



Tri-Communities

Emergency Management Plan

October 2021



This Emergency Management Plan was prepared for the Town of La Ronge, Lac La Ronge Indian Band and the Village of Air Ronge by:

Genesis 20/20 Solutions
Genesis20/20solutions@sasktel.net



Approval

The contents, of this Emergency Management Plan, provide guidance for the communities of La Ronge, Air Ronge and Lac La Ronge Indian Band #156 and #156B to respond effectively to an incident or major emergency.

This document will not prevent or reduce the possibility of a disaster or emergency occurring. It 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 Management Plan and educated as to certain elements (i.e., Warning and Evacuation Procedures).

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

_____ Colin Ratushniak, Mayor, Town of La Ronge	_____ Date
_____ Julie Baschuk, Mayor, Northern Village of Air Ronge	_____ Date
_____ Tammy Cook-Searson, Chief, Lac La Ronge Indian Band	_____ Date



Distribution List

Community / Department	Position	Format
Emergency Operations Centre	Kit	
Town of La Ronge	Mayor	
Town of La Ronge	Deputy Mayor	
Northern Village of Air Ronge	Mayor	
Northern Village of Air Ronge	Deputy Mayor	
Lac La Ronge Indian Band	Chief	
Town of La Ronge	Chief Administrative Officer	
Town of La Ronge	Assistant / Alternate CAO	
Northern Village of Air Ronge	Administrator	
Northern Village of Air Ronge	Alternate Administrator	
Lac La Ronge Indian Band	Executive Director	
La Ronge Regional Fire Department	Fire Chief	
La Ronge Regional Fire Department	Deputy Fire Chief	
La Ronge Regional Fire Department	Fire Department Alternate	
La Ronge Regional Fire Department	Fire Department Alternate	
Town of La Ronge	Public Information Officer	
Town of La Ronge	PIO – Alternate	
Northern Village of Air Ronge	Public Information Officer	
Northern Village of Air Ronge	PIO – Alternate	
Lac La Ronge Indian Band	Public Information Officer	
Town of La Ronge	Public Works	
Town of La Ronge	Public Works – Alternate	
Northern Village of Air Ronge	Public Works	
Northern Village of Air Ronge	Public Works – Alternate	
Lac La Ronge Indian Band	Public Works Director	
Lac La Ronge Indian Band	Public Works Manager	
Lac La Ronge Indian Band	Health Director	
RCMP La Ronge Office	Staff Sergeant	
Hospital	Emergency Preparedness Planner	
Population Health	Director	
Social Services	Provincial - Saskatoon	
Social Services	ICFS-LLRIB	
Ministry of Social Services – La Ronge		
Welfare LLRIB	Director of Social Development	
Lac La Ronge Indian Band	Human Resources Officer	
Social Services	Transportation Officer	
Town of La Ronge	Transportation Officer	
Lac La Ronge Indian Band	Transportation Officer	
Town of La Ronge	Chief Financial Officer	
Town of La Ronge	CFO – alternate	
Lac La Ronge Indian Band	Director of Finance and Admin	
Town of La Ronge	Airport Manager	
SPSA-Regional Emergency Services Officer	Provincial EMO	
Northern Administrative District	EM Plan	



Record of Amendments

Date	Section/Page	Change	Amended By	Date Filed
October 10, 2021		New Document		



Table of Contents

- 1 PLAN ADMINISTRATION9**
 - 1.1 PLAN MAINTENANCE 9
 - 1.1.1 Maintenance of Emergency Notification List 9
 - 1.2 ACRONYMS..... 10
 - 1.3 DEFINITIONS 10
- 2 OVERVIEW11**
 - 2.1 PURPOSE..... 11
 - 2.2 OBJECTIVES 11
 - 2.3 SCOPE 12
 - 2.4 ASSUMPTIONS..... 12
 - 2.5 COMMUNITY PROFILE 13
 - 2.6 HAZARD OVERVIEW 14
 - 2.7 CRITICAL INFRASTRUCTURE 16
 - 2.8 AUTHORITY FOR THE PLAN 16
 - 2.9 LOCAL EMERGENCY DECLARATION PROCESS..... 17
 - 2.9.1 Steps in Declaring a Local Emergency 18
 - 2.9.2 Expiration, Renewal and Cancellation of a Declaration of Local Emergency 19
- 3 MANAGEMENT AND COORDINATION20**
 - 3.1 INCIDENT COMMAND SYSTEM 20
 - 3.2 SITE OPERATIONS 20
 - 3.3 EMERGENCY OPERATIONS CENTRE 20
 - 3.4 REGIONAL EMERGENCY OPERATIONS CENTRE..... 21
 - 3.5 PROVINCIAL EMERGENCY OPERATIONS CENTRE 21
 - 3.6 EOC MANAGEMENT AND COORDINATION RESPONSIBILITIES 21
 - 3.6.1 Local Authority Roles and Responsibilities – Policy Group 21
 - 3.6.2 Town or Band Administrator Responsibilities 22
 - 3.6.3 EMO Coordinator Responsibilities..... 23
 - 3.6.4 Incident Commander Responsibilities 23
 - 3.7 EOC MEMBERS..... 24
 - 3.8 OVERVIEW OF EOC TEAM ROLES 25
 - 3.8.1 Fire Chief or Designate 25
 - 3.8.2 RCMP..... 25
 - 3.8.3 Public Works..... 25
 - 3.8.4 Human Resources..... 25
 - 3.8.5 Transportation 26
 - 3.8.6 Health..... 26
 - 3.8.7 Saskatchewan Ministry of the Environment..... 26
 - 3.8.8 Saskatchewan Public Safety Agency 26
 - 3.8.9 Social Services 26
 - 3.8.10 Emergency and Crisis Services (Emergency Welfare) 26
- 4 EOC RESPONSE27**
 - 4.1 GENERAL..... 27
 - 4.2 OVERARCHING PRIORITIES 27
 - 4.3 EOC LOCATIONS 27



4.3.1	Town of La Ronge.....	27
4.3.2	Air Ronge.....	27
4.3.3	Lac La Ronge Indian Band	28
4.4	EOC NOTIFICATION PROCEDURES	28
4.4.1	Chart: Emergency Notification Process	29
4.5	AUTHORITY TO ACTIVATE THE EOC	30
4.5.1	EOC Activation Levels.....	30
4.6	EOC OPERATIONS	31
4.6.1	EOC Functions	32
4.6.2	EOC Management Positions.....	32
4.6.3	General Staff	34
4.6.4	Using a Unified Approach in the EOC.....	34
5	EOC COMMUNICATION AND INFORMATION MANAGEMENT.....	36
5.1	GENERAL.....	36
5.2	COMMUNICATION.....	36
5.2.1	Methods for Communication	36
5.2.2	Redundancy.....	37
5.3	INFORMATION MANAGEMENT.....	37
5.3.1	EOC Information Flow	39
6	EOC LOGISTICS	40
6.1	GENERAL.....	40
6.2	RESOURCE MANAGEMENT.....	41
6.2.1	Volunteer Management.....	42
6.2.2	Donations Management	42
7	EOC FINANCE.....	44
7.1	GENERAL.....	44
7.2	SPENDING AUTHORITY	44
7.3	FINANCIAL CODING	45
7.4	RESPONSE AND RECOVERY COSTS	45
8	EOC PUBLIC NOTIFICATION AND WARNING.....	47
8.1	COMMON TERMINOLOGY AND PLAIN LANGUAGE.....	47
8.2	INFORMATION SECURITY	47
8.3	COORDINATION IN THE RELEASE OF INFORMATION	47
8.4	EFFECTIVE USE OF THE MEDIA.....	47
8.5	ALERT AND WARNING	48
8.5.1	SaskAlert	48
9	EOC RECOVERY.....	50
9.1	GENERAL.....	50
9.2	RECOVERY PLANNING IN THE EOC (RECOVERY UNIT).....	50
9.2.1	Recovery Phases.....	51
9.3	SHORT-TERM RECOVERY	52
9.4	MEDIUM-TERM RECOVERY	52
9.5	LONG-TERM RECOVERY	53
9.6	RECOVERY OPERATIONS ORGANIZATION	54
9.7	RECOVERY OPERATIONS CENTRE.....	54



