs are working with other ministries as they have multiple funding sources.

The size of the organization seems to match with the advancement of CBO planning.



5.0 Activating a Business Continuity Plan

Business Continuity Plans have been developed for the Ministry's mission critical services. These individual plans detail the responsibilities and procedures for the activation of their respective plans should a business interruption occur. Therefore, the authority for the activation of branch/division Business Continuity Plans rests with the branch or division head.

Accordingly, the authority for the activation of the Ministerial Business Continuity Plan rests with the Deputy Minister or assigned delegates.

5.1 Emergency Situation

As soon as there is potential for the Corrections, Public Safety and Policing Business Continuity Plan to be activated, all members of the Senior Management Committee will be briefed as soon as possible. Notification by phone is the first consideration. However, depending on the emergency, government phones may not work and cellular systems may be inundated with emergency response communications. Therefore, the team will meet in their predetermined location in the 12th floor 1874 Scarth Street. If 1874 Scarth Street is not available, they will meet at 3475 Albert Street, TC Douglas Building. The Director of Operations, Health Emergency Management Branch will assign a specific boardroom, depending on needs.

The Deputy Minister is responsible for assessing the situation which would activate the business continuity plan. The Deputy Minister also is responsible for deciding when it is appropriate to return to normal operations. If the Deputy Minister is not available, responsibility for putting the plan into operation rests with the Assistant Deputy Minister.

Definition of Emergency:

There are many risks that may threaten the Ministry. These risks include traditional emergencies like fires, floods, blizzards and tornados as well as other risks such as computer and telecommunications failures, utility outages, and labour disruptions. Depending on the potential impact of the threat, the Activation Process in section 6.0 of this plan will be followed.

The Senior Management Committee will be briefed as information becomes available, allowing the Ministry to respond effectively. During a crisis, members of the Senior Management Committee become the crisis management team and are authorized to provide resources and support to affected areas.

5.2 Provincial Emergency Declaration

In the event of a provincial emergency, the Saskatchewan Emergency Plan outlines the procedures and guidelines for action for provincial ministries and other agencies when the situation clearly requires a provincial response or is beyond the ability of the local authority to manage effectively.

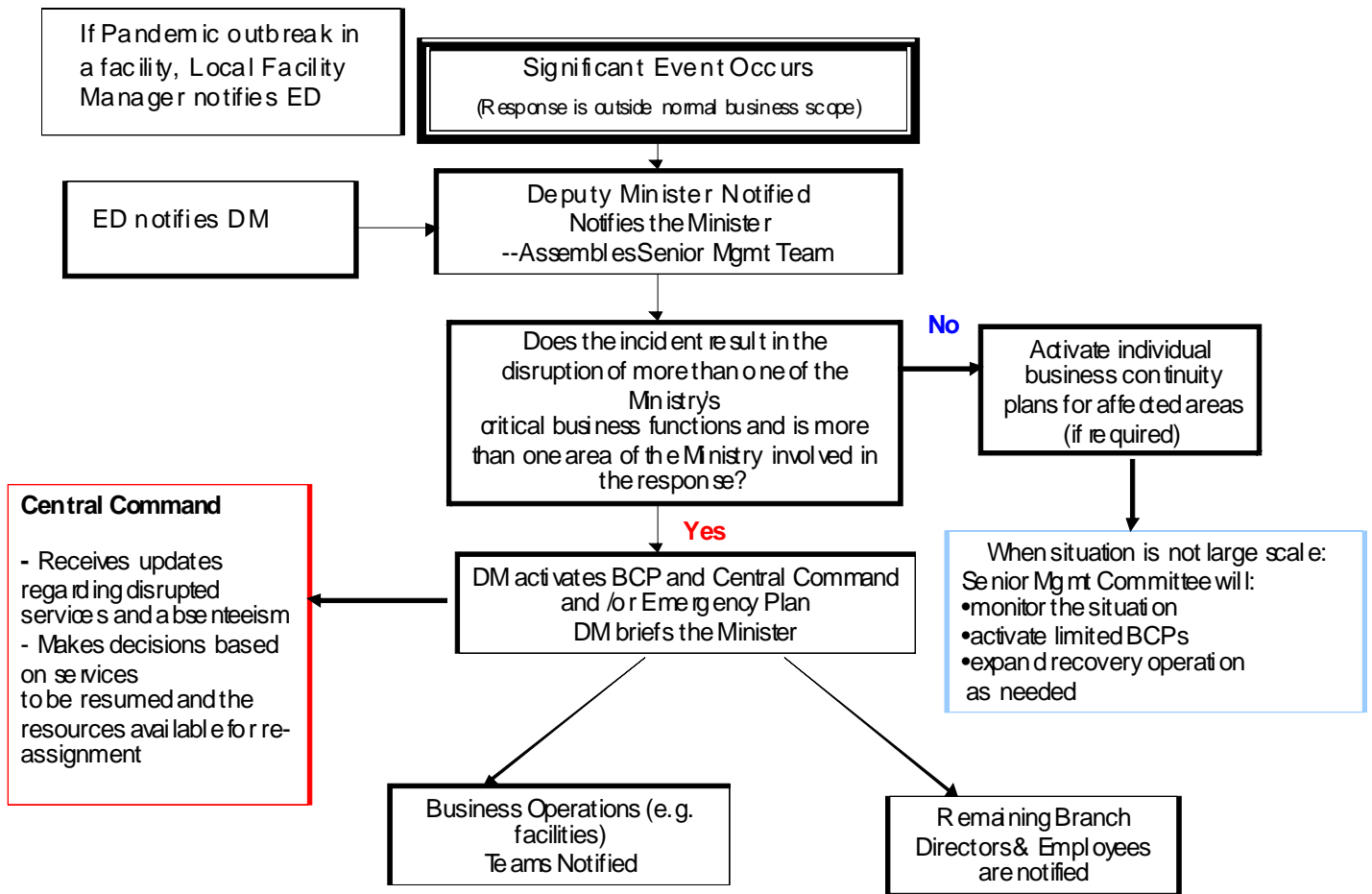
Saskatchewan Emergency Management Organization (SaskEMO), an agency within the Ministry, is the provincial government's lead agency for emergency management. SaskEMO coordinates overall provincial emergency planning, training and response operations for the safety of the residents and the protection of property and the environment, before, during and after an emergency or disaster.



The Minister of CPSP is responsible for *The Emergency Planning Act*. The Act contains provisions for emergency planning, emergency powers and disaster relief. SaskEMO is prepared to respond to an emergency situation 7 days a week, 24 hours a day. The Emergency 24 hour call number is (306) 787-9563.



6.0 Activation Process



ACTIVATION FLOWCHART



7.0 Supporting Plans and Committees

7.1 The Ministerial Emergency Management Steering Committee

The Ministerial Emergency Management Committee has drafted the Corrections, Public Safety and Policing Emergency Plan, which enables Saskatchewan Corrections, Public Safety and Policing to meet the responsibilities assigned to it under the Emergency Planning Act and the Cabinet Directive. The ministerial Emergency Management Steering Committee also ensures that the Ministry has the capacity to meet its responsibilities to the public in managing emergencies which are ministerial, rather than provincial, in scope and to advise Senior Management Committee on ministerial emergency management matters. In the event of an emergency, the ministerial Emergency Management Steering Committee helps the decisions made by the Senior Management Committee to be operationalized.

7.2 Corrections, Public Safety and Policing Emergency Plan

The Ministry of Corrections, Public Safety and Policing provides the provincial focal point for individual, community and other emergency preparedness information and activity in Saskatchewan. The Ministry links people and organizations to protection and emergency services, including Saskatchewan Emergency Management Organization (SaskEMO), the Office of the Fire Commissioner, Provincial Disaster Assistance Program (PDAP), Sask 911 service and a range of licensing and inspection services, from amusement rides and elevators to building standards and boilers.

The aim of the CPSP Emergency Plan is to provide a prompt and coordinated response by the Ministry to emergencies and disasters. The response may be a direct response where CPSP has specific responsibilities, or the response may be as part of a coordinated provincial response in accordance with the Saskatchewan Emergency Plan.

The Ministry of Corrections, Public Safety and Policing is an operational Ministry which operates a number of physical facilities. Each facility's emergency plan forms part of the Ministry's overall emergency plan; however the activation of a facility emergency plan may or may not activate the Ministry's Emergency plan.

7.3 Infectious Disease Planning Guidelines (Pandemic)

Adult Corrections approved a provincial "Pandemic Influenza Response Plan" in March, 2007. This document is intended to provide the framework for all correctional facilities to develop a customized plan, incorporating facility –specific operations and city emergency planning components. The goals of the institutional influenza plan are:

- *To minimize the incidence of, and complications of pandemic influenza in offenders and staff;*
- *To minimize disruption in business continuity;*
- *Timely screening, diagnosis, and appropriate management and treatment of influenza in offenders;*
- *To manage patients within the same facility without transferring them to an acute care facility; however, some patients may need to be moved to an acute care facility for more intensive treatment.*



7.4 Saskatchewan Corrections, Public Safety and Policing Work Stoppage Plan

The purpose of the Work Stoppage Contingency Plan is to ensure deployment of appropriate resources across a number of business critical processes and activities throughout the Ministry. This plan is part of the Government of Saskatchewan strike plan.

In 2006-07, the CPSP Work Stoppage Plan was activated in response to the job action by SGEU. This was a significant assessment of the Ministry's ability to respond to an emergency. The successful execution of this plan clearly demonstrated the Ministry's proven capability to respond to an emergency. This event further validated the effectiveness of CPSP's emergency management strategies

With upcoming rounds of collective bargaining, the following outlines in detail a strike contingency plan in the event of a full strike (work units on strike) and/or a rotating strike. Also identified are some implications of such a strike action.

Overview

Adult Corrections provides custody and housing to approximately 1,600 offenders daily. An additional 6,000 offenders are managed in the community on supervised court orders.

Adult Corrections employs a multi-skilled work force of approximately 1,000 full time and permanent part time employees. Approximately 5% of this work force is comprised of out of scope management personnel who will be responsible for maintaining services during a strike.

Young Offender Programs operate secure and open custody facilities housing approximately 250 offenders. An additional 2,000 offenders are supervised in the community.

Young Offender Programs employ a work force of approximately 850 permanent and permanent part time employees. Less than 5% of the work force is comprised of out of scope managers who will be responsible to provide services during strike action.

In the event of rotating or a full strike, the priority for Adult Corrections and Young Offender Programs is the continued safe and secure operation of the adult and young offender facilities. The operations of all community-based services will be severely reduced during full strike action, with the exception of the Electronic Monitoring Program and the supervision of high risk young offenders. In a rotating strike situation, community-based services will continue, but may be reduced in the community in which the strike action is occurring while the strike action is in effect.

Rotating strike action is less disruptive and demanding of resources than a full strike situation, and presents less overall risk.

In the event of strike action, Adult Corrections and Young Offender Programs must rely primarily on the RCMP to provide basic security services in the correctional facilities. In a full strike situation, the RCMP requirement will be determined. In a rotating strike situation, the number of RCMP required is about 35-40 officers per large secure custody facility. In Young Offender facilities, this number would also decrease given that additional management personnel would be available to provide supervision.



Additional non-RCMP staffing is required for Adult Corrections and Young Offender Program facilities for essential duties including maintenance, nursing, food services, financial management, stores, admitting/discharge, case management and violation clearance in Young Offender Programs. In young offender facilities there is the requirement for out of scope managers to also provide supervision and programming to youth.

The non-RCMP relief staffing will need to be provided by out of scope personnel from other government ministries, the health districts, and Crown Corporations.

In Young Offender Programs, managers will be required to provide supervision of high risk offenders serving the community portion of custody and supervision sentences, deferred custody, high risk Judicial Interim Release cases and some coverage in communities where Crime Reduction Strategies are in place. There will be a need for six external managers in addition to the three youth service program managers who can do this work during a strike. These six external managers will be required for various communities outside Regina, Saskatoon and Prince Albert.

The Union is required to provide management with 48 hours advance notice of initial strike action, but thereafter such action can occur without formal notice, and then advance indication may be one day, or as little as one hour.

Previous experience indicates strike action could last 24 to 72 hours at a time if rotating, and likely longer if a full strike is occurring. The longer strike action lasts, the higher the demand for additional relief staffing.

In the event of strike action in the larger correctional facilities, the immediate response will be to confine all offenders to the various units until replacement staffing is familiar with the operational requirements of the work area. All offenders programming will initially cease, and only be resumed if there are sufficient replacement staff to allow for resumption (e.g., exercise, visiting).

Young offender custody facilities plan to provide modified programming and do not intend to place youth in confinement except in high security areas designated for that purpose. Programming for youth will be expanded as replacement workers adjust to and become acquainted with youth and their new work environment.

Extenuating Factors

In the past decade, there has been serious erosion in the number of out of scope personnel available in Adult Corrections as the result of budget pressures and the scope review.

The scope review significantly limited the number of Adult Corrections managers who are out of scope. In previous strikes, the middle managers/supervisors were out of scope and therefore able to provide on site direction to relief personnel. This is under review in the Ready process. Through successive rounds of bargaining the ministry and PSC will continue to profile the scope line as a key bargaining issue with the intent of reclaiming lost positions.



To the degree possible, relief personnel will be given advance orientation to their work duties, and can be on site following the 48 hour notice of strike action. However if strike action occurs later than the notice period, and little advance notice is provided, there will only be three to four managers on site. This will result in little or no time to give basic direction to relief personnel.

Although Young Offender programs have not been affected by the scope review, the situation is comparable to Adult Corrections in that larger facilities have two or three on site, out of scope managers and small facilities have only one.

The general profile of the adult offender population in custody has changed. There are more problems associated with offenders, active in, or associated with, serious gangs. There is a higher proportion of the inmate population being held on remand from court. The number of offenders with serious medical and mental health needs has increased and many adult offenders must now be maintained on the methadone treatment program.

With the implementation of The Youth Criminal Justice Act, where custody is restricted to serious offending youth, young offender custody programs are dealing with a more chronic violent offender client group.

Young Offender Custody programs are designed in small living units relying less on static security and more on dynamic security. In this dynamic staffing model, staff to resident ratios are enhanced and emphasize a high level of supervision and security. This model recognizes that youth are different than adults, therefore different approaches and responses to their needs must be provided.

The correctional facilities are older and more physical deterioration has occurred. This means increased and constant maintenance is required to ensure electricity controlled doors operate safely, that HVAC and fire suppression systems are functional, that cameras and monitoring equipment is working, that computer dependent information systems are operational, and that communications equipment is reliable. Fortunately, the Regina Provincial Corrections Centre opened a new 216 cell facility in August 2008. The new facility replaces the wing of the Correctional Centre built in 1913.

In adult correction facilities, up to 30 per cent of the population is accommodated in dormitories. This limits flexibility in securing a facility if disruptive offender behaviour occurs.

Concern for personal safety and avoidance of serious risk has increased throughout the workforce. Increasingly, all levels of staff are not prepared to work in higher risk situations without additional staff support, and without authorization to use legal restraint measures (e.g., pepper spray).

Risk and Potential Problems during a Strike

The strike contingency plan for Adult Corrections and Young Offender Programs is absolutely dependent on the RCMP providing sufficient personnel to enable basic security of the facilities.



During the last round of contract negotiations, out of scope staff outside of CPSP voiced serious health and safety concerns about being assigned to work in a correctional centre in the event of a strike. All indications are that there are managers who will refuse to accept assignments to the correctional centres.

Availability of RCMP relief personnel for strike action is partly dependent on whether strike action is total or rotating, and the amount of notice provided (i.e., lead time). It could take several hours to have the minimum RCMP personnel in place. As well, the number of RCMP required has increased in Adult Corrections because there are fewer core supervisors to assist. RCMP advise the assistance they can provide is limited to a short period, i.e., three to five days. The total number of RCMP required throughout CPSP and Justice in the event of a full strike will very seriously impact all other RCMP activities in Saskatchewan and may require RCMP resources from outside the province.

During previous strike action, offender behaviour at correctional facilities has been cooperative. However, previously the presence of the out of scope middle managers and their ability to immediately intervene in conflict situations played a major role in maintaining a peaceful environment.

The absence of these middle managers, combined with a changed inmate population, increases the potential for serious disruptive behaviour and the possibility of serious injury to individual offenders or replacement personnel.

Each facility will conduct as much pre-strike orientation to relief personnel as possible. This may be very limited as the unionized staff can not be expected to orient replacement staff.

With the implementation of the YCJA, Young Offender Programs has introduced the SYOCAMS information system to track and record details regarding sentence administration and conditions of presumptive releases and deferred custody on youth.

In addition to this system, a 24-hour, seven days per week provincial response centre has been established at North Battleford Youth Centre which must provide accurate and up to date information to stakeholders including police agencies on conditions that youth are required to follow during the community supervision portion of their sentence. Stakeholders rely on this information as a means of determining if the youth is a risk to the community and should be returned to custody.

It is critical that this system be maintained in order to ensure public safety and reduce legal liability that could result should high risk youth who violate remain in the community and be involved in further offending.

The need for an increased number of out of scope relief personnel because of no middle management means that these personnel will have very limited supervision/direction provided by persons familiar with the environment and offenders. This increases the potential for conflict to occur, and for potential injury to such persons. As well, the combination of inexperienced relief personnel and unassisted RCMP could contribute to serious negative offender behaviour (i.e.,



disturbance) in which offenders or staff members are injured. The result could be significant financial liability to the Province, and could increase the likelihood of widespread refusal to work.

Pro-active Strike Measures and Mitigation

A number of steps will be taken to mitigate the negative impact of strike action. The plans will be discussed locally and elevated if required.

- Support services from suppliers.
- The identification of out of scope personnel from other government Ministries who could assist during a strike has been initiated along with the potential assignments for these individuals. These persons will be offered some orientation in advance of strike action.
- Contacting former out of scope Adult Corrections and Young Offender Programs personnel to determine if some of these individuals would work as relief staff during a strike.
- Policing Services Division and RCMP for redeployment of members for facilities.

Work Stoppage Plan contains minimum staffing requirements for each location within CPSP and would be similar to staffing plans required under business continuity planning.

7.5 Shared Services Management Committee for Corrections, Public Safety and Policing and Justice and Attorney General

This committee meets periodically to discuss concerns and opportunities surrounding the shared services branches (Information Management Branch, Corporate Services Branch, and Communications and Public Education Branch). If a major interruption affects both Corrections, Public Safety and Policing and Justice and there is a high reliance on Shared Services Branches, this committee would provide direction regarding these services. Therefore, the Share Services Management Committee would assume the role of the inter-Ministerial coordination group for the shared services branches.



8.0 Accountability, Roles, Responsibilities and Authority

See Appendix Q for contact information.

Deputy Minister

- Activates the Corrections, Public Safety and Policing Business Continuity Plan
- Depending on the type of situation, leads meetings with Corrections, Public Safety and Policing Executive once the Business Continuity Plan has been activated.
- Frequency of these meetings and attendance required will be determined after the significant event occurs.

