



# EMERGENCY MANAGEMENT ORGANIZATION

Adopted:

## Table of Contents

---

Section 1: Emergency Management-Overview.....	6
Community Profile .....	6
About this Emergency Management Plan .....	6
Scope of this Plan .....	6
Contents of this Plan .....	6
<b>Prevention and Mitigation</b> .....	<b>6</b>
<b>Preparedness</b> .....	<b>7</b>
<b>Response</b> .....	<b>7</b>
<b>Recovery</b> .....	<b>7</b>
Section 2: Prevention and Mitigation .....	7
Establishment of an Emergency Management Organization (EMO).....	7
Emergency Planning Committee (EPC) .....	7
Emergency Measures Coordinator (EMC) .....	8
Emergency Operation Centre (EOC) .....	8
Hazards, Risk and Vulnerability assessment .....	8
Public Education-content required .....	8
Fire Smart Program- content required.....	8
Section 3: Preparedness -Emergency Plan Development.....	9
Authorization .....	9
Maintenance of Emergency Management Plans.....	9
Emergency Response Exercises .....	9
LOCAL AUTHORITY EMERGENCY PLAN .....	10
Overview .....	10
Primary Role of the Local Authority in an Emergency Event.....	10
Role of the Chief Administrative Officer in an Emergency Event .....	10
Duty of local authorities (Saskatchewan Emergency Act 1989 E-8.1) .....	11
Local emergency plans (Saskatchewan Emergency Act 1989 E-8.1).....	11
Powers of local authority (Saskatchewan Emergency Act 1989 E-8.1 .....	11
Declaring a state of Local Emergency- (Saskatchewan Emergency Act 1989 E-8.1 .....	12
Expiry, renewal and cancellation Local Emergency .....	13
Steps to declare or renew a local emergency: .....	13
DECLARATION of Local Emergency Notification .....	14
Steps to rescind, a local emergency declaration .....	15
TERMINATION of a Local Emergency Notification.....	16
Section 4:     OPERATIONAL EMERGENCY RESPONSE PLAN .....	17

Overview .....	17
Emergency Plan Activation .....	17
Emergency Alerting, Call-out and Notification .....	18
Notifying the EMO Coordinator and CAO of an Emergency .....	18
Emergency Fan Out .....	19
Decision to Activate the EOC/Emergency Plan .....	19
The Emergency Operations Centre (EOC) .....	21
Purpose: .....	21
EOC basic requirements: .....	21
EOC Location .....	21
EOC Security .....	21
Decision to activate the EOC .....	22
Emergency Operations Center (EOC) activation levels .....	22
EOC Command Structure .....	23
EOC Duties, Roles and Responsibilities .....	24
<b>EOC Director</b> .....	<b>24</b>
<b>Deputy Director</b> .....	<b>25</b>
<b>Risk Management /Safety Officer</b> .....	<b>25</b>
<b>Security Coordinator</b> .....	<b>25</b>
<b>Liaison Officer</b> .....	<b>25</b>
<b>The Information Officer</b> .....	<b>25</b>
Operations Section: (these positions might not be present in the EOC) .....	26
<b>Operations Coordinator</b> .....	<b>26</b>
<b>Site to ECO communications manager.</b> .....	<b>26</b>
<b>Public works manager</b> .....	<b>26</b>
<b>Fire Representative (to be assigned during event)</b> .....	<b>27</b>
<b>RCMP Representatives (to be assigned during event)</b> .....	<b>27</b>
<b>EMS Representative (to be assigned during the event)</b> .....	<b>27</b>
<b>Health (to be assigned during the event)</b> .....	<b>27</b>
<b>Emergency Social Services</b> .....	<b>27</b>
<b>Environment</b> .....	<b>27</b>
<b>Engineering</b> .....	<b>27</b>
Planning Section .....	27
<b>Planning Coordinator</b> .....	<b>27</b>
Logistics Section .....	28
<b>Logistics Coordinator</b> .....	<b>28</b>

<b>Information Technology Manager .....</b>	<b>28</b>
<b>Facility Manager.....</b>	<b>28</b>
<b>EOC Support Manager .....</b>	<b>28</b>
<b>Personnel Manager.....</b>	<b>29</b>
<b>Evacuation Manager.....</b>	<b>29</b>
<b>Transportation Manager.....</b>	<b>29</b>
<b>Volunteer Manager .....</b>	<b>29</b>
Finance/Administration Section .....	29
<b>Finance/Administration Manager .....</b>	<b>29</b>
Communication .....	30
Overview .....	30
EOC and site communication .....	30
<b>Response Contacts .....</b>	<b>30</b>
Communication with responders .....	31
<b>P25 Radios can be obtained from SPSA cellular service is not work-stable and the incident is expected to be long in duration.....</b>	<b>31</b>
<b>Texting .....</b>	<b>31</b>
Communication with the provincial Saskatchewan Public Safety Agency.....	31
The Media .....	32
Communication with the Public .....	32
<b>Methods of Alerting the Public.....</b>	<b>32</b>
Resources .....	34
Resources available .....	34
EVACUATION PLAN .....	35
Overview .....	35
Local Authority Evacuation Orders .....	35
Evacuation Process.....	35
<b>Stage 1 – Evacuation Alert.....</b>	<b>35</b>
<b>Stage 2 – Evacuation Order .....</b>	<b>36</b>
<b>Stage 3 – Rescind Evacuation.....</b>	<b>36</b>
Reception Centres.....	36
Shelter-In-Place.....	36
Reception centre staff .....	36
Protocols for evacuations .....	36
Phone lists appendixes: .....	37
Notification Methods and Process .....	37
Evacuation Maps .....	37

Shelter in Place Plan.....	38
Purpose: .....	38
When to Shelter in Place: .....	38
How to Shelter in Place: .....	38
Specific Considerations: .....	38
Section 5: Appendices Index .....	39
APPENDIX A-Contracts and Agreements .....	39
<b>Response Contracts</b> .....	<b>39</b>
<b>Resource Contracts</b> .....	<b>39</b>
APPENDIX B - SaskAlert.....	39
APPENDIX C - Media Relations Information for Community Leaders .....	39
APPENDIX D - Definitions and acronyms.....	39
APPENDIX E - Local Authority Contact List.....	39
APPENDIX F - Businesses, Partners, Stakeholders Contact List .....	39
APPENDIX B - SaskAlert .....	41
Sask Alert Messaging .....	41
What is SaskAlert? .....	41
How it works: .....	41
Who can issue alerts? .....	41
Municipalities and SaskAlert: .....	41
How to get SaskAlert alerts: .....	41
SaskAlert website: .....	41
SaskAlert app: .....	41
APPENDIX C - Media Relations Information for Leaders .....	42
APPENDIX -D Definitions and acronyms .....	43
Resource List .....	47
Local Authority Contact List .....	48

## Section 1: Emergency Management-Overview

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### Community Profile

The Resort Village of Elk Ridge is located at coordinates 53.8928° N, 105.9894°W and geographically 82.4 km north of Prince Albert, Saskatchewan. It is 8.8 km east of Waskesiu hamlet and the entry gates to the Prince Albert National Park. Neighbouring communities are Waskesiu, Anglin Lake, McPhee Lake.

The resort village was established in January 2022. It is a resort community surrounded by northern boreal forest. It supplies water, sewer, paved roads, power, and natural gas, telephone and internet for its residents and visitors.

As a resort village it has an estimated high season (April-November) & low season (December to March) population of \_??? to ????\_ including residents and visitors.

The residents are typically retired people who seasonally travel and guests are typically involved in outdoor activities and the natural environment.

Need high and low season population. Demographics. Stakeholders & Amenities (golfing, zipline, camping ground, conference centre, accommodations hiking trails, spa & wellness centre, pool, 18 hole? Include a map where the location of each amenity is.

### About this Emergency Management Plan

\*An emergency is defined as:

- (i) a calamity caused by:
  - (a) accident;
  - (b) act of war or insurrection;
  - (c) terrorist activity as defined in the Criminal Code;
  - (d) forces of nature; or
- (ii) a present or imminent situation or condition, including a threat of terrorist activity as defined in the Criminal Code, that requires prompt action to prevent or limit:
  - (a) the loss of life;
  - (b) harm or damage to the safety, health or welfare of people; or
  - (c) damage to property or the environment.

