



**Saskatchewan  
Ministry of  
Corrections, Public  
Safety and Policing**

**Office of the Fire Commissioner**

*Working together to protect Saskatchewan people, communities and the environment.*

**Nine Steps for  
Emergency Plan Development**

## Foreword

Thank you for participating in the *Nine Steps for Emergency Plan Development* program. The partnership of provincial, municipal and First Nations communities is the cornerstone of an effective emergency management plan and public safety program. This manual and DVD project would not be possible without the hard work of many professionals who participated in its development. In addition, we would like to express our appreciation to Public Safety Canada and the Saskatchewan Emergency Planners Association (SEPA) for their contributions to this project and ongoing commitment to emergency preparedness.

This manual and DVD are designed to be one component of an ongoing process intended to assist in the development, implementation and maintenance of an effective public safety program in your community. We hope you find this material both informative and helpful in the development of your local emergency plan.

The Office of the Fire Commissioner is committed to promoting emergency preparedness, 9-1-1, fire and life safety education across Saskatchewan. The various programs offered have one common goal – to better prepare and protect the residents, property and environment of the Province of Saskatchewan.

# Table of Contents

**FOREWORD .....2**

**TABLE OF CONTENTS .....3**

**AIM AND OBJECTIVE .....4**

    AIM:.....4

    OBJECTIVE: .....4

**INTRODUCTION .....5**

    WHY HAVE A PLAN? .....5

    WHAT ARE THE CHANCES OF THAT HAPPENING? .....5

    RECENT SASKATCHEWAN EMERGENCIES: .....6

**AUTHORITY.....9**

**STEP 1 - AUTHORIZE .....10**

    SAMPLE BYLAW 1 .....11

    SAMPLE BYLAW 2 .....15

**STEP 2 - APPOINT .....17**

**STEP 3 - STRUCTURE .....18**

**STEP 4 - IDENTIFY AND ANALYZE .....19**

**STEP 5 – COMPILE .....22**

**STEP 6 – NOTIFY.....25**

    SAMPLE EMERGENCY CONTACT LIST .....27

**STEP 7 – DELEGATE .....28**

    SAMPLE DECLARATION OF A LOCAL EMERGENCY 1 .....32

    SAMPLE TERMINATION OF LOCAL EMERGENCY 1 .....32

    SAMPLE DECLARATION OF A LOCAL EMERGENCY 2 .....33

    SAMPLE TERMINATION OF LOCAL EMERGENCY 2 .....33

    SAMPLE NEWS RELEASE .....34

    EMERGENCY OPERATIONS CENTRE (EOC) .....35

**STEP 8 – COMMUNICATE .....36**

**STEP 9 – ORGANIZE AND PUBLISH.....37**

    SAMPLE PLAN .....39

**EMERGENCY PLANNING ACT .....53**

## **Aim and Objective**

### **Aim:**

The manual and DVD are intended to be used by local Emergency Coordinators and Emergency Management Organizations (EMOs) to facilitate Emergency Plan development and the enhancement of a public safety program.

### **Objective:**

The objective of this project is to:

- Outline the legislative authority and program policy in support of emergency management.
- Provide a step-by-step process for communities to develop and implement an Emergency Plan for their community.

## **Introduction**

### **Why have a Plan?**

The reason for an emergency plan is simply that it saves lives and saves money. The aim of an emergency plan is to reduce the risk to life and health the residents may face and to reduce the damage to property that often results from an emergency. It does this by allowing elected officials and other agencies in the community to prepare calmly and realistically for likely emergencies. It also helps to locate the resources and the equipment that will be needed, to inform their citizens of the dangers and the ways to avoid them and to quickly arrange help when help is needed. It is far easier to do all this before an emergency strikes rather than during the confusion that normally accompanies unforeseen and disastrous events.

Proper planning can reduce the long-term effects of both “human caused” and “natural” disasters and help your community recover faster. It will also help you avoid the mistakes that are often made when an emergency strikes.

### **What are the chances of that happening?**

The need to prepare for an emergency is closely connected to the perception of risk. It is not just the perception that a risk exists, but that it involves real and personal danger, that it has a fairly high probability of happening and that it is imminent - it could occur tomorrow, rather than some time in the future.

For example, if your community straddles a major highway or rail line where hazardous materials are regularly transported, your residents probably believe there is a reasonable likelihood of a serious spill, and with good reason. If your town is built on a flood plain, you can reasonably expect to face high water. Any prudent official should be prepared for those contingencies.

### **How does planning help?**

Emergency planning helps local authorities anticipate problems and possible solutions. You will not be able to anticipate every emergency; however, you will be able to develop appropriate responses for a wide range of occurrences. Those responses will enable your community to react faster and more effectively, especially during the critical early hours of an emergency. Simply knowing who should go where and who does what, will help save lives and property, reduce damage and speed your community's recovery.

### **Small communities**

Many smaller municipalities and communities act as though the risk of an emergency actually occurring is so remote that it is pointless to plan. A more realistic view is that smaller municipalities are more at risk from an emergency, simply, because they have fewer resources to utilize and because their emergency services are likely to have less experience in dealing with

unexpected events than similar services in big cities. Emergencies can occur in any community, of any size. The following list shows some of the emergencies that occurred during the past 15 years throughout Saskatchewan. Most of them could have occurred in your community.

## **Recent Saskatchewan Emergencies:**

### Natural Emergencies:

- Severe Weather (wind storms, tornadoes, hail, heavy rain, blizzards):
  - Broadview
  - Pilot Butte
  - Regina
  - Saskatoon
  - Radville
  - Strasbourg
  - Duval
  - Spring Valley
  - Paynton
  - Cutknife
  - Oxbow
  - Scott
  - Sandy Beach
  - Osler
  - Fort Qu'Appelle
  - Canora
  - Melville
  - Kamsack
  
- Floods:
  - Vanguard
  - Gravelbourg
  - Eastend
  - Frenchman Valley
  - Fort Qu'Appelle
  - Swift Current
  - Moose Jaw
  - Regina
  - Melville
  - Weyburn
  - Ponteix
  - Whitewood
  - Prince Albert
  - North Battleford

- Beaver River
- Langenburg
- Kamsack
- Canora
  
- Wildfires (grass fires, forest fires):
  - Avonlea
  - Nipawin
  - Prince Albert
  - Uranium City
  - Stony Rapids
  - Black Lake
  - Wollaston Lake
  - Southend
  - Sandy Bay
  - Pelican Narrows
  - La Ronge
  - Stanley Mission
  - Pinehouse
  - Timber Bay
  - Candle Lake
  - Hudson Bay
  - Turtle Lake
  - Brightsand Lake
  - Chitek Lake
  - Big River
  - Maidstone
  - Archerwill
  - Katepwa Beach
  - Estevan
  
- Health Epidemics:
  - West Nile
  - Chronic Wasting Disease
  - Mad Cow Disease
  - Severe Acute Respiratory Syndrome (SARS)

#### Human Caused:

- Infrastructure Failures (roads, bridges, municipal infrastructure, information technology):
  - Prince Albert
  - Turtleford
  - Loon Lake

- Whiska Creek
- Arborfield
- Grand Coulee
  
- Power and Energy Failures
  
- Transportation Incidents (road, rail, water or air):
  - Biggar \*
  - Sintaluta
  - Aberdeen
  - Yorkton
  - Humboldt
  - Wilcox
  - Prince Albert
  - Unity
  - Estevan
  
- Structural Fires:
  - Central Butte
  - Tagaske
  - Naicam
  - Kerrobert
  - Veregin
  
- Chemical, Biological, Radiological and Nuclear Accidents:
  - Saskatoon
  - Regina
  - Indian Head
  - Grand Coulee
  - Humboldt
  - Arborfield
  
- Risk of terrorism
  
- Risk of civil unrest

\* mass casualty

## Authority

In Saskatchewan, municipalities are obligated to establish emergency plans by *The Emergency Planning Act, 1989*, which also empowers council to be responsible for the direction and control of a municipal emergency response (to take action to implement the plan and to protect the property, health, safety and welfare of the public). **The legislation is mandatory** - it requires municipalities to:

- appoint a municipal planning committee
- establish an Emergency Measures (Management) Organization (EMO)
- appoint an Emergency Coordinator; and
- prepare an emergency plan.