Members of Corrections, Public Safety and Policing Senior Management Committee

- Central point of control and coordination for the recovery and monitoring effort
- Meets daily throughout the emergency
- Ensures critical services are being delivered
- Notifies key employees

Branch and Facility Heads (or delegates)

- Maintain current succession lists for key staff
- Ensure staff are distributed to maintain critical services
- Establish two way communications with all staff
- Establish and maintain a messaging system for employees and their families
- Coordinate the allocation of staff to and from other areas of the Ministry based on need.
- Provide updates to Senior Management Committee designate

Business Continuity Management Team

- Depending on impact of the emergency and what areas within the Ministry are involved, the Business Continuity Management Team will assemble.
- The Business Continuity Management Team may assist the Senior Management Committee in the execution of this Business Continuity Plan.

Business Continuity Planner

- Leads the Business Continuity Management Team
- Assists with the activation of the Corrections, Public Safety and Policing Business Continuity Plan

Ministerial Emergency Planning Officer or Alternate

- Responsible for disaster response activities and communicates with the Government's Emergency Operations Centre.

Facilities Planner (Mike Wowchuk)

- Coordination with Government Services for ensuring that the appropriate facilities and/or equipment need to be assessed and recovered, if necessary.
- Responsible for arranging for transfer of employees, desks, phones, etc. for any new locations.



Human Resources Branch Coordinator

- Responsible for overseeing all employee concerns and managing a personnel pool that can be used to meet any special needs caused by the incident.

Service Level Coordinator

Works with the ITO to:

- Coordinate the recovery of Information Technology systems if needed/as required.
- To update and maintain the business continuity plan for the Ministry.
- Arrange for the emergency procurement procedures for IT equipment.

Communications Coordinator (Public Information Officer)

- Responsible for developing and delivering appropriate and accurate information to the public and employees.

Finance and Administration Coordinator (Corporate Services)

- Responsible for the emergency procurement (space, office equipment, existing computers, telephones, etc.).
- Responsible for coordinating the damage assessment and salvage procedures with Saskatchewan Government Services.



9.0 Notification, Invocation and Escalation

In the event of an Emergency, the Ministry of Corrections, Public Safety and Policing has established Priority Access Dialing (PAD) with Industry Canada for those telephone lines that are deemed essential during emergencies. This confidential list is updated semi-annually and the PAD group includes the Minister's Office, Senior Management Committee, facility and community training residence directors, and personnel directly involved with emergency planning and preparedness.

9.1 Inform Employees

Employees will be informed by call tree method originating from their branch or facility directors. Each branch or facility is required to maintain an updated list of the call tree process. Employees will also be instructed to call into designated voice mails to receive daily updates. It is probable that employees will also be notified by the media or other formal methods of communication.

9.2 Inform Public and Give Other Ministries Notice

The public will be informed through the designated communication channels guided by the Ministry's Communication and Public Education Branch.

9.3 Inform Other Service Providers

Each branch or program area maintains a list of their service providers. Affected services and/or service providers that are critical to the continuance of critical services will be contacted by designated personnel.

9.4 Purchase Cards

Authorized employees in the Ministry use MasterCard Purchase Cards. In these cases, purchases are processed like any other credit card. Suppliers are paid immediately, with no invoicing necessary after the transaction is completed.

9.5 Local Purchase Orders

Local purchase orders make it easy for the Ministry to purchase goods and services from local businesses. Usually, local purchase orders are used to purchase inexpensive items or for emergency requirements or to purchase items off of standing offer agreements.

9.6 Order replacement computers

Responsibility: ITO Service Desk

(306) 787-5000

All information technology hardware and software must be purchased through the Information Technology Office. As such, Information Technology Office maintains an inventory list of computer hardware and software for the Ministry. In the event of an emergency, computer equipment can be redistributed based on the priorities listed in Section 3.0 Priority Order of Recovery.

If new computer equipment needs to be purchased, it will be co-coordinated through the procurement area of Information Technology Office.



9.7 Order Replacement IT Communications

Responsibility: ITO Service Desk

(306) 787-5000

9.8 Order replacement office supplies

Each branch or program area is responsible for ordering its own office supplies. Emergency supplies will be purchased using purchase cards or local purchase orders.

9.9 Arrange for New Premises

Responsibility: Manager, Accommodation and Support Services

(306) 787-5487

9.10 Contact Government Services Mail Services

Responsibility: Manager, Accommodation and Support Services

(306) 787-5487

9.11 Contact External Agencies

The Ministry will establish applicable procedures and policies for coordinating continuity and restoration activities with external agencies. Depending on the nature of the Emergency, the following external agencies may need to be contacted:

- Local Fire Departments
- Regina City Police
- RCMP
- Emergency Medical Services
- Local Food Suppliers
- Worker's Compensation Board
- City of Regina
- Local Media Groups
- Local Volunteer Groups
- Local Contractors
- Regional Health Authorities
- Advanced Education, Employment & Labour
- Public Services Commission
- Critical Incident Debriefing Personnel

All facilities will maintain an up to date listing of suppliers (food, contractors, medical services, etc) that can be called upon as required.



10.0 Recovery Site Locations

Recovery site locations may be needed to ensure that the Ministry's critical services continue to be delivered in an emergency. Due to the widespread geographical nature of the Ministry, many Corrections, Public Safety and Policing physical locations can be used as alternate locations.

Appendix O contains a list of all of the physical locations in the Ministry. Depending on the geographical nature of the disaster, any Corrections, Public Safety and Policing location across Saskatchewan can be used to resume critical services. The Ministry can also use office space in other provincial government Ministries. Due to the fact that ITO will be the central IT services provider, staff can be relocated anywhere there is a CommunityNet connection.

- a) During an Emergency, the Senior Management Committee team may also elect to take over a particular branch's office space to deliver mission critical services. For example, the Ministry could deliver its mission critical activities from a single central location such as 1855 Victoria Avenue or 3085 Albert Street.
- b) The Ministry can also obtain a conference room at a hotel downtown (e.g. Ramada Hotel, Hotel Saskatchewan, Travelodge, etc). The conference room must have a high speed internet connection.
- c) The Information Technology Office's Disaster Recovery Plan for the ministries details the protocols and procedures regarding deployment of computers in the event of a disaster.

10.1 Minimum Resource Requirements

Depending on what areas within the Ministry are affected, minimum resource requirements for the alternate site will vary. It is important to note that the alternate site only needs to hold staff that has been identified to resume essential services.

Below is a list of factors that will be considered for alternate locations:

- Infrastructure requirements (facilities and work areas /space)
- Communication equipment requirements
- Office support equipment, systems, software and furniture (IT)
- Personnel requirements
- Any other resource requirements necessary to resume services
- IT/System related inventory requirements for hardware and software will be developed through IT Support Services.

10.2 Alternate locations for facilities

Each Adult Corrections and Young Offender Facility is responsible for maintaining workable plans to house inmates in event of an emergency. Moreover, each facility is responsible for the development of procedures that allow for the evacuation and movement of offenders in the event of an emergency such as a fire. Evacuation procedures may include the transfer of offenders to other facilities and/or appropriate space provide by outside agencies.



10.3 Employees with Remote Access

Remote access to the Corrections, Public Safety and Policing/CPS network allows employees to work from their homes and when traveling. As a result, employees may be permitted to remotely access information stored on the Corrections, Public Safety and Policing/CPS network such as their e-mails, calendars and files through secure and centrally managed access methods. Other employees have Blackberries to wirelessly and remotely access their email and attachments.

The Ministry has a number of key employees who are equipped with remote access capabilities. In the event of an emergency, these employees, where possible can carry out the Ministry's critical services remotely.

As part of the development of the Service Level Agreement between Corrections, Public Safety and Policing and the Information Technology Office, procedures for the emergency establishment for remote access to the Corrections, Public Safety and Policing/CPS network will be arranged.

See Appendix L for list of employees with Remote Access.



11.0 Human Resources

Human Resources Branch (PSC) is responsible for the following activities in the event of a disaster:

- Assist management and branches in ensuring that all staff are accounted for (if the incident occurs during normal working hours)
- Provide notification of the situation to all human resource staff members
- Central coordination of staffing
- The coordination of trauma and stress counseling services
- Coordinate the continuation of payroll and benefits
- Employee and Family Assistance

In the event of a business interruption, it is necessary to ensure continued availability of all personnel in order to resume and recover essential services. If key personnel are unavailable or unaccounted for, alternates with comparable skill sets will be acquired to facilitate the continuity and recovery of essential services.

Possible reasons for personnel unavailable following a business interruption include:

- Vacation
- Illness
- Stress due to emergency
- Injury due to emergency
- Death due to emergency

Accounting for personnel at affected location(s):

- Each branch will keep an up to date listing of all home numbers off-site.
- Branches will contact key personnel required to execute critical activities for their corresponding branch.
- Coordinate with HR to match skill set(s) for unavailable personnel in order to identify and contact a suitable replacement for business continuity.

11.1 Key Personnel

Employee Responsibilities

- Individual employees will report to their immediate supervisor or designate as soon as possible after the incident.
- Each program area will have a designated phone number with voice mail which will be updated daily.
- Employees will be required to check this voice mail for updates.

11.2 Staff Considerations

The Ministry realizes that the availability of staff may be extremely limited in the event of an emergency. Based on the nature of the emergency, employees may have to cope with an emotional toll brought on by upsetting conditions. Individuals react differently under severe emotional and physical stress.



11.3 Health and Safety

The duties of *Occupational Health Committee (OHC) Members* and *Representatives* (where no OHC exists) include processing employee health and safety concerns. Concerns may be brought to the attention of an OHC Member or Representative through conversations, contacts during inspections and investigations, during meetings, or through formal methods.

The role of the committee is to help the employer make the internal responsibility system (IRS) function effectively and functions as an *internal auditor*. As an internal auditor of the IRS, the committee assists the employer assess the effectiveness of each aspect of the IRS. Employees of the workplace assisting in the IRS will increase the identification of concerns and solutions.

The following steps should be followed when dealing with health and safety concerns:

- Employees are encouraged to bring specific concerns to their supervisor first.
- If the problem cannot be resolved with the supervisor or management, the employee is encouraged to take the concern to a local OHC Member or Representative.
- The employee is encouraged to utilize an Occupational Health and Safety Concern Form to assist in the process of formally bringing the concern forward. This form helps the OHC Member or Representative gather information on the risks posed by the concern and courses of action.
- When an OHC Member or Representative becomes involved in the concern it is important that the employee(s) and supervisor remain informed of all progress. This can be done by posting minutes of meetings, distributing bulletins, or holding discussions with workers, supervisors and managers.
- If the OHC Member cannot resolve the concern, the OHC member is encouraged to inform the OHC Co-chairpersons. If a Representative is unable to resolve the concern go to Step 8.
- If the OHC Co-chairpersons cannot resolve the problem, it is recommended the concern be handled at the next OHC meeting UNLESS the matter is urgent, in which case an emergency OHC meeting is required.
- At an OHC meeting health and safety concerns brought to the OHC's attention shall be documented in the OHC Minutes – even if the concern has already been resolved. Copies of all concerns forms shall be kept on file for future reference.
- It is recommended the OHC or Representative develops written recommendations and provide them to the employer. It is recommended the employer respond to the OHC in writing within 10 days with corrective action or plans for corrective action. The OHC shall document these plans in the next OHC Minutes. Copies of all correspondence shall be kept on file for future reference.
- If the OHC Member or Representative is unable to resolve the concern with the employer, the OHC is encouraged to contact the Workplace Health and Safety Consultant or an occupational health officer with Saskatchewan Labour for assistance.
- OH&S Pandemic Guidelines released in October 2009 are available in each facility or on the AEEL website.

Please see Appendix Y – OH&S Pandemic Guidelines



12.0 Communications

During a business interruption or disaster, it is important that an organization effectively communicate to its employees, clients, partners and to the general public. The Communications and Public Education Branch serves as the central agency for communications planning and delivery. This branch is responsible for the creation and management of the Ministry's Crisis Communication Plan. The communications strategy will be coordinated with Human Resources Branch. The Ministry Emergency Plan details the Communication Strategy in the event of an emergency. A more detailed plan is maintained by the Director of Communication and Public Education Branch.

12.1 Internal Communication

Since employees are the most important resource in the event of a disaster, they need to be informed every step of the way. A call tree method for informing and updating employees with situation reports is an effective method of communication. Senior managers will be responsible for setting up the appropriate call tree for their organizational unit. If telephones are not operational, other means of communication must be utilized. Examples of other methods include:

- Email
- Cellular phones
- Internet
- Radio (paid Public Service Announcements only)

Information communicated to the employees will include:

- The nature and extent of the event
- The number of services affected and possible duration of the disruption
- The measures being taken to restore services and projected continuity of interim services
- Points of contact/ phone numbers that need to be changed due to the event.

Updates to employees will be issued as regular as possible. A tentative schedule would be:

- First 48 hours – twice a day
- To the end of the first week – daily
- To full recovery of all services – as needed

12.2 External Communication

The Ministry of Corrections, Public Safety and Policing must communicate in an effective and timely manner in the event of an emergency. Every effort will be made to provide employees, partners, media and public with the most up to date information regarding the situation.

If and when the Ministry of Corrections, Public Safety and Policing is involved in an emergency situation (either involving the Ministry's operations, or in response to a provincial emergency), the Director of Communications and Public Education will be responsible for coordinating communications directly with audiences (employees, public, stakeholders). When the



emergency is provincial in scope, the director of Communications and Public Education becomes the Emergency Operations Public Information Officer.

To the extent possible, direct communications will be the preferred tactic. The Ministry's website contains a page that can be activated in the event of an emergency to provide information related to the emergency. Paid Public Service Announcements will also be employed. The Ministry will not necessarily use media reports as a single source for information, although in these kinds of events, they can act as supplementary resources.



13.0 Corporate Services

13.1 Role of Corporate Services

Corporate Services supports branches and programs through the coordination and acquisition of office and program accommodations, leasehold improvements, telephones (land line and cellular), furniture, vehicles, and photocopiers. They also provide financial advice and support including budgeting, forecasting, accounting and audit processing.

Corporate Services will respond to needs as Business Continuity Plans (BCP) are activated. The nature of the services required will be determined by the type of emergency and specific needs as outlined in the agencies Business Continuity Plan (BCP).

Corporate Services will coordinate acquiring the needed goods or services with partners, mainly Government Services and SaskTel, to ensure program and business operations are re-establish in a timely and efficient manner.

The Corporate Services Branch in Justice is a Shared Services Branch between the two ministries (Justice and Corrections, Public Safety and Policing), should a major interruption affect both ministries and there is a high reliance on the Corporate Services Branch to pay the bills, the Shared Services Management Committee will provide the necessary direction.

13.2 Response to Activation of Business Continuity Plan

A Business Continuity Plan will be activated by Business Units, Branches or the Ministry in accordance with protocols establish in each plan. If resources are required, BCP Plan Managers are required to contact the following individuals.

Key Contacts – Ministry			
Name	Work	Home	Cell
Mae Boa – ADM, Corporate Services and Public Safety	787-8081		
Director, Financial Planning and Operations	787-6107		
Gaylene Weir – Director, Financial Services	787-0721		
Oren Hoffart - Manager, Financial Services	798-0010		
Mike Wowchuk – Assistant Manager, Justice	787-5486		



The Key Contacts are charged with determining requirements in conjunction with program managers. Once requirements are known, they will arrange for the needed resources through internal means, contacting our business partners or contracting with other service providers. Key Agency Contacts are listed in Appendix “A”.

13.3 Response to Emergency Impacting Corporate Services

In the event of an emergency impacting the operation of the Corporate Services Branch (Justice), the Director will contact the following people to provide further information or guidance.

<i>Key Contacts – Corporate Services Branch - Justice</i>			
Name	Work	Home	Cell
Rod Crook, Assistant Deputy Minister	787-7869		
Gord Sisson, Executive Director	787-5472		
Sheila Alexander, Admin	787-8995		
Jeff Markewich, Director, Assurance and Financial Reporting	787-9219		
Doug Pomfret	787-5580		
Janet Sullivan	787-5819		
Bill Holt	787-5477		
Laurie Walker	787-5405		
Mike Wowchuk	787-5486		

These people will notify their direct reports.

In the immediate term, resources will be put towards ensuring that critical needs of other branches with an activated BCP are addressed. This would include space and administrative support for any impacted operations. If payment systems are unavailable, critical payments would be managed with the assistance of other ministries.

Over the short term Corporate Services would assess the needs for the Corporate Services Branch to become fully operational. Options may include distributing our resources to other ministries to manage the workload.

13.4 Emergency Accounting Systems

If MIDAS is operational, it will be used to record payments and invoices, etc. If MIDAS is not operational, alternative arrangements will be made with the Provincial Comptroller by Shared Services.

13.5 Coordination with Saskatchewan Government Services

The Corporate Services Branch is responsible for Coordination with Saskatchewan Government Services for obtaining facilities, vehicles, furniture, equipment, telephones, etc.



14.0 Vital Records

A vital record is data and information required for preserving, continuing or reconstructing the operations of the Ministry in the event of a business operation or disruptive event. Samples of the Ministry's vital records include:

- Service Level Agreements
- Memorandum of Understanding
- Contracts
- Legislation
- Vendors/Agreements
- Policy and Procedure Manuals
- Cheque stock
- Certificate Paper
- Template letters

Emergency records:

These types of records are needed to resume critical business activities. This is a list of documents all facilities and offices must be able to produce to facilitate recovery. Each facility within Adult Corrections and Young Offenders should have these records in their Emergency or Crisis Communications Plans.

- Emergency plans and directives, or similar authorizing issuances and records recovery plans and procedures
- Delegations of authority
- Emergency staffing assignments, including lists of personnel, along with their addresses and telephone numbers
- Building plans and building systems operations manuals
- Equipment inventories
- Files plans describing the records series and electronic information systems
- Copies of agency program records needed to carry out continuing, critical functions

Each branch, program area and facility is responsible for identifying, storing and prioritizing all electronic and paper records. It is likely that the Ministry will require a means of recovery of vital records during an interruption. Electronic records as well as computer databases are backed up nightly on the Government's servers located at the Information Technology Office's secure facility.



15.0 Security

Corporate Services and Saskatchewan Government Services are responsible for the provision of security at the damaged site and/or alternate location(s) in order to meet public safety requirements and to safeguard any remaining resources.

Responsibilities include:

- Establishing security of the vacated or damaged facility as soon as possible following an incident.
- A current list of internal contacts and external organizations who can supply security services or expertise if required
- Establishment of a personnel identification system
- Co-coordinating clean up and repair of damaged site
- Locating and maintaining a list of potential alternate sites.

