



City of Meadow Lake Emergency Response Plan 2019



Created By: Bolt from The Blue Management

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Updates & Revisions

Date	Page Number & Description of Section Edit	Name & Signature
Oct. 24, 2018	p. 7 s 1(6) updated to reflect city's updated Emergency Measures Bylaw.	Anne Danielson
Oct. 24, 2018	p. 9 2(2) Updated to reflect updated emergency measures bylaw.	Anne Danielson
Oct. 24, 2018	p. 11 3(2) Updated to reflect updated emergency measures bylaw.	Anne Danielson
Oct. 24, 2018	p. 14 4(2) updated to include hard copies.	Anne Danielson
Oct. 24, 2018	p. 27 Appendix 1- EMFS Field Officer and phone number updated to Sterling Switzer	Anne Danielson
Oct. 24, 2018	p. 30-33 Appendix 4 updated to read better.	Anne Danielson
December 12, 2018	p. 29 Appendix 3 EOC Floor Plan added.	Anne Danielson
December 12, 2018	p. 9-10 2(2)-2(3) Org chart updates.	Anne Danielson
December 12, 2018	p. 14 Updated to reflect changes in org chart.	Anne Danielson



Definitions

ECC - Emergency Coordination Centre, a different term for the equivalent of an EOC.

EMS - Emergency Medical Services.

EOC - A pre-identified location for carrying out coordinated emergency response and recovery activities including planning, logistical and operational support functions of Incident Command as well as Emergency Social Services.

Emergency Planning Act - Refers to *The Emergency Planning Act* in the Province of Saskatchewan.

Emergency Planning Committee - Provides guidance, feedback and expertise regarding the City's emergency management plan and program. Members include: Emergency Measures Coordinator, City Manager, management or administrative heads of City departments as requested by the Emergency Measures Coordinator and may include other city personnel, representatives from public and private organizations who may provide expertise as requested by the Emergency Measures Coordinator or Deputy.

ERP - Emergency Response Plan. Unless stated otherwise, refers to this City of Meadow Lake Emergency Response Plan.

ESS - Emergency Social Services. Provides basic essential items to victims, evacuees and affected residents by providing: lodging, food, water, personal services and other basic necessities as may be required.

Hazmat - Hazardous Materials.

ICS - Incident Command System.

Minister – The member of the Executive Council of the Province of Saskatchewan to whom the administration of this Act is assigned.

SK – Saskatchewan.

SKHA - Saskatchewan Health Authority.

SOLE - State of Local Emergency.



Section 1: Introduction & Authority

1(1) Purpose

The purpose of this emergency response plan is to guide the response to an incident, emergency or disaster that affects the City of Meadow Lake's people, property or environment and exceeds the day-to-day capacity or operations of emergency responders. The plan is intended to guide an effective and efficient emergency response between all stakeholders for the safety and well-being of residents and the entire community.

This plan forms the foundation of a larger comprehensive emergency management program that includes community awareness and stakeholder engagement. The plan sets out an organizational response structure and regular testing and training requirements. This plan is a living document- requiring regular review and updates in order to ensure key learnings are implemented following discussion, training and exercises contributing to an ever-improving plan.

It is understood that this plan may not prevent an incident from occurring but combined with an emergency management program is intended as a resource to lessen the impacts of potential incidents and assist with smoother recovery.

1(2) Authority

This plan is created under the authority of *The Saskatchewan Emergency Planning Act 1989*, which requires every local authority to establish a local emergency planning committee and emergency municipal plan. Furthermore, every local authority shall maintain responsibility for their own emergency response, except where the Minister assumes control.

Any person who contravenes this Act or obstructs any person in the carrying out of duties conferred to them by the Act is guilty of an offence and liable on summary conviction a fine of not more than \$2000.00 and not more than \$10,000 in the case of a corporation.

Pursuant to c. E-8.1 s.9

1(3) Bylaw & Continuous Plan Development

This plan is further subject to the City of Meadow Lake's Emergency Measures Bylaw which sets out requirements for development and maintenance of the plan including annual review and updates to be completed by the Emergency Measures Coordinator and annual Council review.

Pursuant to s. 4.1.1 s. 7.3.2 s. 8.2.2



1(4) City of Meadow Lake Emergency Plan Overview


The City of Meadow Lake utilizes the following 2 emergency plans which may be used individually or together depending on incident.

1. **Emergency Response Plan** -This plan outlines the City's authority for emergency response and Emergency Operation Centre activities including those that directly support the incident site and activities related to the immediate response actions of residents (ex: notification & communications, evacuation). This ERP also sets forth specific guidelines and expectations of the City's emergency management program including testing and training requirements.
2. **Emergency Social Services Plan** -The Emergency Social Services Plan outlines the City's structure for responding to the basic needs of residents and/or evacuees during an emergency. This includes operations within a Reception Centre and alternate lodging arrangements.

1(6) Emergency Plan Activation

The City of Meadow Lake's emergency plans may be implemented in whole or in part to respond to occurring or imminent incidents anticipated to result in harm to people or widespread property damage. When such an incident is believed to exist, or is anticipated the plan may be implemented by one or a combination of any of the following:

- Mayor or designate.
- Emergency Measures Coordinator or designate.
- Fire Chief or designate.
- Police Chief or equivalent including RCMP Detachment Commander or designate.
- City Manager or designate.

 A State of Local Emergency does *not* need to be declared in order to activate the emergency response plan in part or in whole. Nor does a SOLE need to be declared in order to apply for SK Provincial Disaster Assistance Program Funding.