Only council or a member of council in the absence of a quorum (it is recommended it be head of council, or acting head) can officially declare a state of local emergency in a municipality and exercise the special powers the legislation confers on council. The Act protects municipal officials from personal liability for their decisions and actions, provided they are acting in good faith and are not grossly negligent.

The Government of Saskatchewan can also declare an emergency (by an Order in Council) and direct municipal resources, or direct one municipality to assist another during the emergency. The legislation also provides for recovering the extraordinary costs of responding to certain emergencies. A copy of *The Emergency Planning Act, 1989* should be attached to a municipal emergency plan.

## **Step 1 – AUTHORIZE**

### **Authorize Plan Development and Establish Your Emergency Management Organization (EMO)**

In a bylaw, refer to *The Emergency Planning Act, 1989* and the requirement/authorization for the development of the Municipal Emergency Plan and the establishment of an Emergency Management Organization (EMO).

First Nations Chiefs and Band Councils will establish Band Council Resolutions to authorize emergency planning within their communities.

Sample bylaws are attached. A sample Band Council Resolution is attached.

***Draft the Bylaw or Band Council Resolution now.***

**Sample Bylaw 1.**

BYLAW NO. \_\_\_\_\_

A BYLAW OF THE TOWN OF \_\_\_\_\_  
TO PROVIDE FOR THE ESTABLISHMENT OF AN  
EMERGENCY MANAGEMENT ORGANIZATION

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Where *The Emergency Planning Act 1989*, pursuant to Section 9 provides that the local authority of each municipality shall appoint a committee of members of the local authority area, to advise on the development of the committee members;

AND SHALL establish and maintain a municipal emergency measures organization;

AND SHALL appoint a coordinator of the municipal agency and prescribe his or her duties which shall include the preparation and coordination of emergency plans and programs for the municipality;

AND SHALL prepare and approve emergency plans and programs;

AND MAY enter into agreements with and make payments to organizations for the provision of services in the development or implementation of emergency plans or programs;

NOW THEREFORE the Council of the Municipality of \_\_\_\_\_ enacts as follows:

1. In this bylaw;
  - a. "Emergency" means:
    - i) a calamity caused by accident, by an act of war or insurrection or by forces of nature; or
    - ii) a present or imminent occurrence that has resulted or may result in serious harm to the safety or welfare of people or in widespread damage to property.
2. The term "Coordinator" shall mean the person appointed by the Council of The Municipality of \_\_\_\_\_ to organize Emergency Management in the Municipality of \_\_\_\_\_.
3. The Emergency Management Organization of the Municipality of \_\_\_\_\_ shall be comprised of the Emergency Measures Planning Committee, municipal departments and voluntary organizations within the municipality.
4. Subject to Section 5 of this bylaw and subject to any directions of Municipal Council, the Emergency Management Control Group is hereby designated and appointed to be a special committee of the Municipal Council pursuant to Sec. 55 of *The Cities Act* or Section 81 of *The Municipalities Act* and shall be responsible for the carrying out of any emergency measures or emergency activities or works in the furtherance of *The Emergency Planning Act, 1989* or this bylaw and to that end, shall have and is hereby granted and delegated to it

the duties and powers of the Municipal Council except the power to borrow money, to pass a bylaw or enter into any contracts. Provided, however, such delegation of the duties and powers of the Municipal Council is expressly limited to only the powers of the Municipal Council necessary to carry out its rights, responsibilities, or duties under *The Emergency Planning Act, 1989*.

5. The Coordinator shall have the following duties and responsibilities:
  - a. Acts as Chairman of the Emergency Management Planning Committee established under this bylaw;
  - b. Stimulates and coordinates the development of an emergency plan for the community in co-operation with the departments and agencies of the municipality;
  - c. Provides emergency plans from guidelines laid down by the Emergency Management Control Group;
  - d. Submits regular reports to the Emergency Management Control Group to keep them fully informed of progress;
  - e. Correlates all activities of those person and/or organizations involved within the Municipality of \_\_\_\_\_ and designated for the Emergency Management Organizations;
  - f. Ensures that a continuous program of training for local Emergency Management Organization personnel is carried out, either by local training classes or attendance at provincial or federal training schools;
  - g. Cooperates with Mutual Aid Area and Saskatchewan Corrections and Public Safety on all matters pertaining to planning and operations;
  - h. Submits a projected budget to cover costs of emergency management operations within the municipality;
  - i. Acts as advisor to the Municipality of \_\_\_\_\_ during emergencies or disasters.
6. There shall be an Emergency Management Planning Committee comprised of the Emergency Coordinator, the Municipal Administrator, the Public Information Officer, the director of Emergency Social Services, the Chief of Police, the Fire Chief, the Director of Public Works, the Director of Transportation and such other persons, when required, that may be deemed necessary to formulate a municipal emergency plan (or their delegates who are hereby empowered to act on their behalf).
7. The EMO Planning Committee as a whole, under the coordination of the Chairman will integrate the municipal and voluntary emergency services plans into one comprehensive emergency plan.
8. Each municipal department or voluntary organizations of the municipality shall be responsible to develop and execute the emergency plan of the service he or she represents, train municipal employees and volunteers and make a comprehensive study of existing resources.

9. The Council may, from time to time, appropriate and expend monies required to meet the ordinary operating expenses of the said organization.
10. The Council may cooperate with Councils of other municipalities for the purpose of jointly establishing and operating an Emergency Management Organization upon appropriate agreement with the Province of Saskatchewan as provided for in Section 12 of this bylaw.
11. The Municipality of \_\_\_\_\_ may enter into agreement with the Province of Saskatchewan or any other governmental agency as authorized by the provisions of *The Emergency Planning Act, 1989* or regulations thereunder.
12. The Emergency Coordinator of the Municipality of \_\_\_\_\_ shall be the Chairperson of the Emergency Management Planning Committee. A declaration of an emergency may be declared by a single member of council when in the opinion of this member an emergency exists and a sufficient number of members of council are not present to declare. Upon such declaration being made, the Emergency Management Organization shall exercise all powers conferred upon them by *The Emergency Planning Act, 1989* of the Province of Saskatchewan.
13. On the making of the declaration and for the duration of the local emergency, the local authority, may do all acts and take all necessary proceedings including the following:

Powers of local authority 21(1) *The Emergency Planning Act, 1989*

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

- (i) put into operation any emergency plan or program that the local authority considers appropriate;
- (ii) acquire or utilize any real or personal property that the local authority considers necessary to prevent, combat or alleviate the effects of an emergency;
- (iii) authorize any qualified person to render aid of a type that the person is qualified to provide;
- (iv) control or prohibit travel to or from any area of the municipality;
- (v) provide for the restoration of essential facilities and the distribution of essential supplies;
- (vi) provide, maintain and co-ordinate emergency medical, welfare and other essential services in any part of the municipality;
- (vii) cause the evacuation of persons and the removal of persons or live stock and personal property from any area of the municipality that is or may be affected by an emergency and make arrangements for the adequate care and protection of those persons or live stock and of the personal property;
- (viii) authorize the entry into any building or on any land, without warrant, by any person when necessary for the implementation of an emergency plan;
- (ix) cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary in order to reach the scene of the emergency, to attempt to forestall its occurrence or to combat its progress;

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

14. In the absence of the Mayor/Reeve or Deputy Mayor/Reeve, a majority of the members of the Municipal Council are hereby authorized to declare a local emergency in the Municipality of \_\_\_\_\_.

15. This bylaw shall come into force and take effect on the day of the final passing thereof.

16. Bylaw No.\_\_\_\_ is hereby repealed.

\_\_\_\_\_  
Mayor/Reeve

\_\_\_\_\_  
Administrator

**Sample Bylaw 2.**

**BYLAW NO. \_\_\_\_\_**

**A BYLAW TO ESTABLISH AN EMERGENCY MEASURES ORGANIZATION**

The Council of the Municipality of \_\_\_\_\_ in the Province of Saskatchewan enacts as follows:

1. The Council shall establish a Local Emergency Management Organization to deal with any emergency or disaster that may occur.
2. The Council shall appoint a person as a Local Emergency Coordinator; and
3. The Council shall establish a Local Emergency Planning Committee composed of:
  - a. the Emergency Coordinator appointed in clause 2. And
  - b. any other persons Council considers necessary.
4. The Emergency Coordinator is the Chairperson of the Local Emergency Planning Committee.
5. The Municipality of \_\_\_\_\_ shall provide funding as deemed necessary and appropriate in the establishment and maintenance of the Emergency Management Organization.
6. The Council may enter into agreements with other Municipalities for the purpose of jointly establishing and operating a Mutual Aid Area Emergency Management Organization.