Current security protocols and procedures are dependant by location and include:

- Card Access
- Elevator Passes
- Locking Cabinets
- Security Doors

Response to Emergency

Once the Business Continuity Plan has been activated, the following security issues will need to be addressed:

- Security measures relating to alternate site(s)
- Security measures at affected site(s)
- Security of Communication from alternate site
- Retrieval of information at affected site(s)
- Liaison with building occupants and Government Services
- Security of Employees



16.0 Information Technology

With technology advances in today’s world, many services provided by the Ministry of Corrections, Public Safety and Policing are aided by the use of information technology. It is important to recognize that before technology played a key role in delivering these services, the services were provided in manual methods.

The Information Technology Office (ITO) is responsible for the electronic media back ups for major applications, networks, print and files servers and the Corrections, Public Safety and Policing Email system. ITO has procedures in place regarding operations of all applications/systems. As well, ITO has established contracts with IT Vendors (i.e. Compaq, etc.) regarding maintenance and replacement of computer equipment, etc.

The Information Technology Office maintains a comprehensive plan to address disaster recovery for its consolidated server facility. Where technology is used to enable and support business processes, the Information Management Branch works on an on-going basis with the application owners to ensure that the overall business resumption/business continuity/disaster recovery plan includes, as a key component, the determination of the impact associated with loss of access to the application. This includes determining the maximum amount of time a loss of access to an application could occur before having a negative impact on that branch or division, including the ability of that branch or division to provide service to the public. The identification of additional business processes that might have to be put into action to support the on-going provision of service would also be a component of such a plan.

The following Business Applications are supported by ITO:

Adult Corrections	<ul style="list-style-type: none"> • CMIS • FOP • Electronic Monitoring • Business Vision • SCIIP • Daily Stats • Staff Photo ID
DMO	N/A
Licensing and Inspection	<ul style="list-style-type: none"> • LISA • Elevator and Amusement Rides • Gas Licensing • Electrical • Fireman • CRN Design Access Database
Corporate Services	<ul style="list-style-type: none"> • Cash Mail
Policy and Planning	<ul style="list-style-type: none"> • ITI Database • SPSS • Discoverer
Protection and Emergency Services	<ul style="list-style-type: none"> • PDAP FileMaker
Young Offenders	<ul style="list-style-type: none"> • SYOCAMS
Policing Services Division	<ul style="list-style-type: none"> • Guard Card System • Private Investigators System • VIMS (Vehicle Impoundment)



	<ul style="list-style-type: none">• Referrals Database• CTA (Community Tripartite Agreements)• SCARS (Safer Communities Application Reporting System)
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The Ministry of Corrections, Public Safety and Policing has designated the following applications and services as mission critical. See Section 3.0 for the priority order of recovery.

CMIS – Corrections Management Information System – Adult Corrections
SYOCAMS – Young Offenders
LISA – Licensing and Inspections
Email, File and Print

The servers for all applications and services are housed at the ITO’s secure facility, which is equipped with a power generator with a large fuel supply. As part of disaster recovery planning, maintenance agreements have been put in place for critical server hardware to proactively reduce the period of time that may be required to restore services in the event of a major hardware or component failure.

For the majority of the Ministry’s applications, if access to a server-based application is interrupted from a physical location due to network problems, the affected branch or division would still be able to access the application from other locations. Work could be transferred to another location, if the nature of the service provided required that the application be accessed before the network issue was resolved.

16.1 Service Level Agreement

The Service Level Agreement identifies the scope, level and quality of Information Technology services provided by the **ITO** to **Corrections, Public Safety and Policing** clients. The agreement identifies:

- The roles and responsibilities of both the **ITO** and **CPSP** related to the provision of these IT services;
- How realized value (service delivery and the service relationship) will be measured;
- The minimum thresholds for measurements; and
- How performance issues will be handled.

In the event of an emergency, the priority of restoration of critical business functions will be established through the CPSP Service Level Agreement with the Information Technology Office.



17.0 Return to Normal Operations

The steps involved for the Ministry to return to normal operations will vary depending on the nature of the emergency. Consequently, the procedures required to return to normal are as follows:

Inform Senior Management:

- Contact the Senior Management Team designate at the Central Command and inform them of the recovery.
- Once the Deputy Minister or designated alternate has deemed it appropriate to return to normal operations, this will be communicated through the pre-established call-trees.
- All Branch Directors give status reports to Corrections, Public Safety and Policing Senior Management designate.

Communications:

- The Director of Communications will be keeping the CPSP website updated with which services have been suspended. As we move through to transitioning from essential services back to normal operations, this will also be posted.
- Two way communication will be maintained through the local level to the Central Command Centre at all times.

Inform employees:

- The Central Command Team will inform all employees, public and critical partners of the recovery.
- Each member of the Central Command Team will utilize call tree methods to communicate to branch directors/managers.
- The message may also be delivered through media channels, including television, radio and internet.
- The Human Resources Services Team will be responsible for ensuring all employees are notified.

Discontinue use of temporary office locations:

- Arrange for ITO to transfer IT infrastructure (desktops, monitors, etc.) back to permanent office(s).
- Responsibility: Service Level Coordinators
- Arrange for office furniture, paper files, etc. to be transferred back to permanent office(s).
- Responsibility: Accommodation Manager
- Arrange for SaskTel to transfer calls back to permanent office(s).
- Responsibility: Accommodation Manager
- Arrange for SaskTel to transfer fax calls back to permanent office(s).
- Responsibility: Accommodation Manager
- Ensure that the move back to the permanent office is coordinated with ITO, Information Management Branch, Accommodations and Support Services and designated couriers.
- Responsibility: Accommodation Manager/Service Level Coordinators



18.0 Business Continuity Plan Maintenance

18.1 Business Continuity Plan Testing

Testing and exercising this plan enables the Business Continuity Management Program to remain active, up to date, understood and usable. It also provides a mechanism for maintaining and updating the plan. Program maintenance and plan review, updating and exercising is an integral part of the plan development and implementation process.

This plan will be tested periodically to the fullest extent possible, budget permitting. Exercise scenarios will be created to approximate the types of incidents the organization is likely to experience and the problems associated with these incidents.

Activation of this plan is better than any testing exercise. Activation is a more meaningful opportunity to review best practices and update our plan. Ideally, in absence of plan activation, this Business Continuity Plan will be tested every 12-18 months.

The purpose of exercising is:

- To evaluate the organization's current Business Continuity Management competence.
- To identify areas for improvement or missing information.
- To highlight assumptions which need to be questioned.
- To provide information and instill confidence in exercise participants.
- To develop team work.
- To raise awareness of Business Continuity throughout the organization by publicizing the exercise.
- To test the effectiveness and timeliness of resumption procedures at the end of the exercise.

18.2 Annual Review

The plan will be reviewed on an annual basis by:

- Deputy Minister, Corrections, Public Safety and Policing
- Information Management Branch
- Emergency Management Steering Committee
- Emergency Planning Officer

This review will be scheduled and chaired by the Emergency Planning Officer.

18.3 Locations of BCP

The Corrections, Public Safety and Policing Business Continuity Plan will be distributed to all members of Corrections, Public Safety and Policing Senior Management Committee.

18.4 Awareness and Training Activities

The Business Continuity Planner will prepare a program to create corporate awareness and enhance the skills required to develop, implement, maintain and execute the Business Continuity Plan.



The goal of training and awareness is to:

- establish objectives and components of training program
- identify functional training requirements
- develop training methodology
- deliver workshops regarding Business Continuity methodology and documentation
- identify vehicles for corporate awareness



Appendix A – Internal Contacts

<i>Key Contacts – Saskatchewan Government Services</i>			
Name	Work Unit	Work	Cell
Helen Huber	Accommodations - Regina	787-2094	
Graham Tamaki	Regina Planner	787-6957	
Maurice Arsenault	Accommodations – Saskatoon	933-5283	
Dickson Robin	Saskatoon Planner	933-6148	
Maurice Arsenault	Accommodations – North	953-2272	
Darren Whitehead	North Region Planner	953-2532	
Ron Martin	Accommodations - South	786-1413	
Greg Osicki	South Region Planner	787-6961	
Lloyd Brierley	Central Vehicle Agency	787-6901	

<i>Key Contacts – Others</i>			
Name	Work Unit	Work	Cell
Rick Davis	CMIS	787-3640	
Blair Wotherspoon	SYOCAMS	787-0469	
Jim Bingaman	Information Management	787-9512	
Jenna Pullen	Electronic Monitoring	933-6329	
Keith Phelps	Executive Director, Service Delivery, ITO	787-8172	



Appendix B – External Contacts

<i>Key Contacts – Saskatchewan Telecommunications</i>			
Name	Work Unit	Work	Cell
Doug Diacon	Regina – SaskTel	777-3555	
Colleen Kostenly	Saskatoon/PA – SaskTel	931-5358	
Judy Vorrieter	Regina – SaskTel alternate	777-4240	

<i>Key Contacts – Saskatchewan Power / Saskatchewan Energy</i>			
Name	Work Unit	Work	Cell
Nigel Patchett	SaskPower	566-3273	
Phil Sandham	SaskEnergy	777-9603	

<i>Key Contacts – RCMP</i>			
Name	Work Unit	Work	Cell
Insp. Bob Mills	Client Services	780-7031	
Insp. John Leitch	Informatics	780-7070	
Supt. Bob Wheadon	North District Commander	765-5588	
Supt. Ron Plomp	South District Commander	780-5564	
C/Supt. Randy Beck	Criminal Operations	780-5526	

<i>Key Contacts – Police Agencies</i>			
Deputy Chief Morin	Regina Police Service	777-6611	
Deputy Chief Bernie Pannell	Saskatoon Police Service Administration	(306) 975-8286	
Deputy Chief Gary Broste	Saskatoon Police Service Operations	(306) 975-8286	
Deputy Chief Troy Cooper	Prince Albert Police Service	(306) 953-4240	
Deputy Chief Lyle Wilhelm	Moose Jaw Police Service	(306) 694-7627	



Appendix C – Adult Corrections Institutions

The mandate for Adult Corrections is derived from legislation, government priorities, and the Strategic Plan for the Ministry of Corrections and Public Safety. Adult Corrections is responsible for direct delivery and management of provincial correctional services to an average daily count of about 7,300 offenders of whom the majority is of First Nations descent. Throughout the year, Adult Corrections has over 26,000 admissions. Services include pre-sentence court support, community supervision, low and medium custody and secure custody.

The nature of the client group served and the delicate balance of rights and restrictions for this group creates unique challenges in providing effective and accountable correctional services. Offenders present with a large number of serious and diverse needs which need to be effectively addressed in order to reduce the likelihood that they will reoffend. The effectiveness of Adult Corrections services has a significant and broad impact on public perception of government commitment to safe communities, public perception of appropriate and effective offender treatment and use of resources, labour relations for a significant and influential sector of SGEU, and administration of an integrated justice system with other key partners.

A. Institutions – Critical Activities

All facilities have protocols in place in response to critical incidents. Such protocols include the following:

- Evacuation of Offenders
- Agreements with Police
- Crisis Management Planning
- Contingency Planning for withdrawal of Services
- Reporting and Investigation of Serious Incidents
- Response by Emergency Response Teams

Food Services:

- Initially, the facilities will have sufficient supplies (7 day supply) on hand to function on their own without support from outside suppliers.
- As required, additional provisions will be acquired through authorized/approved suppliers.
- The list of outside suppliers will be different in each facility and changes frequently depending on which supplier(s) are awarded particular tenders or contracts.
- All facilities will maintain an up to date listing of suppliers who can be called upon to deliver additional supplies as required.

Health Services:

- Medical services will be provided by nursing staff when available and will be supported by medical staff from local health regions and/or support from Emergency Medical Services. All non-emergent escorts, medical and specialist appointments will be cancelled. After hour emergencies will be dealt with by corrections staff or escort by ambulance to local acute care facility.



- Health services are provided from 7am-11pm daily in the large correctional centres. There are typically 2 nurses per shift in all facilities.
- If nursing staff is unavailable, the priorities are as follows:
 1. Assessment (intake)
 2. Life-threatening, i.e. self harm
 3. Major infectious disease
 4. Medications
 5. Emergencies

Building Maintenance:

- Building maintenance will be provided by Corrections personnel when available and will seek assistance from Government Services as necessary.
- Corrections has existing agreements with contractors who can act as an additional support to Corrections.
- This may apply to electrical, plumbing, heating, ventilation etc.
- All facilities will maintain a current list of outside contractors who may be called upon as required.
- In situations where locking systems fail, and cannot be immediately repaired the inmates will be placed in alternate cells within the facility or in outside Police cells.

Waste Management:

- A plan for general cleaning and waste collection is in place in accordance to Government Services policy and procedures.
- Each facility will have a contract for such services and to the extent possible will utilize internal maintenance personnel to augment the services provide by a contractor.
- In the event that contract services are unavailable the Correctional Centre will make temporary arrangements to dispose of waste in suitable storage containers located on site.
- If a disaster occurs garbage will be removed utilizing approved contractors and/or storage at designated storage locations on site.

Utilities:

- The facilities have backup generators that will continue to provide emergency lighting and heat to all areas of the facilities.
- Each facility will ensure that backup generators are tested on a planned basis to ensure successful operation.
- Arrangements will be in place for each facility for the delivery of additional fuel on a 24 hour basis.
- Internally, all facilities will ensure emergency planning includes the provision of portable generators for additional emergency lighting.
- The Crown Utilities have a plan in place to ensure the adequate supply of fuel.
- Diesel powered generators exist at the following facilities
 - Regina
 - Saskatoon
 - Prince Albert



Police Support:

- Each Correctional Centre is required to have arrangements in place where the “Police” as per DM terminology memo (RCMP or municipal Police) are available to provide emergency services to the Correctional Centre.
- This is managed through CPSP’s Policing Services Division.

Emergency Response Teams

- Each Correctional Centre will establish agreements where the Emergency Response Teams (ERT) are available to respond to the Correctional Centre in the event of an emergency.
- Such an agreement will require that ERT members are on “standby” and available to respond to the Correctional Centre on short notice.
- As required, the ERT will work in cooperation with the services provide by Police Support.

Admission, Transfer or Discharge of Offenders

- All Correctional Centres will ensure that admission, transfer and discharge services are provided. If necessary these services may be recorded manually and entered after the recovery phase.
 - Committal warrants and holding documents are verified as correct and entered into the Corrections Management Information System. (CMIS)
 - Personal information for new admissions is entered on CMIS.
 - Staff perform the full duties required to transfer or discharge inmates.
- Weekend admission to all Correctional Centres will be cancelled if necessary by advance notification to the appropriate Police agency.

Reports dependent on CMIS

- All Admitting departments maintain a two week advance list of court appearance lists. These reports are either printed daily from CMIS and/or records are kept in admitting books and/or Court Log Books.
- Paper forms are available should CMIS be unavailable (e.g. Centre Intake Form SJ8817).
- Inmate Alpha lists are generated on a daily basis.
- Inmate Exit lists are also printed daily and many centres maintain a two week advance list.

Expenditure Processing:

- Each Correctional Centre will have procedures in place for processing of inmate pay, receipt of cash, bill payment and release of inmates on bail

Mandatory Hearings:

- The Correctional Centers will ensure that all legally mandated hearings will be maintained.
- The Correctional Centres must be able to conduct parole and immigration hearings, accommodate court ordered releases and process essential Temporary Absence applications.



Inmate Visiting:

- Inmate visiting privileges may be suspended initially, but will be re-established as soon as practical to do so, unless medically required not to do so (i.e. pandemic).
- It is expected that the resumption of inmate visits will be on a restricted basis until the resumption of normal activities occurs.

Mail Procedures:

- The Correctional Centres will have procedures in place for pickup and delivery of government and inmate mail.
- If these services are not available through normal policy and procedures a courier will be hired to provide mail services.

2. Strike Contingency Plans:

- The Provincial Strike Contingency Plans will remain current, and in the event there is a withdrawal of services may be authorized for implementation by the Deputy Minister of Corrections, Public Safety and Policing
- All Correctional Centres will ensure that emergency plans e.g. evacuation plans, crisis management and pandemic plans are up to date and consistent with the Provincial Strike Contingency Plans.

3. Computer Applications used by Adult Corrections

Offender Management (Intakes, Sentence Calculation, Custody Supervision [Remission, Security Assessments, Cell Placements, Incidents/Discipline, Institutional Counts, Fine Calculations Case Management, Risk Needs Assessments, Trust Accounts/reconciliations, Offender Schedule, Offender Log, Institutional Log, Offender Visits,]Pre Sentence Reports, Health Services, Community Supervision [Conditional Sentences, Probation, Electronic Monitoring], Alerts, Management Reporting, Information Sharing (CSC), External User access, Program Application/Creation of Permits, Employment Income Extract, Federal Billing

Information Technology

The bullets listed below each IT application describe the workaround solutions should that application not be available.

CMIS

- CMIS – manual and paper systems resulting in time delays and greater chance of error.
- Non essential services may not be completed
- Great pressure to resume operations as soon as possible.

SCIIP

- Use Polaroid photos
- Indefinite

CorVu

- use historical data or request systems programmers to run queries
- indefinite – pressure from high levels of government would mount as time passed



OMS

- indefinite – err on side of caution or request hard copies of required data

CPIC

- indefinite – err on side of caution, request other agencies to run queries or rely on hard copies of required data

Targeted Initiatives Database

- Indefinite – rely on manual or alternate system

JAIN

- Take direction from Courts

8100

- Indefinite – historical data pre 1992 seldom accessed

Fine Option Database

- Indefinite – rely on manual/hard copies until replacement

Electronic Monitoring

- Information from Bonnie Boulding

4. Reciprocal Arrangements

If a disaster is limited to an individual facility, remote management would be possible from other Offices/ Institutions/ VPN for essential operations.

5. Documentation

Divisional Directives (K Drive – Datamart on robosrv) and Local Standing Orders

6. Orientations

The orientation for each facility Young Offenders/Adults differ and are much too complex to include in this document. Contingency plans once updated will be include in the orientations.



Appendix D - Adult Corrections Community Operations

The Adult Corrections Branch, Community Operations, administers a wide range of alternative sanctions to incarceration, including:

- Probation Supervision,
- Conditional Sentence Supervision,
- Intensive Supervision / Electronic Monitoring,
- Bail Supervision,
- Fine Option Programming,
- Community Service Order Monitoring, and
- Restitution Order Monitoring.