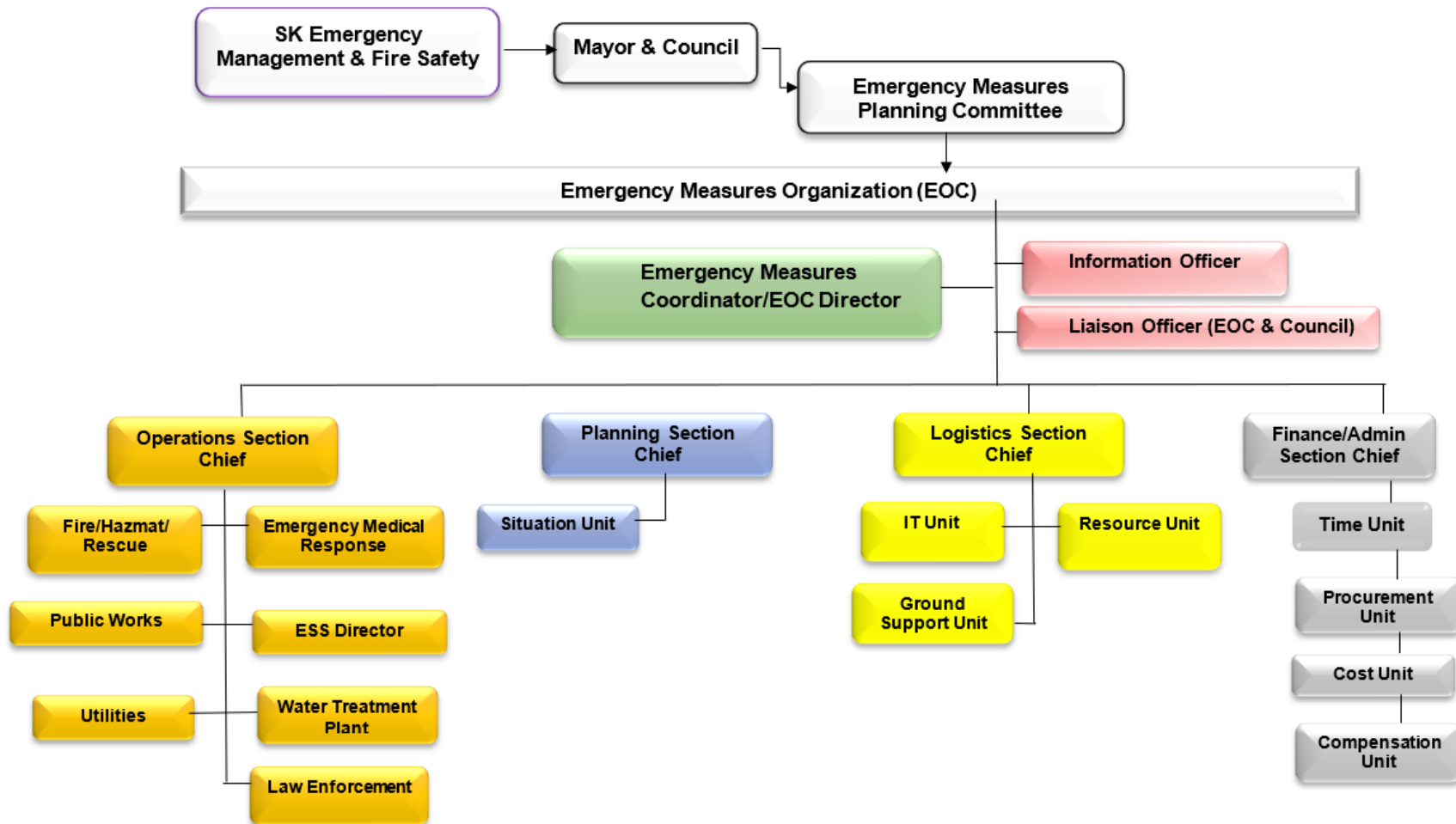
Section 2: Plan Overview

2(1) Hazard Risk & Vulnerability Assessment (HRVA)

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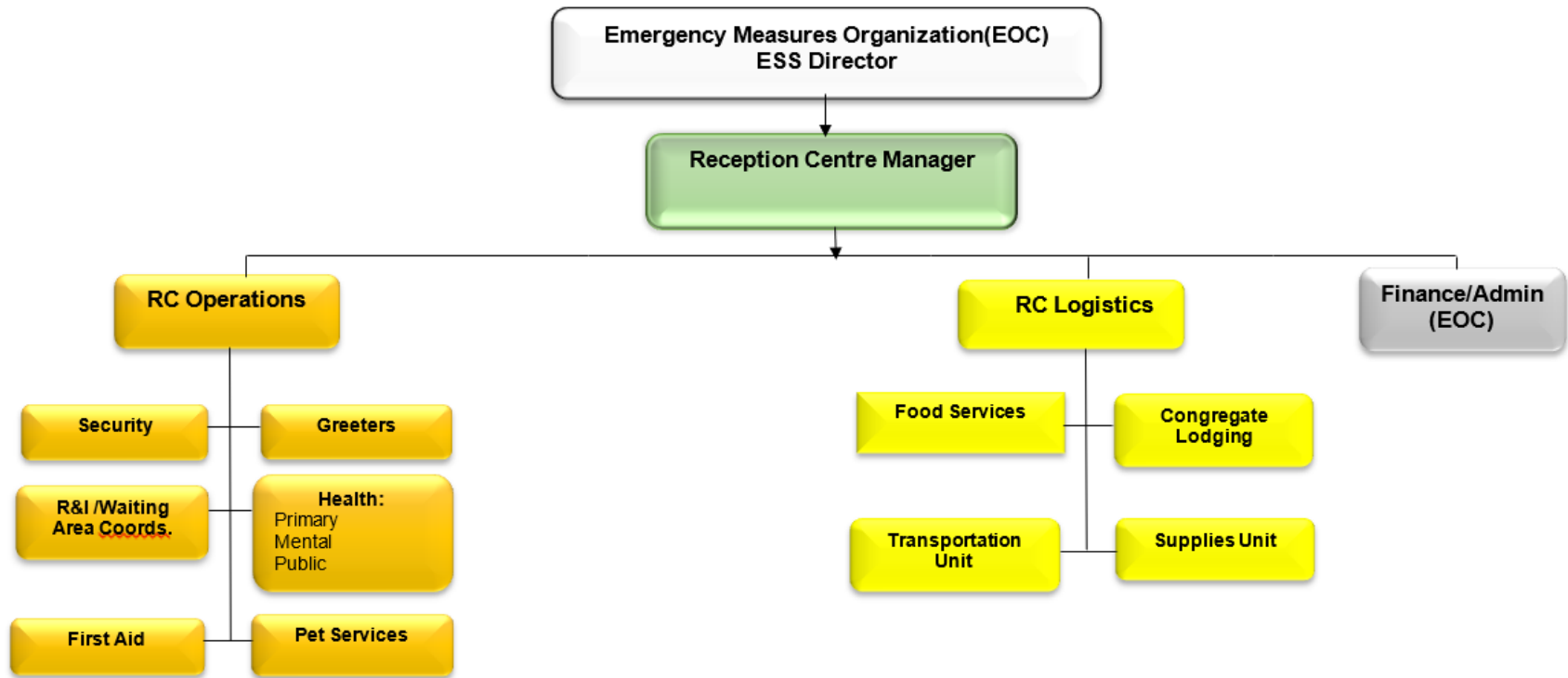