\_\_\_\_\_  
Mayor/Reeve

\_\_\_\_\_  
Administrator

Certified a true copy of Bylaw No. \_\_\_\_\_  
Adopted by resolution of Council on  
\_\_\_\_\_.

\_\_\_\_\_  
Administrator



Chronological no.
File reference no.

**BAND COUNCIL RESOLUTION**

**NOTE:**

The words "from our Band Funds" "capital" or "revenue", whichever is the case, must appear in all resolutions requesting expenditures from Band Funds.

The council of the _____		Cash free balance	
		Capital account	\$ _____
Date of duly convened meeting	D   M   Y	Province	Revenue account \$ _____

**DO HEREBY RESOLVE:**

- The Chief and Council shall establish an Emergency Measures Organization to deal with any emergency or disaster that may occur.
- This organization shall consist of two branches:
  - The executive *committee* shall consist of Chief and Council. This committee shall establish policy by-laws for the Emergency Organization. The Chief shall be the ex-officio chairman of the committee in accordance with the provisions of the Indian Act.
  - The executive Committee shall appoint a coordinator of the organization who will report directly to the Band Council.
  - The *Emergency Planning Team* shall consist of members appointed by the \_\_\_\_\_ Band Council and such others as deemed necessary. The Emergency Planning Team, under the chairmanship of the local EMO co-ordinator shall formulate an emergency plan.
  - The chief of the \_\_\_\_\_ Band or his designate is the authority on the reserve to initiate the emergency plan.
- The \_\_\_\_\_ Band Council undertakes to co-operate with other federal and provincial agencies such as Indian and Northern Affairs Canada (INAC), Public Safety & Emergency Preparedness Canada, Health Canada, RCMP, Sask. Corrections and Public Safety, Sask. Environment, towns/villages neighbouring municipalities and other First Nations for the purpose of jointly establishing and operating a Mutual Aid Area.
- The \_\_\_\_\_ Band hereby requests that Indian and Northern Affairs (INAC), Health Canada and Sask. Corrections and Public Safety to meet with the \_\_\_\_\_ Band in order to provide assistance to the Band in the development of their Emergency Plan.
- The \_\_\_\_\_ Band Emergency Plan shall be developed as prescribed and will form an appendix to this Band Council Resolution.

_____ (Councillor)	_____ (Councillor)	_____ (Councillor)
_____ (Councillor)	_____ (Councillor)	_____ (Councillor)
_____ (Councillor)	_____ (Councillor)	_____ (Councillor)

FOR DEPARTMENTAL USE ONLY					
Expenditure	Authority (Indian Act Section)	Source of funds <input type="radio"/> Capital <input type="radio"/> Revenue	Expenditure	Authority (Indian Act Section)	Source of funds <input type="radio"/> Capital <input type="radio"/> Revenue
Recommending officer			Recommending officer		
_____ Signature		_____ Date	_____ Signature		_____ Date
Approving officer - Approuvé par			Approving officer		
_____ Signature		_____ Date	_____ Signature		_____ Date



## Step 2 – APPOINT

### **Appoint an Emergency Coordinator and an Emergency Management Organization (EMO) Committee**

Council should appoint the Emergency Coordinator (and Deputy/Alternate Coordinator) and members to the EMO Committee by resolution.

“Who should be EMO Coordinator for our municipality?” is a question that is frequently asked. Many smaller communities look to interested volunteers or municipal employees to fill this position. Some municipalities rely on their fire chief, police officers, emergency medical services personnel, elected officials or administrators as these persons are generally knowledgeable, capable and interested. When an emergency happens, however, they would likely be required at the emergency site or have other key roles in the EOC. That will not allow him to perform many of the other roles that the Emergency Coordinator would have in the emergency plan. Consideration should be given to not asking too much of a fire chief, police officer, emergency medical personnel and others that would have other primary responsibilities during an emergency. For a small town, village, RM, or First Nation it is generally recommended to appoint capable, interested volunteers as Emergency Coordinator and Deputy Emergency Coordinator.

Knowing the typical duties and responsibilities often help in confirming who may be the appropriate appointment. Sample typical duties and responsibilities for an Emergency Coordinator may be found at paragraph 5 of the Sample 1 bylaw used in Step 1.

The committee should have two components – the Executive Group (usually head of council and any other elected official(s), plus the emergency planning committee (more of a working group). The emergency planning committee should include a representative(s) from:

- Administration (the municipal or band administrator)
- Police (RCMP, municipal service or First Nations police service)
- Fire (chief or deputy chief of whichever fire department provides fire service)
- Regional Health Authority (emergency medical service, public health, hospital authorities)
- Public works (maintenance personnel or engineering department)
- Emergency social services (the coordinator of local volunteers to provide food, shelter, etc. to evacuees and emergency workers)
- Public information/media relations
- Animal management (veterinarian)
- Representation from schools or local school boards
- Transportation
- Telecommunications
- Other groups or agencies as required (key businesses, volunteer groups, etc.)

***Decide now who Council should appoint as Emergency Coordinator and appoint to the EMO Committee.***

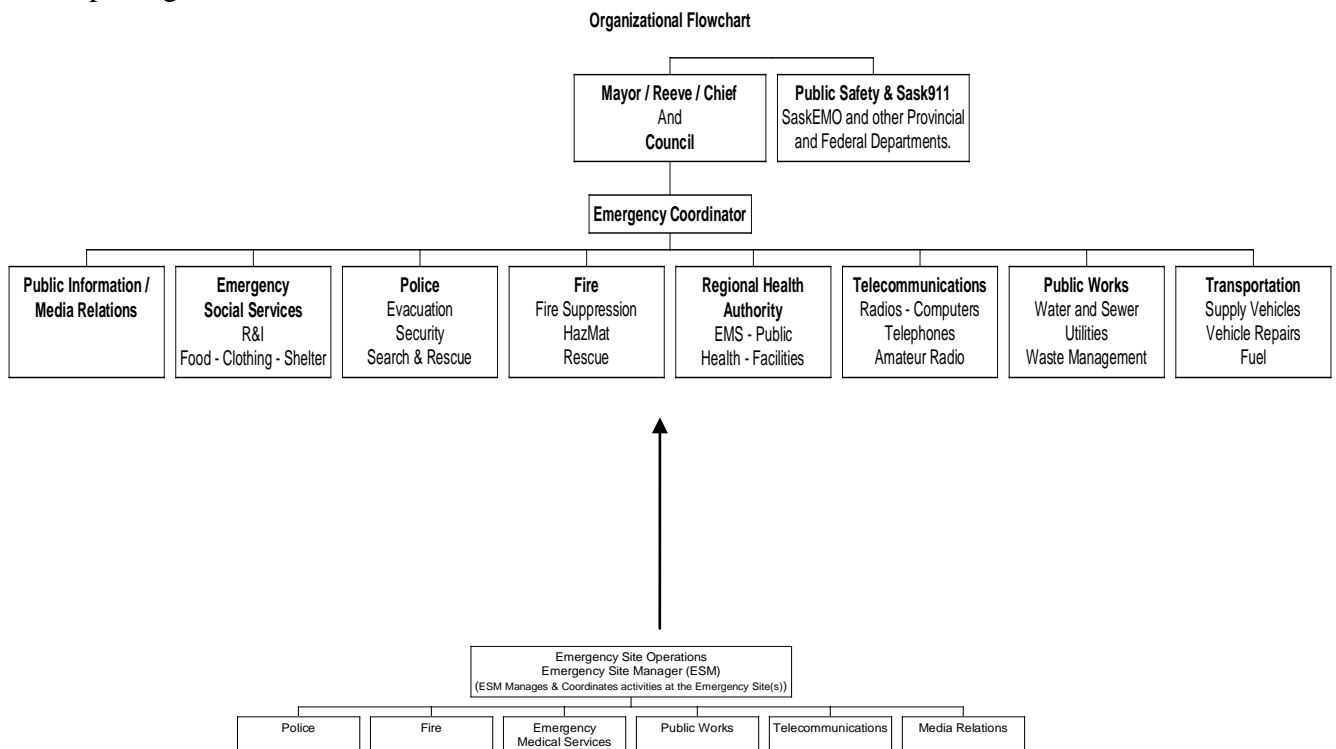
## Step 3 – STRUCTURE

### Develop a Management and Control Structure

What is an Emergency Management Organization (EMO)? Basically, it is an organizational structure for emergency response. What should your EMO look like and what are its components? Every EMO should have the following basic components;

- Executive component – mayor/reeve/chief and council
- Emergency Operations Control Team – the Emergency Coordinator and various agencies coordinating the emergency response from the Emergency Operations Centre
- Emergency Site Team – those emergency responders combating the emergency at the site.