A - Critical Activities

- 1) Supervision of High Risk (SVO) Probation Clients/Preparation of Pre-sentence Reports
- 2) Custody, Care and Control of CTR residents
- 3) Custody, Care and Control of inmates of Buffalo Narrows and Besnard Community Correctional Centres

B - Execution of Critical Activities

- 1) **Supervision of High Risk (SVO) Probation Clients/Preparation of Pre-sentence Reports**
 - Supervision Standards policy and Preparation of Pre-sentence Report policy are located within the Corrections Divisional Directives.
 - Paper copies of the Divisional Directives are located in each Probation Office and electronically on g: AC/Common/Datamart in the network.
 - Office evacuation procedure is outlined in the Fire Safety Plan and should be posted by all exits to the office.
 - Offices can be shut down, Manager cell phone # on door for response to emergencies.
 - This activity can be carried out from another location/office for an interview and/or home to write report
 - Note: Courts may decide to release offenders without benefit of intervention strategy
 - Reports can be done on paper but by the end of three days, CMIS would have to be accessed to retrieve and input data.
- 2) **Custody, Care and Control of CTR residents**
 - Evacuation of CTRs would follow Fire Safety plan for issues of emergent nature.
 - Individuals can be transported to other Provincial Correctional Centres – Prince Albert, Saskatoon and Regina
 - Requires daily entries to CMIS to manage count and process Authorized Absence permits and applications
 - For more long term emergencies ie. Pandemic, staff would have to look at release on Authorized Absence permits for those residents who are eligible and return to one of correctional centres for those that aren't eligible.



- This would also be the procedure followed for job action, and should not pose undue hardship on PCC to take these additional offenders, depending on crowding issues.

3) Custody, Care and Control of inmates of Buffalo Narrows and Besnard Community Correctional Centres

- Evacuation of Besnard Camp and Buffalo Narrows CC would pose more logistical issues, due to high number of inmates and transporting large # of inmates to PACC. This would have negative impact on PACC.
- Therefore, offenders would go out on early release or be transferred to a Community Training Residence or Provincial Correctional Centre.
- In both centres inmates that are suitable and eligible for Authorized Absence would be sent out to manage count.
- For the short term Besnard could operate out of the maintenance shed in survival mode i.e. power outage in middle of winter – other options would have to be explored for more long term issues.
- Buffalo Narrows would not be able to operate out of alternate location.
- In CTRs, and Community Correctional Centres agreements are in place for appropriate Police response to emergencies.

C – Electronic Monitoring

Electronic Monitoring is a system for keeping track of offenders who are serving their prison sentences in the community.

D - Notification

- Inform employees –Director or Manager, Central Office if larger scale
- Inform public – this would be handled by the CPSP Communications Branch.
- Inform other Ministries/agencies – this would be handled by CPSP Communications Branch.
- Critical partners – Police/Provincial and QB Court/ Crown Prosecutor’s Office/Legal Aid Commission/Victim Services/Correctional Centres/Government Services

Interdependencies:

- Courts rely on Court Reports for sentencing,
- Jail relies on Courts to sentence (as opposed to remand)
- Victim Services relies on Corrections to advise on release plans to ensure victim safety
- Corrections relies on Police to respond in emergencies, all critical partners rely on up to date, timely, reliable information in order to make appropriate decisions.

E - Recovery Resource Profile

- Desktop computers – number varies based on locations
- Community Corrections Laptops
- Printers
- Access to network (VPN)



F - Delegation of authority

Line staff
Team Supervisor
Manager Probation Programs
Regional Director/Director
Assistant Director Community Corrections
Director Community Corrections
Assistant Deputy Minister
Deputy Minister
Minister

G - Agreements in place

- Additional formal agreements or letters of understanding between workplaces and local police will need to be developed.
- Copies of these agreements should be kept locally and centrally.
- Meetings will need to happen in all areas.
- Government Services should be notified and involved in planning around building maintenance in case of disaster, power outage, flood, fire.



Appendix E – Young Offender Custody Programs

The following list may not be completely comprehensive. It is important to note that in a loss of any facility itself, safe and secure housing will be the foremost issue. Young offender facilities are also quite different in nature depending on size and level of custody. The actual critical activities and their solutions may be somewhat different for individual facilities.

Safe and Secure Housing

- In the event that the disaster includes the loss of a facility, evacuation procedures and alternate housing must be in place.
- Open custody facilities are much more readily supported because they have fewer security restrictions. Once capacity is reached in our remaining secure custody facilities, other locations must be identified that fulfill our security requirements.

Food Services

- Depending on the type of emergency, outside suppliers will generally need to be used. Meals may need to be catered if kitchen equipment and/or employees are not available. Some smaller facilities might be able to function with little or no outside support.
- Initially, the facilities will have sufficient supplies (7 day supply) on hand to function on their own without support from outside agencies.
- After 7 days food services will be enhanced by use of outside suppliers.
- Lists of outside suppliers utilized during the 2006/07 work stoppage will be maintained and updated at each facility.

Medical Services

- Arguably the need for medical services could appear higher on the list. We provide a wide range of services with very different ways of providing the services.
- Some facilities have a doctor visit the facility regularly and others transport youth to outside medical facilities. The larger facilities also have full time nurses during the week days. Outside medical professionals could be needed.
- If nursing staff is unavailable, the priorities are as follows:
 1. Assessment (intake)
 2. Medications
 3. Emergencies
- Medical Resources could be shared between Adult Correctional Facilities and Youth Facilities.

Building Maintenance

- Maintenance services are provided in different ways at different facilities. Some have their own maintenance personnel and others use SPM employees.
- In the event these services are removed, contractors will need to be brought in: boiler checks, plumbers, electrical etc. More manageable tasks like cleaning and painting can be done in the short term by the employees in the facilities.
- Lists of private contractors will be maintained and updated at each facility.



Waste Management

- Removal of waste collection services to facilities causes only minimal disruption in the short term.
- However, if the waste is allowed to build up, health problems could occur. Internal employees could be utilized to remove waste from the site.
- Resources would be required i.e. truck, manpower.
- If a disaster occurs in the winter, garbage will be stored outside in a designated location.
- If a disaster occurs in the summer, private disposal companies will be contacted.

Utilities

- The following Young Offender Facilities have backup generators to provide for short term emergencies:
 - Orcadia Youth Residence
 - Paul Dojack Youth Centre
 - Kilburn Hall youth Centre
 - North Battleford and Drumming Hill.
- In smaller buildings, it might be sufficient for operations over a longer period.
- The backup generators that will continue to provide emergency lighting and heat to all areas of the facilities.
- The larger facilities should have alternative measures to sustain operations.

Emergency Response Teams

- Young offender facilities from time to time rely on external emergency response.
- Mainly the police or an ambulance may be called in an extreme situation.
- Contingency plans are important to consider if we lose the ability to call 911.
- As required, the ERT will work in cooperation with the services provide by Police Support.

Admission, Transfer or Discharge of Offenders

- Admission and discharge of youth occurs in Young Offender Facilities on a continual basis.
- The larger facilities all have an admissions unit dedicated to these procedures.
- Remand numbers are very high and substantial resources are used to ensure court appearances are kept.
- Orders from the courts must be processed and followed with perfect accuracy.

Expenditure Processing

- Monthly bills, employee payroll, daily expenditures and youth accounts must all be maintained. Procedures must be in place to ensure continuation of these services.
- Each facility will have procedures in place for processing of inmate pay, receipt of cash, bill payment and release of inmates on bail



Visits

- Depending on the emergency, the facility may be closed to the public and other agencies until it is safe to continue.
- Contingencies should be in place to ensure court ordered professionals have the required access to their clients.

Mail Procedures

- Each facility will have procedures in place for pickup and delivery of government and inmate mail.
- If these services are not available through normal policy and procedures a courier will be hired to provide mail services.

Exercise, Education and Programming

- Even over a short period of time, youth require some form of programming.
- Without activities to occupy time and release energy, youth quickly begin to act out which could cause an unsafe work environment.

Staffing

- Certain disasters will diminish our ability to maintain a workforce large enough to ensure the facilities are safe and secure.
- Options in this event are limited but must be planned.
- It will also be helpful to know our employee's skill sets to help maintain other areas of this list i.e. maintenance, medical etc.

Transports

- Young Offenders Division utilizes transport for many purposes: school, reintegration leaves, medical, overcrowding, court appearances, employment, assessments, family visits etc.
- Substantial resources are required to maintain this level of involvement.

Strike Contingency Plans

- The Provincial Strike Contingency Plans will remain current, and in the event there is a withdrawal of services may be authorized for implementation by the Deputy Minister of Corrections and Public Safety.
- All Correctional Centres will ensure that emergency plans e.g. evacuation plans, crisis management and pandemic plans are up to date and consistent with the Provincial Strike Contingency Plans.

Critical Computer Applications used by Young Offenders

SYOCAMS



Appendix F – Young Offenders Community Operations

Community Young Offender Programs administers a wide range of services to sentenced youth and youth awaiting sentences that include:

- Community Service Orders
- Restitution Orders
- Judicial Interim Release
- Pre-sentence Reports
- Probation, Deferred Custody and Community/Conditional Supervision,
- Electronic Monitoring,
- Support Services through Service Providers
- Day Programs - CBO
- Restitution Programs CBO
- EJS/Alternative Measures CBO
- Reintegration Programs CBO
- Community Homes

A - Critical Activities

- 1) Office management (phones, client appointments)
- 2) Supervision of High Risk (SVO) Sentenced Youth and youth on Judicial Interim Release. This includes arranging supervision through service providers. Electronic monitoring is also provided. (see Adult Community Operations for a description of the service provided)
- 3) Attending Court
- 4) Preparation of Pre-sentence Reports and completion of risk
- 5) Communication and planning with custody around setting of conditions and reintegration planning for youth being discharged from custody
- 6) On Call/weekend availability for violation process
- 7) Data entry into SYOCAMS for high risk cases and youth on deferred, community supervision and conditional supervision sentences.
- 8) Call-centre activities, managing violations and contact with Police
- 9) Inform CBOs, Community Homes and communicate the levels of absenteeism and their ability to deliver programs.

B - Execution of Critical Activities

1) Supervision of High Risk (SVO) Sentenced youth and those on Judicial Interim Release/Preparation of Pre-sentence Reports

- Case Management, Supervision Standards and Preparation of Pre-sentence Report policies are located on the Community Young Offender Programs Xtranet.
- Access to SYOCAMS for client data will be required. Client paper file documentation is located in locked cabinets.
- Service Provider names and contact numbers will be accessible through Regional Directors.
- Custody Facility Telephone numbers are accessible on the CPSP Intranet.



- Third party contact numbers (police, crown, schools etc) will be available through the Regional Director.
- Laptop accessibility is required for out of the office report work.
- PSR preparation including interviews can be carried out from another location/office and reports can be written from home
- Reports can be done on paper but by the end of three days, SYOCAMS would have to be accessed to retrieve and input data.

2) Office Emergency Planning

- Office evacuation procedure is outlined in the Fire Safety Plan and should be posted by all exits to the office.
- Offices can be shut down, Directors cell phone # on door for response to emergencies.
- There is probably more to be added here

C - Notification

- Inform employees –Director or Manager, Central Office if larger scale
- Inform public – this would be handled by the CPSP Communications Branch.
- Inform other departments/agencies – this would be handled by CPSP Communications Branch.
- Critical partners – City Police/RCMP/Provincial and QB Court/ Crown Prosecutor’s Office/Legal Aid Commission/Victim Services/Correctional Centres/SPM
- Courts who rely on Court Reports for sentencing,
- Custody – regarding case planning
- YO relies on Police to respond in emergencies, all critical partners rely on up to date, timely, reliable information in order to make appropriate decisions.

D - Recovery Resource Profile

- Number of staff to provide service depends on level and location of service.
- Equipment required would vary:
 - Laptops
 - Cell phones
 - Printers
 - Access to network (SYOCAMS and Intra-net)
 - Vehicles
- Call Centre operation from North Battleford is required to manage violation cases.

E - Delegation of authority

Line staff
Team Supervisor
Manager Probation Programs
Regional Director/Director
Assistant Director Community Corrections
Director Community Corrections
Assistant Deputy Minister
Deputy Minister
Minister



F - Agreements in place

- More formal agreements or letters of understanding between workplaces and local police will need to be developed and in place.
- Copies of these agreements should be kept locally and centrally.
- Meetings will need to happen in all areas.
- Government Services should be notified and involved in planning around building maintenance in case of disaster, power outage, flood, fire...



Appendix G – Corporate Services

11th floor, 1874 Scarth Street

A - Critical Activities

- 1) Bank Deposits
- 2) Recording of revenue in MIDAS
- 3) Purchase Card support

B - Execution of Critical Activities

- 1) All procedures are documented and reside electronically in the G:\management services directory. Printed copies are kept at staff desks.

C - Notification

In this section, list the details regarding who would need to be contacted in an emergency.

Employees – of which there are 5

Public Safety Division as they send over daily deposits for verification

Email sent to all CPSP BMO users advising of a change in phone numbers for support

D - Recovery Resource Profile

Two revenue clerks

Two desks

Two telephones

Two computers

One printer

E - Delegation of authority

Director of Support Services Barb Clarke - operational

ADM Corporate Services and Public Safety – Mae Boa - operational

F - Agreements in place

none

12th floor, 1874 Scarth Street

A - List Critical Activities

- 1) Support of the DM for all operations of CPSP

B - Execution of Critical Activities

- 1) Many documents have electronic copies in the G:\management services directory.
- 2) Original signed documents which are required by various government legislation are stored in locked but non fire proof cabinets.
- 3) Other documentation to supplement CPSP created documents are stored in locked but non fire proof cabinets. Restoration of these documents may not be possible.



C - Notification

Employees – of which there are 2
CPSP Division heads

D - Recovery Resource Profile

Two desks
Two telephones
Two computers
One printer

E - Delegation of authority

ADM Corporate Services and Public Safety – Mae Boa – operational
Deputy Minister

F - Agreements in place

Shared Services with the Ministry of Justice



Appendix H – Protection and Emergency Services

Introduction:

The Protection and Emergency Services branch is made up of three separate units:

Building and Fire Safety

Building Codes and Standards

- Oversees provincial standards for building construction;
- Monitors and updates legislation and regulations;
- Assists owners, designers, and builders in complying with these requirements;
- Issues building official licenses; and
- Provides administrative and technical support for the Saskatchewan Building and Accessibility Standards Appeal Board.

Office of the Fire Commissioner (OFC)

- Provides Saskatchewan communities, fire departments, and emergency service organizations with programs and services that protect people, property and the environment from fire;
- Supports community-based fire services during major emergencies;
- Conducts fire investigations and fire investigation training; and
- Develops and administers Fire Fighter evaluation and certification programs.

Saskatchewan Emergency Management Organization (SaskEMO)

Federal and Provincial Programs

- Provides support for the development of the Provincial Emergency Plan and related contingencies;
- Coordinates provincial resources during emergencies;
- Assists government ministries, agencies and Crown Corporations in relation to emergency management programs;
- Manages and operates the Provincial Emergency Operations Centre (PEOC); and
- Coordinates federal emergency management programs within the province.

Provincial Disaster Assistance Program

- Provides financial assistance, to eligible claimants, in specific circumstances where there has been a natural disaster; and
- Serves as a provincial link to the federal Disaster Financial Assistance Agreements.



Public Safety and Sask911

Public Safety

- Provides assistance to municipalities in relation to emergency management programs, including planning, training, exercising and mitigation initiatives;
- Coordinates provincial ground search and rescue programs; and
- Provides advice and assistance to communities during emergencies.

Sask911

- Provides support and management to the Sask911 initiative to bring province-wide access to 9-1-1 emergency calling.

A) *Branch Critical Activities*

Building and Fire Safety

- Providing advice and assistance to local authorities in times of emergency; and
- Providing fire investigation services in support of local authorities.

SaskEMO

- Providing support for government ministries, agencies and Crown Corporations in relation to emergency response and recovery actions;
- Providing advice, resources and assistance to local authorities affected or threatened by emergencies; and
- Serving as a link between affected local authorities and federal/national resources in support of emergency operations.

Public Safety/Sask911

- Coordinating, advising and liaising with local authorities in relation to emergency response and recovery activities in times of real or imminent emergency.
- Providing advice and assistance to the four Public Safety Answering Points (PSAP) during situations, real or imminent, that may disrupt provincial 911 services;
- Management and operation of the Prince Albert Emergency Communications Centre which is responsible for providing 911 services to more than half of the province; and
- Maintaining and upgrading the provincial mapping system that is used by the PSAPs and other dispatch agencies in real-time decision making.

B) *Execution of Critical Activities*

General

- All activities are conducted in accordance with policies established within the Branch.
- Employees are aware of these policies and procedures in relation to the execution of critical activities.



Building and Fire Safety

- Emergency response protocols and procedures exist within the Office of the Fire Commissioner to address the provision of critical services.
- All staff within this unit are aware of these procedures and are provided with relevant policy documentation.
- All critical activities are delivered on-site and are not location dependent. Functions can be performed remotely.

SaskEMO

- Critical functions are provided in accordance with the Provincial Emergency Plan;
- All functions are transferable and are not location dependent.
- Decision making is based on situational awareness and can be done from any location.
- Alternate Emergency Operations Centres are designated and can be used if the primary location for the Provincial EOC is unavailable or threatened.

Public Safety/Sask911

- Advice and assistance to local authorities is provided in accordance with branch policies. All staff are aware of these policies and have been provided with the relevant documentation.
- All critical activities can be performed remotely and are not location dependent.
- Individual Business Continuity Plans are in place for the various health agencies and police services supported by Sask911 to ensure the provision of this critical function.
- A policy is in development between Sask911 and SaskTel to further ensure continuity of service.
- Sask911 Mapping systems are web based and can be accessed from anywhere, as long as an internet connection is present. Mapping is also available in paper format in the event of a complete loss of power.

C) Notification

General

- In the event of an emergency or loss of access to one of our buildings, internal communication would be executed in accordance with the CPSP Business Continuity Plan.
- Key messages would be developed and disseminated through the appropriate communications channels, as determined by PES senior management.
- All three of the units within PES have on-call personnel during non-office hours who are responsible for handling emergency call-out and notification to other staff and stakeholders on an as needed basis.

Critical Partners and Interdependencies

- Government of Saskatchewan Ministries, agencies and Crown Corporations;
- RCMP and other police services in the Province;
- Public Safety Answering Points (PSAPs);
- Health Regions;



- Fire and emergency medical services;
- Municipal emergency measures organizations/ administration;
- Government of Canada Operations Centre (GOC) as well as Public Safety Canada Regional Office and Indian and Northern Affairs Canada (INAC) and the Department of National Defense Domestic Operations;
- Other Critical Infrastructure owners and operators; and
- Other Provincial EMOs/EMAs, as well as disaster management organizations in neighbouring states.

D) Recovery Resource Profile

Staff

- Each of the units within PES provides personnel support and assistance to one another;
- In times of emergency, all non-critical activities can be suspended in order to ensure personnel is adequate for maintaining essential functions.
- PES staff has the ability to perform critical activities from nearly any location as long as they are provided with the required situational information to make informed decisions.
- On-call staff are trained in notification and call-out procedures to ensure required staff is aware and involved in support of critical activities.