2(2) Emergency Response Organizational Chart- EOC





2(3) Emergency Response Organizational Chart- ESS





Section 3: State of Local Emergency Authority & Requirements

3(1) State of Local Emergency

A state of local emergency may be declared anytime that a local authority is satisfied that an emergency exists or may exist in which the powers granted under a State of Local Emergency are anticipated to aid in the response to the emergency.

A State of Local Emergency may be declared by resolution of Council. Pursuant to *The Saskatchewan Emergency Planning Act*, where quorum is not achieved, or it is not possible for Council to pass resolution a member of Council (Mayor and/or Councilor) may make a declaration on Council's behalf where a local emergency is believed to exist and/or require immediate action.

3(2) Declaration of State of Local Emergency

According to the City of Meadow Lake Emergency Measures Bylaw a State of Local Emergency may be declared by any one of the following:

- Mayor and Council.
- In absence of Mayor, Deputy Mayor.
- In absence of both Mayor & Deputy Mayor, Quorum of Council.
- In absence of all of the above, any 2 elected officials.

A SOLE must include:


- The nature of the emergency.
- The area of the City in which the emergency exists.

Upon declaring a SOLE, the local authority must immediately:

- Forward a copy of the declaration to SK Emergency Management & Fire Safety in order to notify the Minister.
- Make the SOLE public to the residents of the area affected by the SOLE by any communications considered most likely to reach the majority of the population affected.

A SOLE is effective for 7 days from the time of signing and expires at the end of 7 days unless:

- An emergency no longer exists, and the SOLE is terminated by the local authority or Lieutenant Governor in Council.
- A SOLE is renewed by the local authority and approved by Lieutenant Governor in Council. SOLEs may be extended for a duration of 7 days at a time.

 A State of Local Emergency does *not* need to be declared in order to activate the emergency response plan in part or in whole. Nor does a SOLE need to be declared in order to apply for SK Provincial Disaster Assistance Program Funding.



3(3) Termination, Expiration and Cancellation of State of Local Emergency

- A SOLE may be terminated when it is determined an emergency no longer exists or it is in the public's best interest that a SOLE be terminated.
- A SOLE is considered to have expired if allowed to lapse 7 days from the date of declaration.
- A SOLE may be cancelled by the Lieutenant Governor in Council.

In any of these cases the local authority must immediately:

- Notify SK Emergency Management & Fire Safety in order to notify the Minister of the termination, expiration or cancellation.
- Notify residents of the details of the termination, expiration or cancellation by any communications considered most likely to reach the majority of the population affected.

Section 4- Council & EOC Roles

4(1) Mayor & Council Role Overview

Mayor and Council are responsible for the overall emergency response from beginning to end. As such they are responsible for overall decisions impacting the community based on the subject matter expertise of EOC, ESS and Incident Command personnel. In order to maintain a high-level view and manage the entire emergency from a comprehensive perspective it is important that Council not operate out of the EOC, but rather from the pre-designated location listed below. A go-kit should be positioned at this location with basic supplies for Council to complete their assigned roles and tasks.

Council should not be in the Reception Centre without prior communication with the EOC Director and ESS Director. Reception Centres are private facilities intended for evacuees and authorized staff only. Reception Centres and congregate facilities essentially serve as temporary homes for persons displaced by the emergency, their privacy should be respected at all times.

A Liaison Officer has been assigned to ensure that Council receives regular updates and information as requested. Council should appoint a single spokesperson for the duration of the emergency that is prepared to provide regular updates to residents and media on behalf of the City. The Information Officer will work closely with Council to coordinate media releases, press conferences and any political or dignitary visits.

- ❶ *Mayor & Council roles and responsibilities can be found with the Emergency Measures Coordinator and on Civic Web.*

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4(2) EOC Role Overview

The City of Meadow Lake's organizational chart is based off of the *Incident Command System* (ICS). This is an organizational structure capable of expanding and contracting to meet the needs of unexpected emergency incidents and pre-planned incidents such as special events. ICS is a best practice system and the most commonly used system in North America for organizing personnel to respond to a disaster. It provides a clear operating picture from which all agencies can work and clear lines of authority between organizations and functions.