A sample organization chart is attached.



***Design an organizational structure now.***

## **Step 4 – IDENTIFY AND ANALYZE**

### **Identify hazards and analyze risks**

A hazard is a potential or existing condition that may cause harm to people or damage to property and the environment. Hazard Analysis is the identification of hazards and the impact of their effects on the community.

There are a number of relatively common Saskatchewan hazards; identify and prioritize the potential hazards in your community. Your emergency plan should be structured to allow a response to the impacts and effects of these hazards. Remember, you are not planning for the emergency itself. You are planning to respond to the impact of the emergency.

Using the following worksheet identify what are potential hazards for your community. Rate the probability of occurrence and the level of impacts (1 being a very low probability of occurrence/little or not damage could be associated with the event; 5 being a very high probability of occurrence/widespread damage could be associated with the event). Use this system to identify the top three hazards in your community.

A more comprehensive hazard analysis and risk assessment should be completed later in the planning process. Contingency plans can then be developed for specific hazards within your community. It is important to start with the basics.

***Complete the following worksheet.***

<b>Identify threats and probability of occurring</b>	<b>Threat √ ( check off)</b>	<b>Probability 1-5</b>
Airplane Crash	<input type="checkbox"/>	<input type="checkbox"/>
Blizzard/Winter Power Failure	<input type="checkbox"/>	<input type="checkbox"/>
Dangerous Goods – storage	<input type="checkbox"/>	<input type="checkbox"/>
Dangerous Goods – transport	<input type="checkbox"/>	<input type="checkbox"/>
Fire – Major (Buildings)	<input type="checkbox"/>	<input type="checkbox"/>
Fire – Forest	<input type="checkbox"/>	<input type="checkbox"/>
Fire – Grass	<input type="checkbox"/>	<input type="checkbox"/>
Flood – gradual (run-off)	<input type="checkbox"/>	<input type="checkbox"/>
Flood – sudden (flash/dam failure)	<input type="checkbox"/>	<input type="checkbox"/>
Health – air quality (smoke)	<input type="checkbox"/>	<input type="checkbox"/>
Health – contaminated food	<input type="checkbox"/>	<input type="checkbox"/>
Health – contaminated water	<input type="checkbox"/>	<input type="checkbox"/>
Health – epidemic/pandemic	<input type="checkbox"/>	<input type="checkbox"/>
Lost Persons – Search and Rescue	<input type="checkbox"/>	<input type="checkbox"/>
Pipeline Explosion/Leak	<input type="checkbox"/>	<input type="checkbox"/>
Public Event Control (crowds, security, traffic)	<input type="checkbox"/>	<input type="checkbox"/>
Structural Collapse/Construction Disaster	<input type="checkbox"/>	<input type="checkbox"/>
Tornado, Severe Windstorm	<input type="checkbox"/>	<input type="checkbox"/>
Transportation – Rail Disaster	<input type="checkbox"/>	<input type="checkbox"/>
Transportation – Road/Bus Accident	<input type="checkbox"/>	<input type="checkbox"/>
Transportation – Water	<input type="checkbox"/>	<input type="checkbox"/>
Utility – gas/power failure	<input type="checkbox"/>	<input type="checkbox"/>
Water Shortage	<input type="checkbox"/>	<input type="checkbox"/>
Waste Disposal Contamination	<input type="checkbox"/>	<input type="checkbox"/>

List any other Potential Emergencies/Disasters  
which are specific to your community:

<hr/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>	<input type="checkbox"/>	<input type="checkbox"/>

Your top three rated potential events:

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## **Step 5 – COMPILE**

### **Compile a list of resources and prepare a Resource Directory.**

Emergency preparedness usually doesn't involve buying new equipment specifically for emergency response purposes; instead it focuses on making the best use of existing resources. The directory is an essential component of every emergency plan. It tells you where to find a supply of bottled water or a front-end loader - or anything else - when you need one urgently.

Your resource directory should list everything and everyone you are likely to need in an emergency and provide a means of reaching them around the clock. The list on the next page shows typical entries. Your initial risk assessment may also suggest others. Keeping the directory current is absolutely essential; it should be checked and up-dated at least once every year.

Your resource directory should include contact names, business phone numbers, residence phone numbers, cell and fax numbers, mailing addresses, email addresses, etc. for contacts at the following types of agencies and organizations – this is a sampler only, there are many others to consider. It is also worth including a descriptive summary of the resource, for e.g. “Media – Radio KLAG, 580AM, Grenview Sk – coverage 100 sq kms, office hours for emergency public information, no weekend on-air staff”.

Each member on the EMO committee should be building their own resource lists. It should not be the responsibility of the Emergency Coordinator or the Administrator to compile resource lists for everyone. Everyone should be creating their own.

## **Sample Resource List**

Airports, Aircraft and pilots  
ATVs, snowmobiles  
Auxillary Lighting  
Blankets/pillows  
Boats  
Buses, taxis  
Caterers  
Chemicals  
Churches and church groups  
Community groups – Lions, Kinsmen/Kinettes, Rotary, etc.  
Coroner  
Divers and Dive Equipment  
Doctors, nurses  
Elected Officials (municipal, provincial, federal)  
Fire Departments  
Food suppliers  
Fuel dealers  
Funeral homes  
Heavy equipment and operators  
Health services  
Meteorological Services  
Media outlets – print, broadcast – TV and radio  
Mennonite Disaster Services  
Pharmacies  
Police – municipal, RCMP or First Nations  
Portable generators  
Portable lavatories  
Pumps  
Radio equipment, Amateur operators  
Red Cross  
St. John's Ambulance  
Salvation Army  
Sandbags  
School Boards  
Security companies  
Towing companies  
TransCanada Pipelines  
Utility companies – telephone, natural gas, power  
Volunteer agencies  
Water - bottled  
Welding services  
9-1-1 PSAPS (Public Safety Answering Points) (call centres)

Others:

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*Circle resources from the above list whose contact information you need to collect. Add others to the list.*

## Step 6 – NOTIFY

### Create your Notification System.

Fast and complete response to a developing emergency depends on an effective notification system. Communication is what makes your preparation work. Develop and establish a notification structure that includes a formal procedure for convening the EMO Committee and elected officials when necessary. Maintain a current fan-out list, including up-to-date contact numbers, and circulate it to the appropriate people.