Essential Skills/Knowledge/Competencies/Training

Building and Fire Safety

In order to perform critical activities, staff must have advanced training and knowledge pertaining to fire management and suppression, community demographics and other specialized response practices, such as dangerous goods. Mandatory certification and training for all Fire Safety on-call staff includes:

- NFPA 1001, Level II Fire Fighter certification, IFSAC Seal;
- NFPA 472 Hazardous Materials Operations;
- NFPA 1033 Fire Investigator; and
- Incident Command System.

SaskEMO

In order to perform critical activities, SaskEMO staff has in-depth training, experience and understanding pertaining to emergency management practices and procedures. In this unit, knowledge and expertise are required in the following areas:

- Components of emergency management programs and practices: Mitigation, preparedness, response and recovery;
- Municipal, Provincial and Federal emergency management programs and practices;
- Critical Infrastructure Protection/Assurance;
- Incident Command System;
- Emergency declarations;
- Government of Saskatchewan emergency management structure, including roles, responsibilities and contact information for key ministries, agencies and Crowns;
- Call-out and notification procedures;



- The Provincial Emergency Operations Centre as well as procedures for establishing other EOCs as required (ie: Regional EOC, Alternate locations for PEOC, etc.);
- The components of multi-service, multi-jurisdictional emergency response, including operational and management structures; and
- Policies and procedures related to the procurement of required resources in support of emergency response and recovery activities.

Public Safety/Sask911

In order to perform critical activities, Public Safety staff has in-depth training, experience and understanding pertaining to emergency management practices and procedures. In this unit, knowledge and expertise are required in the following areas:

Components of emergency management programs and practices:

- Mitigation, preparedness, response and recovery;
- Incident Command System;
- Emergency declarations;
- Municipal emergency management programs and procedures including roles, responsibilities and contact information for local officials and emergency response organizations;
- Call-out and notification procedures;
- The Provincial Emergency Operations Centre as well as procedures for establishing other EOCs as required (ie: Regional EOC, Alternate locations for PEOC, etc.);
- The components of multi-service, multi-jurisdictional emergency response, including operational and management structures; and
- Policies and procedures related to the procurement of required resources in support of emergency response and recovery activities.

In order to perform critical activities, Sask911 staff has in-depth training, experience and understanding pertaining to emergency communications and the 911 system within the province. In this unit, knowledge and expertise are required in the following areas:

- 911 Call taking procedures;
- PES on-call and notification protocols;
- Related mapping and geo-spatial programs; and
- Emergency response and dispatch protocols.

* It is important to note these specific PES staff skills because it would be challenging to attempt to provide support for this branch in the event of reduced staffing (ie: backfill positions, temporarily staff, etc). Anyone serving in an on-call capacity within PES must be able to provide expert advice and support, whether on-site or remotely, to a variety of stakeholders.



E) *Related Agreements*

General

PES is in the process of developing and finalizing an agreement with Indian and Northern Affairs Canada (INAC) in relation to the provision of emergency response and recovery programs in First Nations Communities which are otherwise the legislated responsibility of the Government of Canada. This agreement will allow for cost recovery by the province for emergency management activities undertaken in support of these communities in times of emergency.

PES currently has an agreement with a private answering service to answer after-hours calls and forward urgent requests to relevant on-call staff. Calls are forwarded during non-working hours including 1700-0800 weekdays, weekends and holidays. In early 2008, after hours answering services are to be transferred to the Prince Albert PSAP. Plans for this transfer are under development and will be disseminated at a later date. This service is essential to PES as it is the primary manner in which stakeholders and partners inform staff of real or imminent emergency situations as well as share critical information and seek advice.

SaskEMO

Agreements exist between SaskEMO and the Ministry of Health in relation to the provision of an alternate location for the Provincial EOC in the event that the primary location is threatened or otherwise unavailable. This alternate location is a boardroom in the basement of 3475 Albert Street. It is recognized that not all 42 agencies will attend and that attendance will be through a combination of face to face and teleconference meetings. It is not anticipated that SaskEMO would move into the Health EOC.



Appendix I – PSC - Human Resources

Role:

The role of the Human Resources Branch is to coordinate the continuation of the services of payroll, benefits, staffing and consulting.

This Business Continuity Plan has been created to ensure the continued availability of essential services and operations of the Human Resources Branch as a result of a business interruption, provincial or national disaster.

Delegation of Authority:

In the event of an emergency, management of the branch will be directed by the Executive Director. If the Executive Director is unavailable, an Acting Executive Director should be appointed.

Objectives of the Business Continuity Plan:

The objectives of the HRB Continuity Plan are:

To provide services on the 5 key functions as soon as possible after the occurrence of a business interruption or disaster:

- Strike Management
- Payroll Services
- Benefit Services
- Staffing and Consulting Services
- Occupational Health and Safety

The BCP Team:

The BCP team will consist of the management team of the Public Service Commission Human Resources Team assigned to CPSP. They are:

- Executive Director of Human Resources – Marlys Tafelmeyer
- Manager, HR Services – Valerie Bayer
- Manager, HR Programs – Diane Gurski
- Manager, Organizational and Employee Effectiveness – Sue Mitten
- Manager, Administration – Bonnie Brezinsky
- Client Service Team Leader – Barb Young
- Client Service Team Leader – Josh Thomas

Notification:

The HRB Executive Director will receive notification from the Crisis Management Team on the status of the disruption and will ensure that his team is fully briefed.

Internally:

In the event of a business interruption or disaster, managers and team leaders will be responsible for notifying their staff and outside agencies that deal directly with the HRB by:

- telephone (land lines and cell)



- phone tree
- central message centre – put a message on one voicemail and everyone can phone it for updates
- Fax, or by our website.
- Messages through Committees – Corrections, Public Safety and Policing Executive and Senior Management
- Communications Ministry.

Externally:

The outside agencies that need to be informed are the Public Service Commission, Ministry of Finance, PEBA, Group Medical Services, and Great West Life. Again, messages can be sent out through the Communications Ministry.

The team should pick a central meeting place along with an alternate location. This location should be large enough for all staff to meet comfortably.

Relocation:

In the event of a business interruption or disaster, employees will relocate to a different location. This might be:

- New building location
- Sharing computers at a different Ministry location
- Offices at home

In these situations, HRB would need to bring in computers and have the appropriate programs installed (MIDAS access, etc). The Executive Director and his management team would be responsible for contacting the Accommodations division of Corporate Services to work with SPM and SaskTel along with ITO.

Resource Requirements:

Short-term/Long term:

In the event of a disaster or emergency, the first priority would be to have payroll completed. HRB would need to have a minimum of eight to ten client service team members. If resources are short in this area, HRB could deploy other staff into these positions, either from other HRB staff or assistance from other branches. HRB will need to link in with the Public Service Commission (their MIDAS plan) and PEBA (Benefits coordination). Further information will be added when it is received from these agencies.

The second priority would be to provide staffing and consulting services. People are placed in difficult situations during times of disasters. HRB will need to provide extra staff to different locations (when absenteeism is high) along with family assistance programs.

If the situation were to continue for an extended timeframe, it would be extremely difficult to manage and other solutions would need to be found.

HRB would need to keep a list of contacts (timekeepers etc) and their alternates up to date. Everyone in the Ministry must have access to this list. HRB will also have an updated list of



what computer access is required, the number of phones needed, what type of space is needed, fax machine, etc.

Impact:

HRB employees would be the main ones affected by a natural disaster, as some people would not be getting paid. Permanent employees cheques would run automatically, but others need to have their hours imputed, and verified before payroll will run. It is expected that HRB would rely on our timekeepers that they are imputing correct information. In order to keep the payrolls running, HRB staff would be verifying and correcting any potential errors at a later date. Assistance might be provided from Corporate Services (Accounting) by generating Quickpays.

Procedures:

A detailed checklist of all procedures to be followed is to be placed in a central location of the office. Along with this checklist, there should be a team phone book which should include the following information on each member of the team:

- Name
- Title
- Home telephone number
- Home Address – street address
- Cellular telephone number, if available
- For emergency
- Contact
- Relation
- Phone number
- Personal e-mail address



Appendix J – Licensing and Inspections

Introduction:

The Licensing and Inspections Branch administers a wide range of regulatory, enforcement, and advisory services which provide safety standards to industry and the general public in the areas of:

- boiler and pressure vessel installations
- elevator and amusement ride installations
- licensing of persons who install gas and electrical equipment

The registration, inspection, certification, and licensing programs are operated on a fee-for-service, cost-recovery basis. Related costs are directed at those sectors which are directly involved in the manufacture, installation, and operation of potentially hazardous equipment; however, the safety benefits derived from these programs affect all Saskatchewan residents.

Boiler and Pressure Vessel Safety: Provides public protection and safety through the establishment and enforcement of technical safety standards related to the manufacture, installation, and operation of pressure equipment in use in commercial, industrial, residential and institutional sectors within the province.

Examination and Certification: Within Boiler and Pressure Vessel Safety this program area deals with the examination, certification, auditing, and licensing of Power Engineers, Pressure Welders, Pressure Welding Examiners, Pressure Equipment Inspectors, Quality Control Programs, Quality Management Systems, Guarded Plant Licensing, ASME Shop Inspections and Weld Procedure Specifications.

Codes and Standards Compliance: Within Boiler and Pressure Vessel Safety this program area deals with the design review of pressure equipment and pressure safety valve lock out programs.

Elevator and Amusement Ride Safety: Elevating and amusement ride devices are in widespread operation throughout the province. Passenger elevators, escalators, and ski lifts provide significant convenience to the public at large and contribute to the quality of life in the province. The elevator and amusement ride safety programs establish and enforce technical safety standards to minimize the potential hazards associated with the transportation and movement of people by complex electrical and mechanical equipment.

Gas and Electrical Licensing: The licensing programs apply to contractors, employers, and individuals who provide gas and electrical installation services, and perform such work on behalf of the public and within premises they may own.



A - Critical Activities

The Licensing and Inspections Branch has no 24 hour critical activities, however, our vital services include:

- Perform acceptance inspections of installation of new equipment.
- Accident investigations
- Routine in-service elevator, boiler and amusement ride inspections (the latter are typically summer activities).
- Examinations and the licensing programs (restricted service).

B - Execution of Critical Activities

- The inspectors keep their own equipment with them (protection equipment etc), so they could continue inspections relatively normally.
- The majority of procedures are documented and kept in binders within each specific area. Procedures are also documented in the G and I drives. Employees are able to access files from both drives.
- Resume basic services from our Saskatoon branch (Sturdy Stone building), accessing the electronic files and databases from this location (Client files for the Northern half of the province are kept in Saskatoon).
- Utilize Head Office location (Scarth Street) for some of the licensing programs.
- Laptops and remote access from homes (laptops would need to have the appropriate programs installed).
- Contract out inspection services to other provincial agencies (ABSA, TSSA etc).

C - Notification

1. Inform employees (list of contact numbers is stored on a shared electronic calendar and is accessible by admin staff. Senior managers keep contact information on their blackberries/cell phones.
2. In the event of an emergency or loss of access to our building, internal communications would be executed in accordance with the CPSP Business Continuity Plan – i.e. informing other Ministries/agencies.
3. Key message would be developed and disseminated through the appropriate communication channels, as determined by Licensing and Inspections senior management - i.e. Public advisory on the Licensing and Inspections Branch web site.
4. Radio and television ads, as deemed appropriate.
5. Stakeholders
6. Update central message system for the toll free number (this service is provided by SaskTel).

D - Recovery Resource Profile

Executive Director will decide on the number of staff needed, dependent of location and levels of service offered. Propose 6 of each of the following:

- Desk, chair, telephone, computer, laptop (if required),
- 2 printers
- 1 photocopier
- 1 fax machine
- Moneris machine (to take visa/mastercard payments).
- Basic office supplies



E - Delegation of authority

Brian Kراسиun, Executive Director

Chris Selinger, Manager (A/Executive Director in Brian's absence)

F - Agreements in place

No formal agreements in place.



Appendix K – Policing Services Division

1. Introduction

The overall mandate of the Policing Service Division is to provide safe communities and maintain public order through the provision of effective and efficient policing. The mandate is achieved through provision of the Aboriginal Policing Program, the Safer Communities and Neighbourhoods Program (SCAN), the Vehicle Impoundment against Sexual Exploitation Program (VISE), the Private Investigators and Security Guards Program (PI/SG), the administration of *The Public Disclosure Act*, the administration of policing service delivery by the Provincial Police Service (RCMP) under the Provincial Police Service Agreement and the provision of funding for specialized programs to municipal police services to enhance capacity to meet government priorities in delivering targeted enforcement/crime reduction strategies and integrated police initiatives that uphold the rule of law while protecting the rights of individuals.

3. Notifications

In the event of the loss of the headquarters, the contact people for notifying employees, the general public, other Ministries and agencies and other critical partners will be:

<i>Key Contacts – Ministry</i>			
Name (in priority order):	Work	Home	Cell
Murray Sawatsky – Executive Director	787-6534		
Terry Hawkes – Director	787-1150		
Rick Peach – Director	787-9292		
Dave Horn – Director	787-0400		
Bernadette Aubichon – A/Director	953-3466		

In the event of a disaster other than the loss of the headquarters, the contact people for notifying employees, the general public, other departments and agencies and other critical partners will be:

<i>Key Contacts – Ministry</i>			
Name (in priority order):	Work	Home	Cell
Murray Sawatsky – Executive Director	787-6534		
Terry Hawkes – Director, Programs	787-1150		
Rick Peach – Director, Strategic Policy	787-9292		



Dave Horn – Director, SCAN	787-0400		
Bernadette Aubichon – A/Director Aboriginal Policing	953-3466		
Gary Morin – Director, Police College	787-8869		

4. Recovery Resource Profile

In the event of disaster, the program requires immediate access to space, computers (may be available at Police College for short term) phones, fax and furniture. The major concern is with access to electronic data stored on the servers.



Appendix L – CPSP Employees with Remote Access

The following CPSP employees have Connectra Access:

Adamson, Heather	Lloyd, J.D.
Agnew, Todd	Longjohn, Bradley
Backlund, Randy	Luskey, Charlene
Bandy, Keith	MacDonald, Terry
Banka, Dorothy	Mar, Star
Baum, Melinda	McDonald, Betty Lynn
Beeds, Doris	McEown, Kevin
Bird, Marcel	McFadyen, Mark
Boulding, Bonnie	McKay, Duane
Bugler, Reginald	McLeod, Jolene
Burch, Fred	Mellon, Karin
Catley, Trent	Mills, Dwayne
Cook, Laura	Moan, Nadine
Davis, Rick	Morrow, Karen
Deibert, Cheryl	Parenteau, Rayleen
Desnomie, Pam	Peach, Richard
Epp, Marisa	Peekeekoot, Carmen
Ewenin, Suzanne	Penner, Lonnie
Fourstar, Joseph	Phillips, Marlyn
Fremont, Roy	Reardon, Karl
Friske, Carl	Reid, Dale
Galloway, Rick	Roche, Kevin
Giles Rude, Raequel	Ryba, Randy
Green, Norma	Sanders, Murray
Hill, Steven	Schmidt, Maureen
Hopper, Shelley	Schnell, Doris
Howden, Don	Schrader, Karry
Hulet, Julien	Scriver, Heather
Keele, Ross	Shiplett, David
Ketzmerick, Michelle	Simpson, John
Kinch, Denise	Smallboy, Carl
King, Colin	Snell, Ken
Kirkland, Tammy	Treppel, Darrel
Lacey, Shana	Tufts, Sandy
Lapshinoff, John	Vermette, Ann
Lautsch, Karen	Weisshaar, Donna
Lerat, Maureen	Wheaton, Cathy
Lew, Eva	Wilkins, Dana
Orthner, Judy	Wotherspoon, Blair
	Wright, Yvette
	Zablocki, Heather



Appendix M – Delegation of Signing Authority

Al Hilton is the Deputy Minister of Saskatchewan Corrections, Public Safety and Policing. If Al Hilton is unavailable, the following list includes the delegation of signing authority for the role of Deputy Minister:

1. Mae Boa, Assistant Deputy Minister, Corporate Services and Public Safety

If both Al Hilton and Mae Boa are unavailable, then:

