

# Evacuation Plan

Resort Village of Elk Ridge

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Box 171  
Waskesiu Lake SK S0J 2Y0  
306 – 940-9052

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## THE RESORT VILLAGE OF ELK RIDGE EMERGENCY PLAN

The Resort Village of Elk Ridge has an emergency plan that coordinates the community's response to any major event or emergency.

There are six main components to the plan. These are:

- **The Public Emergency Management Plan** – It describes the methodology and general process that the municipality will use to respond to emergency events as well as the bylaw that established the planning process but contains no confidential information. This section also contains information that individuals can use to create a personal/family/business plan to assist in emergency situations.
- **Council Emergency Plan** – This plan is specific for the Elk Ridge Mayor and Councilors. It describes their roles and responsibilities, how to declare a local emergency and provides background information on emergency management in general.
- **Emergency Response Plan** – This plan is for the Emergency Management Organization Coordinator and the Emergency Operations Centre Team members. It describes roles and responsibilities of the Emergency Operations Centre Team members as well as outlining how to establish and operate the Emergency Operation Centre.
- **Emergency Information Plan** – This is the crisis communications plan. It outlines how information will be shared, including public notification and media releases.
- **Evacuation Plan** – This plan is for emergency services staff who are in tactical command of an incident site(s). Their tactical operations achieve the goals and priorities of the Emergency Operations Centre and Council. This plan provides direction for escalating events from day-to-day emergencies to fully supported major disasters.
- **Plan reference section** – containing contact list information for people and resources as well as forms and other emergency operations centre documentation.

### **Introduction and Approval**

The contents of this Emergency Response Plan provide guidance for The Resort Village of Elk Ridge to respond effectively to an incident or major emergency.

This document will not prevent the possibility of an incident or emergency occurring. It is intended to provide citizens with information to make them as resilient as possible in times of emergency; this will allow our local authority and first responders to focus on those individuals that are in the most need of assistance. For your local authority and emergency operations centre staff this plan will aid in providing a prompt and coordinated multi-agency response, thereby reducing human suffering and loss or damage to property or the environment.

For this plan to be effective, it is important that all concerned are made aware of its provisions and that every official, agency and department be prepared to carry out their assigned functions and responsibilities in an emergency.

The public must be informed about the Emergency Planning and educated as to certain elements (i.e., Warning and Evacuation Procedures).

The Emergency Response Plan is a living document that will be amended as necessary.

## Community Profile

“your community’s information here including map/maps”

## Aim

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

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.

## Authority

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 Definition

An emergency is defined as any abnormal or unique event which occurs with some degree of surprise to demand unusual, extensive and demanding response effort, however caused, which has resulted in or may result in:

- the loss of life; or
- serious harm or damage to the safety, health or welfare of people; or
- widespread damage to property or the environment.

A major emergency is a further escalation with the potential to exceed the community's emergency response capabilities. A major emergency will require resources from other communities and the province.

## Scenarios and Response Strategies

The most likely major emergencies, expected durations, and associated response strategies include the following:

Scenario	Response Strategy
Power Outage 2-5 days	Generator sharing among residents
Power Outage >5 days	Large scale rented generators in strategic locations
Water Contamination <5 days	Boil water advisory
Water Contamination 5+ days	Water supply depot using trucked in water
Water Supply Outage >5 days	Water supply depot using trucked in water
Lagoon or sewer line inoperable	Rented Porta Potties in strategic locations
Natural Gas Outage (Winter) >2days	Rented electric heaters
Forest Wildfire	Saskatchewan Public Safety Agency

Scenario	Response Strategy
Structure Fire	Lakeland Fire Dept
Dangerous Goods Exposure	Lakeland Fire Dept
Tornado / Windstorm	Lakeland Fire Dept
Gas Pipeline Leak/Explosion	Lakeland Fire Dept
Lost Person	RCMP

## EVACUATION ORDERS

### Evacuation Authority

There are a number of ways to order an evacuation in Saskatchewan and these vary from hazard to hazard. It is very important to understand the various methods and legal authorities. The decision to Evacuate or Shelter in Place is the responsibility of the community leadership and should be based on:

- 1) The safety of community membership,
- 2) current situational information from the subject professionals,
- 3) with the understanding that the timing of the supply deliveries are subject to the conditions of the emergency and
- 4) that if the situation changes then the Shelter in Place may not be an option. The Province will support the decision of the community leadership and provide the required resources to support that decision.

### Legal Authority "Acts"

- Emergency Planning Act, 1989 (Local Authority and Provincial Government, declarations),
  - ✓ Sections 18(1) i, 21(1) vii
- Fire Safety Act
  - ✓ Section 7 (2) c
- Wildfire Act
  - ✓ Section 43 (2)
- The Public Health Act, 1994

Other legislations also exist for some specific hazards / risks.

In all emergencies, regardless of the threat, the Resort Village of Elk Ridge is the first line of defense.