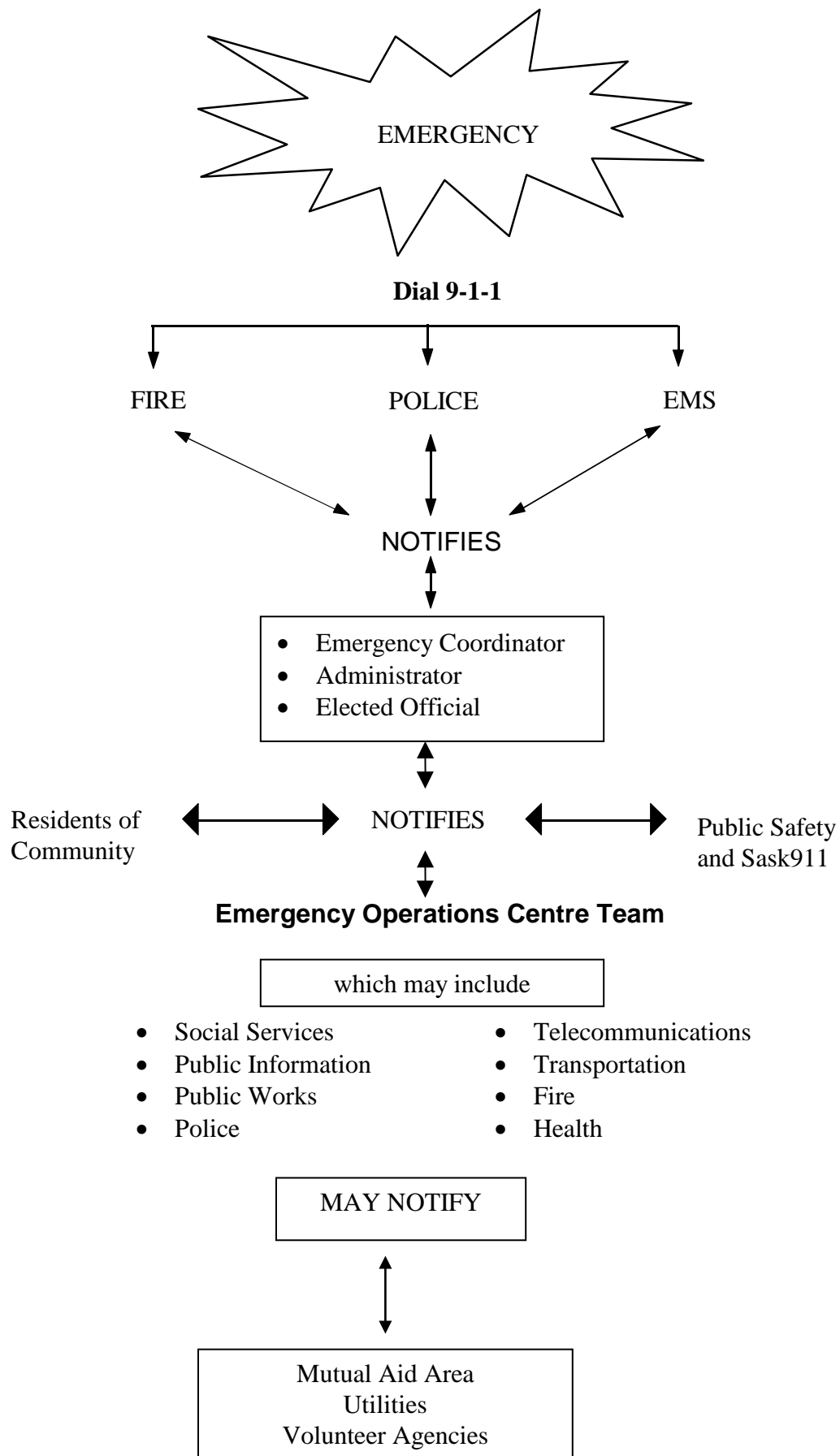
Most emergencies do not begin as a full EMO response. A call to 9-1-1 is often how first responders become aware of an emergency. As more people become aware of an emergency, the affected area increases or the emergency changes, more 9-1-1 calls are received. The emergency plan for your community should indicate the 9-1-1 Public Safety Answering Point (Call Center) that receives 9-1-1 calls for the entire area included in your plan. Further, you must know the dispatch agency that dispatches for the emergency medical services (EMS), fire departments or police agencies that you have included for mutual aid in your plan.

Do the dispatch agencies that dispatch your police, fire or EMS know how they relate to your emergency plan? Do they have a copy? Do you know how information collected at 9-1-1 or your dispatch agency reaches your EOC?

Dispatch agencies maybe able to assist you with initial notification of your EMO committee members. If your dispatch agency is aware of their role in your emergency plan they can help you during the first 30 to 60 minutes necessary to establish your Emergency Operations Centre (EOC).

This step can be one of the most interesting, frustrating, fascinating and controversial of all. What works for Town X, may not work for Town Y. Therefore, there is much flexibility in developing a notification system. Whether it is called a “Fan Out”, “Calling System”, “Alert System”, or “Warning System”, the aim is the same – to quickly advise those people and agencies with a role to play in an emergency that an emergency exists, or is imminent. Below is a sample system.

***Develop a notification system now.***



Like the Resource List developed at Step 4, what **MUST** accompany a notification system is handy, accurate and complete 24 hour a day contact information for your EMO. Keeping that contact information up to date is **CRITICAL**. A sample format is attached.

### SAMPLE EMERGENCY CONTACT LIST

**The following people may need to be notified when there is a real or potential emergency:**

Done <input type="checkbox"/>				
	Agency	Contact Name	Residence &/or fax	Business
	Sask Public Safety & Sask911	<b>Emergency 24 Hours (Regina)</b>	fax (306)787-1694	(306)787-9563
	Police			
	Fire			
	Regional Health Authority			
	Emergency Medical Service(s)			
	Spill Control Line			
	Emergency Coordinator			
	Administrator			
	Emergency Social Services Director			
	Telecommunications Manager			
	Public Information Manager			
	Mayor/Reeve/Chief			
	Deputy Mayor/Reeve			
	Public Works			
	Elected Officials			
	Other			
	Mutual Aid Area Emergency Coordinators	(SURROUNDING COMMUNITIES-NAME & PHONE NUMBERS)		

***Design a Quick Reference Contact List now. Add contact agencies/names.***

Since hardly anyone will carry a 3 ring binder of the Plan with them everywhere:

***Design a wallet sized Quick Reference Contact List Now. Laminate and distribute to key people in your plan.***

## Step 7 – DELEGATE

### Delegate responsibilities clearly.

#### Mayor/Reeve/Chief and Council

- Implementing the emergency plan in whole or in part.
- The council, or in the absence of a quorum of council, the Mayor/Reeve are responsible for the Declaration of a Local Emergency when required.
- The Council is responsible for the termination of a Declaration of a Local Emergency.
- Notifying the Minister responsible for *The Emergency Planning Act, 1989* (through Public Safety & Sask911) that a Declaration of a Local Emergency has been declared, or terminated.
- The authorization of media releases.
- Log all actions and decisions.

#### Administrator

- Emergency Operations Centre (EOC) Manager (manages the EOC Team and the overall emergency operation).
- Provide information and advice to the elected officials.
- Initiate call out of the Emergency Operations Centre Management Team.
- Activate the municipal Emergency Operations Centre.
- Coordinate the emergency response.
- Implementing the emergency plan in whole or in part.
- Advising the Council and/or Mayor/Reeve to declare a Local Emergency.
- Advising the Council and/or Mayor/Reeve on the appointment of the Emergency Site Manager.
- Coordinate the Emergency Operations Centre Management Team's activities.
- Request Mutual Aid.
- Ensure all directions from the Council and/or Mayor/Reeve are carried out.
- Review and authorize media releases.
- Requesting a full report of all emergency operations activities from all responding municipal agencies.
- Log all actions and decisions.

#### Emergency Coordinator

- Assist the EOC Manager in all duties.
- Coordinate post-emergency debriefings and preparation of reports.
- Shall ensure amendments to the emergency plan are made.
- Log all actions and decisions.

### **Public Works Manager**

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

### **Telecommunications Manager**

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

### **Transportation Manager**

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

### **Emergency Social Services Director**

- Activate emergency social services plan.
- Ensure that the needs of evacuees are met i.e., accommodations, feeding, registration and inquiry, personal services and clothing.
- Ensure that the Reception Centre(s) is(are) set-up.
- Coordinate volunteer organizations, who may be involved with the above activities.
- Assist reception communities in whatever way possible.
- Log all actions.

### **Police**

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

## **Fire**

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

## **Regional Health Authority Representative**

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

## **Public Information/Media Relations Manager**

- Provide timely reports for public, including information regarding emergency declarations and all other emergency information, through the media and other sources. The Mayor/Reeve/Chief, council or the EOC Manager must authorize all media releases.
- Establish liaison with the provincial Corrections and Public Safety (CPS) Communications (media specialists) staff.
- Establish media facilities.
- Monitor the media for reporting accuracy.
- Establish a public inquiry system.
- Maintain a log of all actions taken.

### ***Define/Describe Responsibilities now.***

Under Mayor/Reeve and Council's responsibilities it mentioned declaring a local emergency. Section 20 of *The Emergency Planning Act, 1989* permits the Declaration of Local Emergency by a municipality. *The Emergency Planning Act, 1989* indicates that in the absence of enough councillors to pass a resolution declaring the emergency, a (single) member of council can do it.

Such declarations can be essential, even critical, in enabling local authorities to take actions necessary to provide maximum protection to people, property and the environment. The declarations must be timely and one of the aims of the Act is to permit municipalities to act quickly.

It is a requirement that a copy of a declaration must be immediately forwarded to the Minister responsible for *The Emergency Planning Act, 1989* (phone 1-306-787-9563 and fax 1-306-787-1694, Public Safety & Sask911). Written declarations must contain the following information:

- What is the nature of the emergency?
- What is the area of the municipality in which the emergency exists? (In other words, what area is affected or likely to be affected?)