2. Tom Young, Executive Director, Protection and Emergency Services



Appendix N – Senior Management Committee/Alternate/Back up

Al Hilton, Deputy Minister

Phone: 787-8065 Fax: 798-0270

Alternate: Mae Boa – Phone: 787-8081

Back up: Tammy Kirkland – Phone: 787-3573

Mae Boa, Assistant Deputy Minister

Phone: 787-8081 Fax: 798-0270

Alternate: Tammy Kirkland – Phone: 787-3573

Back up: Bob Kary – Phone: 787-4701

Jim Bingaman, Director, Information Management

Phone: 787-9512 Fax: 787-0858

Alternate: Tricia Kessler – Phone: 787-0214

Back up: Renee Pritchard – Phone: 787-6078

Caroline Graves, Executive Assistant to the Deputy Minister

Phone: 787-8062 Fax: 798-0270

Alternate: Raequel Giles Rude – Phone: 787-8060

Back up: Karin Mellon – Phone: 787-8633

Bob Kary, Executive Director, Young Offender Programs

Phone: 787-4701 Fax: 787-0676

Alternate: Constance Hourie – Phone: 787-9237

Back up: Rick Bereti – Phone: 787-1394

Tammy Kirkland, Executive Director, Adult Corrections

Phone: 787-3573 Fax: 787-0676

Alternate: Carol Fiedelleck – Phone: 787-3572

Back up: Heather Scriver – Phone: 787-3571

Brian Kراسيun, Executive Director, Licensing and Inspections

Phone: 787-4514 Fax: 787-9273

Alternate: Chris Selinger – Phone: 787-4514

Back up: Nick Surtees – Phone: 787-9076

Karen Lautsch, Executive Director, Strategic Policy Branch

Phone: 787-7344 Fax: 798-0270

Alternate: Paulette Mazenc – Phone: 787-7454

Back up: Dorothy Banka – Phone: 787-8509



Judy Orthner, Director, Communications and Public Education

Phone: 787-5883 Fax: 798-0270

Alternate: Laur'Lei Silzer – Phone: 787-0775

Back up: Jocelyn Lane – Phone: 787-8627

Murray Sawatsky, Executive Director, Policing Services Division

Phone: 787-6534 Fax: 787-0136

Alternate: Rick Peach – Phone: 787-9292

Back up: Terry Hawkes – Phone: 787-1150

Marlys Tafelmeyer, Executive Director, Human Resources

Phone: 787-5475 Fax: 787-2084

Alternate: Valerie Bayer – Phone: 787-3660

Back up: Sue Mitten – Phone: 787-6129

Tom Young, Executive Director, Protection and Emergency Services

Phone: 787-3316 Fax: 787-1694

Alternate: Bill Hawkins – Phone: 787-4517

Back up: Kevin Roche – Phone: 787-9567

Mae Boa, Emergency Planning Officer

Phone: 787-8081 Fax: 798-0270

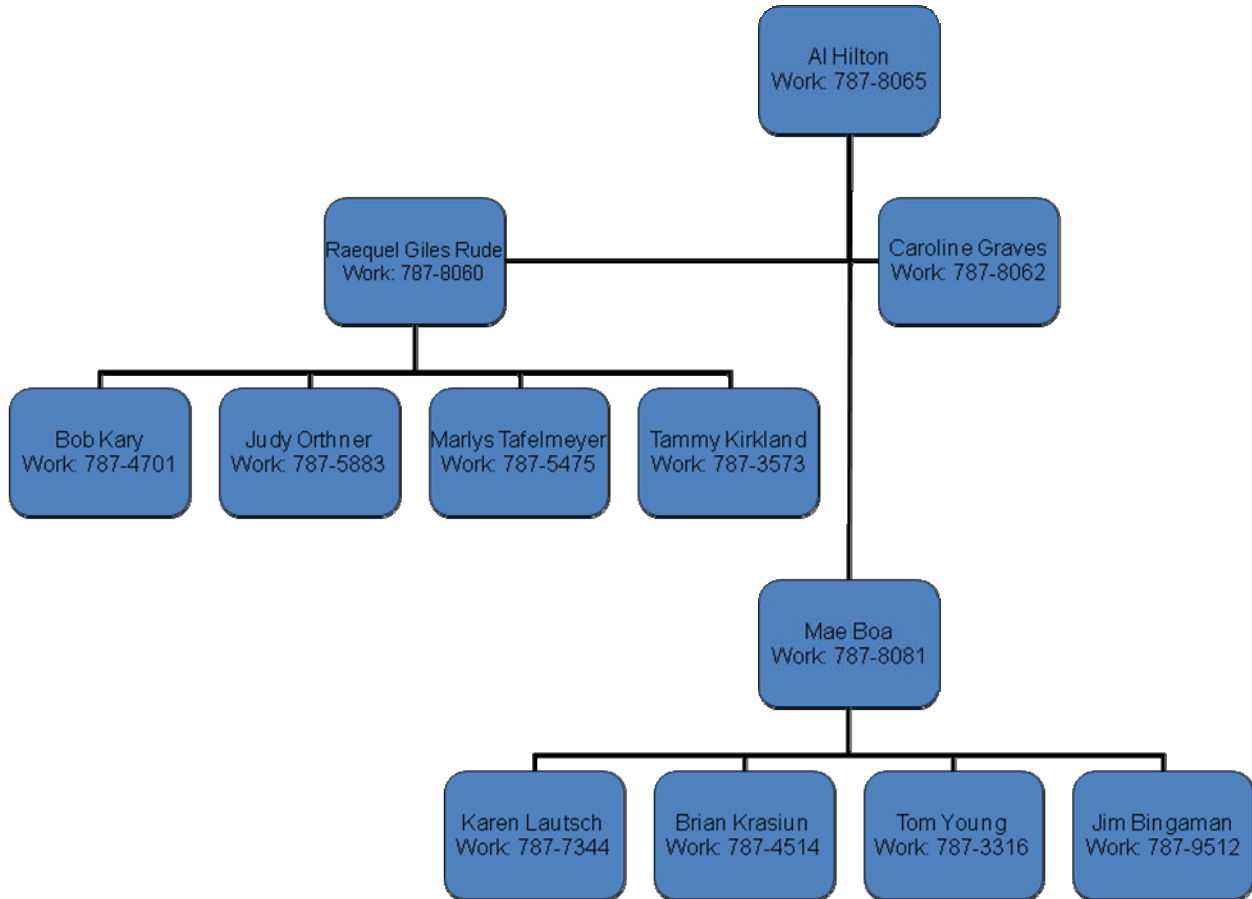
Back up: Duane McKay – Phone: 787-4516

Alternate EPO: Chris Selinger – Phone: 787-4514



Phone Contact Priorities

Following initial briefing the Team will contact their direct reports.



This Call Tree references the ‘downward’ flow of information. Individuals may report directly to the Deputy Minister.

After briefing with the DM, Executive Directors will contact their respective Direct Reports as required.



Appendix O – CPSP Locations

Community	Building Name	Floor	Address	Contact Number
Yorkton	Kuziak Building	01	72 Smith Street East	<i>Awaiting numbers from Government Services</i>
Yorkton	Kuziak Building	02	72 Smith Street East	
Estevan	Provincial Office Building	L1	1302 - 3rd Street	
Estevan	Provincial Office Building	01	1302 - 3rd Street	
Regina	Paul Dojack Youth Centre	L1	Ritter Avenue and Toothill Street	
Regina	Paul Dojack Youth Centre	01	Ritter Avenue and Toothill Street	
Regina	Panther and Eagle Dormitory	01	2nd Avenue and Courtney Street	
Regina	Hawk and Falcon Dormitory	01	Ritter Ave and Toothill St Ritter Ave and Toothill	
Regina	Detention Unit	01	Street Ritter Ave and Toothill	
Regina	Blue Garage	01	Street Ritter Ave and Toothill	
Regina	Change House	01	Street Ritter Ave and Toothill	
Regina	Unit Four South	01	Street	
North Battleford	Kramer Place	01	1146 102nd Street	
North Battleford	Main Building (SHNB)	L1	Sask Hospital Grounds	
North Battleford	Main Building (SHNB)	03	Sask Hospital Grounds	
North Battleford	Main Building (SHNB)	02	Sask Hospital Grounds	
North Battleford	Main Building (SHNB)	01	Sask Hospital Grounds	
North Battleford	Community Correctional Centre (SHNB)	02	Sask Hospital Grounds	
North Battleford	Community Correctional Centre (SHNB)	L1	Sask Hospital Grounds	
North Battleford	Community Correctional Centre (SHNB)	01	Sask Hospital Grounds	
Regina	Men's Correction Centre - Main Building	04	9th Avenue North	
Regina	Men's Correction Centre - Main Building	03	9th Avenue North	
Regina	Men's Correction Centre - Main Building	L1	9th Avenue North	
Regina	Men's Correction Centre - Main Building	02	9th Avenue North	
Regina	Men's Correction Centre – Main Building	01	9th Avenue North	
Regina	Greenhouse #3 (Corr Ctr)	01	9th Avenue North	
Regina	Machine Shed (Corr Ctr)	01	9th Avenue North	
Regina	Tool Shed (Corr Ctr)	01	9th Avenue North	
Regina	Maintenance (Corr Ctr)	01	9th Avenue North	
Regina	Compound Wsh (Corr Ctr)	01	Correctional Centre	
Regina	Living Unit A (Corr Ctr)	02	9th Avenue North	



Regina	Living Unit A (Corr Ctr)	01	9th Avenue North
Regina	Living Unit B (Corr Ctr)	02	9th Avenue North
Regina	Living Unit B (Corr Ctr)	01	9th Avenue North
Regina	Living Unit C (Corr Ctr)	02	9th Avenue North
Regina	Living Unit C (Corr Ctr)	01	9th Avenue North
Regina	Workshop (Corr Ctr)	01	9th Avenue North
	Community Training		
Prince Albert	Residence	L1	1827 1st Avenue West
	Community Training		
Prince Albert	Residence	02	1827 1st Avenue West
	Community Training		
Prince Albert	Residence	01	1827 1st Avenue West
	Auditorium (North Park Centre - NPC)		
Prince Albert	Auditorium (North Park Centre - NPC)	02	North Park Centre
	Auditorium (North Park Centre - NPC)		
Prince Albert	Metal Quonset (NPC)	01	North Park Centre
Prince Albert	Root Cellar (NPC)	01	North Park Centre
Prince Albert	Root Cellar (NPC)	01	North Park Centre
	Pine Grove Correctional Centre		1700 7th Avenue North East
Prince Albert	Pine Grove Correctional Centre	L1	1700 7th Avenue North East
	Pine Grove Correctional Centre		1700 7th Avenue North East
Prince Albert	Pine Grove Correctional Centre	02	1700 7th Avenue North East
	Pine Grove Correctional Centre		1700 7th Avenue North East
Prince Albert	Pine Grove Correctional Centre	01	1700 7th Avenue North East
Saskatoon	Sturdy Stone Centre	08	122 3rd Avenue North
Saskatoon	Sturdy Stone Centre	09	122 3rd Avenue North
Saskatoon	Sturdy Stone Centre	01	122 3rd Avenue North
Saskatoon	Sturdy Stone Centre	09	122 3rd Avenue North
Saskatoon	Sturdy Stone Centre	02	122 3rd Avenue North
			111 Crawford Avenue
Melfort	Norman Vickar Building	01	East
Moose Jaw	W. G. Davies Building	L1	110 Ominica Street West
Moose Jaw	W. G. Davies Building	02	110 Ominica Street West
Swift Current	E. I. Wood Building	03	350 Cheadle Street West
	Men's Correctional Centre		
Saskatoon	Main Building	01	910 - 60th Street East
Saskatoon	Living Unit A (Corr Ctr)	02	910 - 60th Street East
Saskatoon	Living Unit A (Corr Ctr)	01	910 - 60th Street East
Saskatoon	Living Unit B (Corr Ctr)	02	910 - 60th Street East
Saskatoon	Living Unit B (Corr Ctr)	01	910 - 60th Street East
Saskatoon	Living Unit C (Corr Ctr)	02	910 - 60th Street East
Saskatoon	Living Unit C (Corr Ctr)	01	910 - 60th Street East
Saskatoon	Living Unit D (Corr Ctr)	02	910 - 60th Street East
Saskatoon	Living Unit D (Corr Ctr)	01	910 - 60th Street East
Saskatoon	Program Building (Corr Ctr)	01	910 - 60th Street East
Saskatoon	Correctional Centre Trailer #1	01	910 - 60th Street East
Saskatoon	Correctional Centre Trailer #2	01	910 - 60th Street East
Saskatoon	Correctional Centre Trailer #3	01	910 - 60th Street East
	Correctional Centre Main Building		
Prince Albert	Building	01	3120 Central Avenue



Prince Albert	Living Unit A	02	3120 Central Avenue
Prince Albert	Living Unit A	01	3120 Central Avenue
Prince Albert	Living Unit B	02	3120 Central Avenue
Prince Albert	Living Unit B	01	3120 Central Avenue
Prince Albert	C.C. Living Unit D	02	3120 Central Avenue
Prince Albert	C.C. Living Unit D	01	3120 Central Avenue
Prince Albert	C.C. Carpenters Shop	01	3120 Central Avenue
Prince Albert	Living Unit C	02	3120 Central Avenue
Prince Albert	Living Unit C	01	3120 Central Avenue
Prince Albert	C.C. Stores Bldg 1 (Formerly Storage Shed #1)	01	3120 Central Avenue
Prince Albert	Gas Shed	01	3120 Central Avenue
Prince Albert	C.C. Small Motors Shop	01	3120 Central Avenue
Prince Albert	Sports Shack	01	3120 Central Avenue
Prince Albert	C.C Stores Bldg 2 (Formerly Trailer #1)	01	3120 Central Avenue
Prince Albert	C.C. Cultural Bldg 1 (Formerly Trailer #3)	01	3120 Central Avenue
Prince Albert	Trailer #4	01	3120 Central Avenue
Prince Albert	Mechanics Shed	01	3120 Central Avenue
Prince Albert	Formerly Storage Shed #2	01	3120 Central Avenue
Prince Albert	Land Titles	L1	63 12th Street East
Saskatoon	Kilburn Hall	L1	1302 Kilburn Avenue
Saskatoon	Kilburn Hall	01	1302 Kilburn Avenue
Echo Valley Prov. Park	Correction Camp	01	Echo Valley Prov. Park
Echo Valley Prov. Park	Correction Camp	01	Echo Valley Prov. Park
Echo Valley Prov. Park	Cold Storage Building (Correction Camp)	01	Echo Valley Park
Saskatoon	Open Custody Residence	L1	West 1/2 lsd 4, sec 2,
Saskatoon	Open Custody Residence	01	West 1/2 lsd 4, sec 2,
Saskatoon	2 Car Garage	01	West 1/2 lsd 4, sec 2,
Saskatoon	Storage Shed	01	West 1/2 lsd 4, sec 2,
Saskatoon	Pole Building 1	01	West 1/2 lsd 4, sec 2,
Saskatoon	Pole Building 2	01	West 1/2 lsd 4, sec 2,
Saskatoon	Workshop and Storage Building	01	West 1/2 lsd 4, sec 2,
Saskatoon	Food Service / Counselling Building	01	7 miles N.W. of Yorkton
Yorkton	Recreation Centre, Store	01	7 miles N.W. of Yorkton
Yorkton	Auto Club and Hobby Shop	01	7 miles N.W. of Yorkton
Yorkton	New Residence (White Spruce)	01	7 miles N.W. of Yorkton
Yorkton	New Residence-Pod 3 (White Spruce)	01	7 miles N.W. of Yorkton
Yorkton	White Spruce House #3	01	7 Miles N.W. of Yorkton
Yorkton	White Spruce House #5	01	7 Miles N.W. of Yorkton
Prince Albert	Youth Residence	L1	North Park Centre
Prince Albert	Youth Residence	01	North Park Centre



Prince Albert	Youth Residence Carpenter Shop / Greenhouse	01	North Park Centre
Prince Albert	Youth Residence Sharber Trailers	01	North Park Centre
Prince Albert	Youth Residence Kitchen/Dining	01	North Park Centre
Prince Albert	Youth Residence Remand Addition	01	North Park Centre
Regina	Victoria Tower	01	1855 Victoria Avenue
Regina	Victoria Tower	01	1855 Victoria Avenue
Regina	Victoria Tower	03	1855 Victoria Avenue
Regina	Ratner Building	L1	1942 Hamilton Street
Regina	Ratner Building	02	1942 Hamilton Street
Prince Albert	L. F. McIntosh Building	L1	800 Central Avenue
Prince Albert	L. F. McIntosh Building	10	800 Central Avenue
Prince Albert	L. F. McIntosh Building	01	800 Central Avenue
Prince Albert	L. F. McIntosh Building	11	800 Central Avenue
North Battleford	Drumming Hill Youth Facility	L1	Sask Hospital Grounds
North Battleford	Drumming Hill Youth Facility	01	Sask Hospital Grounds
Hudson Bay	Blake Beattie School	01	501 Prince Street
Regina	Queen Building	01	2800 Broad Street
Regina	SaskEnergy Building	07	1777 Victoria Avenue
Nipawin	McNevin Building	01	210 1st Street East
Saskatoon	Cynthia Centre	01	1078 Cynthia Street
Regina	CVA Building	01	500 McLeod Street
Leask	Mistawasis Band Office	01	P. O. Box 250, Leask
Saskatoon	Concorde Investments Building	03	129 3rd Avenue N
Buffalo Narrows	Village Office	02	1213 Waite Street
Regina	Community Training Residence (Smith)	L1	2257 Smith Street
Regina	Community Training Residence (Smith)	02	2257 Smith Street
Regina	Community Training Residence (Smith)	01	2257 Smith Street
Meadow Lake	Clearwater Ventures Building	01	204 - 1st Street East
Weyburn	J. Auburn Pepper Building	03	110 Souris Avenue
Saskatoon	Urban Camp	01	910 - 60th Street East
Wakaw	Town Office	01	121 Main Street
Regina	McCallum Hill Centre Tower 1	12	1874 Scarth Street
Regina	McCallum Hill Centre Tower 1	07	1874 Scarth Street
Saskatoon	Community Training Residence	L1	501 4th Ave. N.
Saskatoon	Community Training Residence	01	501 4th Ave. N.
Saskatoon	Community Training Residence	02	501 4th Ave. N.
La Loche	Provincial Office Building	01	La Loche Avenue
Fort Qu Appelle	Treaty Four Government	02	298 Broadway Street West



	Centre		
North Battleford	Don Ross Centre	01	891 - 99th Street
North Battleford	Don Ross Centre	01	891 - 99th Street
La Ronge	Mistasinihk Place Brick Provincial Office	01	1328 La Ronge Avenue
La Ronge	Building	L1	131 Louis Rd
Buffalo Narrows	Community Correction Centre	01	Staines St.
Smoothstone River	Correctional Camp	01	Smoothstone River
Creighton	Provincial Office Building	01	298 1st Avenue East
Creighton	Provincial Office Building	01	298 1st Avenue East
Lloydminster	Provincial Office Building	02	4815 50th Street



Appendix P – CPSP Blackberry Users

Updated August 25, 2008

Name	Position	Email	Office #	Cell #
Amanie, James	Inspector, Licensing and Inspections	james.amanie@gov.sk.ca	933-6988	
Anderson, Lance	Inspector, Licensing and Inspections	lance.anderson@gov.sk.ca	787-8393	
Aubichon, Bernadette	Training Coordinator, Aboriginal Policing	bernadette.aubichon@gov.sk.ca	953-3466	
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Balkwill, Edward	Inspector, Licensing and Inspections	edward.balkwill@gov.sk.ca	787-4544	
Bereti, Rick	A/Director, Community Youth Services, YO	rick.bereti@gov.sk.ca	787-1394	
Boa, Mae	ADM	mae.boa@gov.sk.ca	787-8081	
Brcic, Ana	Financial Manager, Sask911	ana.brcic@gov.sk.ca	787-4515	
Broda, Lisa	Director of Clinical Services, YO	lisa.broda@gov.sk.ca	933-5510	
Burch, Fred	Director of Policy and Planning, AC	fred.burch@gov.sk.ca	787-3242	
Cameron, Wayne	Inspector, Licensing and Inspections	wayne.cameron@gov.sk.ca	787-4523	
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Cook, Laura	Director, Saskatoon CTR	laura.cook@gov.sk.ca	933-6182	
Davis, Rick	Manager, Information Systems, AC	rick.davis@gov.sk.ca	787-3640	
Davis, Warren	Director, Killburn Hall, YO	warren.davis@gov.sk.ca	933-5514	
Deibert, Cheryl	Manager, Public Safety and Sask911	cheryl.deibert@gov.sk.ca	787-4543	
Disiewich, Wally	Deputy Director of Programs, PACC	wally.disiewich@gov.sk.ca	953-3003	
Fiedelleck, Carol	Director, Community Corrections, AC	carol.fiedelleck@gov.sk.ca	787-3572	
Friske, Carl	Emergency Mgmt Advisor, Sask911	carl.friske@gov.sk.ca	933-6116	