9.7.1	<i>Sample Recovery Organization Structure</i>	55
9.8	COMMUNITY RESILIENCE CENTRE.....	56
9.8.1	<i>Sample Community Resilience Centre Organizational Chart</i>	57
9.9	OPERATIONAL DEBRIEFING	58
9.9.1	<i>The After-Action Report</i>	58
10	APPENDICES	60
	APPENDIX ONE: SAMPLE EMERGENCY MANAGEMENT BYLAW	60
	APPENDIX TWO: EOC ACTIVATION FLOWCHART	65
	APPENDIX THREE: FINANCE PROCESSES	66
	APPENDIX FOUR: PROVINCIAL DISASTER ASSISTANCE PROGRAM	68
	APPENDIX FIVE: TRAINING AND EXERCISES	69
	APPENDIX SIX: LINKS AND RESOURCES	70
	APPENDIX SEVEN: MAPS	71
	<i>Overview Map La Ronge, Air Ronge and Lac La Ronge Indian Band</i>	71
	<i>Map of Town of La Ronge</i>	72
	<i>Map of Northern Village of Air Ronge</i>	73
	<i>Map of Lac La Ronge Indian Band – Second Post, Morin’s Hill, Jackpine, 101, Big Rocks, Bigstone</i>	74
11	FUNCTIONAL ANNEXES	75
	ANNEX ONE: DECLARING A LOCAL EMERGENCY	75
	<i>Quorum of Council Available: Declaration of a Local Emergency</i>	76
	<i>Quorum of Council Not Available: Declaration of a Local Emergency</i>	77
	<i>Termination of Local Emergency</i>	78
	<i>Band Council Resolution</i>	79
	ANNEX TWO: EVACUATION	80
	<i>Stage 1 - Evacuation Alert</i>	80
	<i>Stage 2 - Evacuation Order</i>	81
	<i>Stage 3 - Rescind</i>	82
	<i>Reception Centre Information</i>	82
	<i>Evacuation Plan Message</i>	83
	<i>Media Release - Public Evacuation Procedures</i>	84
	<i>Media Release – After the Disaster</i>	85
	<i>Spokesperson Media Statement</i>	86
	ANNEX THREE: RE-ENTRY GUIDELINES	87
12	HAZARD SPECIFIC ANNEXES	92
	WILDLAND FIRE	92
	WIND EVENTS - TORNADO.....	93
	HEAT EVENT	94
	COLD EVENT	95
	ELECTRICAL POWER FAILURE	96
	PANDEMIC.....	97



1 Plan Administration

1.1 Plan Maintenance

The Emergency Management Plan will undergo revision whenever:

- Community disaster risks change.
- The community governance structure and/or policy changes.
- Exercises or emergencies/disasters identify gaps or improvement in policy and procedures.
- An annual review takes place.

Amendments will be documented in the Records of Amendments and an updated plan will be distributed to the Distribution List.

The Emergency Management Organization (EMO) Coordinator will be the point of contact for any revisions.

The EMO Coordinator or alternate is responsible to ensure that an annual review of the plan is conducted, and the plan is amended, and annexes are updated when required.

1.1.1 Maintenance of Emergency Notification List

The EOC Notification List includes personnel who are part of each EOC function in the EOC, as well as other support available. The Notification List is to be activated and implemented when an emergency or disaster affects the municipality and poses a major threat to life, property, and/or the environment.

The EMO Coordinator maintains the EOC Notification List. The EMO Coordinator ensures that the Town / Band Administrators and designates have current copies of the EOC Notification List. The Notification List is a separate document to help ensure the confidentiality of home phone numbers.



1.2 Acronyms

E&CS	Emergency and Crisis Services (formerly Emergency Social Services)
EMO	Emergency Management Organization
EOC	Emergency Operations Centre
ESO	Emergency Services Officer (from Saskatchewan Public Safety Agency)
ICS	Incident Command System
IO / PIO	Information Officer or Public Information Officer
JIC	Joint Information Centre
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
PDAP	Provincial Disaster Assistance Program
PEOC	Provincial Emergency Operations Centre
REOC	Regional Emergency Operations Centre
SOP	Standard Operating Procedure
SPSA	Saskatchewan Public Safety Agency (formerly EMFS)

1.3 Definitions

Emergency: 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.

Major Emergency: 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.

Event: An occurrence based on the jurisdictions pre-identified hazards.

Incident: One or more occurrences that happen as the direct result of an event, e.g. a flood is an event; any resulting dike breaches or water contamination are incidents within the flood event and the severity breach or contamination will dictate the level of the incident.



2 Overview

2.1 Purpose

The purpose of the Emergency Management Plan is to outline the structure and organization required to effectively coordinate the response and recovery to any major emergency that threatens the health, safety and welfare of the citizens, or the environment, or property within the Tri-Communities.

2.2 Objectives

The following objectives are general objectives to ensure a comprehensive, all hazards emergency management plan:

- Establish a procedure for periodic review and revision of the plan.
- Summarize the potential hazards and risks present within the Tri-Communities.
- Outline the procedures for activating and implementing the plan.
- Identify the communications procedures of notification of a potential incident.
- Identify how emergency and crisis services, i.e. food, clothing, shelter, transportation, and medical services, are provided to people impacted by incidents, including the needs of vulnerable population groups.
- Identify the roles and responsibilities of internal departments and external agencies.
- Identify the logistical support requirements necessary for implementing the plan.
- List any mutual aid agreements.
- Outline a training and exercise program for personnel assigned responsibilities in the plan.



2.3 Scope

This plan applies to any extraordinary emergency associated with any hazard, natural, technological, or human caused, which may affect the Tri-Communities and that generates situations requiring planned, coordinated responses by multiple agencies or jurisdictions.

This Emergency Management Plan does not apply to those day-to-day situations which can be handled by the responsible municipal service(s) on its (their) own.

2.4 Assumptions

Certain assumptions were established during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to and recovery from major emergencies.

- Emergencies or disasters may occur at any time, day, or night, in populated as well as remote areas of the Tri-Communities.
- Major emergencies and disasters will require a multi-agency, multi-jurisdictional response. For this reason, it is essential that Incident Command System (ICS) standards for incident command and, in many cases, unified command, be implemented immediately by responding agencies, and expanded as the situation dictates.
- The Tri-Communities is primarily responsible for emergency actions and will commit all available resources to save lives, minimize injury to persons, minimize property damage, protect the environment, and support local economies.
- Large-scale emergencies and disasters may overburden local resources and necessitate mutual aid from neighboring jurisdictions.
- Large-scale emergencies and disasters and the complex organizational structure required to respond to them pose significant challenges in terms of warning and notification, logistics, and agency coordination.
- Major emergencies and disasters may generate widespread media and public interest. The media is a partner in large-scale emergencies and disasters; they can provide considerable assistance in emergency public information and warning.
- Large-scale emergencies and disasters may pose serious long-term threats to public health, property, the environment, and the local economy. While



responding to significant disasters and emergencies, all strategic decisions must consider each of these threats.

- Disasters and emergencies may require an extended commitment of personnel and other resources from involved agencies and jurisdictions.

2.5 Community Profile

The Town of La Ronge, Village of Air Ronge and the Lac La Ronge Indian Band are three communities situated near the geographic centre of Saskatchewan on the west shore of Lac La Ronge, approximately 235 kilometres north of Prince Albert. (*Refer to Appendix Eight for Community Maps*).

Population for each community is:

- Town of La Ronge: As of June 2017, the official census count is 2,688.
- Air Ronge: The 2016 Census reported that Air Ronge population as 1,106 people.
- Lac La Ronge Indian Band (156 and 156B): As of December 31, 2018, the Lac La Ronge Indian Band (156 and 156B) contained a population of 3,054.

The three communities share many services, including a hospital, police detachment, paid-on-call Fire Department, airport, and a large post-secondary educational facility.

Several mining companies, government agencies, and airlines now keep offices in La Ronge, and the local Chamber of Commerce has many other retail and service businesses amongst its members. La Ronge Wild Rice Corporation processes freshly harvested wild rice (in August to October) from Northern Saskatchewan farmers.

Tourism also brings in many of people to the La Ronge area. In the summertime, many people visit the Lac La Ronge Provincial Park which is Saskatchewan's largest Provincial Park. From snowmobiling and cross-country ski trails in the winter, to sport fishing and boating in the summer, opportunities to enjoy nature exists throughout the year, attracting many visitors to the area.

There are two high schools and three elementary schools in La Ronge and Air Ronge. High schools include Churchill Community High School and Senator Myles Venne High School. Elementary schools in La Ronge and Air Ronge include Pre-Cam Community School, Gordon Denny Community School, and Bells Point Elementary School. Northlands College maintains its main campus in La Ronge.



La Ronge is connected to southern Saskatchewan by Highway 2, which continues north as Highway 102. La Ronge is served by the La Ronge (Barber Field) Airport and the La Ronge Water Aerodrome.

Lac La Ronge Indian Band are a Woodland Cree First Nation with reserve lands extending from farmlands in central Saskatchewan, north through the boreal forest to the Churchill River and beyond. The central administration office is in La Ronge and includes Kitsaki 156B—74 hectares (180 acres) and Lac La Ronge 156—605.40 hectares (1,496.0 acres)—containing the community of La Ronge.

The Infrastructure Master Plan indicates that the Official Community Plan for the Town of La Ronge expresses a desire for residential and commercial growth (Associated Engineering, p. 2-2). As growth occurs, so too does the impact of natural, technological, and human caused emergencies and disasters on the population. The Emergency Management Plan takes into consideration the need for the expansion of emergency management strategies in the mitigation, preparedness, response, and recovery phases.

2.6 Hazard Overview

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

A workshop involving municipal officials and stakeholders resulted in the identification of hazards and the threat and probability of those hazards occurring. The results are displayed in the table on the next page.