(\*the Saskatchewan Emergency Act E-8.1)

This plan is to provide a mechanism to handle any major emergency that threatens the health, safety and welfare of the citizens, critical infrastructure, the environment, or property within the Resort Village of Elk Ridge.

### Scope of this Plan

This plan will encompass all property within the municipal boundaries of the Resort Village of Elk Ridge including private and commercial entities within its boundary.

This Emergency Response Plan does not apply to those day-to-day situations which can be handled by the responsible municipal services on their own.

### Contents of this Plan

The Resort Village of Elk Ridge has developed their Emergency Management Plan to align with the 4 components of Emergency Management:

### Prevention and Mitigation

All Risks: Hazards, Risk and Vulnerability assessment

Emergency Measures Team  
Public Education  
Fire Smart Program

### Preparedness

Establishment of an Emergency Management Organization  
Plan development  
Plan maintenance  
Training and exercise

### Response

Emergency Plans:  
Local Authority Emergency Plan  
Operational Response Plan  
Emergency Call Out Protocol  
EOC Activation Plan,  
Communication  
Response Contacts  
EOC and Site Communication  
Communication with the Public  
Communication with SPSA  
Evacuation Plan  
Shelter in Place Plan

### Recovery

Recovery Plan

## Section 2: Prevention and Mitigation

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### Establishment of an Emergency Management Organization (EMO)

The Resort Village of Elk Ridge has established an Emergency Management Organization as required by the Saskatchewan Emergency Act 1989.

The purpose of the emergency management organization is to reduce the impact of disasters and emergencies by focusing on prevention, preparedness, response, and recovery to:

- save lives and reduce human suffering.
- protect property and the economy.
- preserve the environment.
- ensure the availability of vital public services during a crisis.
- restore services and rebuild the community effectively after an emergency event
- coordinate a comprehensive, cross-government, all-hazards approach to managing emergencies.

### Emergency Planning Committee (EPC)

The Resort Village of Elk Ridge has established an Emergency Planning Committee (EPC) that consists of representatives from the resort community. The EPC is responsible for

- Developing Emergency Plans:

- create comprehensive plans that outline procedures for various types of emergencies, including evacuation protocols, communication strategies, and roles and responsibilities.
- Implementing Plans:
  - ensure that the emergency plan is effectively communicated to all relevant personnel and that necessary resources and equipment are in place.
- Maintaining Plans:
  - regularly review and update emergency plans to ensure they remain relevant and effective, incorporating lessons learned from drills and real-life incidents.
- Training:
  - responsible for providing training to staff and other relevant personnel on emergency procedures and their roles in an emergency.

#### Emergency Measures Coordinator (EMC)

The Resort Village of Elk Ridge has appointed an Emergency Measures Coordinator who is the chairperson of the local emergency planning committee.

#### Emergency Operation Centre (EOC)

During an emergency event the resort village will provide Emergency Operations Centre services, using the Incident Command System (ICS), to support the Incident Command Post operations in the field. The Emergency Operations Centre provides support only to the field; it does not make tactical decisions or provide tactical response.

Local authority members are not present in the Emergency Operations Centre. The Mayor and Council members will not be in the primary EOC unless required to act as a volunteer in one of the EOC positions at which time they will distance themselves from the role of Elected Official. The Director of the EOC will be the liaison between the local authority and the EOC bringing forth recommended actions to be taken.

#### Hazards, Risk and Vulnerability assessment

The most likely major emergencies and potential durations.

Power Outage 2-5 days	
Power Outage >5 days	
Water Contamination <5 days	
Water Contamination 5+ days	
Water Supply Outage >5 days	
Lagoon or sewer line inoperable	
Natural Gas Outage (Winter) >2days	
Forest Wildfire	
Structure Fire	
Dangerous Goods Exposure	
Tornado / Windstorm	
Gas Pipeline Leak/Explosion	
Lost Person	

Public Education-content required

Fire Smart Program- content required



## Section 3: Preparedness -Emergency Plan Development

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### Authorization

This Emergency Response Plan is authorized in accordance with:

Bylaw No 20-2022

The Emergency Planning Act, 1989 - Chapter 8 E-8.1 of the Statutes of Saskatchewan

Emergency Plans Developed in this Plan

Local Authority Emergency Plan

Operational Emergency Response Plan

EOC Activation Plan

Evacuation Plan

Shelter in Place Plan

### Maintenance of Emergency Management Plans

The emergency plans and all related materials are to be reviewed by the Emergency Measures Coordinator, or appointed person, at least once per year and evolving modifications to the plan made as required throughout the year.

### Emergency Response Exercises

Emergency Response effectiveness and training shall be practiced:

- At least once per year via a tabletop exercise or other appropriate method.
- At least two times per year in the form of an operational exercise involving associated responding agencies.



## LOCAL AUTHORITY EMERGENCY PLAN

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### Overview

This plan is specific for the Elk Ridge Mayor and Councillors.

The content describes their:

- roles and responsibilities in emergency preparedness
- powers of a local authority
- how to declare/rescind a local emergency and
- provides background information on emergency management for members of the local authority.
- Role and responsibilities of the local authority during an emergency.

Resort Village of Elk Ridge Local Authority Members.

A current list of **local authority members** and contact information is provided in Appendix **A**

### Primary Role of the Local Authority in an Emergency Event

In an emergency, the municipal local authority's primary role is to direct and control the municipal emergency response, ensuring the protection of property, health, safety, and welfare of the public by implementing the emergency plan and taking necessary actions.

- the local authority will take direction from Incident Command and their EOC to coordinate all emergency operations within the municipality, authorize expenditures, make decisions about implementing evacuation procedures, and coordinate with other levels of government and emergency services. The local authority are ultimate decision makers in the handling of the emergency.
- responsible for requesting assistance from other municipalities or provincial/territorial authorities when necessary.
- plays a crucial role in communicating with the public during an emergency, ensuring
- timely and accurate information about the situation and necessary actions. All information for public communications will be provided through the Incident Command or the EOC.
- logs all actions and decisions throughout the event.

### Role of the Chief Administrative Officer in an Emergency Event

The Chief Administrative Officer plays a vital role in keeping services and normal operation to areas of the municipality that may not be affected by the event.

Works closely with the Emergency Measures Coordinator.

Advises the council and mayor on legislation and procedures.

Takes direction from the Council and Mayor.

Authorizes procurement of equipment and all monetary expenditures.

Maintains financial and other records pertaining to the emergency operation.  
Logs all actions and decisions.

Duty of local authorities (Saskatchewan Emergency Act 1989 E-8.1)

10 Every local authority shall at all times be responsible for the direction and control of the local authority's emergency response unless the minister assumes direction and control pursuant to clause 18(1)(c). 1989-90, c.E-8.1, s.10 of the Saskatchewan Emergency Act E-8.1.

Local emergency plans (Saskatchewan Emergency Act 1989 E-8.1)

9(1) Every local authority shall:

- (a) establish a local emergency measures organization;
- (b) appoint a person as a local emergency measures co-ordinator; and
- (c) establish a local emergency planning committee composed of:
  - (i) the emergency measures co-ordinator appointed pursuant to clause (b); and
  - (ii) any other persons the local authority considers necessary.

9(2) The emergency measures co-ordinator is the chairperson of the local emergency planning committee.

9(3) Every local emergency planning committee shall establish a municipal emergency plan governing:

- (a) the provision of necessary services during an emergency; and
- (b) the procedures under and the manner in which persons will respond to an emergency.