Further, it should include:

- Who is making the declaration?
- When (date and time) is the declaration made?

A declaration form must record, at the very least, information answering the above questions. Attached are two samples of recommended formats. These could easily be adapted and used for any situation, but it is important to note that these samples are recommended drafts provided for convenience. These exact formats and words need not be the only ones used. Changes may be accepted, providing the above guidelines are met.

**QUORUM OF COUNCIL AVAILABLE  
SAMPLE DECLARATION OF A LOCAL EMERGENCY 1**

RESOLUTION NO. \_\_\_\_\_ . Date, \_\_\_\_\_

\_\_\_\_\_ Of \_\_\_\_\_

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

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

**WHEREAS** the (RM, town....) \_\_\_\_\_ of \_\_\_\_\_ is encountering (state problem...) \_\_\_\_\_, that requires prompt action to prevent harm or damage to the safety, health or welfare of persons located within the boundaries, of the \_\_\_\_\_ of \_\_\_\_\_ and to prevent damage to property within those boundaries.

**THEREFORE BE IT RESOLVED THAT** pursuant to Section 20 of *The Emergency Planning Act*, Chapter. E-8.1 of the Statutes of Saskatchewan, the Council of the \_\_\_\_\_ of \_\_\_\_\_ declares that a local emergency exists, \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_, From this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ to the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**IN WITNESS WHEREOF** of the Council of the \_\_\_\_\_ of \_\_\_\_\_ has by resolution carried, declared this local emergency this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

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

(Printed name) \_\_\_\_\_

\*\*\*\*\*

**SAMPLE TERMINATION OF LOCAL EMERGENCY 1**

**PURSUANT** to Section 23 of *The Emergency Planning Act, 1989*, The council of the \_\_\_\_\_ of \_\_\_\_\_ declares that the Local Emergency is terminated in the \_\_\_\_\_ of \_\_\_\_\_.

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

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

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

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

(Printed name) \_\_\_\_\_

**ABSENCE OF A QUORUM OF COUNCIL**  
**SAMPLE DECLARATION OF A LOCAL EMERGENCY 2**

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

Date: \_\_\_\_\_ **Of** \_\_\_\_\_

**WHEREAS** the (RM, town....) \_\_\_\_\_ of \_\_\_\_\_ is encountering (state problem...) \_\_\_\_\_, that requires prompt action to prevent harm or damage to the safety, health or welfare of persons located within the boundaries, of the \_\_\_\_\_ of \_\_\_\_\_ and to prevent damage to property within those boundaries.

**AND WHEREAS** these (state problem...) \_\_\_\_\_ conditions present such an extreme emergency within the \_\_\_\_\_ of \_\_\_\_\_ that there is not sufficient time to convene a regularly constituted meeting of the Council of this \_\_\_\_\_ of \_\_\_\_\_ but rather this emergency compels me to respond to this emergency immediately on behalf of the \_\_\_\_\_ of \_\_\_\_\_.

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

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

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

(Printed name) \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ .  
\_\_\_\_\_.

\*\*\*\*\*

**SAMPLE TERMINATION OF LOCAL EMERGENCY 2**

**PURSUANT** to Section 23 of *The Emergency Planning Act, 1989*, The council of the \_\_\_\_\_ of \_\_\_\_\_ declares that the Local Emergency is terminated in the \_\_\_\_\_ of \_\_\_\_\_.

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

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

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

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

(Printed name) \_\_\_\_\_

*The Emergency Planning Act, 1989* requires that the Declaration of Local Emergency **must** be communicated by the most effective means to the majority of the public affected. Public notification of the Local Emergency could include the following:

- The reason for declaring a Local Emergency
- The area and/or extent of the emergency
- An appeal to the public to obey all orders issued by the municipality or authorities during the emergency
- An appeal to the public to stay clear of the emergency area
- Assuring the public that all emergency response personnel will be diligent in the discharge of their duties.

Here is a sample format for a public announcement of a declaration.

**SAMPLE NEWS RELEASE  
DECLARATION OF LOCAL EMERGENCY**

**NEWS RELEASE**

The (RM, Town....)\_\_\_\_\_ of \_\_\_\_\_ has declared a Local Emergency, due to (Explain Problem)\_\_\_\_\_

as of \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_ at (time)\_\_\_\_\_. This Declaration of Local Emergency is authorized under the Province of Saskatchewan's Emergency Planning Act.

The citizens of the (RM, Town....)\_\_\_\_\_ of \_\_\_\_\_ are asked to obey all laws, regulations and orders, for the duration of the emergency. Your co-operation with emergency response personnel will greatly assist in recovering from this emergency. This Declaration requires that these personnel will discharge their duties as required.

(list any other remarks here such as public inquiry phone numbers, traffic re-routing, health warnings, evacuation instructions etc.).

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**END OF NEWS RELEASE**

## **Emergency Operations Centre (EOC)**

The organizational structure you developed and the responsibilities laid out should indicate that there is an Emergency Operations Centre. The primary location is often the municipal or band office, providing there is a back-up power source there. An alternate location might be a community hall, recreation centre or fire hall. It may even be in a neighboring community. It must be far enough away from the primary location that the same emergency will not make both unavailable. Consider alternate EOC locations within your Mutual Aid Area. These should be defined and described, including the layout.

A typical EOC layout should include:

- Main meeting room for EMO committee
- Separate location for council to meet
- Space for public information activities
- Space for media interviews and briefings
- Radio room
- Rest area including feeding area (if required) and washroom facilities.