The most likely major emergencies that could occur within the Tri-Communities are:

Risk-Relative Threat					
		Very Low	Low	High	Very High
Probability	3-High		Road transportation emergency Hostage situation	Severe thunderstorm Blizzard Temperature extremes Extreme heat Electrical power failure Transportation-Dangerous Goods Aircraft crash/emergency Mass casualty-medical, etc.	Wildfire Epidemic Urban interface fire Extreme cold Wind events Freezing rain-major
	2-Moderate		Fuel shortage Natural gas failure Water failure Sewer failure Mass casualty-trauma		
	1-Low	Flood/rain Telecommunication failure Civil disturbance Bomb threat			
	0-NA				

Low	Acceptable risk: Additional risk treatment not likely required
Moderate	Potentially unacceptable risk: Some risk treatment may be required to reduce risks to lower levels
High	Unacceptable risk: High priority risk treatment measures required.
Very High	Unacceptable risk: Immediate risk treatment required.



2.7 Critical Infrastructure

Critical infrastructure (CI) refers to processes, systems, facilities, technologies, networks, assets, and services essential to the health, safety, security or economic well-being of Canadians and the effective functioning of government.

Disruptions of CI could result in catastrophic loss of life, adverse economic effects, and significant harm to public confidence. Public Safety Canada recognizes ten critical infrastructure sectors:

- Energy and utilities
- Finance
- Food
- Transportation
- Government
- Information and communication technology
- Health
- Water
- Safety
- Manufacturing

Enhancing the resiliency of critical infrastructure can be achieved through the appropriate combination of security measures to address intentional and accidental incidents, business continuity practices to deal with disruptions and ensure the continuation of essential services, and emergency management planning to ensure adequate response procedures are in place to deal with unforeseen disruptions and natural disasters. *(Due to the confidential nature of Critical Infrastructure information, the list of Critical Infrastructure is a separate document).*

2.8 Authority for the Plan

This Emergency Management Plan is authorized in accordance with:

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

In Saskatchewan, municipalities must establish emergency plans by *The Emergency Planning Act, 1989*. The plan gives council the responsibility for the direction and control of a municipal emergency response to act to implement the plan and to protect the



property, health, safety, and welfare of the public. (Refer to Appendix One for a sample emergency management bylaw).

This legislation requires municipalities to:

- Appoint a municipal planning committee.
- Establish an Emergency Management Organization (EMO).
- Appoint an Emergency Coordinator; and
- Prepare an emergency plan.

2.9 Local Emergency Declaration Process

If the magnitude of the emergency requires action beyond the responding departments normal procedures, the EOC Committee will recommend to the Mayor(s)/Band Chief, or designated alternates, that a “**local emergency declaration**” be made.

This declaration will be in accordance with the *Emergency Planning Act*, Chapter E-8.1, An Act respecting Emergencies, Article 20 (Sections 1 – 5). In the declaration of a local emergency the following information shall be identified:

- The nature of the emergency, and
- The area(s) of the municipality in which the emergency exists.

Upon such declaration, the Mayor(s) or Band Chief or his/her designated alternate will notify:

- The Town Council or Band Council, and
- The population affected by the emergency, and
- Saskatchewan Public Safety Agency by contacting the zone ESO, and
- Neighbouring municipal officials, as required.

Only council or a member of council in the absence of a quorum can declare a local emergency. It is recommended the head of council or the acting head officially declare a state of local emergency in a municipality and exercise the special powers the legislation confers on council. The Act protects municipal officials from personal liability for their decisions and actions provided they are acting in good faith and are not grossly negligent. (Refer to Annex One on the Steps for a Declaring a Local Emergency and supporting forms).



The Government of Saskatchewan can also declare an emergency through an Order-in-Council and direct municipal resources or direct one municipality to assist another during the emergency. The legislation also provides for recovering the extraordinary costs of responding to certain emergencies through the Provincial Disaster Assistance Program (PDAP).

A Local Authority or the province **NEED NOT** declare a local emergency for the following:

- To implement part or all their Emergency Plan.
- To qualify for disaster financial assistance from the Provincial Disaster Assistance Program (PDAP).

2.9.1 Steps in Declaring a Local Emergency

Section 20 (1) of the *Emergency Planning Act* allows Local Authority, or head of a Local Authority (Municipal Council or Mayor; or Reeve) to declare a Local Emergency if extraordinary powers are required to deal with the effects of an emergency or disaster.

The Local Authority must be satisfied that an emergency exists or is imminent.

Declarations can be made in two ways:

- By bylaw or resolution if made by a Local Authority (e.g., Municipal Council that has powers granted under the Act).
- By order, if made by the head of the Local Authority (e.g., Mayor or Reeve or designate).

Before issuing a Declaration by order, the Mayor or Reeve must use their best efforts to obtain the consent of the other members of Council to the Declaration.

The Declaration of Local Emergency form must identify the nature of the emergency and the area where it exists or is imminent. The Mayor or Reeve, immediately after making a Declaration of Local Emergency, must forward a copy of the Declaration to the Saskatchewan Public Safety Agency, and publish the contents of the Declaration to the population of the affected area. A coordinated public information communications plan should be available for immediate implementation, following the declaration. The ESO can be contacted prior to declaring for additional advice if necessary.

A Declaration of Local Emergency automatically exists for seven days unless cancelled earlier or extended.



2.9.2 Expiration, Renewal and Cancellation of a Declaration of Local Emergency

A local emergency declaration expires at the end of seven (7) days from the time the declaration was made, unless it is renewed, or it may be declared cancelled at any time when:

- It expires after 7 days or any 7-day extension.
- The Lieutenant Governor in Council cancels it.
- It is superseded by Provincial State of Emergency; or
- It is cancelled by bylaw, resolution, or order.

Once it is apparent to the head of the response organization that extraordinary powers are no longer required and that the Declaration of Local Emergency may be cancelled, they should advise the Mayor or Reeve as soon as possible. If the Declaration is cancelled by resolution or order, the Minister must be promptly notified.

The Mayor or Band Chief must cause the details of the termination to be published by a means of communication most likely to make the contents of the termination known to the population of the affected area.



3 Management and Coordination

An Incident Commander is always present to oversee site activities, and an Emergency Operations Centre (if required) is activated to oversee and coordinate all off-site activities.

3.1 Incident Command System

An incident management system is a standardized approach to managing events or incidents. It encompasses personnel, facilities, equipment, procedures, and communications operating within a common organizational structure. Such a system is predicated on the understanding that, in any and every incident, there are certain management functions that should be carried out regardless of the number of persons who are available or involved in the event or incident response. These functions are command/management, operations, planning, logistics, and finance and administration.

The Saskatchewan Public Safety Agency provides training in the Incident Command System (ICS). ICS represents organizational best practices and has become the standard for emergency management across Canada and North America. ICS can be implemented at the incident site and adapted for use within the Emergency Operations Centre (EOC).

3.2 Site Operations

The Incident Command Post (ICP) is the location from which the Incident Commander directs the site response to the emergency. Incident objectives, strategies and tactics for the site are formulated and directed from the ICP.

3.3 Emergency Operations Centre

An Emergency Operations Centre (EOC) is normally activated at the request of the Incident Commander or senior officials to provide overall jurisdictional direction and control, coordination, and resource support.

It is recommended that an EOC utilize the ICS principles for organizing and managing EOC operations and activities. By using the ICS five functional elements (Management, Operations, Planning, Logistics and Finance/Administration) an EOC will operate more effectively and consistently with its regional and provincial counterparts.



An EOC normally turns to the Provincial Emergency Operations Centre (PEOC) for support when all their resources are exhausted, or they require coordination that is outside of their jurisdiction. The ESO can be contacted for additional EOC resources if necessary.

3.4 Regional Emergency Operations Centre

Local Authorities, First Nations and agencies may combine resources in a Regional Emergency Operations Centre (REOC). A REOC normally has the same function as an EOC, but allows for collaborative decision making, coordinated resource requests, and prioritization of scarce resources between communities during regional emergencies/disasters. A REOC can also coordinate common public messaging.

3.5 Provincial Emergency Operations Centre

When emergencies begin to escalate beyond the capacity of a local jurisdiction or in several jurisdictions, the Provincial Emergency Operations Centre (PEOC) may be activated – depending on level of the incident(s). It remains operational 24 hours a day during an emergency.

The PEOC becomes "one voice" for those communities needing help. This is accomplished by using an incident command system, which brings together ministries, agencies and organizations and helps them work together to aid those who have requested assistance and to co-ordinate response and resources.

3.6 EOC Management and Coordination Responsibilities

3.6.1 Local Authority Roles and Responsibilities – Policy Group

The disaster response will be coordinated by officials who are responsible for providing the essential services necessary to minimize the effects of the emergency on the community.

Refer to the EOC Guidelines for comprehensive EOC Role Checklists for the Policy Group (Mayor/Band Chief and Council), Town / Band Administrator, EMO Coordinator, EOC Team and Supporting Agencies.

This group, known as the Policy Group (*formerly the Emergency Operations Centre Control Group*), consists of, in whole or in part, the following representatives:



- Mayor(s) or Band Chief and Elected Officials.
- Senior Executives.

Responsibilities

The responsibilities of the Policy Group include:

- Provides overall policy direction.
- Authorizes “declaration” of local emergency as well as policy directives.
- Provides direction on public information activities.
- May act as official spokesperson.
- Notify the population affected and Saskatchewan Public Safety Agency of the declaration.
- Declare that the emergency has terminated.
- Approve announcements and media releases prepared by the Public Information Officer, in consultation with the EOC Team.
- Maintain a record of all action taken.