Powers of local authority (Saskatchewan Emergency Act 1989 E-8.1)

21(1) On the making:

- (a) of a local emergency declaration, or a renewal of a local emergency declaration pursuant to subsection 22(2) and for the duration of the local emergency declaration, 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;
  - (v) provide, maintain and co-ordinate emergency medical, welfare and other essential services in any part of the municipality;
  - (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; and
- (b) of an emergency declaration pursuant to section 17 and during the emergency period, the local authority may:
  - (i) cause any emergency plan to be put into operation; and
  - (ii) exercise any power given to the minister pursuant to subsection 18(1) in relation to the part of the municipality affected by the declaration.
- 21(2) Subject to the approval of the Lieutenant Governor in Council, where:
  - (a) the local authority acquires or utilizes real or personal property pursuant to subsection (1); or
  - (b) any real or personal property is damaged or destroyed due to an action of the local authority in preventing, combating or alleviating the effects of an emergency; the local authority shall cause compensation to be paid for the acquisition, utilization, damage or destruction.
- 21(3) Subject to subsection (4), a local authority may, within 60 days after the making of a local emergency declaration, borrow any moneys necessary to pay expenses caused by the emergency including payment for the services provided by the Government of Saskatchewan or by the Government of Canada when the services were provided at the request of the local authority.
- 21(4) The power to borrow moneys pursuant to subsection (3) is exercisable only by bylaw of the local authority that is approved by: (a) the minister; and (b) the Saskatchewan Municipal Board, where required by The Municipal Board Act or any other Act governing the local authority; within the 60-day limit prescribed in subsection (3).
- 21(5) Notwithstanding any other Act or law, the assent of electors is not required for a bylaw mentioned in subsection (4).
- 21(6) A local authority may delegate to any person or category of persons any of the powers that are or may be conferred or duties that are or may be imposed on it pursuant to this Act except the power to make a local emergency declaration.

#### Declaring a state of Local Emergency- (Saskatchewan Emergency Act 1989 E-8.1

- 20(1) At any time when a local authority is satisfied that an emergency exists or may exist, in all or any part of the municipality, it may by resolution make a local emergency declaration relating to all or any part of the municipality.
- (2) Where:
  - (a) it is not possible to assemble a sufficient number of members of a local authority to pass a resolution pursuant to subsection (1); and (b) a member of the local authority reasonably believes that:
    - (i) a local emergency exists; and
    - (ii) the emergency requires immediate action;

a member of the local authority may make a local emergency declaration on behalf of the local authority.

Expiry, renewal and cancellation Local Emergency

22(1) A local emergency declaration expires at the end of seven days from the time the declaration was made unless it is earlier renewed pursuant to subsection(2).

(2) The Lieutenant Governor in Council may renew a local emergency declaration at any time prior to the:

- (a) expiration of the declaration pursuant to subsection (1);
- (b) cancellation of the declaration pursuant to subsection (4); or
- (c) the termination of the declaration pursuant to section 23.

(3) Subsections 20(3), 20(4), 22(1) and section 23 apply, with any necessary modification, to a renewal of a local emergency declaration.

(4) The Lieutenant Governor in Council may cancel a local emergency declaration or a renewal of that declaration at any time the Lieutenant Governor in Council considers appropriate in the circumstances.

23 If the Lieutenant Governor in Council makes an emergency declaration that applies to a municipality, any local emergency declaration made by a local authority relating to the same municipality is of no force or effect unless the Lieutenant Governor in Council specifies otherwise.

Steps to declare or renew a local emergency:

- **Council:** The council must be notified of the emergency declaration.
- **Affected Population:** The local authority must inform the population affected by the emergency.
- **Saskatchewan Public Safety Agency (SPSA)** The local authority must notify the Saskatchewan Government Relations Branch of the declaration using the following form and faxing the completed declaration to 306.787.1694.



DECLARATION of Local Emergency Notification

WHEREAS the Resort Village of Elk Ridge in the Province of Saskatchewan

Is encountering (name the problem)

that requires prompt action to prevent harm or damage to the safety, health or welfare of persons located within the boundaries.

THEREFORE, pursuant to Section 20 of The Emergency Planning Act 1989, the council of the Resort Village of Elk Ridge

declares that a local emergency exists at \_\_\_\_\_(time) on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Signature of Mayor or authorized person

(printed name)

(Fax form to 306.787.1694)

Steps to rescind, a local emergency declaration

- **Council:** The local authority must notify the council of the termination of the emergency declaration.
- **Affected Population:** The local authority must inform the population affected by the emergency of the termination of the emergency.
  - By local messaging procedures as determined.
  - SaskAlert messaging must be sent. See [SaskAlert messaging](#)
- **Saskatchewan Public Safety Agency (SPSA):** The local authority must notify the Saskatchewan Government Relations Branch of the termination of the declaration using the following form and faxing the completed declaration to 306.787.1694.



## TERMINATION of a Local Emergency Notification

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PURSUANT, to Section 23 of The Emergency Planning Act, 1989, the council of the District of Lakeland No. 521 in the Province of Saskatchewan,

Declares that the Local Emergency is terminated at \_\_\_\_ (time) on the \_\_\_\_ day of \_\_\_\_ 20 \_\_\_\_.

Signature of Mayor or authorized person

(printed name)

(Fax form to 306.787.1694)





## Section 4: OPERATIONAL EMERGENCY RESPONSE PLAN

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### Overview

The aim of this Operational Emergency Response Plan is to provide guidance for The Resort Village of Elk Ridge to respond effectively to an incident or major emergency, through:

- alerting and call-out procedures.
- an Emergency Operations Centre that will coordinate communication and provide support to multi-agency responders, reducing duplication of activities between the EOC and the site.
- providing communication to the community, the public and media regarding an emergency situation and how to respond.
- invoking extraordinary legal powers.
- providing policy direction to incident site responders.
- ensuring the day to day municipal operations can continue to function.
- Prioritizing recovery goals and objectives.

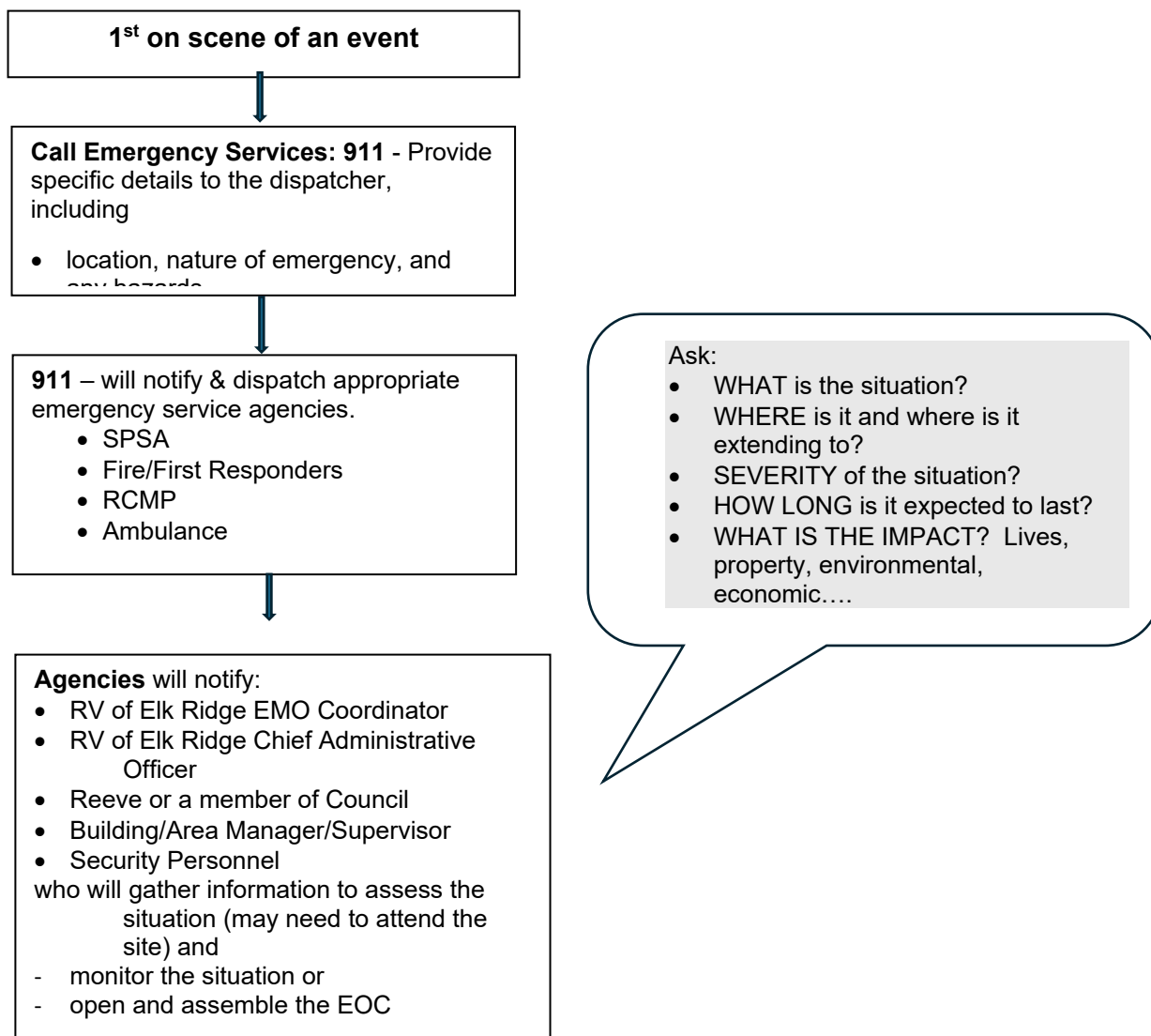
### Emergency Plan Activation

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

Activation of this plan may be done by the **Council and/or Reeve, the Chief Administrative Officer**, the Emergency Coordinator, or emergency services personnel based on the following criteria:

- In anticipation of an event.
- A state of emergency is/will be declared (may be declared by Province).
- Resource needs are beyond local capabilities.
- Situation affects the ability to manage municipality.
- The emergency is of a long duration.
- Multiple agencies or jurisdictions are involved.
- Neighbouring municipalities have an event and/or mutual aid may required.
- Unique or emerging problem(s) may require policy decisions

## Emergency Alerting, Call-out and Notification



### Notifying the EMO Coordinator and CAO of an Emergency

Any initial responders or municipal employee attending any event which is an actual or impending situation caused by nature, an accident or intentional act that constitutes a danger of major proportions to life and property will immediately notify 911, the Emergency Measures Coordinator and the Chief Administrative Officer.

It is recommended that responders err on the side of caution and notify the EMC and CAO of any event that appears to be more than a routine emergency.

Initial responders may be from municipal emergency services or from other municipal, provincial, or federal, private, or non-governmental agencies.

The Emergency Measures Coordinator and Chief Administrative Officer may also receive notification of an event from SASK911 Dispatch.

Responding agencies can notify the municipality by calling the following numbers:	
Emergency Measures Coordinator (EMC): Leslie Tuckek	Cell: 306.230.0941
Resort Village of Elk Ridge Chief Administrative Officer (CAO) Michele Boneau	Cell: 306..
Other contacts you want to include	Work: 306.

The responder should be asked and answer the following questions:

- WHAT is the situation?
- WHERE is it and where is it extending to?
- SEVERITY of the situation?
- HOW LONG is it expected to last?
- WHAT IS THE IMPACT?
- Lives, property, environmental, economic....

#### Emergency Fan Out

On identification that an incident of concern has happened or is imminent, the EMC ) or the Chief Administrator Officer will be contacted. If either one is not available designated alternates should be notified. The designate receiving the information shall notify their emergency counterpart.

The Emergency Measures Coordinator and the Chief Administrator Officer will assess the situation and gather pertinent information regarding the status, severity and impact of the event.

The Chief Administrator Officer will notify the Mayor, Deputy Mayor or any available council member if Mayor is not available.

The Chief Administrator Officer will notify the required municipal staff (such as grounds keepers? etc).

The Chief Administrator Officer and Emergency Measures Coordinator will determine if the EOC should be activated.

The Emergency Measures Coordinator will contact appropriate agencies, initiate the opening the EOC and notify EOC staff to assemble.

#### Decision to Activate the EOC/Emergency Plan

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

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

Implementation may be based on the following criteria:

In anticipation of an event

- A state of emergency is/will be declared (may be declared by Province)
- Resource needs are beyond local capabilities.
- The situation affects the ability to manage municipality.
- The emergency is of a long duration.
- Multiple agencies or jurisdictions are involved.
- Neighbouring municipalities have an event and/or mutual aid may be required.
- Unique or emerging problem(s) may require policy decisions.

## The Emergency Operations Centre (EOC)

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### Purpose:

- is to serve as a central hub for coordinate emergency response and recovery efforts by
- facilitating communication.
- collecting, analyzing, and sharing information.
- supporting emergency responders in the field.
- assisting with resource needs.
- provide a concentrated incident assessment and decision-making body that can best utilize all available resources, and if necessary, resources from the Province
- to protect lives, property, and the environment.

### EOC basic requirements:

- To be functional for 24/7 attendance of EOC personnel for an extended period of time.
- Secure (open only authorized EOC personnel)
- Located away from and not in the path of the incident
- Have access to telecommunications and preferably internet
- Have access to a board style table, office equipment and supplies
- Be equipped with maps and display boards.
- Access to off-location room facilities for meetings with the local authority, emergency partners/stakeholders, media

### Note:

- generators may be required to maintain functional operations.
- cellular communications may be unreliable or unavailable

### EOC Location

The primary location of the Emergency Operations Centre for the Resort Village of Elk Ridge is:

24 hour access to the EOC is accessed by calling :

The **Secondary location** is:

Possible **alternate locations could be:**

### EOC Security

The EOC is a secure area that can only be accessed by EOC named team members at the direction of the EOC Director. A method of authorized person identification will be in place.

EOC volunteers must be cognizant that any information learned in the EOC, about an incident; is confidential and not to be divulged in public. Volunteers and the local authority must not discuss the status of an incident with the public or media unless they are assigned to do so by the Information Officer.

Any windows or glass doors should be covered to prevent non-authorized personnel from viewing planning information that might be visible to the outside.

The Mayor and Council members will not be in the primary EOC unless required to act as a volunteer in one of the EOC positions at which time they will distance themselves from the role of Elected Official. The Director of the EOC will be the liaison between the local authority and the EOC bringing forth recommended actions to be taken.

#### Decision to activate the EOC

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

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

Implementation may be based on the following criteria:

- In anticipation of an event
- A state of emergency is/will be declared (may be declared by Province)
- Resource needs are beyond local capabilities.
- The situation affects the ability to manage municipality.
- The emergency is of a long duration.
- Multiple agencies or jurisdictions are involved.
- Neighbouring municipalities have an event and/or mutual aid may be required.
- Unique or emerging problems may require policy decisions.

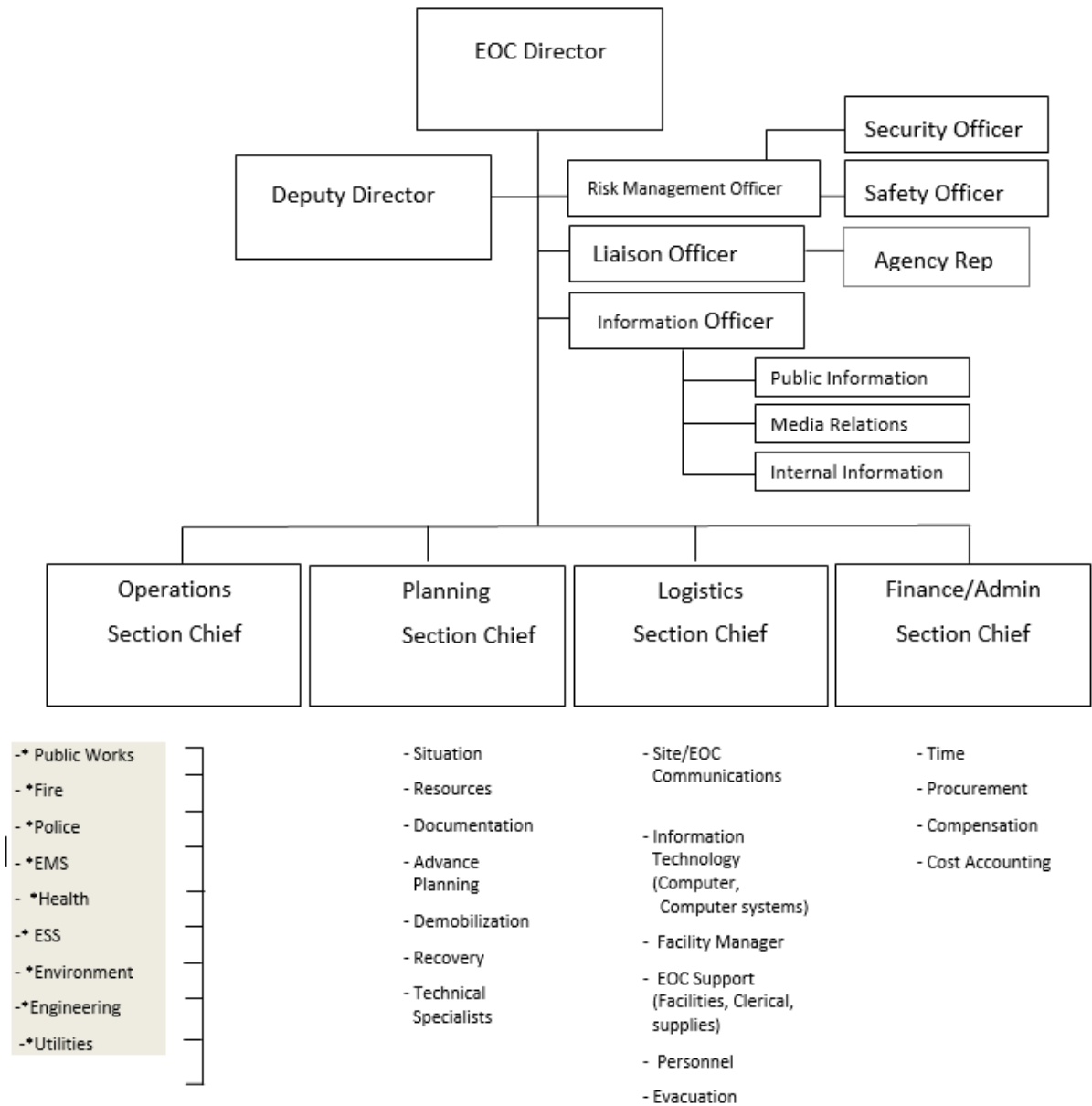
#### Emergency Operations Center (EOC) activation levels