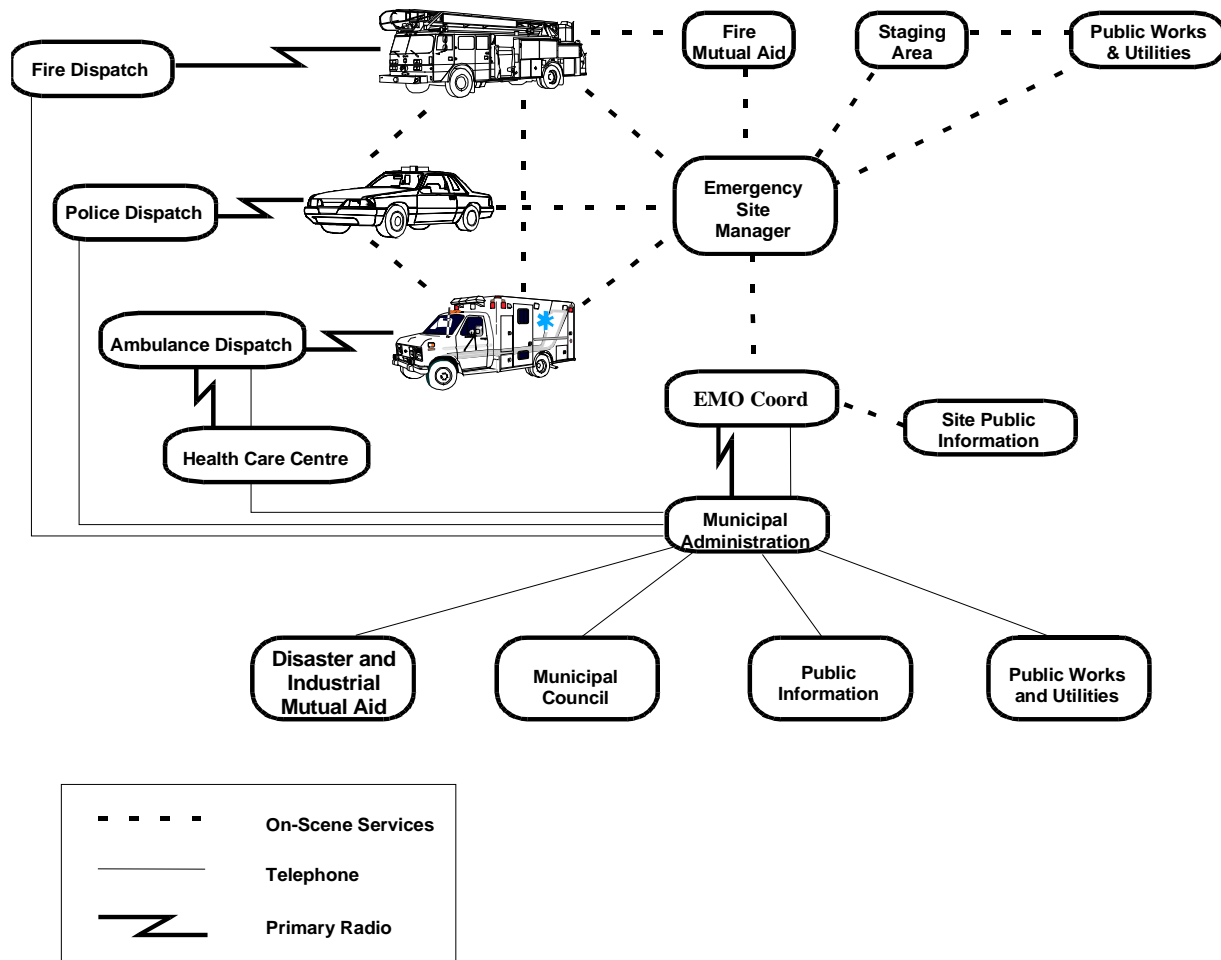
***Describe your municipal EOC now.***

## Step 8 – Communicate

### Communications is key to combating an emergency.

The ability to receive and pass along information is critical. Normal telephone communications may be down as a result of the emergency. How will you communicate with your team, and how will the EOC communicate with those directly responding to the emergency at the site. Land lines? Cell phones? Radios? Amateur (ham) radios? FRS radios? These questions need to be answered before the emergency occurs.

How will you communicate? Here is a sample of a communications system for a municipal response.



*Describe your emergency telecommunications system.*

## **Step 9 – ORGANIZE AND PUBLISH**

### **Organize and publish a draft plan.**

Municipal plans can have a variety of formats and layouts. While there is flexibility in the format and layout, the core elements of the plan should be covered.

Here is a sample format and portions of a sample plan.

### **Sample Emergency Plan Format**

#### **Cover Page**

On the cover, indicate the copy number and date of the Plan. The Plan will be amended frequently and it's good to ensure the latest at a glance.

#### **Table of Contents/Index**

It's easier to amend the plan when the various sections are physically separated, rather than one long document without page breaks.

#### **Distribution List**

The plans should be numbered and their distribution should be controlled. There is nothing worse than old copies floating around causing confusion. Also, some of the contact list information may be sensitive (unlisted home phone numbers, or cell numbers for example).

Consider copies for people and agencies such as your planning committee, your Emergency Operations Centre Team, Emergency Site Team, neighboring municipal Mutual Aid Area partners and Saskatchewan Public Safety & Sask911.

#### **Introduction, Aim, Authority**

Relatively brief statements outlining the purpose of the plan. The Authority section/paragraph should include reference to *The Emergency Planning Act, 1989* and the municipal bylaws that authorize plan development and adopt the plan. Copies of the Act and the bylaw(s) could be included as attachments.

#### **Hazard Analysis**

Describe some of the emergencies that your municipality could face.

#### **Management and Control Structure**

Description of the components of your EMO. Include the organization chart. Describe the telecommunications system. List responsibilities that you came up with for officials and agencies.

**Emergency Notification System**

Description of the notification/call-out system that will be used. The Emergency Contact List could be included as an attachment. Refer to the resource list inventory attachment.

**Emergency Operations Centre**

Describe where it will be located and where the alternate location would be.

**Local Emergency Declarations**

Describe the authority and process of declaring and terminating local emergencies for your municipality. The format your municipality will use could be an attachment(s)

**Plan Review, Exercises and Updates**

Describe how often your planning committee will exercise, review and update the Plan.

**Attachments**

Emergency Planning Act, Bylaw(s), Resource Lists, Mutual Aid Area Agreements, maps and drawings, specific contingency plans.

**Sample Plan**

**EMERGENCY PLAN**

**For the**

Town of – \_\_\_\_\_

**Copy Number - \_\_\_\_\_**

## INDEX

Cover

Index

Notices

Distribution List

Bylaw

Amendments

1 Introduction

2 Aim

3 Hazard Analysis

4 Warning system

5 Implementation

6 Management team & Organization Flowchart

7 Emergency Operation Centre

8 Team Responsibilities

9 Declaration

10 Emergency Powers

11 Organization & Control

12 Site Team

13 Termination

14 Review

### **Attachments**

Declaration of Local Emergency forms

Warning Flowchart

Provincial Assistance Contacts

Community Warning Telephone List

Telecommunications Telephone List

Resources Telephone List

Public Information

Evacuation & Re-entry

Transportation Resources

Reception

Maps & Drawings

Mutual Aid Arrangements

Position Responsibilities – Detailed

### **Contingency Plans**

Aircraft Crash, Dangerous Goods Accident, Flood, Forest Fire, Severe Weather, Structural Fire, Utilities (Outages/shortages), etc.

### **Essential Telephone List Contacts**

## **NOTICES**

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

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

In light of the above when an individual relinquishes his position, the Emergency Plan must be passed on to his replacement.

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

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

# **DISTRIBUTION LIST**

TOWN OF \_\_\_\_\_

## **EMERGENCY PLAN**

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

In light of the above when an individual relinquishes his position, the Emergency Plan must be passed on to his replacement.

### **Copy No.**

- 1 Emergency Coordinator
- 2 Mayor/Reeve
- 3 Elected Official
- 4 Administrator/Municipal Office

### **EMERGENCY OPERATIONS CENTRE COPIES (to be retained in the EOC)**

- 5 Telecommunications Manager
- 6 Emergency Social Services Director
- 7 Transportation Manager
- 8 Resources Manager
- 9 Public Information/Media Relations Manager
- 10 Human Resources/Volunteers Manager
- 11 Police
- 12 Fire
- 13 Regional Health Authority representative
- 14 Animal Management

### **Saskatchewan Public Safety & Sask911**

- 15 Head Office
- 16 Emergency Management Advisor

## **BYLAW**

Once this document is completed and printed,  
Please **REMOVE** this page and insert the “Bylaw” page(s).

*See Step 1: Authorize*

## **AMENDMENTS**

Once this document is completed and printed,  
Please **REMOVE** this page and insert the “Amendments” page.

**Town of \_\_\_\_\_**  
**EMERGENCY PLAN**

**1. INTRODUCTION** (*See Emergency Planning Act, 1989*)

This plan is to provide direction for a response to an emergency affecting the Town of \_\_\_\_\_. It is important, that the Council and Mayor/Reeve and those persons who will be responding to an emergency know contents of this plan.

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

This plan may be implemented in whole or in part, with or without a Declaration of Local Emergency. Use of the Emergency Powers found in Section 10 of this plan, requires a Local Emergency to be declared.

In the event that a Local Emergency is to be declared see Section 9.

**2. AIM**

The Town of \_\_\_\_\_ Emergency Plan will be implemented to prevent or limit:

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

This emergency plan does not apply to those day-to-day situations, which are dealt with by the Fire, Police or Emergency Medical Services.

An emergency, by its very nature, requires an immediate response from various agencies acting on behalf of the Town of \_\_\_\_\_. A town, whose resources are exceeded in meeting the needs of evacuees, from another community, may declare a Local Emergency to acquire resources necessary to meet those needs.

**3. HAZARD ANALYSIS** (*See Step 4: Identify and Analyze*)

The Town of \_\_\_\_\_ has experienced or is likely to experience the following emergencies (for example; aircraft crash, forest fire, flood, dangerous goods accident, severe weather, utility outage, train derailment and health incident. A list of possible emergencies may be determined by completing a hazard analysis. Include only the emergencies you have identified through your hazard analysis and delete those not applicable)

#### **4. EMERGENCY NOTIFICATION SYSTEM** (*See Step 6: Notify*)

Upon the receipt of a warning of a real or potential emergency, that person will immediately contact one of the individuals listed under the Community Warning Section's Emergency Notification.

It is the responsibility of the members of the Emergency Operations Centre Management Team to notify their staff and volunteer organizations. **The Emergency Operations Centre Management Team's phone numbers are under the Warning Section.**

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

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

Implementation of the plan, may be done by the Council and/or Mayor/Reeve, the Emergency Coordinator, or emergency services personnel.

Emergency response personnel may take such action(s) as may be required to protect lives and property in the Town of \_\_\_\_\_.