The City of Meadow Lake's EOC organizational chart does not represent all possible positions within ICS, but those identified as most critical in being filled *and* is based on the amount of staff available in Meadow Lake to fill roles.

Note:

- Within the City of Meadow Lake, the Fire Chief has been designated as Emergency Measures Coordinator. This position is responsible for day-to-day overall emergency management.
- In order to avoid duplication of roles during an emergency activation an alternate City staff member has been designated as EOC Director.
- In the event that the Fire Chief (Emergency Measures Coordinator) is not filling Incident Commander duties, he may serve as EOC Director or Deputy Director.
- Furthermore, since ICS was originally intended for the site, the City's org chart differs in that the Resource Unit has been located under Logistics which from a municipal perspective may improve communication.

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The following is a summary of each function identified in the City of Meadow Lake's Emergency Operations Centre and corresponding organizational chart. Each person that fills a role both in the EOC and ESS organizational charts have been assigned their own condensed and function-specific emergency plan including position descriptions and emergency checklist.



EOC Staff:

<p>EOC Director - Oversees all functions within the EOC. Activates EOC/ESS staff call-outs. Determines initial EOC priorities and immediate needs with EOC staff. Establishes operational work periods and frequency of meetings.</p>
<p>Deputy EOC Director - Acts as EOC Director in his or her absence and fulfills all duties required of EOC Director. Ensures all staff are notified of any change-over between EOC and Deputy EOC Directors.</p>
<p>Information Officer - Responsible for timely and accurate information to residents, media outlets, monitoring media and acting as liaison to media.</p>
<p>Liaison Officer - Liaises between EOC and Council. Ensures Council receives regular updates from EOC.</p>
<p>Operations Section Chief - Generally supports field tasks. As such, must have clear understanding of operational tasks and may be in close communication with Incident Command. Person filling Operations Section Chief role may be incident dependent (much like incident commander) due to need for subject matter expertise of tasks occurring in the field.</p>
<p>ESS Director - Oversees Emergency Social Services. Operates out of the EOC so that Reception Centre and EOC personnel have a single point of contact to ensure both EOC and ESS Team are working in coordinated fashion.</p>
<p>Planning Section Chief - Works closely with Operations and Logistics to anticipate future needs. Oversees Situation Unit. Supervises development of incident or EOC action plan.</p>
<p>Situation Unit - Updates EOC Board, ensures all EOC staff kept abreast of situation.</p>
<p>Logistics Section Chief - Locates and coordinates resources for response. Oversees IT Unit, Ground Support Unit & Resource Unit.</p>
<p>IT Unit - Ensures adequate working condition of communications equipment (phones, computers, photocopiers, computers, etc.).</p>
<p>Ground Support Unit - Fueling of equipment, ensuring fuel available for City emergency operations. Implements tracking of fuel in emergency.</p>
<p>Resource Unit - Typically, Resource Unit falls under Planning Section, but in City EOC can make communication more difficult if separated. Tracks all resources, in use, out of use, when they are arriving, etc. Works closely with Procurement.</p>
<p>Finance - Authorize expenditures, track costs, manages processing of rental/lease agreements or contracts.</p>
<p>Time Unit - Keeps time records of all resources (personnel and equipment).</p>



Procurement Unit - Administers vendor contracts, agreements, leases, request quotes, establishes contracts and agreements. Works closely with Resource Unit.

Cost Unit - Ensures accurate tracking of all costs and accounts payable.

Compensation Unit - Oversees administrative matters pertaining to claims and compensation related activities.

Section 5: Escalation & Notification

See chart on following page.



5(1) Escalation Guidelines

The following chart outlines disaster threshold and notification guidelines.

Type	Threshold	Anticipated Emergency Management Response	Notification	EOC	ESS
Type 5	Typical day-to-day emergency operations.	<ul style="list-style-type: none"> Day-to-day first responder operations. 			Canadian Red Cross Personal Disaster Assistance notified if needed.
Type 4	Incident is limited in length and scope. Command and/or general staff positions activated only if needed.	<ul style="list-style-type: none"> Emergency Measures Coordinator notified. External contacts notified if needed. Council notified for informational purposes. 	EOC staff may be put on stand-by.	Partial EOC activation (key functions) possible over short-term.	ESS staff may be put on stand-by. Partial ESS activation possible over short-term.
Type 3	Major incident. Command, General Staff and Unit Leader positions activated. May extend into several operational periods. May require mutual aid. Incident/EOC Action Plan required.	<ul style="list-style-type: none"> Emergency Measures Coordinator notified. EOC & ESS staff notified and activated. Council notified. Province notified. Additional organizations notified. 	<p>-SOLE declared. -Public notified. -R.M. notified.</p> <p>Regional/provincial media likely.</p>	EOC fully activated. -Mutual aid or neighboring area resources put on stand-by or activated.	ESS fully activated. -Mutual aid or neighboring area resources put on stand-by or activated. -Reception Centre fully activated. -Affects large number of people. -Lodging arrangements for residents activated.
Type 2	Beyond local and regional control , may require provincial or national assistance. General Command and Unit positions filled. Written Incident/EOC Action Plan required for each operational period.	<ul style="list-style-type: none"> Emergency Measures Coordinator notified. Council notified. Province notified. Additional organizations notified, liaison officers in place. 	<p>-SOLE declared. -Public notified. -Neighboring areas notified. -Provincial and national media attention.</p>	<p>-EOC fully activated. -Mutual aid fully activated. -Additional assistance requested from the Province.</p>	<p>-ESS fully activated. -Reception Centre activated. -Affects large numbers of people requiring additional ESS assistance from Province. -Hosting arrangements for residents activated.</p>
Type 1	Catastrophic , impacts/effects will be felt for extended period of time. May affect entire region. Requires national support/resources. Total personnel may exceed 1000. Additional ICS functions (ex: Branches) activated.	<ul style="list-style-type: none"> Province notified. Additional organizations notified, liaison officers in place. 	<p>-SOLE declared. -Public notified. -Neighboring areas notified. -Provincial, national and international media attention.</p>	<p>-EOC fully activated. -Mutual aid fully activated. -Additional assistance requested from the Province.</p>	<p>-ESS fully activated. -ESS coordination assistance from Province. -Hosting arrangements for residents activated.</p>