3.6.2 Town or Band Administrator Responsibilities

- Act as the administrative head of the municipality.
- Keep Council informed of the operations and affairs of the municipality as well as ensuring that the decisions and the policy direction set out by Council are implemented.
- Authorize activation of the Emergency Management Plan in whole or in part.
- Upon activation of the Emergency Management Plan in whole or part, the Town or Band Administrator shall assume the role of the EOC Director.
- Activate the emergency notification process.
- Advise the Mayor/Chief and Council on legislation and procedures.
- Call out additional community staff to help, as required.
- Ensure the continuity of day-to-day services to the unaffected portion of the community.
- Maintain a record of all action taken.

(Refer to the EOC Guidelines – EOC Director Role Checklist for a complete list of responsibilities).



3.6.3 EMO Coordinator Responsibilities

Before an Event

- Ensuring that the Emergency Operation Centre (EOC) is ready for use on short notice.
- Prepare and maintain annually – EOC Kits.
- Kits to include current Emergency Plan, maps, relevant SOP documents, pad board material, log sheets, pens, paper, etc. complete with inventory list.
- Co-ordinate all EOC activities, including the scheduling of regular meetings training and training exercises.
- Ensure the Emergency Management Plan is current and reviewed annually.

During an Event

- Activate the EOC and assume the role of Operations Section Chief.
- Activate the emergency notification system (EOC callout) through the fan-out list.
- Open the master event record and ensure that it is maintained for the duration of the emergency.
- Provide technical assistance about the Emergency Management Plan, its procedures, and resources.
- Ensure all directions from the Mayor/Chief and Council are carried out.
- Maintain a record of all action taken.

(Refer to the EOC Guidelines – Liaison Officer Role Checklist for a complete list of responsibilities).

3.6.4 Incident Commander Responsibilities

- Act in concert with the “on-site” emergency responders to determine the aim, establish priorities, develop a site layout, and a plan of action (up to four hours).
- Ensure that inner and outer perimeters are established and staffed, and those access routes are identified and protected.
- Establish a communications link with the EOC and provide regular updates on the progress of response activities.
- Hold regular meetings with the “on-site” emergency responders to exchange information on the progress of the response activities.



- Determine if resources are adequate and forward requests for extraordinary resources from “on-site” emergency responders to the EOC.
- Approve all site information prepared for release to the media prior to its release.
- Report through the Operations Section Chief in the EOC or the EOC Director.

3.7 EOC Members

Agencies and departments represented in the EOC may include, but are not limited to:

- Town or Band Administrator / EOC Director
- Emergency Measures Coordinator
- Fire Chief
- RCMP
- Public Works
- Public Information Officer
- Human Resources
- Transportation
- Finance
- Emergency Welfare
- Social Services (non-municipal authority)
- Health (non-municipal authority)
- Saskatchewan Environment (non-municipal authority)
- Saskatchewan Public Safety Agency (non-municipal authority)
- Scribe(s)

Additional personnel called or added to the EOC may include additional clerical or support staff, liaison staff from provincial or federal departments, and/or any other officials, experts or representatives deemed necessary by the nature of the emergency.

The EOC may function with only a limited number of persons depending upon the emergency.



3.8 Overview of EOC Team Roles

Depending upon the size and nature of the incident, some or all the departments and agencies may be required. The EOC organizational structure should be flexible enough to expand and contract as needed. It is anticipated that EOC staff may be required to take on more than one position (role), as determined by the nature of the event, availability of resources and / or as assigned by a Supervisor.

NOTE: Responsibilities identified within this plan for agencies external to the Tri-Communities i.e. Social Services, Health and Saskatchewan Environment are for illustration purposes only, meaning they are implied and assumed. Participation of and by these agencies must be approved through the appropriate channels and their roles will be managed directly through the home agency.

Below is a brief description of the roles of EOC Members. *(Refer to the EOC Guidelines for comprehensive role checklists).*

3.8.1 Fire Chief or Designate

Keep EOC Members advised on all matters related to rescue, firefighting and fire prevention required within the emergency area or elsewhere within the community.

3.8.2 RCMP

Keep EOC Members advised on all matters related to crowd control, traffic control and protection of life, property, and law enforcement

3.8.3 Public Works

Keep EOC Members advised on all matters related to the community's potable water supply, sanitary and storm sewer systems, parks and recreation facilities, road conditions, safety, and engineering resources

3.8.4 Human Resources

Co-ordinate the distribution of wrist bands to essential service personnel (i.e. Agency representatives of the EOC Committee, Fire Fighters, employees of businesses that will remain open, volunteers for roadblocks, food services, etc.



3.8.5 Transportation

Assume direction and control over all means of transportation used in response to the emergency.

3.8.6 Health

Keep EOC Members advised on all matters of public health and on any remedial action necessary and/or already initiated. Coordinate provision of public health measures including epidemic control and immunization programs, in consultation with Medical Health Officer.

3.8.7 Saskatchewan Ministry of the Environment

Conservation Officer Services – Compliance: Keep EOC Members advised on all matters related to the hazardous material threat.

3.8.8 Saskatchewan Public Safety Agency

Wildfire Management Branch: Keep EOC Members advised on all matters related to the threat, potential for threat or progress of the Wildland fire.

3.8.9 Social Services

Keep EOC Members advised in all matters related to the care and maintenance of people relocated because of the emergency.

3.8.10 Emergency and Crisis Services (Emergency Welfare)

Keep EOC Members advised in all matters related to the care and maintenance of people relocated within community and/or volunteer workers assigned to assist because of the emergency.



4 EOC Response

4.1 General

This Emergency Management Plan is designed to organize and coordinate the Tri-Communities' response to major emergencies by

- Managing and coordinating emergency operations.
- Coordinating resources within the Tri-Communities.
- Coordinating mutual aid within the Tri-Communities.
- Resolving and prioritizing conflicting requests for support.
- Requesting and allocating resources from outside the Tri-Communities.

4.2 Overarching Priorities

The overarching priorities of the personnel working in the EOC are:

1. Save lives.
2. Provide for the safety and health of all responders.
3. Protect public health.
4. Protect government infrastructure.
5. Protect property.
6. Protect the environment.
7. Reduce economic and social losses.

4.3 EOC Locations

4.3.1 Town of La Ronge

Primary	La Ronge Regional Fire Hall	701 Hildebrand Drive
Secondary	La Ronge Town Office	1212 Hildebrand Drive

4.3.2 Air Ronge

Primary	La Ronge Regional Fire Hall	701 Hildebrand Drive
Secondary	Air Ronge Village Office	123 Cessna St. West



4.3.3 Lac La Ronge Indian Band

Primary	La Ronge Regional Fire Hall	701 Hildebrand Drive
Secondary	LLRIB Band Office	Kitsaki Reserve

4.4 EOC Notification Procedures

Upon receipt of a warning of a potential emergency, a senior official of the responding department (fire, RCMP, etc.) will assess the possible impact on the community. If the size or seriousness of this event is beyond the capability or responsibility of this agency, the Town/Band Administrator of La Ronge, and/or Air Ronge and/or Lac La Ronge Indian Band will be contacted.

The Town/Band Administrator upon consultation with the responding department official and the Emergency Coordinator, will initiate the telephone fan-out list. Notification of pre-defined department primaries and elected officials and designated agencies advising of an emergency event and designated meeting location will begin immediately. This action will activate the Emergency Management Plan.

Upon being notified, it is the responsibility of the EOC Members to notify their staff and volunteer organizations. If directed to do so, the EOC Members will assemble at the EOC or where the threat of an impending emergency exists, the EOC Members will be notified and placed on standby, pending further instructions.