The EOC can be opened with any number of people attending, at any time, to assess or monitor a situation. A 'local emergency' DOES NOT need to be declared to open the EOC. Activation typically ranges from minimal monitoring to full-scale response, with varying levels of staffing and agency involvement depending on the severity and scope of the incident.

- **Level 1 (Full Activation):**  
This is the highest level, reserved for major incidents or disasters requiring a full-scale response. All available EOC staff, Emergency Support Functions (ESFs), and relevant agencies are activated, and the EOC operates 24/7.
- **Level 2 (Partial Activation):**  
This level is used for incidents that require a more focused response, with specific EOC functions and agencies activated as needed. It may be a transitional step or a level that fits a specific event.
- **Level 3 (Minimum Activation):**  
This is the lowest level, primarily for situation monitoring and information flow, with minimal EOC staff and agencies involved. It typically operates during regular business hours.
- **Other Levels:**  
Some jurisdictions may have additional levels, such as "Enhanced" or "Normal" operations, or levels specific to regional or state-level EOCs.

## EOC Command Structure

The EOC will follow the Emergency Incident Command structure to enable a standard coordinated response as shown here.



\*Positions may not be present in the EOC.

### EOC Duties, Roles and Responsibilities

The Director of the EOC is responsible for the EOC and is the link to the Incident Commander and the Local Authority. The EOC Incident Command System is expandable based on the unique need of every event. Not all of the positions need to be filled; position can be filled on an as need basis. The EOC Director will fill each position as required and assumes the duties of any position not assigned.

Roles are divided into 2 divisions:

#### Management Staff

Director  
Deputy Director  
Risk Management  
Liaison  
Information Officer

#### General Staff

Operations  
Planning  
Logistics  
Finance

#### Duties and Responsibilities:

The following section lists the primary responsibilities of personnel filling the positions below during an emergency response.

Note:

Personnel may need to fill multiple positions based on the size of the event and the number of staff available.

Some positions may only be needed during part of an event.

All positions are not required to be filled during each event.

### EOC Director

Has overall authority/responsibility for the EOC and may have one or more deputies.

- Activate the District's Emergency Operation Center.
- Initiate call out of the Emergency Operations Management Team.
- Advise Council and/or Mayor on declaring a Prevention Order or State of Local Emergency.
- Notify Saskatchewan Public Safety Agency when a Local Emergency has been declared.
- Initially performs Management Staff functions of operations, planning, logistics, and finance/administration.
- Initially performs functions of safety, liaison and information officer.
- Coordinates the Emergency Operations Center Management Team's activities.
- Provides leadership to the Management Team.
- Initiates Management team briefings.
- Coordinate the emergency response.
- Ensures/approves EOC objectives.
- Implement the emergency plan in whole or in part.
- Keep the Council and/or Reeve informed of developments as they occur
- Request peacetime emergency mutual aid agreement resources
- Review media releases.



- Request a full report of all emergency operations activities from all responding municipal agencies.
- Prepare post-emergency reports.
- Shall ensure amendments to the emergency plan are made.
- Log all actions and decisions.

#### Deputy Director

Assumes the role of assisting the EOC Director or EOC Director in their absence.

- Prepares work stations for the EOC Team.
- Provides resource lists.
- Mobilizes and coordinates volunteer agencies.
- Liaises with government agencies.
- Coordinates post-emergency reporting and emergency plan amendments.
- Facilitates resolution of internal staffing/personnel challenges.

#### Risk Management /Safety Officer

Planning and implementing decisions that assure safety and security.

- Monitors EOC safety and security.
- Maintains link with Safety Officers as applicable.
- Reduces the impact on victims.
- Minimizing business and community losses.
- Identifies/analyses liability/loss expenditures.
- Assesses unsafe situations and halts operations if necessary.
- Recommends safety modifications to Operations.

**The Safety Officer has the authority to halt all or any unsafe conditions, notifying the EOC Director of actions taken.**

#### Security Coordinator

Reports to the Risk Management/Safety Officer. Coordinates security at the Emergency Operations Centre to ensure only authorized personnel enter the facility.

- Establishes and monitors a sign in/sign out regime.
- Utilizes the sign in/sign sheet to perform a head count if EOC is evacuated.
- Coordinate with the local policing authorities to ensure sufficient security is in place at the scene of the disaster.
- Log all actions and decisions.

#### Liaison Officer

- Ensures required agencies are in EOC.
- Is the point of contact for agencies and companies represented and other EOC's.
- Keeps agencies supporting the incident aware of incident status.
- Assists EOC Director with activities (e.g. briefings, meetings).
- Participates in planning meetings to provide current resource status, including limitations and capability of the assisting agencies.
- Maintains regular contact with cooperating agencies.

#### The Information Officer

is the central point of distribution of information and is responsible for:

Public information

Media Relations

Internal Communications and may be assisted by one or more Information Officers.

- Establishes media facilities away from the EOC.

- Establishes/maintains contact with media representatives.
- Coordinates information for release.
- Coordinates media interviews.
- Liaises with Information Officers.
- Prepares public information materials for timely media releases concerning the incident for release to radio stations, television, newspapers, social media pending approval from the Reeve or assigned officials.
- Delivers media briefings or briefs the community's official spokesperson.
- Ensures distribution of messages to designated social media sites.
- Monitors all media for possible errors being reported about the emergency and public reaction.
- Establish a means of informing evacuees of the redress activities undertaken in their community.
- Maintains a media resources list.
- Retains a copy of all provided media releases and released reports.
- Ensures coordination of media relations between Site and EOC through the Site Media Information officer(s) as required.
- Arranges with the site to direct media that may be approved to attend the emergency site.
- Logs all actions and decisions.

Operations Section: (these positions might not be present in the EOC)

Operations Coordinator

Coordinates all matters pertaining to the Operations Section activities.

- Provides situation and resource information to the Planning Coordinator.
- Implements plans/strategies (Action Plan) developed by the Planning Section.
- Communicates with site(s) field personnel.
- Coordinates critical services and resources. If more than one site, area or region is involved.
- Coordinates the activities of the functional branches assigned to operations. (Communication, Fire, Police, Ambulance, Health, Emergency Social Services, Environment, Engineering, Utilities)
- Deploys/tracks EOC issued site resources.
- The coordination of multi-agency/department responses.

Site to ECO communications manager.

Works at the direction of the Operations Coordinator to establish necessary communications with 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 for volunteer organizations.
- Log all actions and decisions.

Public works manager

Works at the direction of the Operations Coordinator.

- Ensures resources are available when requested. (i.e. equipment, barricades, supplies, construction companies, and contractors).
- Coordinates purchases, rentals, leases of equipment and maintains records of same.
- Assists in the disconnecting of utilities – water, sewer, hydro, gas, telephones etc.

- Coordinates the restoration of essential services.
- Log all actions and decisions.