Furman, Joyce	Manager, Community Youth Services, YO	joyce.furman@gov.sk.ca	787-3217	
Galloway, Rick	Public Safety Officer, Sask911	Rick.Galloway@gov.sk.ca	N/A	
Geddes, Corey	Regional Director, Com.Ops – Yorkton, YO	corey.geddes@gov.sk.ca	786-1481	
Graves, Caroline	Director, Besnard Lake, AC	caroline.graves@gov.sk.ca	425-4014	
Gurnsey-Regnion, Kim	Director, Custody Programs, YO		787-4702	
Haukeness, Russel	Manager, Elevator and Amusement Rides, L & I	russel.haukeness@gov.sk.ca	787-4531	
Hawkes, Terry	Director, Program and Finance, PSD	terry.hawkes@gov.sk.ca	787-1150	
Hawkins, William	Chief Building Official, PES	william.hawkins@gov.sk.ca	787-4517	
Hopper, Shelley	Deputy Director Security, SPCC	shelley.hopper@gov.sk.ca	956-8804	
Hourie, Constance	A/Director, Community Youth Services, YO	constance.hourie@gov.sk.ca	787-9237	
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DeJong, Bryce	A/Senior Inspection Officer	bryce.dejong@gov.sk.ca	425-6664	
Kary, Bob	Executive Director, YO	bob.kary@gov.sk.ca	787-4701	
King, Colin	Federal-Provincial Liason Officer, SaskEMO	colin.king@gov.sk.ca	787-9568	
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Krasiun, Brian	Executive Director, L & I	brian.krasiun@gov.sk.ca	787-4509	
Lautsch, Karen	Executive Director, Strategic Policy	karen.lautsch@gov.sk.ca	787-7344	
Lerat, Maureen	Manager, First Nation and Metis, AC and YO	maureen.lerat@gov.sk.ca	798-0958	
Lieffers, Jeff	Inspector, Licensing and Inspections	jeff.lieffers@gov.sk.ca	933-6747	
Lloyd, J.D.	Fire Prevention Officer, PES	jd.lloyd@gov.sk.ca	933-5733	
Luskey, Charlene	Public Safety Officer, Sask911	charlene.luskey@gov.sk.ca	946-6000	
Manning, Al	Director, Paul Dojack	al.manning@gov.sk.ca	787-3562	
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Vacant	Provincial Programs Coordinator, SaskEMO		787-9566	
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Postnikoff, Larry	Manager, Inspections, L and I	larry.postnikoff@gov.sk.ca	933-7075	
Pratt, Keith	Director, Echo Valley Youth Centre	keith.pratt@gov.sk.ca	332-3213	
Regnier, Mike	Director, PAYR	mike.regnier@gov.sk.ca	953-3589	
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Roche, Kevin	Director, SaskEMO	kevin.roche@gov.sk.ca	787-9567	
Ryba, Randy	Fire Prevention Officer, PES	randy.ryba@gov.sk.ca	787-8402	
Sanders, Murray	Federal Programs Coordinator, SaskEMO	murray.sanders@gov.sk.ca	787-9182	
Sawatsky, Murray	Executive Director, PSD	murray.sawatsky@gov.sk.ca	787-6534	
Schmidt, Maureen	Manager, Sask911	maureen.schmidt@gov.sk.ca	798-3082	
Scriver, Heather	Director, Institutional Operations, AC	heather.scriver@gov.sk.ca	787-3571	
Selinger, Chris	Manager, Codes & Standards Compliance, L & I	chris.selinger@gov.sk.ca	787-4514	
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Snell, Ken	Fire Prevention Officer, PES	ken.snell@gov.sk.ca	933-5064	
Song, Yimin	Inspector, Licensing and Inspections	yimin.song@gov.sk.ca	933-5547	
Sorensen, Van	Inspector, Licensing and Inspections	van.sorensen@gov.sk.ca	933-7515	
Stadnyk, Jerry	Inspector, Licensing and Inspections	jerry.stadnyk@gov.sk.ca	933-5822	
Stroeder, Lyle	Director, Aboriginal Policing, PSD	lyle.stroeder@gov.sk.ca	787-0499	
Surtees, Nick	Project Manager, RPCC, AC	nick.surtees@gov.sk.ca	787-9076	



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Treppel, Darrel	Project Director, Telecomm.Project, PES	darrel.treppel@gov.sk.ca	787-5651	
Walberg, Eric	Director, Pine Grove Correctional Centre	eric.walberg@gov.sk.ca	953-3150	
Wilkins, Dana	Assistant Director, Community Corrections, AC	dana.wilkins@gov.sk.ca	798-0988	
Woroniuk, Terry	Inspector, Licensing and Inspections	terry.woroniuk@gov.sk.ca	933-5011	
Wright, Yvette	Public Safety Officer, Sask911	yvette.wright@gov.sk.ca	637-3828	
Wrubleski, Tim	Inspector, Licensing and Inspections	tim.wrubleski@gov.sk.ca	933-5036	
Wyshynski, Lyle	Inspector, Licensing and Inspections	lyle.wyshynski@gov.sk.ca	933-5609	
Young, Tom	Executive Director, PES	tom.young@gov.sk.ca	787-3316	
Yungwirth, Russel	Inspector, Licensing and Inspections	russel.yungwirth@gov.sk.ca	933-5607	



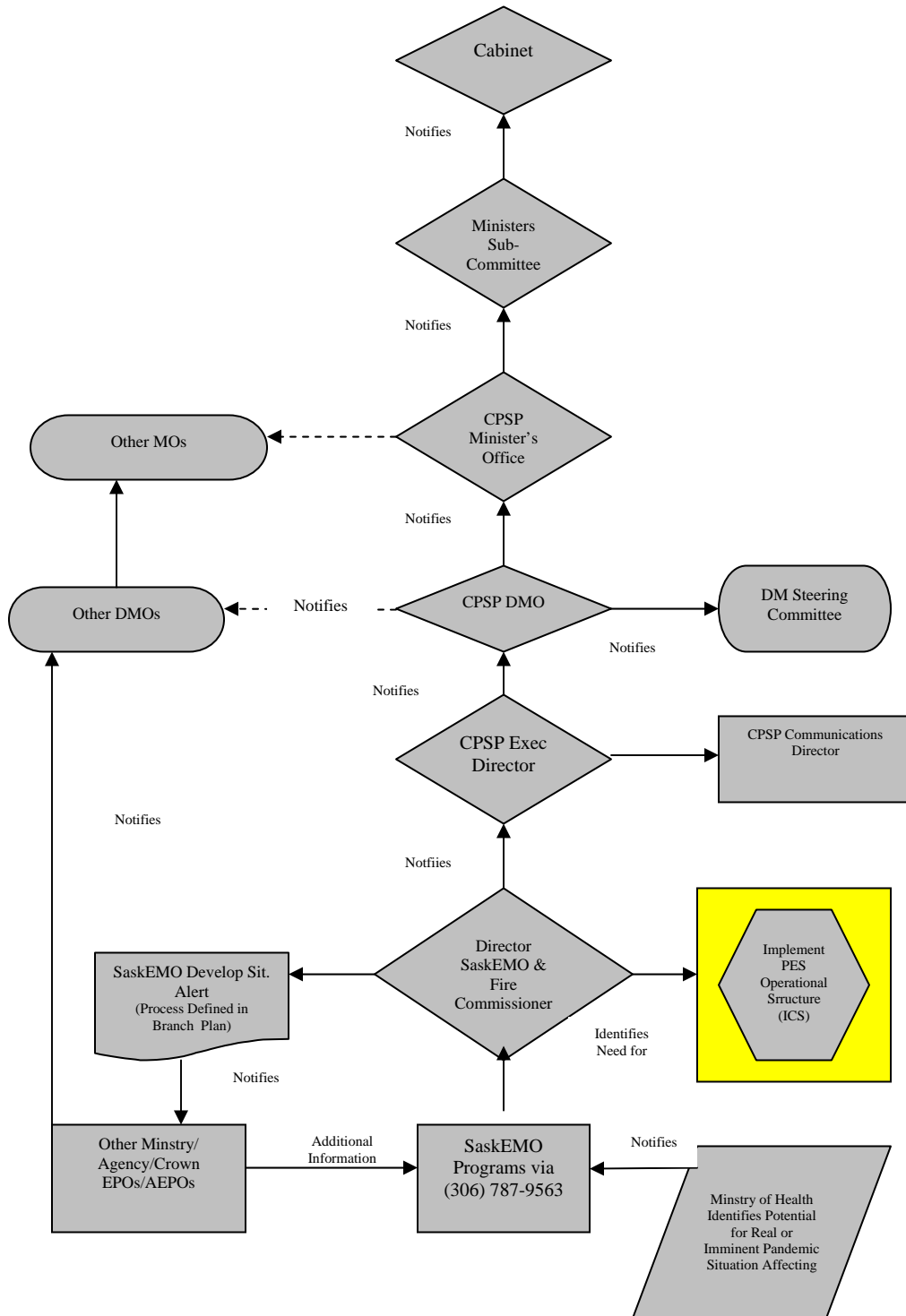
Appendix S – Interdependency Check List

Organization	YES	NO	Comments
Ministry of Corrections, Public Safety & Policing			
MINISTRIES			
Advanced Education Employment and Labour			
Agriculture			
Corrections, Public Safety and Policing			
Education			
Energy and Resources			
Environment			
Executive Council	X		Legislative Services
Finance	X		Funding
First Nations and Métis Relations			
Government Services	X		Buildings, Court Houses, CVA support, mail services
Health	X		H1N1 Precautions/Triggers
Highways and Infrastructure	X		Open Roadways
Information Technology Office	X		Mission critical applications, email, file & print, Blackberries, remote access
Intergovernmental Affairs			
Justice and Attorney General	X		Courts, Inmate transport, Civil Law Service Delivery (MOU)
Municipal Affairs			
Provincial Secretary			
Public Service Commission	X		Staffing, re-deployment Service Delivery (MOU)
Social Services	X		Service Delivery (MOU)
Tourism, Parks, Culture and Sport			
CROWNS			
Crown Investment Corporation			
SaskTel	X		
Sask Power	X		
SaskEnergy	X		



Organization	YES	NO	Comments
Sask Gaming Corporation			
Sask Transportation Company			
SaskWater	X		In the event of concurrent Natural Disaster
Information Services Corporation	X		Sask911
TB CROWNS			
Sask Communications Network	X		Provincial Public Safety Telecommunications Network
Sask Liquor and Gaming Authority			
Sask Health Information Network			
Sask Municipal Board			
Sask Research Council			
Sask Watershed Authority			
OTHER			
Sask Arts Board			
Sask Assessment Management Agency	X		Contacts with R.M.s
Sask Human Rights Commission			
Sask Legal Aid Commission			
Sask Pension Plan			
Sask Financial Services Commission			
Wetland Conservation Corporation			
Workers Compensation Board			
OUTSIDE GOVERNMENT (CBOs, Private Business/Industry, etc.)			
RCMP	X		Transport of inmates/Custody Facilities Back up Staff Replacement
Municipal Police	X		Transport of Inmates

Appendix T - SASKEMO: Protection and Emergency Services INITIAL PES NOTIFICATION PROCESS





INCIDENT COMMAND SYSTEM

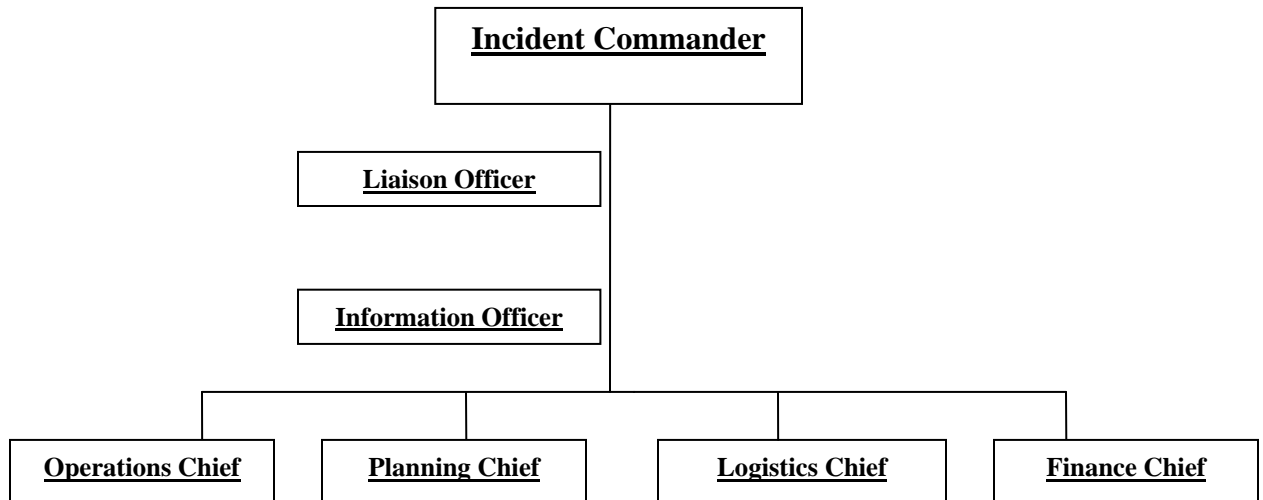
When multiple agencies are required to work together at an incident scene, they will often choose a common response management system in order to ensure the utmost level of compatibility. Most commonly, emergency responders, including government ministries, in the modern emergency management environment will use the Incident Command System (ICS).

Despite its relative simplicity, ICS is not an intuitive system. In order to implement it effectively, appropriate levels of training and experience are imperative.

Within Protection and Emergency Services, ICS will be the recognized standard of excellence for incident management. All staff will be required to have, at minimum, introductory (Level 100) ICS training.

PES RESPONSE STRUCTURE

During events requiring the establishment of the Provincial Emergency Operations Centre, PES will implement a response structure that employs a consistent Incident Command System (ICS) format. The following positions may be staffed in the EOC:



PES notes that ICS is designed to expand and contract in relation to situation factors such as scope, duration and magnitude. The Incident Commander will make decisions pertaining to which positions are staffed throughout the incident.



RESPONSE ROLES AND RESPONSIBILITIES UNDER ICS

Chief of Emergency Planning: As defined in the *Emergency Planning Act*, the Chief of Emergency Planning is an employee of the ministry housing the mandate for emergency management which is Corrections, Public Safety and Policing. This position is appointed formally by the Deputy Minister on behalf of the Minister.

In PES, this position is identified as the Executive Director. In the absence of the Executive Director, this role may be filled by a designate as predetermined by the primary.

The role of the Chief of Emergency Planning during any real or imminent emergency situation, such as a pandemic, is to ensure communication is clear and effective between the Provincial EOC Incident Commander and the following:

- Deputy Ministers Office.
- Any other senior committees, working groups and/or sub-committees, as required.

Incident Commander: The Incident Commander is the person who is charged with overseeing all response functions during an emergency situation in support of affected local authorities and/or provincial government ministries, agencies and crown corporations. This person is responsible for outlining incident objectives and managing all comprehensive incident operations.

Furthermore, the Incident Commander will ensure that the Chief of Emergency Planning is kept abreast of current information in order to make certain that communication makes it up the chain to all appropriate senior management and committees.

In PES, the Incident Commander role will be filled by the Fire Commissioner/Director of Emergency Operations. In the absence of the Fire Commissioner, another equally qualified individual from within PES may perform the functions of the Incident Commander as predetermined by the primary.

Information Officer: The Information Officer is responsible for developing and releasing information about the incident to the media and other required external agencies.

In relation to PES and the Provincial EOC, this position will be staffed by a member of the CPSP Communications Branch in accordance with existing Emergency Communications protocol.

EOC Liaison Officer: The EOC Liaison Officer's role is to serve as a point of contact for assisting and coordinating activities between the Provincial EOC and all other functioning EOCs at the federal, provincial and municipal levels as well as Emergency Planning Officers and other government contact points. The Liaison Officer in the Provincial EOC will ensure information is communicated efficiently to the appropriate staff within the ICS structure.



Operations Section: The Operations Section conducts tactical operations, develops tactical objectives and allocates available resources to these operations. This section is under the immediate direction of the Operations Section Chief, whom reports to the Incident Commander.

In the PES context, the position of Operations Chief will be staffed by a Deputy Fire Commissioner as designated by the Incident Commander.

Field Liaison Officers: During the deployment of PES resources to the field, whether to a site or to a partner EOC, individuals will serve as Field Liaison Officers meaning they will act as a conduit for information sharing between the field and the Provincial EOC. Field Liaison Officers may be specialists in fire (such as an investigator or inspector) and/or emergency management.

In PES, Field Liaison Officer positions will most often be filled by Emergency Services Officers from the Office of the Fire Commissioner.

Planning Section: The Planning Section is responsible for collecting and displaying information as requested by the Operations and Logistics sections. Further, this section assists with the development of Incident Action Plans for each operational period, conducts long range planning and arranges for demobilization at the end of an incident. The Planning Section maintains an inventory of resources and organizes critical incident documentation. This section is under the immediate direction of the Planning Section Chief, whom reports to the Incident Commander.

Logistics Section: This section is responsible for the services and support needs of incidents in the field, other ministries, agencies and crowns as well as the Provincial EOC. Responsibilities include obtaining and maintaining essential personnel, facilities, equipment, and supplies. The Logistics Section is in place to provide tools and resources to meet overall objectives. This includes technological support, mobile trailers such as Communication on Wheels (COWS), etc. This section is under the immediate direction of the Logistics Section Chief, whom reports to the Incident Commander.

Provincial EOC Duty Officer: The role of the EOC Duty Officer is to ensure the efficient functioning of the EOC facility. This includes making certain that the facility is equipped with appropriate supplies, technology is in place and functioning and that there is a record of individuals coming in and out of the centre.

This position reports to the Logistics Section Chief.

Finance/Administrative Section: The Financial/Administrative Section is responsible for procurement of specialized equipment and resources, negotiations with contractors, and preparing cost estimates. This section is under the immediate direction of the Finance/Admin Section Chief, whom reports to the Incident Commander.



LEADERSHIP: ROLES AND RESPONSIBILITIES IN EMERGENCY SITUATIONS

Deputy Minister	<ul style="list-style-type: none"> • Directs the implementation of CPSP Pandemic Plans. • Coordinates communication with the Minister and Minister’s Office. • Advises and informs the DMCEM and the DM Steering Committee for the Pandemic event.
Executive Director – PES	<ul style="list-style-type: none"> • Upon implementation of the PES Pandemic Plan, serves as the Chief of Emergency Planning. • Advises and informs the ADM, DM, DMO and CPSP Communications Director. • Advises and informs any other relevant working groups/committees.
Director - SaskEMO	<ul style="list-style-type: none"> • Coordinates messaging from ministries, agencies and crowns and brief PES Executive Director. • Serves as the Planning Section Chief under an ICS, as it is implemented, under the direction of the Incident Commander. • Reviews Situation Alerts and Situation Reports and vets to the Incident Commander for clearance. • Ensures that PDAP is able to maintain critical service delivery.
Fire Commissioner & Director of Emergency Response	<ul style="list-style-type: none"> • Acts as the Incident Commander in the event of an EOC activation. • Oversees and directs the response operations of PES staff both in the field and in the Provincial EOC.
Director – Financial Services	<ul style="list-style-type: none"> • Serves as the Finance/Admin Section Chief under the direction of the Incident Commander. • Seeks approval for extraordinary expenses required for the PES pandemic response. • Ensures that PDAP is able to maintain critical service delivery. • Establishes emergency procurement procedures, as required. • Ensures that appropriate cost tracking procedures are in place and being used properly by PES branch staff.
Deputy Fire Commissioner – Regional Operations	<ul style="list-style-type: none"> • Acts as a Deputy Incident Commander in the absence of the Fire Commissioner • Serves as the Operations Section Chief under the direction of the Incident Commander. • Coordinates and directs the activities of PES field staff and field liaison officers.
CPSP Communications Director	<ul style="list-style-type: none"> • Supports the development of a government-wide communications plan. • Acts as a spokesperson between PES and the media. • Works with Ministry of Health Communications to ensure consistent messaging to all stakeholders. • Approves PES-specific communication pieces developed in a pandemic situation.