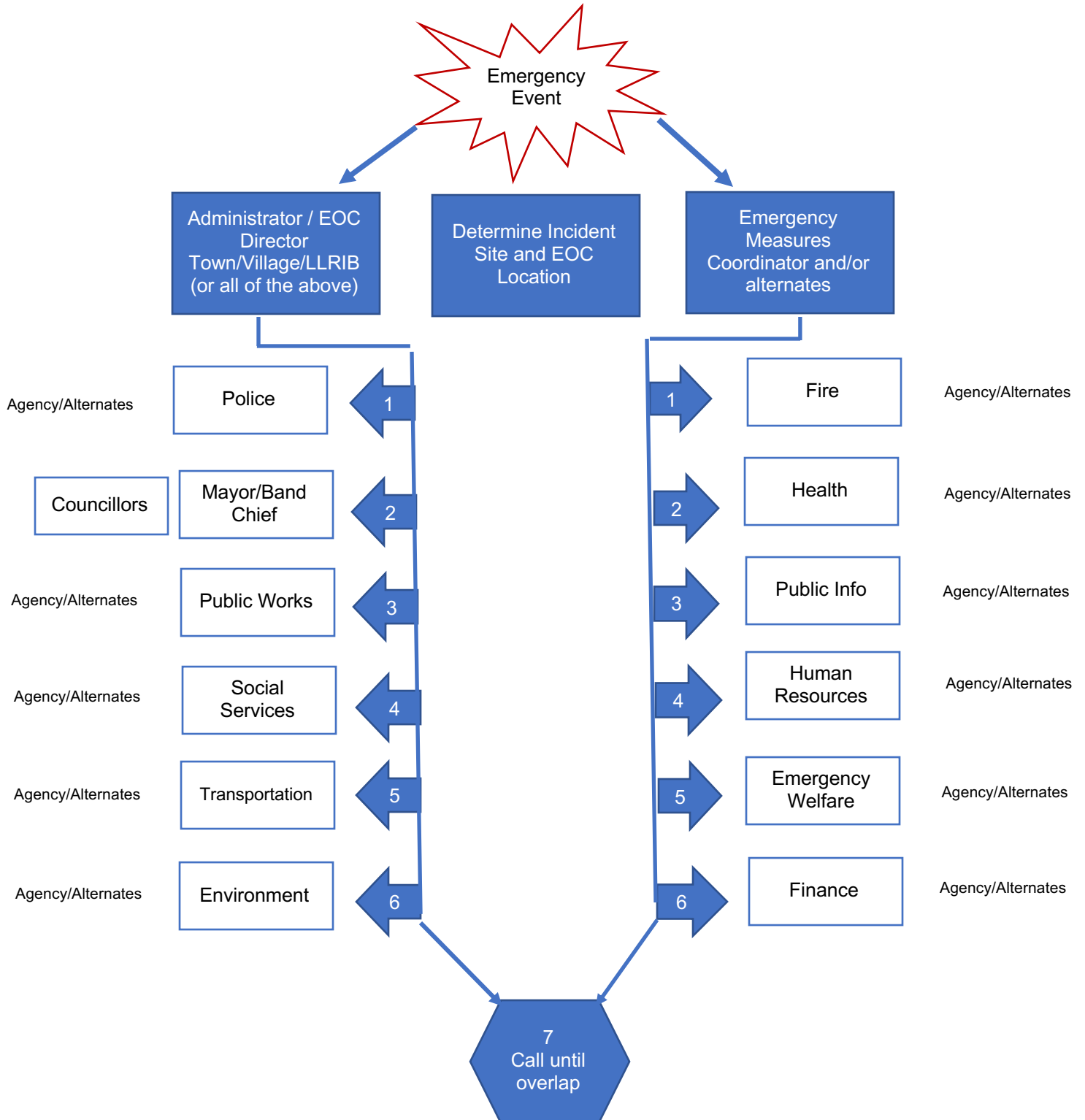
EOC Members should be provided the following information:

- Brief description of the event.
- Identify who authorized the EOC opening.
- Where and to whom to report.
- Applicable route information (if road closures known).
- Reminder to bring any necessary supplies, reference material.
- Ask for an estimated time of arrival to the EOC (for accountability purposes).

Alternates will assume the role of agency primary in the absence of the designated agency primary and is implied throughout this document if inadvertently omitted.



4.4.1 Chart: Emergency Notification Process





4.5 Authority to Activate the EOC

An EOC may be activated by any one of the following:

- An Incident Commander within the EOC’s jurisdiction.
- Persons named in the jurisdictions’ emergency plan such as: Mayor / Chief, Elected Officials, Town / Band Administrator, Fire Chief, RCMP Staff Sergeant. *(Refer to Appendix Two: Activation Flowchart).*

4.5.1 EOC Activation Levels

There are three levels of potential activation. The level of EOC activation is determined by the magnitude, scope, and stage of the event.

Note that an activation of the EOC could be in support of another community, e.g. an evacuation due to wildfire or flood, from the north.

EOC Activation Level	Description	Staffing
Three (Monitor and Awareness)	Small event One site Two or more agencies involved Potential threat of flood, severe storm, rural/urban interface fire, public disorder	EOC Director Operations Section Chief Notify SPSA
Two (Partial)	Moderate event Two or more sites Several agencies involved Major scheduled event, e.g. sporting event Limited evacuations Some resource/support required	EOC Director Section Chiefs (as required) Agency support as required SPSA ESO / SPSA District Operations Centres (DOC) limited activation
One (Full)	Major event Multiple sites Regional disaster Multiple agencies involved Extensive evacuations Resources/support required	All EOC functions and positions (as required) Policy Group SPSA ESO agency representatives and SPSA DOC activation



4.6 EOC Operations

After an incident occurs, the size of the response will depend upon the scope and magnitude of the incident. Resources and personnel may require facilities to work from such as an Incident Command Post, an Emergency Operations Centre, Reception Centre(s) and a Resiliency / Recovery Operations Centre.

When the Incident Commander can no longer coordinate resources and personnel from the scene due to the size and nature of the incident, support can be provided through the activation of the Emergency Management Plan and/or the opening of the EOC.

A request to open the EOC may be made by any of one of the following:

- An Incident Commander within the EOC's jurisdiction.
- Persons named in the Emergency Management Plan such as: EOC Director, EMO Coordinator, Mayor / Chief, Elected Officials, Town / Band Administrator, Fire Chief, RCMP Staff Sergeant, etc.
- Director of the Saskatchewan Public Safety Agency following a Provincial Declaration of State of Emergency.

The following factors should be considered in determining the need for opening the EOC:

- Significant number of people at risk.
- Response coordination required because of a large or widespread event, multiple emergency sites, several responding agencies.
- Resource coordination required because of limited local resources, and a significant need for outside resources.
- Uncertain conditions due to possibility of escalation of the event, unknown extent of damage or potential threat to people, property and / or environment.
- Declaration of Local Emergency is made.

The EOC Director will terminate the EOC activity for the current event and notify all participants. The Director must consider the requirements of termination virtually from the outset. The Demobilization Unit Leader supervises and administers the termination process, staying behind if necessary, after the EOC is closed. (*Refer to the EOC Guidelines for the Demobilization Unit Leader role checklist*).

Suggested criteria for terminating EOC operations include:

- Individual EOC functions are no longer required.



- A Declaration of Local Emergency is lifted.
- Coordination of response activities and / or resources is no longer required
- Event has been contained and emergency personnel have returned to regular duties.

4.6.1 EOC Functions

Only those EOC functions and positions that are required to meet current response objectives need to be activated. Non-activated functions and positions will be the responsibility of the next highest level in the EOC organization. Each EOC function must have a person in charge.

The EOC organizational structure should be flexible enough to expand and contract as needed. EOC staff may be required to take on more than one position (role), as determined by the nature of the emergency event, availability of resources and / or as assigned. This can be expected to happen in most cases. Continual training is required to ensure EOC members have an understanding and exposure to different roles.

4.6.2 EOC Management Positions

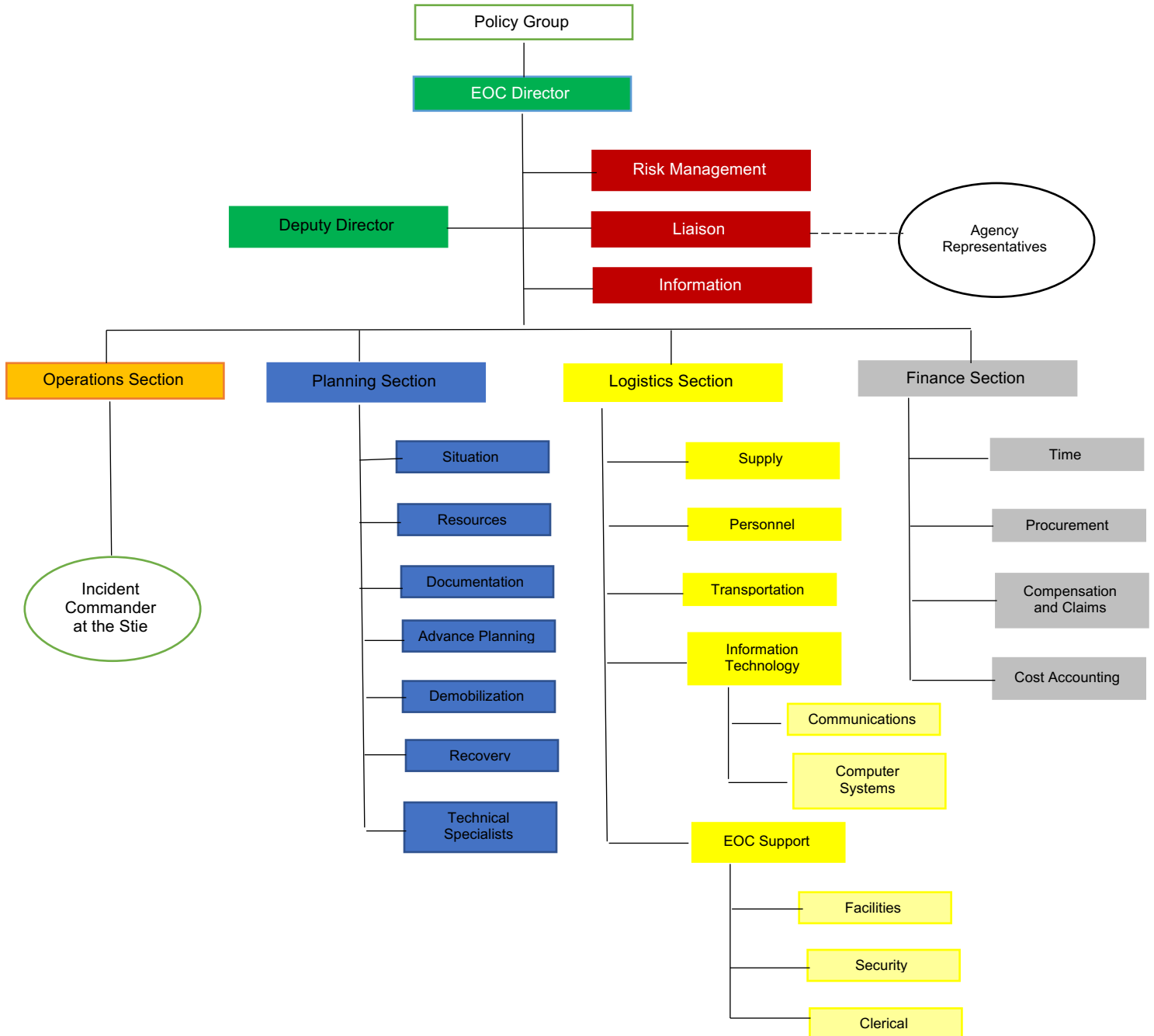
EOC Management: Responsible for overall emergency policy and coordination; public information and media relations; agency liaison; and proper risk management procedures, through the joint efforts of local government agencies and private organizations.