#### Fire Representative (to be assigned during event)

- Coordinates fire fighting/hazardous material operations.
- Activates the fire mutual aid system if necessary.
- Assists with the evacuation of people.
- Log all actions and decisions.

#### RCMP Representatives (to be assigned during event)

- Provide emergency site security (establish inner and outer perimeter of emergency site).
- Manage traffic and crowd control.
- Coordinate evacuation.
- Set up of a temporary morgue, if necessary.
- Advise medical examiner in the event of a fatality (fatalities).
- Log all actions and decisions.
- Assist in evacuation door knocking and complacency with the order.

#### EMS Representative (to be assigned during the event)

- Establish Incident Command if designated by Local Authority.
- Provide medical care on site and transport to designated medical facility.
- Initiate health mutual aid if necessary.
- Log all actions and decisions.

#### Health (to be assigned during the event)

Public Health Authorities that advise on issues such as safe drinking water, biohazards, pandemic implications.

- Log all actions and decisions.

#### Emergency Social Services Manager (to be assigned during the event)

- Work with Saskatchewan Emergency Social Services and/or Red Cross to coordinate and develop evacuation and reception arrangements with neighboring municipalities.
- Develop and maintain evacuation and reception resource lists.
- Manage food, lodging, personal services, clothing, registration, inquiry and medical services.
- Assist reception communities in whatever way possible.
- Provide information to evacuees concerning state of affairs of the evacuated community and expected re-entry if known.
- Coordinate Critical Incident Stress Management counseling as required.
- Log all actions and decisions.

#### Environment (to be assigned during event)

The Ministry of the Environment is responsible for assessing risk, impact, mitigation, and proposed remediation during an event.

#### Engineering (to be assigned during the event)

Specialist that may be called in for specific events to advise on structural or environmental situations that may arise during an event. Planning Section

#### Planning Section

##### Planning Coordinator

- Responsible for organizing:
- Resources

- Documentation
- Advance planning
- Demobilization
- Recovery
- Technical Specialists
- Maintains overall resource and event status.
- Collects, evaluates, displays information
- Appoints a scribe to capture and document
- Develops Actions Plans and Situation Reports (SitReps).
- Conducts long term/advanced planning.
- Recommends alternative actions.
- Plans for demobilization of all resources and initiates return to community.
- Consults technical specialists when required.
- Log all actions and decisions.

### Logistics Section

#### Logistics Coordinator

- Activates and supervises the units within the Logistics Section.
- Ensures comfort, health and personal needs.
- Is responsible to develop and implement relevant parts of the EOC Action Plan.
- Provides technology communications support
- Arranges/manages facilities
- Establishes transportation resources
- Arranges responder/personal support
- Orders/supplies requested resources.
- Log all actions and decisions.

#### Information Technology Manager

Oversees computer functioning and connections.

- Provides connectivity for computers and peripheral equipment (LCD projectors, printers, local network, internet etc) as required
- Ensures back up of data
- Log all actions and decisions.

#### Facility Manager

Under direction of Emergency Social Services Coordinator.

- Designates facilities and sets up facilities for food, accommodation, registration and inquiry, personal services and clothing.
- Sets up and designates space for reception center.
- Identify facility scheduling issues.
- Assist reception communities in whatever way possible.
- Log all actions and decisions.

#### EOC Support Manager

Ensures the Emergency Operations Centre has the equipment and resources to function to the best that the situation allows.

- Establish rest break areas, nourishment, and other amenities required by the EOC staff.
- Ensure the EOC is a clean, safe and productive place to work.
- Distribute and restock supplies, forms and resources as required.

- Log all actions and decisions.

#### Personnel Manager

Works with the EOC Director to ensure required EOC positions are covered with personnel.

- Ensures coverage for upcoming shifts.
- Ensures EOC staff is not working more than the declared shift duration.
- Maintains all personnel records including time records for the Finance/Administration Coordinator.
- Documents any workers' compensation claims.
- Log all actions and decisions.

#### Evacuation Manager

#### Transportation Manager

- Develops and maintains a transportation resource list of various vehicles.
- Coordinates the transportation of personnel and materials.
- Determines gasoline and diesel requirements for the emergency.
- Log all actions and decisions.

#### Volunteer Manager

- Compile and maintain a list of people who are willing to volunteer in various capacities.
- Ensure appropriate training provided when required.
- Arrange for volunteers as requested.
- Ensure the needs of volunteers are met, i.e. transportation, feeding, respite, etc.
- Log all actions and decisions.

#### Finance/Administration Section

#### Finance/Administration Manager

- Responsible to monitor response and recovery costs so that reimbursement from the provincial government may be applied for. (If a local state of emergency is declared).
- Authorizes and monitors expenditures and the procurement process.
- Documents contracts and all procurement.
- Ensures all financial records are maintained.
- Ensures collection of all personnel records including time records.
- Ensures all damage claims are documented including workers' compensation claims.
- Ensures all documents initiated at the incident are properly prepared and completed.
- Analyzes and estimates overall costs.
- Logs all actions and decisions.

## Communication

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### Overview

The Emergency Operations Centre will communicate with five key groups during an emergency to make strategic decisions to support emergency operations and the well-being of the District

Saskatchewan Public Safety Agency (SPSA)	for advice regarding all aspects of emergency management. To request assistance from the provincial or federal governments. To report emergency management actions, such as declarations and evacuations
Responding Organizations	To ensure coordination between response activities. To request or offer emergency support.
Local Authority	For direction/decisions on legal, financial, and strategic issues necessary to support emergency operations and the well-being of the Local Authority.
Public and media	In partnership with the Local Authority, and Incident Command to communicate emergency information and instructions. Media releases/messages will be approved by a representative of the Local Authority and Incident Command.

### EOC and site communication

#### Response Contacts

- Establish and maintain contact with the on-site Incident Commander as soon as possible after notification of the event.
- Initial contact with Incident Commander will by:
  - Cell phone

Name/Position	Primary phone #	Alternate phone #s
Fire Chief – LDFD Blaine Hewitt	306. 960.3084	Home: 306.982.3202 Work: 306.953.3143
Deputy Fire Chief:	306.	Home: 306.
SPSA	1.800.787.9563	
SPSA Kelly Sawchuk CSO	306.941.8465	
SaskPower	310.2220	1.888.355.5589
SaskEnergy	1.888.700.0427	

Provide the Incident Commander with a non-public phone number to enable direct contact with the EOC.

Initially the EOC phone # will be 306.xxxx.xxxxI further notified.

At the earliest opportunity ensure all emergency personnel on site are notified as to who the Incident Commander is.

Ensure the following people have been contacted

- RV of Elk Ridge EMO Coordinator
- RV of Elk Ridge Chief Administrative Officer
- Mayor or a member of Council
- Building/Area Manager/Supervisor
- Security Personnel

and provide them with as much of the following information is known:

- WHAT is the situation?
- WHERE is it and where is it extending to?
- SEVERITY of the situation?
- HOW LONG is it expected to last?
- WHAT IS THE IMPACT? Lives, property

#### Communication with responders

**Cellular phones** can be used initially if the cellular network is stable.

**P25 Radios** can be obtained from SPSA cellular service is not work-stable and the incident is expected to be long in duration.

The PPSTN network is the primary communication tool for Emergency personnel including

- Lakeland District Fire Department
- Saskatchewan Environment-Conservation
- Saskatchewan Environment-Forest Fire Management
- RCMP
- Parkland Ambulance

On request of the Incident Commander, Sask911 will open an emergency channel for primary emergency communication and an alternate channel for tactical use. Radio users will be instructed what channel to use by Sask911.

Portable towers can be obtained from SPSA if coverage is poor.

FRS Radios can be used for close proximity, non-confidential traffic. They might be useful for Public works or within staging areas.

#### Texting

- For use where cellular service is available. Group lists can be created.

#### Communication with the provincial Saskatchewan Public Safety Agency

Maintaining regular communication with SPSA allows provincial departments to anticipate needs and better support the local response.

Communicate the following decisions to SPSA as soon as possible:

- Declaration of a Local Emergency
- Evacuations
- Rescinding a declaration of local emergency

It is also beneficial to communicate:

- anticipated resource needs,
- anticipated or occurring issues, and
- impacts on the community.

Providing information about the impact of the event on the community will assist the provincial government in making policy decisions to support community recovery.