COORDINATION WITH PARTNERS

It is understood that during a pandemic situation, it is likely that multiple EOCs will be activated simultaneously by a variety of partners, including the Ministry of Health’s HEOC. These may be established, in whole or in part, at any time by local authorities,



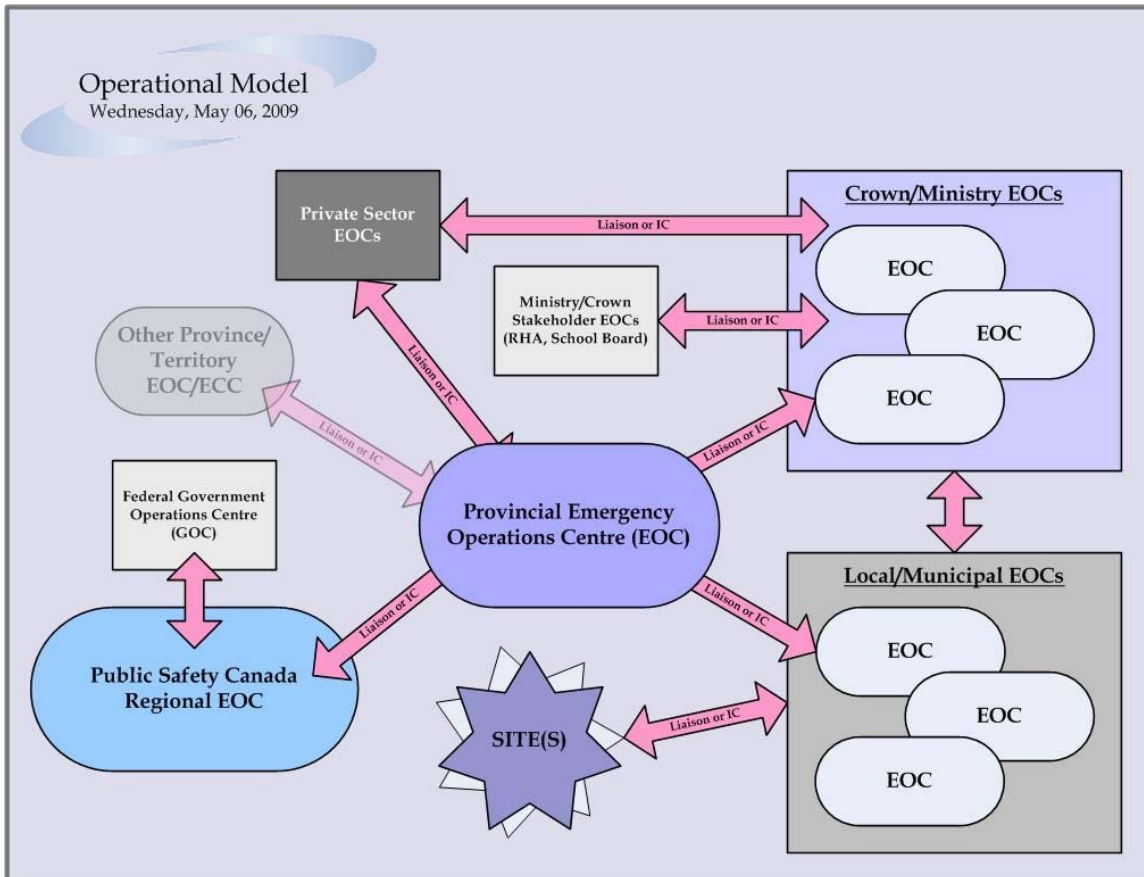
ministries/Crowns, private sector interests, federal organizations, neighbouring provinces, states and/or territories and/or other stakeholders.

During events involving multiple responding agencies, it is imperative that a system for communication between all partners is clearly established. In this province, this will be done through the use of LIAISON OFFICERS, keeping in mind the principles of ICS. If all EOCs are utilizing the same standard for incident management, it should make the communication of necessary and timely information more seamless.

Liaison Officers at partner EOCs and in the field will be able to communicate with PES through the branch LO in the Provincial EOC who will communicate key information to other sections of the response as well as the Incident Commander.

The goal of recommended actions during these phases is to reduce the impact of the pandemic on society. The following chart focuses on actions of the PES plan that pertain to these phases.

EOC OPERATIONAL MODEL





In PES, it will be best-practice to ensure all essential or priority services be supported by **3-Deep** personnel redundancy.

Each of the units within PES provides personnel support and assistance to one another. In times of emergency, all non-critical activities can be suspended in order to ensure personnel are adequate for maintaining priority services.

PES staff has the ability to perform critical activities from nearly any location as long as they are provided with the required situational information to make informed decisions.

On-call staff are trained in notification and call-out procedures to ensure required staff is aware and involved in support of critical activities.

ESSENTIAL SKILLS/KNOWLEDGE/COMPETENCIES/TRAINING

It is critical, in order to provide efficient delivery and limit disruption, that essential skills, knowledge, competencies and training associated with the performance of a priority service are identified in advance and that redundancy is built in to the branch via training wherever required. Familiarity with ICS is essential as is familiarity with the standard operating procedures on notification.

FINANCIAL CONSIDERATIONS

Normal daily financial obligations will be met using standard policy. The following guidelines will assist directors of PES units to make decisions, outside the norm, that entail financial obligations:

- Overtime and travel expenses required to execute pandemic response activities are expected and, wherever possible, approval / notification should follow existing policies in accordance with the PSC.
- Acquisition of supplies and services normally used by the business unit will be acquired in accordance with normal policies and processes.
- Acquisition of supplies and services not used in normal operation should be purchased in accordance with normal policies and procedures.
- Exceptions: in the rare event that acquisition of supplies and service are required to reduce risk of loss of life, injury or significant damage to property or the environment, the manager or director may do so and notify the PES Executive Director. Notification of the Assistant Deputy Minister will also occur simultaneously or as soon as possible.

RECOVERY (See CPSP BCP Recovery Profile)



TRAINING

In order to ensure this plan can be implemented as described it is imperative that all PES staff have at least a baseline understanding of not only pandemic influenza but also broader emergency management as well as the Incident Command System.

In accordance with this plan, all PES staff will be required to participate in the following training:

- Basic Emergency Management (BEM) – Offered through OFC
- Incident Command System (ICS) – 100 Level Self Study
- Pandemic Influenza Awareness – Offered through SaskEMO

EXERCISING

This plan will be exercised annually, at minimum, or otherwise at the call of the Deputy Minister or their designate.

Furthermore, PES will participate in exercises held by CPSP in relation to ministry-wide planning and response to ensure that the branch plan aligns with all other relevant plans. Protection and Emergency Services will work with Emergency Operations Advisory Council and Protection and Emergency Management Committee to coordinate, design and facilitate exercise opportunities in relation to the government wide pandemic planning situation. These exercises will be designed based on best practices and will involve a process for integrating lessons-learned into operational processes.



Appendix U – Infectious Disease Policy

SASKATCHEWAN CORRECTIONS AND PUBLIC SAFETY POLICY STATEMENT Updated March 2008

SUBJECT

Infectious Disease

PREAMBLE

The purpose of this policy and associated appendices is to set a Ministry standard for the protection of employees from infectious disease, as per the requirements of Section 85 of the Saskatchewan Occupational Health and Safety Regulations, 1996. With sound educational practices and preventative measures, together we can prevent or minimise the risk of all infectious disease.

SCOPE

This policy and associated appendices apply to all Corrections, Public Safety and Policing (CPSP) employees, and will be updated every three years by the CPSP OH&S Council, or sooner if required.

POLICY

The manager for each work location shall arrange for required awareness education. New employees shall receive awareness education on infectious disease appropriate to personal job responsibilities before possible exposure. Current employees shall receive awareness education within 12 months of the effective date of this policy. Employees identified as high risk for occupational exposure shall receive refresher awareness education every five years, or more frequently. Institutional facilities will arrange for applicable employees to receive additional awareness education and training sufficient for specific job responsibilities – refer to divisional directive *Blood and Body Fluids Spills*.

The manager for each work location may arrange for required awareness education and refresher awareness education to be provided in-house. It is recommended that awareness education be provided via a facilitating employee utilising a local education package that meets Section 85 of the *Occupational Health and Safety Regulations, 1996* or by utilising Appendix F *Awareness Education*. The total education package may require 1-1 ½ hours and can be implemented during a regular scheduled meeting through printed version.

The manager for each work location may also choose awareness education to occur through individual self study of a local education package or through individual review of



Appendix F *Awareness Education* and the completion of Appendix G *Independent Awareness Education*. The completed Appendix G shall be signed and dated by the employee and provided to the appropriate supervisor to be reviewed, signed, and then filed appropriately.

Whether providing a facilitated workshop or independent self study, both the facilitator and independent participants are required to fulfill the Facilitator's/User's Checklist before the awareness education begins (slide 2 of Appendix F).

Each workplace shall maintain written documents that detail:
Level of Occupational Risk for Exposure to Hepatitis B as per job responsibilities. Refer to Appendix B *Occupational Risk for Exposure to Hepatitis B*
Identification of specific infectious diseases more prevalent with the local client group
Identification of engineering controls, work practice controls, personal protective equipment, cleaning supplies, and laundry decontamination as per work location. As well as how to access these, proper use, and maintenance
Access to vaccinations
Practical situations specific to personal job responsibilities where exposure could occur
How to report exposures, provide first aid, perform an investigation plan, and perform follow up locally
This compilation of information shall be incorporated into awareness education for all employees.

Record of employee awareness education will be kept departmentally on IPS/MIDAS recorded under the title "Infectious Disease"

Each work location will identify, obtain and maintain vaccination practices, engineering controls, work practices controls, and personal protective equipment appropriate to specific job responsibilities.

For quick reference of this policy refer to Appendix A *Infectious Disease Flowchart*

DEFINITIONS

Infectious Disease/Communicable Disease

A disease transmitted only by a specific kind of contact and can be transmitted from one person to another.

Universal/Standard Precautions

Refers to infection control guidelines and it is the practice of treating *all* blood and body fluids as potentially infectious material so as to prevent personal contact with them.

General Cleaning

Is a process of cleaning that eliminates infectious substances from a surface and can be applied by anyone to any workplace. Refer to Appendix D *General Cleaning*, for required supplies and procedures.



Biohazard

Is a biological agent or condition, such as an infectious disease, that constitutes a threat to humans. It is the potential danger, risk, or harm from exposure to such an agent or condition. Biohazard materials require appropriate disposal. Refer to Appendix F *Awareness Education* for requirements.

Potential for Harm

An exposure means personal contact with something. The potential for harm is the possibility that an exposure to an infectious substance could cause an ill effect. Each infectious disease has a different potential for harm and is affected by:

The volume or dose of infectious material contacted

The concentration of infectious micro-organisms in the material contacted

The duration of contact

The location and amount of body exposed

Is it blood-borne, airborne, etc

Type of exposure (intact skin, non-intact skin, mucous membrane)

Is the host susceptible

The potential for harm after exposure varies greatly and is best determined by a medical physician. Treatment to prevent harm is most effective when initiated early.

DISEASE INFORMATION

There are over 60 reportable infectious diseases of public health importance in Saskatchewan. Please refer to Appendix C *Infectious Disease Table*, for information.

MODE OF TRANSMISSION

Different diseases spread different ways. Refer to Appendix C *Infectious Disease Table* for possible modes of transmission.

OCCUPATIONAL RISK ASSESSMENT

To identify an employee's risk of potential occupational exposure to hepatitis B, refer to Appendix B *Occupational Risk Assessment for Hepatitis B*. The manager from each work location or region and applicable employees shall work with the Branch manager to identify occupational risk per employee group. The results of this assessment also indicate the risk for other blood borne exposures.

If an employee group is identified as "high risk", hepatitis B vaccination will be provided to the employee as a condition of employment. This can be arranged through the direct supervisor. If an employee identified as high risk refuses the hepatitis B vaccination, the employee shall sign and date a written refusal, but may choose at a later date to obtain this vaccination or testing. An employee's signed refusal, acceptance, or acknowledgement of prior vaccination shall be captured in Appendix J *Hepatitis B Consent/Waiver Form*.



Mantoux testing is a specialized skin test that can detect exposure to tuberculosis. Mantoux testing is available as a condition of employment to any employee after suspected occupational exposure. Suspected occupational exposure includes *prolonged, close* contact with a client who is coughing and active tuberculosis is suspected. Day to day job responsibilities is not expected to produce a suspected exposure. If an incident should occur where an exposure is suspected, a medical physician can help determine risk and recommend testing. Appropriate workplace investigation and follow up are required for suspected exposures.

INFECTION CONTROL MEASURES

Infection control measures are methods that prevent or minimize the risk of occupational exposure to infectious disease. The following infection control measures are listed in the order of required implementation:

- Vaccination
- Engineering Controls (controls that isolate or remove the hazard from the workplace and is the recommended first measure)
- Personal Protective Equipment (specialized clothing or equipment worn by an employee for protection against a hazard)
- Work Practices (controls that reduce the likelihood of exposure by altering the manner in which a task is performed)
- NOTE: Personal protective equipment and work practice controls requires employee compliance. These control measure require awareness education and supervision.

Legislation and guidelines for infection control measures are provided in Appendix F *Awareness Education*.

EXPOSURE MANAGEMENT

If a potential exposure has occurred, your work location is obligated to perform follow up and investigation of such exposures. This plan requires the following:

- First Aid
- If it is a surface exposure:
- Wash exposed *intact skin* well with soap and water
- Flush *non-intact skin* with water for 10-15 minutes, then wash well with soap and water. Cover with appropriate clean dressing
- Encourage bleeding of *punctures, lacerations, or bites* then wash well with soap and water. Use antiseptic if available. Cover with appropriate clean dressing
- Flush exposed *eyes, nose or mouth* with water (or saline for eyes) for 10-15 minutes

Medical Evaluation

Arrange for the exposed employee to attend the nearest hospital emergency department immediately for health intervention. Treatment and the potential for harm will be determined by the examining physician. If treatment is required, it is most effective if implemented early. If the employee declines emergency medical intervention, the employee shall sign and date a written refusal. Appendix E *Investigation Plan* provides an area to obtain this signature

Investigation



All exposures require an investigation. Follow your local workplace procedures utilized for any investigation – utilize local OH&S committees where available
If your workplace investigation plan does not apply to infectious disease occurrences, or if your workplace does not have any investigation plan, utilize Appendix E *Investigation Plan*
An investigation requires a written documentation of details of the incident, observations, actions taken, and recommendations to prevent future occurrences
The names of exposed employees are not to be released to anyone except medical personnel or others directly involved in the investigation or follow up.

Documentation shall include:

- Location and time of event
- Nature of the event “what happened”
- Control measures and personal protective equipment in place at the time of the event
- Follow up as performed
- How to prevent similar incidents
- Copies of the investigation report and other related documentation are to be provided to the manager/director and the local OH&S committee

Follow up

Follow up as per *Appendix B* of the **CPSP Violence Policy** – *Incident Response Checklist*
Counseling – ministry employees with applicable specialized training designated to provide counseling or alternative community resources (i.e. Employee Family Assistance Program) shall both be offered to the exposed employee

APPENDICES

Appendix A

[Flowchart.doc](#)

Appendix B

[OccupationalRiskAssessmentforExposure.doc](#)

Appendix C

[INFECTIOUSDISEASETABLE.doc](#)

Appendix D

[GeneralCleaning.doc](#)

Appendix E

[InvestigationPlan.doc](#)

Appendix F

[AwarenessEducation.ppt](#)

Appendix G

[IndependentAwarenessEducation.doc](#)

Appendix H

[EvaluationForm.doc](#)

Appendix I

[MandatoryTestingandDisclosure\(BodilySubstances\)Act.doc](#)

Appendix J

[Consent Waiver.doc](#)

Appendix V – Community Based Organizations – Pandemic Planning

Working with CBO's to ensure they have plans and are prepared.

Appendix W – Business Continuity Management Policy

PREAMBLE

The Ministry of Corrections, Public Safety and Policing (CPSP) recognizes that business interruptions can occur for various reasons. Therefore, the Ministry is committed to an orderly restoration of services in a planned and organized manner. The Ministry's emergency plan outlines the areas responsible for providing a prompt and coordinated response to emergencies and disasters. The Ministry's strike contingency plan ensures the deployment of appropriate resources across a number of business critical processes and activities throughout CPSP. Accordingly, the Ministry's business continuity plan will ensure that CPSP can continue to provide its critical services during an interruption. An approved business continuity management policy is required to mandate the establishment of the Business Continuity Management (BCM) program within the Ministry.

POLICY

The Ministry of Corrections, Public Safety and Policing shall establish a business continuity management program. CPSP shall develop, test and maintain a business continuity plan for its critical services to ensure the continued availability of critical services in the event of an interruption. This business continuity plan will include the coordination of processes, procedures, decisions and activities to ensure that CPSP can continue to function through an interruption. It will identify the necessary resources, including key personnel, information, equipment and infrastructure to facilitate the rapid, efficient and cost-effective continuity of the Ministry's critical services.

AUTHORITY

The authority for the activation of Branch business continuity plans rests with the Branch. Accordingly, the authority for the activation of the Ministerial business continuity plan rests with the Deputy Minister or assigned delegates.

Responsibilities:

Senior Management Committee

The Senior Management Committee is responsible for the support, oversight and approval of the Ministerial business continuity management program.

Emergency Management Steering Committee

The Emergency Management Steering Committee shall be responsible for the development, coordination, activation and implementation of the business continuity plan. When required, Branch heads will assign a representative who is responsible for business resources and processes to work with the Committee in the planning, maintenance, testing and implementation of the business continuity plan.



Plan Testing

Testing and exercising of the business continuity plan enables the BCM program to remain active, up to date, understood and usable. It also provides a mechanism for maintaining and updating the plan. Program maintenance and plan review, updating and exercising is an integral part of the plan development and implementation process.

Plan Maintenance

The business continuity plan will be reviewed on an annual basis or when there is a substantive change to the organization. This review will be completed by the Emergency Management Steering Committee with recommendations to the Senior Management Committee.