### Local Authority Evacuation Orders

To order an evacuation, the Resort Village of Elk Ridge must declare a Local Emergency, as enabled under Section 21 of the *Saskatchewan Emergency Planning Act, 1989*.

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 Checklist`

Once a call is received from 911 or a government organization suggesting evacuation for the safety of the Resort Village population, the CAO will activate the Emergency Plan and contact the Mayor and Council. When a Local Emergency Evacuation is declared by Council, the CAO and EMO Coordinator will ensure the following steps are completed:

- Call Mayor and Council to meet. Declare Local Emergency
- Inform Saskatchewan Public Safety Agency (SPSA) and send declaration
- Inform Utility and Lakeland Fire Chief
- Inform RCMP
- Locate and open the Emergency Operations Centre
- Dispatch staff/volunteers to Emergency Operation Centre w/procedures and paper work if required
- Activate door-to-door procedures
- Place information on SaskAlert and local radio station
- Place information on social media, Webpage, and Facebook
- Arrange for food and beverage for Emergency Operations Centre
- Maintain up-to-date information on social media network

### Door-to-door check

The Resort Village has been divided into X areas (see Appendix 5 for map). The Communications Coordinator will report to the Emergency Operations Centre to receive instructions from the EMO Coordinator.

Volunteers will receive communication equipment and knock on each door of their assigned area to ensure the home is vacant. If help is needed, the EOC will be contacted for further instructions. Once an area is completed, volunteers will report to the EOC to await further instructions, possibly helping in other areas or helping evacuate people in need.



## Evacuation Process

### *Stage 1 - Evacuation Alert*

In extreme emergency situations, such as a forest wildfire, the authorities may issue a pre-alert warning that evacuation of the community may be required within a certain timeframe. Residents will be advised by their Area Rep to be prepared to evacuate on short notice.

### *Stage 2 - Evacuation Order*

When evacuation is necessary a declaration will be made by the EOC Coordinator and residents will be advised by their Area Rep to evacuate by a certain time in accordance with the evacuation order. This is an order and as such does not allow for any discretionary decision on the part of the population at risk. RCMP may be involved to supervise door to door inspections to ensure that all residents have obeyed the evacuation order.

The primary evacuation route will be Arne Pedersen Way to Highway 264. Should that route not be available, the back road to McPhee Lake will be used as the alternate route. The RCMP and volunteers will be engaged to control traffic on the evacuation route.

Residents will be responsible for arranging their own living accommodations during the evacuation. Separate travel and accommodation arrangements will be made by Routes2SK for their employees.

### *Stage 3 - Rescind*

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 by electronic media (internet/social media).

### *Reception Center*

If a reception center is deemed necessary where evacuees may be received during an emergency/evacuation, notice will be provided to residents as to its location and contact information.

### *Shelter-In-Place*

In some circumstances - for example, where evacuees would have to travel through a plume of hazardous gases - it may be safer for people to take shelter in their homes.

If you are advising the residents to shelter in place, some or all of these instructions must be communicated to them depending on the incident:

- Get inside as quickly as possible
- Turn off all heating, ventilation and air conditioning systems. Close vents.

- Close all doors, windows, fireplace flues, vents and other openings. If there are any gaps in the weather stripping, use duct tape, plastic wrap and/or aluminum foil to seal the leaks.
- Close drapes, curtains and shades. Stay away from external windows.
- Use stairwells instead of elevators wherever possible.
- Turn on the radio or television for information. You will be advised what the hazardous material is and what the signs and symptoms of overexposure are.
- Use telephones only if you need immediate emergency assistance. You will be directed how to seek medical help outside the evacuation area.

### **Re-entry Guidelines**

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

- Alternate accommodations available if homes are damaged
- Ambulance service
- Firefighting services
- Mail service
- Water and sewer
- Power/gas and telephone
- Food and personal supplies available in stores
- Medical supplies
- Adequate vehicle fuel and service.

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

### ***SaskPower Re-entry Guidelines***

[http://www.saskpower.com/wp-content/uploads/floodguidelines\\_gascontractors.pdf](http://www.saskpower.com/wp-content/uploads/floodguidelines_gascontractors.pdf)

### ***Saskatchewan Building Standards Flood Recovery Guide***

<http://arborfieldsk.ca/arborfield-dwimages/tri-unity/Flood%20Recovery%20Action%20Guide%202014.pdf>

### ***Provincial Disaster Assistance Program (PDAP)***

<https://www.saskatchewan.ca/residents/environment-public-health-and-safety/access-funding-through-the-provincial-disaster-assistance-program>

The Provincial Disaster Assistance Program (PDAP) helps residents, small businesses, agricultural operations, First Nations, non-profit organizations and communities recover from natural disasters, including flooding, tornadoes, plow winds and other disasters caused by severe weather. PDAP may help cover the cost of uninsurable essential losses, cleanup, repairs and temporary relocation.