The **Director and Deputy Director** are responsible for coordinating inter-agency support to Local Authorities, interfacing with other agencies requiring information, setting priorities, and coordinating with senior management and elected officials/chiefs.

The **Liaison Officer** assists the EOC Director and management team in determining which agencies need to be represented in the EOC to facilitate functional efficiency and acts as the point of contact for all agency representatives in the EOC.

Information Officers are pre-identified and trained in emergency communications. This position coordinates with Information Officers from EOCs and other stakeholder agencies to ensure that the public receives timely, consistent, and accurate information regarding the event.

Risk Management Officers ensure that the concepts of risk management are applied throughout the organization and the operations being coordinated. The Risk Management Officer oversees safety, health, and welfare of EOC personnel. The Risk Management Officer informs the Director of all significant risk issues and provides information for Policy Groups.





4.6.3 General Staff

The Operations, Planning, Logistics and Finance / Administration Section Chiefs constitute the EOC General Staff. The General Staff are responsible for:

- Overseeing the internal functioning of their section, and
- Interacting with each other, the EOC Director, and other entities within the EOC to ensure the effective functioning of the EOC organization.

Operations: Responsible for coordinating all jurisdictional operations in support of the emergency response.

Planning: Responsible for collecting, evaluating, and disseminating information; developing the jurisdiction's Action Plan and Situational Status in coordination with other functions; maintaining all EOC documentation.

Logistics: Responsible for providing facilities, services, personnel, equipment, and materials.

Finance / Administration: Responsible for financial activities and other administrative aspects.

Scribes can be assigned to the EOC Management and General Staff to maintain a record of actions and decisions taken.

4.6.4 Using a Unified Approach in the EOC

Although a single EOC Director normally coordinates the EOC, an EOC organization may be expanded into a Unified Command. The Unified Command (UN) is a structure that brings together the EOC Directors of two or three of the Tri-Communities involved in the incident in order to coordinate an effective response while at the same time carrying out their own jurisdictional responsibilities.

The Unified Command links the communities responding to the incident and provides a forum for these entities to make consensus decisions. Under the Unified Command, the communities blend throughout the operation to create an integrated response team.

The Unified Command is responsible for overall management of the incident. The Unified Command coordinates EOC activities, including:

- Development and implementation of overall objectives and strategies



-
- Approval of the ordering and releasing of resources.
 - Appointing an Operations Section Chief (usually from the jurisdiction that is most heavily impacted to allow for effective communications from the site to the EOC through the Incident Commander).

Members of the UC work together to develop a common set of incident objectives and strategies, share information, maximize the use of available resources, and enhance the efficiency of the individual response organizations.



5 EOC Communication and Information Management

5.1 General

The term “communication and information management” refers to an organized, integrated, and coordinated mechanism to ensure the accurate, consistent, and timely delivery of information to site level responders, assisting and cooperating agencies, site support personnel, and the public/stakeholders. This mechanism consists of the equipment, systems, and protocols for transferring information internally and externally as well as across jurisdictions. A common communications plan, standard operating procedures, clear text, common frequencies, and common terminology all form an effective communication and information management system.

5.2 Communication

During a response, the following types of communication occur:

- **Strategic:** Communication between support elements and other bodies involved in high-level strategic decision making.
- **Tactical:** Communication between field personnel and other tactical resources providing direct assistance.
- **Support:** Communication among logistical elements and cooperating agencies not directly deploying tactical assets.
- **Public:** Communication to and from the public or specific stakeholder groups. A particular method (or methods) may be most effective for a specific type of communication. Identifying the appropriate method is key.

5.2.1 Methods for Communication

Depending upon the type of communication and the audience, methods for communication may include, but are not limited to:

- Amateur radio.
- Local Area Network (LAN) lines.
- Cellular phone.
- Satellite phone.
- Portable radios.



- Traditional media, e.g. radio, newspaper.
- Social media, e.g. Facebook, Twitter, Instagram.
- Use of MS Teams, Zoom.

5.2.2 Redundancy

A communication and information management system must be resilient: it must be able to continue functioning even after a major impact, significant damage, or loss of infrastructure. This can be achieved in the following ways:

- **By building redundancy into the information system:** Alternative communication methods must be available in case the primary or routine methods are not operating. Alternative methods include the use of paper-based forms, courier services, and alternative technologies, such as amateur radio and satellite phones.
- **By ensuring that multiple information sources are used:** For example, communication between the incident commander and EOC should be supported by alternate information sources, such as dispatch centres, command frequencies, supporting or assisting agencies, and even mainstream and social media.

5.3 Information Management

Information coming into and out of the EOC must be managed carefully. There are four types of information transactions common to emergencies:

Management Direction: Management directions must follow the lines of authority established for the EOC. These lines are represented in the function and organization EOC. Among the different levels, coordination decisions and priorities are communicated between the EOC Director and EOC Members.

Status Reports: All EOC positions and EOC Members provide status information during briefings on the condition of their personnel and resources in the field, actions taken and anticipated needs. The Incident Commander at the site, should provide periodic updates through the EOC Operations Section Chief to the Planning Section Chief. The information from the site updates should be included during the briefings. (*Refer to the EOC Guidelines for Status Report Form*).

Situation Reports: The Situation summary is an assessment of the emergency and identifies major incidents/problems and response and recovery priorities. It is intended for use after the first two hours of an event.



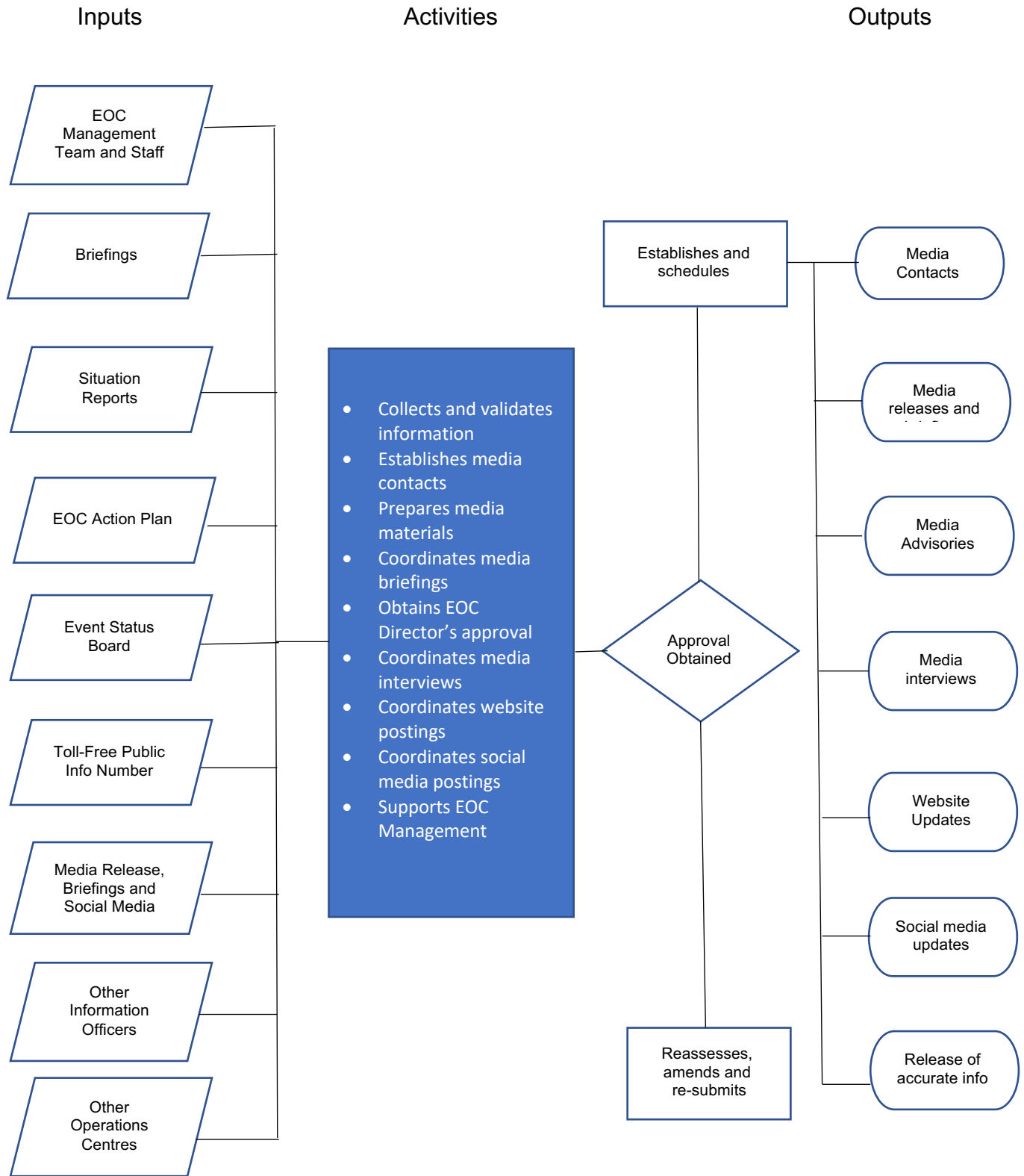
Resource Requests: Resource requests normally flow from site responders to the Operations Section Chief at the Site Level, who then shares the request through Site's Planning Section to the Logistics Section for the resolution. If the Site's Logistics Section cannot fill the need with available resources, through purchasing, or through agency agreements, the Logistics and Operation Section Chiefs forward requests to the Incident Commander for approval. Once approved, the Incident Commander may pass the request to the Operations Section of the EOC (if activated) or directly to the EOC Director. *(Refer to the EOC Guidelines - Forms for the Resource Request Form).*