### The Media

The media will frequently attend both the site and the EOC. Personnel at each location must be assigned to work with the media. The Site Information Officer and the Public Information Officer must remain in close contact to ensure consistent messages are communicated. All media requests will be directed to the Public Information Officer (PIO) available through the EOC. The PIO will arrange media reports and site visits as appropriate.

See [Appendix C](#) *Media Relations Information for Community Leaders* for information on dealing with the media.

### Communication with the Public

#### Methods of Alerting the Public

The following table describes the options available for alerting the public to a critical situation.

<b>Method of alerting and providing critical information</b>	<b>When to Use</b>	<b>Resources Needed</b>	<b>Consider Personnel Needed</b>
SaskAlert	Level 1- Immediate Alert- life and safety are under immediate threat and time is critical Level 2-Emergent Events-an emergent event that may affect decisions people make as they pertain to their daily life and individual safety	<ul style="list-style-type: none"><li>• Situation awareness and desired actions from the PIO</li><li>• Trained &amp; authorized System Users</li><li>• Access to a computer or phone.</li></ul>	<ul style="list-style-type: none"><li>• 1 person to launch the message</li></ul>
Door to door	Local emergency declaration, Evacuation or shelter in place declarations within 24 hours	<ul style="list-style-type: none"><li>• Written instructions (obtained from PIO)</li><li>• Volunteer list</li><li>• Markers to indicate if homes have been checked</li><li>• Official identification</li></ul>	<ul style="list-style-type: none"><li>• PIO-script</li><li>• Volunteers needed =</li><li>• # of homes X</li><li>• # of minutes per home</li></ul>
Public Address System	Local emergency declaration, Evacuation or shelter in place declarations within 24 hours	<ul style="list-style-type: none"><li>• Vehicle</li><li>• with public address capability</li></ul>	<ul style="list-style-type: none"><li>• PIO-script</li><li>• Driver</li><li>• Announcer</li></ul>
Telephone	Local emergency declaration, Evacuation or	<ul style="list-style-type: none"><li>• Script of situation &amp; instructions (obtained from PIO)</li></ul>	<ul style="list-style-type: none"><li>• Volunteers needed =</li></ul>



<b>Method of alerting and providing critical information</b>	<b>When to Use</b>	<b>Resources Needed</b>	<b>Consider Personnel Needed</b>
	shelter in place declarations within 24 hours	<ul style="list-style-type: none"> <li>• Volunteer list</li> <li>• Telephones</li> </ul>	<ul style="list-style-type: none"> <li>• # of homes X</li> <li>• # of minutes per home</li> </ul>
Radio	To notify of pending emergency situation within 48 hours	<ul style="list-style-type: none"> <li>• Script of situation &amp; instructions (obtained from PIO)</li> <li>• List of fax #'s for radio stations</li> <li>• Telephones</li> <li>• EOC member</li> </ul>	<ul style="list-style-type: none"> <li>• PIO-script</li> <li>• EOC member(s)</li> </ul>
Television	To notify of pending emergency situation within 48 hours	<ul style="list-style-type: none"> <li>• Script of situation &amp; instructions (obtained from PIO)</li> <li>• List of fax # for TV stations</li> <li>• Telephones</li> </ul>	<ul style="list-style-type: none"> <li>• PIO-script</li> <li>• EOC member</li> </ul>
<ul style="list-style-type: none"> <li>• Social Media- Twitter, Facebook,</li> </ul>	<ul style="list-style-type: none"> <li>• To notify of a situation within 48 hours</li> </ul>	<ul style="list-style-type: none"> <li>• Script of situation &amp; instructions (obtained from PIO)</li> <li>• Access to Facebook, X, and fb list of residents</li> </ul>	<ul style="list-style-type: none"> <li>• PIO-script</li> <li>• 1 volunteer with access to social media platform</li> </ul>
Resort Village of Elk Ridge Website	To notify of a situation within 48 hours	<ul style="list-style-type: none"> <li>• Script of situation &amp; instructions</li> <li>• (obtained from PIO)</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• PIO</li> <li>• 1 volunteer with access to EM notification page of municipalities website</li> </ul>
Resort Village of Elk Ridge email subscriber list	To notify of a situation within 48 hours	<ul style="list-style-type: none"> <li>• Script of situation &amp; instructions (obtained from the PIO)</li> <li>• Email list previously created from subscribers to the list</li> </ul>	1 volunteer with access to send emails to the email subscribers.

Resources

Resources available

Equipment	Description	Contact Organization	Contact Name	Phone/email



## EVACUATION PLAN

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### Overview

Evacuation is the immediate and safe movement of people away from an area facing an imminent threat. It requires planning, preparedness, and effective communication to ensure the safety of individuals and minimize potential harm.

It requires a balance of getting residents and visitors out of the area safely, in an orderly manner; while maintaining access routes for emergency responders.

Good communication before, during and after the evacuation is critical.

At times evacuation is not appropriate and the community should be directed to Shelter In Place. The primary goal of sheltering in place is to protect yourself and others from a hazard by staying indoors, which can be safer than being outside during an emergency.

See the [Shelter in Place Plan](#).

### Local Authority Evacuation Orders

Ordering an evacuation of all or part of an emergency area is a very serious step and requires detailed planning. In Saskatchewan, the *Emergency Planning Act (1989)* permits the head of a local authority to declare a Local Emergency, and that allows the local authority to order an evacuation should it be absolutely necessary. There are several other statutes (Fire Services Act, Wildfire Act, and the Public Health Act) that can be used to order an evacuation.

When it is determined that an evacuation is required, the warning must be timely and accurate. While the main concern is the preservation of life, those displaced from their homes or businesses may be experiencing inconvenience, anxiety, and fear.

Removing people from their homes and livelihoods must not be taken lightly. People will already be under duress during an emergency; however, public safety must be first. It is a delicate balancing act.

### Evacuation Process

#### Stage 1 – Evacuation Alert

Authorities will alert the population at risk of the potential for evacuation because of the danger of possible loss of life and they should be prepared to evacuate the area. This warning will be transmitted by:

- Door-to-door campaign with pamphlets/letters delivered.
- Radio and/or television broadcast
- Sirens and mobile public address announcements

- Telephone calls
- Electronic media (internet/social media)

*Note: even at this stage, plans will be in place to move people with disabilities, vacationers, and voluntary evacuees. You should also consider readying extra supplies (clothes, shoes, sleeping bags or blankets, personal items (toiletries), playing cards and games for children) to supplement your emergency kit.*

### Stage 2 – Evacuation Order

The population at risk is ordered to evacuate the area specified in a formal written order. This is an order and as such does not allow for any discretionary decision on the part of the population at risk. They must leave the area immediately. The police will enforce the Evacuation Order. This order will be transmitted by:

- Door-to-door campaign with pamphlets/letters delivered.
- Radio and/or television broadcast
- Sirens and mobile public address announcements
- Telephone calls
- Electronic media (internet/social media)

The area in question will have controlled access and that a pass may be required to regain access to the area.

### Stage 3 – Rescind Evacuation

An evacuation order or alert is rescinded when it is determined to be safe for residents to return home. An evacuation order may be reinstated if a threat returns. These reentry criteria will be communicated to evacuees through:

- Radio and/or television broadcast.
- Telephone calls.
- Electronic media (internet/social media); and
- Pamphlets, letters or signage at reception centres.

### Reception Centres

Signage and access to information is vital at reception centres. Describe how will you keep residents informed and deliver instructions at the centre?

### Shelter-In-Place

As residents shelter in place, consider how you will keep them informed. Some residents may require support. Consider ways for those residents to reach out for help. See [Shelter in Place](#) Plan.

### Reception centre staff

- List of contact info for people to staff reception centres.
- Information package to reception centre, including:
  - Information gathering forms for reception centre staff (who, how many, contact info, where are they going, special medical conditions, how are they going (private vehicle), possible pets/livestock at the house/location).
  - Information on how displaced resident will get updates (web page, alerting app, media, direct contact, information boards at evacuation centres).

People go door to door assisting police services:

- Other individuals (list, with contact info).
- Maps of community/area to be evacuated (assigned areas for clearing).