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

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

---

#### **6. EMERGENCY OPERATIONS CENTRE MANAGEMENT TEAM** (*See Step 3: Structure*)

The Emergency Operations Centre Management Team will direct and control the response to the emergency. The Emergency Operations Centre Management Team will be responsible for providing essential services and resources to the community and to the Emergency Site Team. The Emergency Operations Centre Management Team will consist of the following:

Emergency Coordinator/Municipal Administrator, Transportation Manager, Police/RCMP or alternate (may be required at emergency site), Resources Manager, Fire Chief or alternate (may be required at emergency site), Deputy Municipal Administrator, Health Services, Public Information Manager, Emergency Social Services Director, EOC Administrative Officer, Human Resources/Volunteer Manager, Telecommunications Manager, Animal Management, etc.

(The above is a suggested membership of the Emergency Operations Centre Management Team for a larger town):

Insert Org Chart here. (*See Step 3: Structure*)

## 7. EMERGENCY OPERATIONS CENTRE *(See Step 7: Delegate)*

The Emergency Operations Centre Management Team will report to the Emergency Operations Centre located at \_\_\_\_\_. In the event that this operation centre can not be used, then the secondary location will be the \_\_\_\_\_.

## 8. EMERGENCY OPERATIONS CENTRE MANAGEMENT TEAM'S RESPONSIBILITIES *(See Step 7: Delegate)*

The Emergency Coordinator will ensure the following responsibilities are considered and/or completed:

- ❑ Calling out municipal emergency services in response to the emergency.
- ❑ Confirming the appointment of the Emergency Site Manager (In consultation with the Council and/or Mayor/Reeve when possible). All responding emergency services must be informed of the appointment.
- ❑ Determine if the location of the Emergency Operations Centre is appropriate.
- ❑ Consult with the Emergency Site Manager and the Council and/or Mayor/Reeve to determine if a Declaration of Local Emergency is required. The Declaration of Local Emergency when properly completed must be submitted to Sask Public Safety & Sask911.
- ❑ Providing adequate communications from the Emergency Operations Centre to the Emergency site (radio/telephone/message runners).
- ❑ Establish/confirm public inquiry phone numbers.
- ❑ Determine whether an evacuation of residents is required. Overseeing that the needs of the evacuated residents are being met. **The receiving community must be notified that an evacuation is underway and whether or not the evacuees require accommodation, food and other services.**
- ❑ Discontinuing of utilities or services provided by public or private concerns i.e. power, water, gas, closing down stores, schools etc.
- ❑ Implement mutual aid arrangements with neighbouring communities.
- ❑ Determine if volunteers are required.
- ❑ Determine if transportation is required for evacuation of persons or the moving of supplies.
- ❑ Ensure that the residents of the community are updated on the response to the emergency. (Information may be circulated, by informing television, radio and newspapers).
- ❑ Expend monies as authorized to deal with the emergency
- ❑ Notify the response personnel and residents of the termination of the local emergency.
- ❑ Submit Termination of Local Emergency form to Sask Public Safety & Sask911.
- ❑ Maintain a log of all activities and decisions made and submitting all records to the Emergency Coordinator.
- ❑ After the emergency conduct a review of emergency response procedures and make amendments to the emergency plan where required.

---

***In any emergency, collect and verify information from credible sources, (Fire, Police, Ambulance or Emergency Site Manager).***

***Commit your community's resources according to this information. Do not UNDER or OVER commit resources.***

---

## **9. DECLARATION OF LOCAL EMERGENCY** *(See Step 7: Delegate)*

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

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

- The residents of the community (see News Release in the attachments);
- Minister of Corrections and Public Safety through Public Safety & Sask911; and
- Neighbouring municipalities and communities as may be required.

---

*The extraordinary powers listed in Section 10 of this plan can only be utilized after the council, or in the absence of a quorum of council, the Mayor/Reeve have declared a Local Emergency.*

*A Local Emergency is not required to be considered eligible for compensation for Provincial Disaster Assistance Program.*

---

## **10. EMERGENCY POWERS** *(See Emergency Planning Act, 1989)*

Emergency powers may only be used after a Local Emergency has been declared. The Council may do all acts and take all proceedings that are reasonably necessary to meet the emergency (see Section 21 of *The Emergency Planning Act, 1989* in the attachments).

## **11. ORGANIZATION AND CONTROL** *(See Step 7: Delegate)*

### **Council and Mayor/Reeve**

The Council and in the absence of a quorum of Council, the Mayor/Reeve will control and direct the emergency operations at all times. In the absence of Council, the Mayor/Reeve will assume responsibility of directing emergency operations.

### **Municipal Administrator**

- Advise the Council and Mayor/Reeve on legislation and procedures and of developments to the emergency situation and response.
- Manage and coordinate Emergency Operations Centre Management Team activities.
- Manage and coordinate the emergency response.
- Maintain financial and other records pertaining to the emergency operations.

### **Emergency Coordinator**

- Ensure that the EOC is set up.
- Assist administrator in all duties.
- Coordinate post-emergency reporting and preparation of reports.
- Shall ensure amendments to the emergency plan are made.

*The positions, from this point on, are recommended to be filled. However, if adequate numbers of persons are not available, the tasks for the following persons should be assigned to others.*

### **Telecommunications Manager**

- Ensure reliable and secure telecommunications are established between the Emergency Site and the Emergency Operations Centre.
- Coordinate communications procedures.
- Arrange for additional communication resources with SaskTel and other public and private agencies and/or organizations.

### **Transportation Manager**

- Develop and maintain a Transportation Resource List of various vehicles and their capacities.
- Coordinate the transportation of personnel and materials.

### **Emergency Social Services Director**

- Develop and maintain Evacuation and Reception Resource Lists
- Coordinate and develop Evacuation and Reception arrangements with neighbouring municipalities.
- Arrange for food, lodging, personal-services, clothing, registration and inquiry services.

### **Human Resources/Volunteers Manager**

- Develop and maintain listing of volunteer organizations and/or people.
- Liaise with other government agencies to help coordinate volunteer activities in an emergency.
- Maintain listing of human resources.

### **Resources Manager**

- Develop and maintain resource listings of equipment.
- Coordinate the utilization of these resources in an emergency.

### **Public Information Manager**

- Develop timely media releases concerning the emergency for release to radio stations, television and newspapers, pending approval from the EMO Coordinator and/or the Elected Officials.
- Deliver media briefings or brief the community's official spokesperson.

### **Clerks and Staff**

Perform all duties as may be assigned by the Municipal Administrator/EMO Coordinator.

## **12. EMERGENCY SITE MANAGEMENT TEAM**

In general, the Emergency Site Manager, will be the Senior Police, Fire, Ambulance or Works person, or other person appointed by the Council and/or Mayor/Reeve after consulting with the EMO Coordinator.

### **Emergency Site Manager**

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

### **Police**

In addition to their normal day-to-day duties, the police will provide:

- The Emergency Site Manager, unless circumstances dictate otherwise;
- Security at the emergency site;
- A temporary Morgue if required; and
- Assist in the evacuation of people.

### **Fire Services**

In addition to their normal day-to-day duties, the fire service will provide:

- The Emergency Site Manager, unless circumstances dictate otherwise;
- Assistance in the evacuation of people; and
- Initiation of Mutual Fire Aid if required.

### **Emergency Medical Services**

In addition to their normal day-to-day duties, ambulance services will provide:

- The Emergency Site Manager, unless circumstances dictate otherwise;
- Casualty evaluation;
- First aid on-site; and
- Casualty sorting and transportation.

### 13. TERMINATION OF LOCAL EMERGENCY *(See Step 7: Delegate)*

The local emergency may be terminated at any time by:

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

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

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

- The residents of the municipality;
- Saskatchewan Public Safety & Sask911; and,
- Neighbouring municipalities and communities, as required.

### 14. REVIEW OF PLAN

This plan shall be reviewed and exercised annually (or as directed by Council) and amended and distributed as necessary.

### 15. ATTACHMENTS

- **Emergency Planning Act, 1989**
- **Declaration of local emergency** *(See Step 7: Delegate)*
- **Warning system** *(See Step 6: Notify)*
- **Emergency Contact List** *(See Step 6: Notify)*
- **Telecommunications** *(See Step 8: Communicate)*
- **Resources** *(See Step 5: Compile)*
- **Public information plan**
- **Evacuation and re-entry contingency plan**
- **Emergency Social Services plan**
- **Maps**
- **Mutual aid agreements**

**Contingency Plans**

**Essential Telephone List Contacts**