General Information: General information may be exchanged among members of a response organization at any given level. ICS encourages lateral information flow between functions. In addition, a representative of a function at one level may wish to exchange information with a similar function one level above or below them. Verifying general information is an important step before acting.

See EOC information flow chart on next page.



5.3.1 EOC Information Flow





6 EOC Logistics

6.1 General

The following resource planning measures are undertaken during this phase:

- Identification of resource needs based on the threats to and vulnerabilities of the Tri-Communities, and development of alternative strategies to obtain the needed resources.
- If necessary, the creation of new policies to encourage the positioning of resources near expected incident sites in response to anticipated resource needs.
- Anticipation of circumstances that may trigger a specific required action, such as the restocking of supplies when inventories reach a predetermined minimum.
- Ongoing assessment of the status of resources to draw up an accurate inventory of resources available at any given time. Resources are organized by category, kind, and type, including size, capacity, capability, skill, and other characteristics. This makes the resource ordering and dispatch process more efficient and ensures that the required resources are received.
- Establishment of standing agreements and contracts among all parties providing or requesting resources.
- Establishment of standing agreements and contracts with technical specialists.

During an incident, the resource request process starts at the incident site with responders identifying resources needed to support emergency response. Resource needs and availability change as an incident evolves. Responders may require support from neighboring municipalities, as well as the provincial or federal government.

After the organization identifies the need for a resource, it should begin the resource request process.



6.2 Resource Management

An organization should first attempt to find the resource internally, through partners or through vendors or other suppliers.

If resources cannot be found internally, the requesting organization should forward the request to the EOC. If resources cannot be filled by the EOC or is a provincial or federal organization, the request is elevated to the appropriate level of government.

The EOC determines if fulfillment is possible with current resources (owned or procured) or personnel, through mutual aid, or from neighboring jurisdictions.

Note: The requesting organization is responsible for paying for the requested resource unless other arrangements are in place.

If the EOC is unable to fulfill the request, it should request the resource from the Provincial Emergency Operations Centre. The province will try to fulfill the request using:

- Provincial resources.
- Provincial vendors or suppliers.
- Intra-provincial mutual aid.
- Inter-provincial mutual aid.

If the Province cannot fulfill the request, they can submit the request to the Federal Government through Public Safety Canada. The Federal Government will use federal resources or federal vendors and suppliers to fulfill the request.





6.2.1 Volunteer Management

Affiliated volunteers are attached to a recognized voluntary or non-profit organization and are trained for specific disaster response activities. Their relationship with the organization precedes the immediate disaster, and they are invited by that organization to become involved in a particular aspect of emergency response.

Unaffiliated volunteers are not part of a recognized voluntary agency and often have no formal training in emergency response. They are not officially invited to become involved but are motivated by the incident and a desire to help others in times of trouble. They come with a variety of skills. They may come from within the affected area or from outside the area. These types of volunteers are also known as “convergent,” “emergent,” “walk-in,” or “spontaneous.”

Spontaneous volunteers are all assumed to be spontaneous unaffiliated volunteers, for the purposes of this plan, including affiliated volunteers who show up without being deployed by their registering organization. All spontaneous volunteers will be processed as unaffiliated volunteers.

Depending upon the size and nature of the incident, a Volunteer Management Coordinator may be assigned. This position could report to the Liaison Officer or Personnel Unit Leader within Logistics.

If the need for volunteers or the number of spontaneous volunteers overwhelms the emergency management system, the municipality will request assistance from other local jurisdictions and agencies in accordance with existing mutual aid agreements and memoranda of understandings, e.g. Canadian Red Cross.

6.2.2 Donations Management

When high priority needs cannot be satisfied quickly through procurement and hiring, or when cost begins to outweigh time as a consideration, an appeal can be made for donations. The Information Officer should be involved in developing any messaging for donations.

The anticipated need for donations to supplement existing and private sector resources is a critical part of the needs assessment. Determining the needs through a gap assessment of resources will provide answers to the following critically important questions about disaster commodities:

- What commodities are needed (category, kind, type)?
- When are they needed?



-
- Where are they needed, and by whom (are functional needs populations affected)?
 - How much is needed (quantities)?
 - For how long will they be needed?

The needs assessment will also help in identifying the likely need for disaster donations to fill anticipated resource requirements; and the likelihood that disaster donations will become an issue to be dealt with during incident response and recovery operations.



7 EOC Finance

7.1 General

During an event when the EOC is open but the Emergency Management Plan is not activated, e.g. a pre-planned event like a large sporting event, standard resource procurement practices apply. A Declaration of Local Emergency and/or enactment of the Emergency Management Plan supplies and equipment can be centralized through the EOC. Changes to ordering processes must be approved by the EOC Director and communicated through the Logistics Section Chief.

A municipality may alter or enhance authorities related to the following:

- Purchasing power.
- Spending limits.
- Resource sourcing; or
- Cost tracking.

In order to meet the requesting needs of the agencies, EOC Operations, Logistics, and Finance section personnel should assess whether existing resource ordering procedures meet the specific needs of the incident and identify required changes to resource management processes to meet these needs. (*Refer to Appendix Three for a chart of possible finance processes*).

These changes should be documented and implemented within the Finance, Logistics, and Operations sections in the EOC. (*Refer to the EOC Guidelines for an Expense Tracking Form*).

7.2 Spending Authority

The cost of responding to events can quickly reach tens or hundreds of thousands of dollars. Safeguarding the public, protecting property, and implementing other response objectives can require substantial short-term expenditures that fall outside of regular budgeting and procurement practices:

- Identify how funds are accessed for emergency costs.
- Identify the differences in spending during emergency vs. regular practice.
- Identify who has what level of spending authority and whether this is tied to a person or a position in the EOC. (e.g. The EOC Director or Finance/Admin Section Chief).



7.3 Financial Coding

An event financial code should be generated for the tracking of event related expenses. An event financial code will provide a more accurate picture of how much the event cost and facilitate the application of cost recovery from the provincial and federal governments.

7.4 Response and Recovery Costs

All costs associated with the use of resources are tracked. Invoices and other financial documents are safeguarded and kept on file so that they are available when needed for reimbursement and compensation purposes. Information on the total cost of the response is included in the final event report.

A local government authority or First Nation may make a disaster assistance claim in the amount required to restore eligible services or property that is/are damaged because of the eligible disaster. This is provided the services and property are located within the jurisdiction of the local government authority or the First Nation and no other assistance is available federally or provincially.

Eligible expenses for local government authority or First Nation disaster assistance claims may include:

- Response costs.
- Necessary clearing of debris or wreckage caused by an eligible disaster from:
 - channels and streams.
 - the inflow and outflow of sewers and storm drains to permit the reasonable functioning of the sewer and storm drain system; and
 - water supply reservoirs.
- Repairs or restoration of sewer/water/utilities including pumping to control damages.
- Repairs or restoration of designated roads, streets, bridges, sidewalks, wharfs and/or docks.
- The claimant must provide legal locations to PDAP and to the PDAP-assigned engineer Work to minimize further damages such as sandbagging or temporary diking. This does not include work done to drain fields or sloughs.
- Restoration of a dike, levee or drainage facility including flood control and irrigation systems.



- Removing emergency works or restoring sites on which emergency works were located.
- Structural repairs to buildings that are provided for and maintained by the local government authority. This includes depreciation due to the age of materials.
- Other expenses such as flagging/signage or extraordinary costs resulting from the disaster event.