### Protocols for evacuations

- Letter from authority having jurisdiction to residents

- Evacuation designated routes (if applicable to be included in directions)
- Notification process (e.g., media, alerting App, SaskAlert, siren, church bell)
- Home marking (tape colour to distinguish each condition)
  - Residents notified and are evacuating or have evacuated (orange)
  - Residents notified and are refusing to evacuate (police to follow-up) (blue)
  - Residents not home (information left) needs follow-up (yellow)
  - Animals alone at/in residence (green)

#### Phone lists appendixes:

- EOC staff
- Community spokesperson and alternates
- Phone Tree Captains and alternates for residential lists
- Phone Tree Captains and alternates for receptions centre staff
- Phone Tree Captains and alternates for families requiring assistance to evacuate
- Phone Tree Captains and alternates for personnel assisting police with door to door notification
- Media outlets
- Web site and social media site administrators

#### Notification Methods and Process

- Siren or church bell
- Web page and social media pages
- Door to door
- Telephone (community lines or individual resident's lines) (where are they calling from)

## Evacuation Maps

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## Shelter in Place Plan

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### Purpose:

The primary goal of sheltering in place is to protect yourself and others from a hazard by staying indoors, which can be safer than being outside during an emergency.

### When to Shelter in Place:

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You might be instructed to shelter in place during:

Severe weather events (e.g., tornadoes, severe windstorms).

Hazardous material releases (e.g., chemical, biological, or radiological).

Active shooter or other violent situations.

Public health emergencies\

### How to Shelter in Place:

**Go inside:** If you are outside, move to the nearest building or room.

**Find a safe location:** Choose an interior room, ideally one without windows or with few windows.

#### **Secure the area:**

- ✓ Close and lock all windows and doors.
- ✓ Turn off fans, heating, and air conditioning to prevent outside air from entering.
- ✓ Close fireplace dampers.
- ✓ Seal cracks around doors and vents with duct tape or other wide tape.

**Stay Informed:** Monitor radio or television for updates and instructions from authorities.

**Gather Supplies:** Have an emergency kit readily available with essentials like water, food, and a first-aid kit.

### Specific Considerations:

**Basements:** While basements can be a safe place during a tornado, they may not be the best choice for other types of emergencies, especially those involving chemical releases, as some chemicals are heavier than air and can seep into basements.

**Pets:** If you have pets, consider their safety and plan for them to shelter in place with you.

### **Example:**

If you are told to shelter in place due to a chemical release, you would go inside, close all windows and doors, seal any cracks, and stay inside until authorities say it is safe to leave.

## Section 5: Appendices Index

### [APPENDIX A](#)-Contracts and Agreements

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#### Response Contracts

- LDFD

#### Resource Contracts

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### [APPENDIX B](#) - SaskAlert

### [APPENDIX C](#) - Media Relations Information for Community Leaders

### [APPENDIX D](#) - Definitions and acronyms

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#### [APPENDIX E](#) - Local Authority Contact List

#### [APPENDIX F](#) - Businesses, Partners, Stakeholders Contact List

## APPENDIX A - Contracts and Agreements



## APPENDIX B - SaskAlert

### Sask Alert Messaging

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SaskAlert is Saskatchewan's emergency public alerting program, used to alert the public in real-time about emergencies, and municipalities can participate in the program to issue alerts for their areas.

#### What is SaskAlert?

SaskAlert is the Government of Saskatchewan's emergency public alerting program that provides real-time information on emergencies to help residents protect themselves, their families, and their property.

#### How it works:

SaskAlert sends out alerts about emergencies in real-time, allowing people to take action to stay safe.

#### Who can issue alerts?

Government of Saskatchewan ministries, Crown corporations, agencies, local governing bodies (like municipalities), and Environment and Climate Change Canada (ECCC) can issue alerts.

#### Municipalities and SaskAlert:

While participation in the SaskAlert program is not mandated for local governing jurisdictions, authorized, trained representatives from urban municipalities, rural municipalities, and First Nations can issue emergency public alerts for their communities.

#### How to get SaskAlert alerts:

You can download the SaskAlert app, or receive alerts via text message, email, or landline.

#### SaskAlert website:

You can find more information and archived alerts on the SaskAlert website: [emergencyalert.saskatchewan.ca](https://emergencyalert.saskatchewan.ca).

#### SaskAlert app:

You can download the SaskAlert app from the [Apple App Store](#) or [Google Play Store](#).

INCLUDE LIST OF TRAINED SASKALERT PEOPLE

## APPENDIX C - Media Relations Information for Leaders

In general:

- Always return media calls. The more co-operative you appear, the better.
- Communicate with the media – talk to them as well as listen to them. During a crisis, you may learn a great deal from the media that can be useful to you in further dealing with the situation.
- Avoid antagonizing the media. A short tone at a press conference, during a phone call, or elsewhere can affect your future relationship with an individual or other media who may hear the conversation.
- Consider establishing a dedicated website that will provide information, photos and video to media.
- Consider establishing a dedicated phone number for media inquiries – and make sure someone is available to answer the calls and keep track of the questions/answers.
- Consider how information you release to media may affect other agencies, businesses or individuals. If you say things that may result in media calling other agencies, call those agencies first to warn them of impending calls.
- When talking to the media, be sure to give credit to other agencies, groups or individuals working on the crisis, including your own staff or volunteers.
- Try to be pro-active with new information. Even those things may be frantic; if you acquire new information regarding the crisis, reach out to the media.
- Be honest. Don't make false or misleading statements

#### APPENDIX -D Definitions and acronyms

Emergency Evacuation	The immediate and safe movement of people away from an area facing an imminent threat. It requires planning, preparedness, and effective communication to ensure the safety of individuals and minimize potential harm.
Emergency Measures Coordinator (EMC))	Appointed by municipal councils to coordinate the Emergency Measures Organization, maintain an emergency plan, and ensure a prompt and coordinated response to emergencies, protecting public safety and property. In Saskatchewan, municipalities are required to establish emergency plans by The Emergency Planning Act, 1989. Is chairperson of the local emergency planning committee.
Emergency Measures Organization (EMO)	The structure within a municipality that is responsible for coordinating emergency response efforts.
Emergency Operations Center (EOC)	A centralized location used to coordinate emergency response, preparedness, and recovery efforts, acting as a hub for information, resources, and communication during incidents. It must be away from and not in the line of the event.
Emergency Planning Committee (EPC)	A group composed of the emergency measures coordinator (chair) and any other persons the local authority considers necessary for developing, implementing, and maintaining emergency plans, response procedures, and related building or facility, ensuring a coordinated and effective response to emergencies. EPCs typically consist of representatives from areas within the municipality, ensuring a broad perspective and expertise in emergency management.
General Staff-EOC	A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs. Chief, Planning

	Section Chief, Logistics Section Chief, and Finance/Administration Section.
Incident Command Post(s)	Field locations where tactical on-scene management of an event occurs.
Incident Command System	A standardized emergency management system designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure,
Incident Commander (IC)	The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.
Jurisdiction:	A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political, geographical, or functional (e.g., law enforcement, public health
Liaison Officer: •	A point of contact for other agencies and facilitates the coordination of acquired resources involved in the incident.
Local Authority	Municipal Mayor and Council; the elected officials of the municipality
Mutual Aid and Assistance Agreement	Written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.
Operational Emergency Response Plan	
Preparedness	
Prevention and Mitigation	Sustained actions to reduce or eliminate the long-term impacts and risks associated with natural and human-induced disasters.

Public Information officer (PIO)	Responsible for communicating with the public and media about the incident, ensuring consistent and accurate messaging.
Recovery	The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.
Recovery Plan	A plan developed to restore the affected area or community.
Resources	Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained.
Response	
Risk:	Broadly, the effect of uncertainty on objectives. Risk is often expressed in terms of a combination of the consequences of an event and the associated likelihood of occurrence.
Safety Officer:	Ensures the safety of all personnel involved in the incident response, identifying and mitigating potential hazards
Shelter in place	Finding a safe location indoors and staying there until an emergency passes or you are told to evacuate, typically in response to a threat like severe weather or a hazardous material release.
Tactical Direction	Direction given by the Operations Section Chief that includes the tactics appropriate for the selected strategy, the selection and assignment of resources, tactics implementation, and performance monitoring for each operational period.
Unified Command	An Incident Command System is used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through

	the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.
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## Resource List

Needs content

Resource table can go here or within the plan

## Local Authority Contact List

Needs contact information