5(2) Personnel Notification & Communications

Council, EOC & ESS Personnel Notifications:

- Notification will be initiated by the lead on-site emergency service by contacting the Emergency Measures Coordinator, EOC Director or in absence of both, the Deputy EOC Director.
- After hours notification will follow the same information route.
- Emergency Measures Coordinator, EOC Director or Deputy will immediately implement staff call-out for personnel as needed.
- In event that all communication systems are down, staff may be notified by door-to door notification.
- If not notified during significant incidents affecting entire City or a large area of the City (more than 50 people), EOC and ESS staff should assume communications are down and report to duty if safe to do so at designated EOC/Reception Centre.

Incident Commander to EOC:

- Communications from Incident Commander to EOC will flow through the EOC Director.
- At least 1 portable P25 radio (provincial emergency radio system) will be kept fully charged in the primary EOC at all times.

5(3) Public Notifications:

Public notifications will be sent by the Information Officer, upon direction from the EOC Director.

Public notifications will be sent utilizing:

- SaskAlert
- Q98 104.5 FM
- CJNS 102.3 FM
- CFDM 105.7 FM
- City website and City social media accounts.

Advisory Alerts:

- Advisory alerts may be sent upon approval of the Emergency Measures Coordinator, EOC Director or designate for incidents which are not directly life-threatening in which residents are to be aware and prepared (ex: temporary disruption of water or telecommunications services).
- All advisory alerts must be terminated once the incident has passed.

Critical Alerts:

Regular notifications will be required during the first few hours of an incident - regardless of whether information has changed or not. Updates are suggested every 15 minutes during first 2 hours of incident to mitigate rumors and misinformation.



 **All notifications to public must:**

- Be pre-approved by EOC Director.
- State type of incident.
- State any safety precautions to take.
- Direct people to radio stations and City web site for additional information.
- Be followed by notification to radio station contacts that a critical alert has been issued.
- A message terminating the critical alert must be published once the emergency has passed.


Notifications to residents directly in the path of emergency or in immediate vicinity may be issued by authorized personnel going door-to-door and/or through use of RCMP/Fire Dept. sound systems. See *Evacuation & Shelter-in-Place* for more.

False Notification & Retraction Procedures:

In the event a false notification is sent the Information Officer will:

- Immediately update SaskAlert, City web site and/or City social media accounts with accurate information and personally notify local media.
- Notify Emergency Measures Coordinator so that SK Emergency Management & Fire Safety can be notified.
- Issue only 1 retraction message to avoid further confusion.

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 **All media requests must be referred to the Information Officer who will coordinate media times and requests.**



Section 6: EOC Activation & Deactivation

6(1) EOC Activation

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 The EOC will become active in an event requiring partial or full activation of the emergency response plan.

Floor Plans and instructions for set-up of the EOC can be found in the appendix of this plan as well as posted in the EOC.

6(2) Financial Procedures

- All Section Chiefs, Unit Leaders and Branch Directors are responsible for approval of costs spent within their Section/Branch or Unit during an emergency.
- Whether a Chief, Leader or Director position is filled by City or *non*-City personnel, Finance will ensure proper spending authorities are delegated where necessary and any spending limitations/requirements communicated clearly.
- All Units should get approval of expenditures charged to the City from Branch Director and/or Section Chief.
- All expenditures must indicate where and from whom the resource is being requisitioned/procured and for whom it is being provided.
- Best practices include securing a cost estimate of resources provided.
- All resources (personnel & equipment) must be checked-in and checked-out in order to track total time of resources used to ensure efficient and cost-effective use of resources.
- Financial processing procedures will follow the normal process. Anything outside these guidelines must be pre-approved by Finance.

6(3) Requests for Assistance

Requests for additional assistance can be made through existing mutual aid agreements, or through SK Emergency Management & Fire Safety. Requests for assistance do not override the local authority of the City over the emergency response.

6(4) Deactivation of EOC

Deactivation of the EOC will occur once it is determined that EOC functions are no longer needed and pre-emergency activities can resume or the City has fully entered the recovery phase.



Notification:

- The Mayor and/or Council will terminate a State of Local Emergency once the emergency has passed, immediate response operations have ceased and there is no need or anticipated need for State of Local Emergency powers.
- Details of termination/expiration of State of Local Emergency will be made public as per requirements under the Act.
- EOC & ESS staff will be notified and will stand-down.

Deactivation:

- Closing dates of any facilities providing services to evacuees/public will be posted.
- All emergency response facilities will be deactivated, walk-throughs completed and normal business operations will resume.
- An inventory of all EOC/ESS supplies will be taken and all facility and position kits restocked as necessary.
- EOC and ESS staff should copy and safely store all documentation and journal notes.
- Notes, reports and records will be submitted to the Emergency Measures Coordinator for inclusion in final report.

Section 7: Evacuation & Shelter-in-Place

7(1) Authority for Evacuation

In some instances, it may become necessary to evacuate some or even all residents of the City of Meadow Lake for the purpose of emergency response operations and to ensure life safety of residents.

 **Mandatory evacuations require a State of Local Emergency be declared.**

Powers pertaining to an evacuation under a State of Local Emergency include:

- Control or prohibit travel to or from any area of a municipality.
- Cause the evacuation of persons and the removal of persons or livestock 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 livestock and of the personal property.
- Do all acts and take all proceedings that are reasonably necessary to meet the local emergency.

The Saskatchewan Emergency Planning Act, E-8.1 s.18



7(2) Evacuation Notification:

In the event of an evacuation residents will be notified as per the Public Communication methods noted in section 5(3) of this plan.

An evacuation map has been created in advance and may be utilized to assess evacuation routes or changes required to match the particular response. The map can be found on Civic Web.

Situations under which evacuation order should be considered:

- ⚠️ The incident poses an immediate life safety threat to people in the affected area.
- ⚠️ The incident is expected to grow to pose an immediate life safety threat to people in affected area.
- ⚠️ The incident is anticipated to create barriers to first responder access to people over extended period of time (ex: incident cuts off emergency access to household(s)).
- ⚠️ Not evacuating people would cause emergency responders undue personal risk if emergency services were required.
- ⚠️ When heavy or significant equipment and supplies are required to mitigate/reduce the effects of the emergency and in which substantial access to the area is required and safety of residents may be compromised in so doing.

Before an Evacuation is initiated, the following activities should take place:

- Declaration of a State of Local Emergency and notification to SK Emergency Management & Fire Safety.
- Notification of residents.
- Notification to facilities/towns/cities receiving evacuees.
- Emergency Social Services staff activated and ready to receive evacuees at designated reception centre sites (whether locally in Meadow Lake or in other communities).
- If evacuees are sent to an outlying community, local Emergency Social Services staff should be sent to assist the receiving community.
- Consider the estimated time to notify residents and evacuate all residents.
- Ensure traffic control points have been mapped out and incident site secured as best as possible to ensure safety and prevent unintentional entry of evacuees in to hot zone.
- Ensure confirmation will be provided from receiving community once evacuees begin arriving and/or evacuation buses arrive.
- If possible ensure first aid is available on evacuation buses and appoint a supervisor for each bus.
- RCMP organized to confirm all designated buildings evacuated.
- Plan to secure perimeter. Only authorized emergency vehicles/equipment and personnel will be allowed into evacuation zone.



Potential receiving communities that could assist in accommodating a City-wide evacuation:

- North Battleford
- Prince Albert
- Lloydminster
- Saskatoon
- Regina

i *Note that if the incident occurs in the summer, evacuees equipped with campers, may be able to stay at campsites within the Meadow Lake Provincial Park.*

7(3) Transportation

Evacuees requiring transportation or other mobility assistance:

- Will be asked through public communication methods to post a sign on the front door or in the front window with the word HELP written on it.
- First responder or other authorized City personnel will go door-to-door to ensure all residents evacuated.
- If time permits, pre-evacuation notices or mandatory evacuation notices may be distributed to affected households. See Appendix 5A and Appendix 5B for template.
- Transportation will be provided through handi-van, bus or taxis.
- Facilities caring for dependents such as schools or that house and provide direct care (ex: senior's assisted living) are expected to have their own emergency evacuation plans in place complete with transportation arrangements.
- A phone line for those requiring assistance may be established at City Hall reception and publicized.

Additional Transportation Functions

Transportation resources are not limited to large-scale emergencies but may be requested for small incidents as well. In addition to evacuation of residents, transportation resources may be requested for any of the following purposes including but not limited to:

- Mobile rest and warm-up for responders.
- Transportation of volunteers, personnel and/or evacuees.
- Evacuee shuttle service.
- Evacuees with functional needs and/or mobility restrictions.

i *Please see Resource Contact Lists for a listing of transportation contacts.*



7(4) Re-Entry & Initial Recovery

Re-entry will occur once it has been determined as safe for residents to return to the City. Below is a very general and non-inclusive list of key considerations for re-entry. Before any re-entry a stakeholder meeting should be held amongst all responding agencies and those providing essential/critical services to ensure that capacity for residents to return has been met and that a shared vision and plan is in place for re-entry. A coordinated Recovery Plan should be underway by this point. The Slave Lake Report: *Wisdom Gained*¹ outlines the following 8 essential pieces of a recovery plan: *Workload, Emotional Health, Celebration, Physical Needs, Emotional Responses, Health & Education Needs, Clean-up & Re-build.*

Landfill/Waste Services	<ul style="list-style-type: none"> • As an essential service must have capacity to operate. • Notify waste disposal service to anticipate larger than normal amounts of materials being transported to landfill and plan for increased service routes and schedules. • Provision of garbage bins for large amounts of debris. • Plan for items that may cause health/environmental hazards (ex: refrigerators with decomposed food, refrigerator coolant, etc.). • Ensure a plan is in place to recycle as much material as possible. • Plan in place to separate debris (ex: metal from ash, compostable from recyclable).
Power & Utilities	<ul style="list-style-type: none"> • Power and gas may be turned on in sections of the City, rather than all at once. Discuss with essential services and utilities priority areas to be re-activated first (ex: hospital, fuel stations). • Ensure water and sewer capacity. There may be increase in water usage.
Residential Power & Utilities	<ul style="list-style-type: none"> • Determine locations in which utilities will be activated first. Will it require homeowners return first? Can it be completed all at once? • Will utilities use a color-coded signage system to identify which homes still require service (ex: gas, pilot light relight)?
Services & Supplies	<ul style="list-style-type: none"> • Are all essential services capable of returning to pre-disaster service? If not, what are the constraints and the plans in place to address them? • All essential services must be available including: emergency medical services, Ambulance, Fire, RCMP, water treatment plant, power and gas, telecommunications, schools and essential supplies. • Have community supplies been re-stocked and able to provide for residents who may need to re-stock all items in their home (ex: food, prescriptions, fuel)? • Ensure social and emotional supports are available for residents and employees.
Business Resumption	<ul style="list-style-type: none"> • Is the City able to resume business at pre-disaster level? • Are essential city services available and at capacity to meet community needs (ex: public works)? Do additional

¹ *Wisdom Gained*- Northern Alberta Development Council.



	<p>temporary personnel need to be hired to fill immediate needs?</p> <ul style="list-style-type: none"> • Can staff filling non-essential roles assist with other priority roles? • Has the City considered financial impact on residents and created a plan for assisting residents (ex: deferred payments, etc.)? • Identify boundaries of responsibility on City staff and other stakeholders. Make referrals and delegate. • Consider workload and emotional health of employees and plan for employee absences and turn-over. • When ready advertise as “open for business”.
Temporary Housing	<ul style="list-style-type: none"> • Does temporary housing need to be provided for any of the residents? If so, for how long? What does this plan look like? What are associated costs and who will be responsible for costs?
Transportation & Information to Residents About Re-Entry	<ul style="list-style-type: none"> • Will transportation be provided for residents to return home? • How will information regarding re-entry be disseminated to residents who may have evacuated to different communities and even different provinces? • Are there items you request residents bring with them to ease pressure on services and supplies (ex: 3 days- 1 weeks' worth of clothing, groceries or hygiene items)?
Phased Re-Entry	<ul style="list-style-type: none"> • Will all residents be able to return at once? If yes, will you be able to facilitate a return of over 5000 residents at once? • Will there be any allotted times spans residents will need to return within (ex: 08:00-20:00?) • If it is a phased re-entry which sections will return first and why? Can it be justified?
Security	<ul style="list-style-type: none"> • Assess any remaining hazardous sites and ensure are secure from public entry. • Will a traffic control plan be implemented for re-entry? • Will residents be required to show proof of residency or check-in? • Consider how residents will be made to feel welcomed home (positive psychosocial impact).
Information to Residents	<ul style="list-style-type: none"> • Information regarding landfill services. • Information regarding utility hook-up or assistance. • Is there a dedicated phone line (with call waiting capacity and a script of anticipated questions and answers) for residents to call with questions? • Will a Recovery Centre be established for residents to visit to obtain services and get information? • Will any informational handouts be distributed to households in advance of resident re-entry and has this information been posted in and provided to various outlets (ex: City web site, social media, radio stations, online newspaper)? • Consider hiring a communications specialist to get information to residents, businesses, contractors, donors, provincial & federal government.
Resident Engagement	<ul style="list-style-type: none"> • Will there be a process for residents to provide feedback and voice concerns?



	<ul style="list-style-type: none">• Will any service groups be tasked with evacuee follow-up-including contacting evacuees and providing any referral information?• Are there any recovery events or celebrations planned for residents?
Long-term Recovery	<ul style="list-style-type: none">• Is there a plan in place for long-term recovery?• Have all stakeholder concerns and resident feedback been incorporated into the plan?• Has the plan and plan goals been shared with residents?• Is there a long-term recovery plan for businesses and referral/resources provided to them?

7(5) Shelter-in-Place

Depending on the incident, it may be more feasible to initiate a shelter-in-place. Shelter-in-place is effective for short term responses to some hazardous materials incidents. Canadian homes are well-insulated and can provide effective protection from hazardous fumes.

Under a shelter-in-place residents should be directed to:

- Close all windows and doors.
- Turn off all air exchange units and appliances including: furnace, bathroom and kitchen fans, air conditioning, dryers.
- Take a radio into a main or upper level interior room with access to fresh water.
- Avoid lower level rooms as some substances are heavier than air and will sink and collect in lower stair and window wells .
- Seal cracks around windows and doors with duct tape, taped plastic or dampen towels and rollup to place at bottom of doors/windows to seal cracks.
- Do not leave the house or facility you are sheltering in .
- Tune into local radio station to receive updates.
- Never try to drive through an area for which a shelter-in-place has been issued.

If in a car:

- Turn off ignition and roll up windows.
- Close all vents.
- Turn on radio to listen for important information, but *do not* turn engine on.



Section 8: Recovery

8(1) Recovery Planning

Ideally, recovery planning begins shortly after an emergency response has begun. It should include all aspects of a community including: people, property, environment and economy. The goal of recovery planning should always be to build back better utilizing lessons learned from the emergency.

Debriefs completed with all personnel, including responders, volunteers, equipment operators, and fellow responding organizations are integral in gathering a comprehensive picture and creating a plan to better prepare and mitigate for future hazards. Inclusion of the community-residents and business owners, is critical in creating a full picture and helping guide the direction of recovery operations, objectives and priorities. Additional and/or temporary personnel positions may be required to aid in recovery. Note that recovery can be a lengthy process lasting months or years.

Section 9: Program Evaluation

9(1) Plan Review, Testing & Training

Emergency plans will be reviewed and updated as necessary annually. They will be submitted to both SK Emergency Management & Fire Safety as well as Mayor & Council for approval.

Regular testing of plans through emergency exercises is necessary to ensure personnel receive practice in assigned emergency functions and is key in maintaining and building personnel competence. Testing aids in identifying corrective actions and continually improving the City's preparedness and response capacity.

An effort to include stakeholders in exercises will be made wherever possible in order to increase communication, share best practices amongst organizations, strengthen partnerships and ultimately add to the City's capability to respond in a timely, coordinated and effective manner.

Below is a schedule of minimum emergency management testing and training requirements for the City of Meadow Lake. Note the guidelines below are *minimum* frequency requirements. EOC & ESS exercises should increase in complexity each year and must include a variety of exercise types (tabletops, drill, functional/full-scale) for maximum effectiveness and personnel engagement.

Type	Frequency
SaskAlert	Quarterly - practice messages by local authorized users. System Test Messages coordinated by Province of Saskatchewan.
Staff Training	Annually.
EOC Exercise (may be combined with ESS Exercise)	Annually.
ESS Exercise (may be combined with EOC Exercise).	Annually.



Appendix 1

When to Notify SK Emergency Management & Fire Safety

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Appendix 2

Maps

Maps are located on Civic Web. The City of Meadow Lake may retain hard and digital copies of the following maps which may be used in an emergency response:

- Utilities- Power & Gas
- Telecommunications maps
- Sewer
- Water
- Evacuation route maps (including staging areas)
- City Street Maps
- Airport Grid Map



Appendix 3

EOC Floor Plans

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EOC Set-Up:

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Appendix 4

A). State of Local Emergency Declaration Template

① SAMPLE ONLY

RESOLUTION NO. _____

Date: _____

Time: _____ a.m. / p.m. (Circle appropriate option)

City of Meadow Lake

Moved by: _____
(Print Name) (Print Title)

Seconded by: _____
(Print Name) (Print Title)

WHEREAS the **City of Meadow Lake** is encountering *(state problem)*

that requires prompt action to prevent harm or damage to the safety, health or welfare of persons located within _____ of the City of Meadow Lake and to
(Indicate area of City if applicable)
prevent damage to property within its boundaries.

THEREFORE, BE IT RESOLVED THAT pursuant to Section 20 of *The Emergency Planning Act*, Chapter. E-8.1 of the Statues of Saskatchewan, the Council of the **City of Meadow Lake** moves to declare a State of Local Emergency, from this _____ day of _____, 20____ for seven (7) days from this date or until such times as it is extended, terminated or expires at the end of seven (7) days.

IN WITNESS WHEREOF of the Council of the **City of Meadow Lake** has by resolution carried and declared this local emergency this _____ day of _____, 20____.

Per: _____
(Signature) (Printed Name) (Title)

Fax to Saskatchewan Emergency Management & Fire Safety at:1-306-787-1707



B). Declaration of a State of Local Emergency in Absence of Quorum of Council

i SAMPLE ONLY

Date: _____

Time: _____ a.m. / p.m. (Circle appropriate option)

I, _____ on behalf of the Council of
(State name and elected City position)

the **City of Meadow Lake**, hereby declare a State of Local Emergency for the **City** due to

_____ in
(State nature of emergency)

(Specify area(s) of City experiencing emergency if applicable)

Due to the extent of the emergency there is insufficient time to convene a regular meeting of Council. Therefore, in the interest of public safety I _____,
(Print Name)

_____ am declaring a State of Local Emergency on behalf of the **City**
(Elected Title)

of **Meadow Lake** this ____ day of _____, 20____.

The City of Meadow Lake:

(Signature)

(Printed Name)

(Title)

Fax this form to Saskatchewan Emergency Management & Fire Safety at: 306-787-1707



C). Extension of State of Local Emergency

i SAMPLE ONLY

RESOLUTION NO. _____

Date: _____

Time: _____ a.m. / p.m. (Circle appropriate option)

City of Meadow Lake

Moved by: _____
(Print Name) (Print Title)

Seconded by: _____
(Print Name) (Print Title)

I, _____, _____ hereby request an
(State Name) (State Title)
extension of the declared State of Local Emergency in the City of Meadow Lake due to
_____ upon approval of the Minister.
(Indicate reason for requested extension)

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 **City of Meadow Lake** requests an extension to the current State of Local Emergency this _____ day of _____, 20____ for seven (7) days from this date or until such time as it is renewed, terminated or expires at the end of seven (7) days.

The City of Meadow Lake:

(Signature) (Printed Name) (Title)

Fax this form to Saskatchewan Emergency Management & Fire Safety at: 306-787-1707



D). Termination of State of Local Emergency

i SAMPLE ONLY

RESOLUTION NO. _____

Date: _____

Time: _____ a.m. / p.m. (Circle appropriate option)

City of Meadow Lake

Moved by: _____
(Print Name) (Print Title)

Seconded by: _____
(Print Name) (Print Title)

PURSUANT to Section 23 of *The Emergency Planning Act, 1989*, The Council of the **City of Meadow Lake** declares that the Local Emergency is terminated in

_____.

Dated this _____ day of _____, 20____.

Per: _____
(Signature) (Printed Name) (Title)

**Fax this form to Saskatchewan Emergency Management & Fire Safety at:
306-787-1707**



Appendix 5

A). Pre-Evacuation Template

 **SAMPLE- REVIEW AND REVISE BEFORE ANY DISTRIBUTION**

Pre- Evacuation Guidelines: An evacuation has NOT yet been ordered. In the event that you are ordered to evacuate, you will have a very limited amount of time to do so.

Please follow these precautionary guidelines now so that you are ready if an evacuation occurs.

- Remove any valuable or important items from basement (in case of sewage back-up).
- Make arrangements to stay with family or friends. If you do not have lodging arrangements made, congregate lodging may be assigned.
- Make arrangements for any pets - ensure you have a pet carrier and transportation for your pet ahead of time. Kennels may be limited. Pets will NOT be allowed in reception centres or congregate lodging facilities. Where a guide dog is required, other arrangements will be made.
- Ensure that if you take any prescription medication, that you have enough to take with you if you have to evacuate.
- Have important documents (ex: ID, health cards, bank cards, social insurance cards etc.) ready to go.
- Prior to leaving unplug small appliances and close windows and doors.

There is no need to evacuate unless ordered to do so by local authority. Local Meadow Lake radio stations will be used to issue evacuation notifications. If you evacuate prior to such an evacuation order, any costs you incur may not be covered or eligible for reimbursement.



B). Mandatory Evacuation Order

 **SAMPLE- REVIEW AND REVISE BEFORE ANY DISTRIBUTION**

This space intentionally left blank.