PDAP aids with roads, streets and bridges that have been damaged by the event for which the community or park has designated as being eligible for disaster assistance:

- Repairing the effects of frost boils is considered routine maintenance and is not eligible under PDAP.
- Repairs to damaged trails or accepted shortcuts are not eligible under PDAP. Roads must be essential and regularly maintained by the municipality to be considered eligible.
 - Documentation for repairs is required for the application to be processed.
- Any claim for gravel must be designated to a specific project and substantiated by an engineer's report and invoices. Only extraordinary costs are eligible under PDAP.

Payment for restoration will not be made until a report from an assigned engineer/adjuster is received documenting damages and providing an estimate of costs for repairs and/or restorations to specific locations. Only those projects identified in the engineer report, and specifically the types and amounts of materials and equipment identified for those projects, will be eligible for disaster assistance through PDAP.

Response costs may be submitted immediately for review and reimbursement

PDAP encourages the use of a PDAP coordinator hired by the RM in organizing and submitting the RM's claim. The primary role of the PDAP coordinator is to work in close relationship with PDAP to satisfy claim requirements and submit detailed documentation of actual costs per project. However, the maximum rate paid should reflect the individual's experience and skill. Maximum reimbursement for a PDAP coordinator is \$30.00/hour with a maximum of 1,950 hours per claim year (regardless of the number of approved designations within any fiscal year). PDAP will require the Resolution of Council for the special hire, detailed work logs, time sheets and proof of payment. Only work specific to PDAP will be eligible. *(Refer to Appendix Four: The PDAP Claim Guidelines for more information).*



8 EOC Public Notification and Warning

8.1 Common Terminology and Plain Language

Common terminology and plain language enable response personnel to communicate clearly and effectively. Using plain language or clear text (rather than agency-specific codes or acronyms) facilitates coordination and interoperability across organizations, jurisdictions, and disciplines. Policies and procedures related to the use of common terminology and plain language are needed.

8.2 Information Security

Information security protocols are critical because inadequate security can result in the untimely, inappropriate, or ineffective release of information. This in turn increases the likelihood of misunderstanding and can complicate already complex public safety situations. Policies and procedures must be established to define the levels of access to sensitive information. Response personnel must also be aware of the requirements under freedom of information and protection of privacy legislation. They must be aware that freedom of information applications may be made after the emergency/disaster has passed.

8.3 Coordination in the Release of Information

During response operations, accurate information must be disseminated in a consistent, coordinated, accessible, and timely manner. The establishment of a joint information centre/system (JIC/JIS) may be of help in this regard. A JIC/JIS is designed to coordinate incident information provided by multiple agencies and integrate the data into a cohesive whole. (*Refer to the EOC Guidelines for more information on setting up a Joint Information Centre*).

8.4 Effective Use of the Media

Response organizations must have systems and processes in place to engage the media effectively. Both traditional and non-traditional media (i.e., social media networks) play a critical role in the response phase. They can help in collecting and disseminating information, and in alerting the public/stakeholders to changing conditions and to actions they need to take (e.g., evacuation). They can also provide indications about the kind of information the public/stakeholders need and expect. Ongoing monitoring of the



media is necessary to ensure that information is being disseminated accurately. The role of social media in communication and information management during emergencies/disasters is fast expanding. Through this technology, real-time information can be obtained from and provided to a wide audience very rapidly. Using social media also gives one the ability to monitor issues and address them expeditiously. Along with these potential benefits, there are also some challenges. For example, unconfirmed or inaccurate information can also be spread rapidly via social media.

In engaging with all forms of media, response organizations would do well to keep these tips in mind:

- Develop a plan for using the media.
- Keep information up to date. Be vigilant about accuracy. Correct any errors clearly and promptly.
- Consider the integrity of the source from which information is received.
- Respond to issues in a timely manner, regardless of size, scope, or magnitude.
- Consider social media as one tool in a communication toolbox. Go offline as well by addressing issues through other avenues where possible.

8.5 Alert and Warning

Alert and warning are the process by which the public, business, and other local entities are provided information regarding the (potential) emergency, along with instructions as to appropriate actions.

Alerting and warning the public may be accomplished through the SaskAlert, special broadcasts, or simply driving up and down the streets using the public address system.

Key to the Tri-Communities' public alert and warning system is the focus on providing emergency related information to people with disabilities. These more vulnerable residents include children, those in supportive care institutions, hospitals and assisted care facilities, and those living at home that have some level of disability for which they might need an enhanced level of assistance during an emergency. These residents most often need sufficient time to respond to emergency alert instructions, and thus need to be alerted as soon as possible of a pending emergency. *(Refer to Annex Two in this plan for information on evacuation messaging).*

8.5.1 SaskAlert

SaskAlert is Saskatchewan's Emergency Public Alerting program used to alert the public in real-time of an emergency. Alerts can be issued by Environment and Climate Change Canada, Government of Saskatchewan ministries and participating local governing jurisdictions.



Participation in SaskAlert gives jurisdictions the ability to issue alerts about local emergency events to their residents, visitors and anyone passing through the area.

The following people are trained to issue an alert for the Tri-Communities:

Jurisdiction	Name	Position
La Ronge		
La Ronge		
Air Ronge		
Air Ronge		
LLRIB		
LLRIB		



9 EOC Recovery

9.1 General

Recovery is the phase of emergency management in which steps and processes are taken/ implemented to:

- Repair communities affected by a disaster.
- Restore conditions to an acceptable level or, when feasible, improve them.
- Restore self-sufficiency and increase resilience in individuals, families, organizations, and communities.

The recovery process is a sequence of activities that move a community toward recovery. These activities are interdependent and may overlap. For example, some aspects of short-term recovery may begin before the response to an incident or event has been completed; some large scale, long term recovery activities may need to be initiated within days after a disaster.

An EOC may transition from response operations to recovery operations with different types of personnel and subject matter experts available to support EOC activities.

9.2 Recovery Planning in the EOC (Recovery Unit)

Experience has shown that planning recovery operations during the response will speed recovery time and reduce losses. The Recovery Unit leads the jurisdiction's recovery efforts and should commence activities as early as possible.

In the aftermath of a disaster, many residents and businesses will have specific needs that must be met before they can pick up the thread of their pre-disaster lives. Typically, there will be a need for such services as these:

- Assessment of the extent and severity of damages to public and private property.
- Restoration of services generally available in communities - water, food, medical assistance, utilities, and lifelines.
- Repair of damaged homes, buildings, and infrastructure.
- Professional counseling when the sudden changes resulting from the emergency have resulted in mental anguish and inability to cope.



Local governments can help individuals and families recover by ensuring that these services are available and by seeking additional resources if the community needs them. Recovery occurs in three phases: short-term, medium-term, and long-term.

9.2.1 Recovery Phases





9.3 Short-Term Recovery

Short-term recovery operations will begin during the response phase of the emergency. The major objectives of short-term recovery operations include rapid debris removal and cleanup, and orderly and coordinated restoration of essential services (electricity, water, and sanitary systems). (*Refer to Annex Three in this Emergency Management Plan for more information on Re-Entry Criteria*). Short-term recovery operations may include all the agencies participating in the area that have been impacted by the event.

The goal of short-term recovery is to restore local government to at least a minimal capacity. Short-term recovery includes:

- Utility restoration.
- Expanded social, medical, and mental health services.
- Re-establishment of government operations.
- Re-establishment of transportation routes.
- Debris removal.
- Cleanup operations, and abatement and demolition of hazardous structures.

Medical services may need to operate from temporary facilities, as necessary. Critical Incident Stress Debriefings should be coordinated and provided for emergency response personnel and persons impacted by the event.

9.4 Medium-Term Recovery

Medium-term recovery will begin the transition to longer-term recovery. The major objectives include providing support services to residents and businesses with the establishment of interim solutions.

Medium-term recovery includes:

- Establishing recovery / resiliency centres for the public.
- Implementing temporary housing solutions.
- Business resumption.



9.5 Long-Term Recovery

Long term recovery may also begin during the response phase. The goal of long-term recovery is to restore facilities to pre-disaster condition. Long-term recovery includes hazard mitigation activities, restoration or reconstruction of public facilities, and disaster response cost recovery. Mitigation measures could include zoning variances, building codes changes, plan reviews, and land use planning techniques.

Long term recovery can include:

- Coordinated delivery of social and health services.
- Improved land use planning.
- Improved Emergency Management Plan.
- Re-establishing the local economy to pre-disaster levels.
- Recovery of disaster response costs. (*Refer to Appendix Four for more information on PDAP*).
- Effective integration of mitigation strategies into recovery planning and operations.
- Repair and replacement of infrastructure.

With public safety a primary concern, rapid recovery may require adjustments to policies and procedures to streamline the recovery process. Hazard mitigation actions will need to be coordinated and employed in all activities to ensure a maximum reduction of vulnerability to future disasters. Essential facilities should be restored to their pre-disaster condition by retrofitting, repairing, or reconstructing them during long-term recovery operations.



9.6 Recovery Operations Organization

Responsible entities will change as the response evolves into the recovery phase of the emergency. The Recovery Operations may be managed and directed by the Town / Band Administrator.

On a regularly scheduled basis, the Town / Band Administrator will convene meetings with municipal employees, key individuals, and representatives from affected departments and agencies and from the private sector. These meetings will be held to make policy decisions collectively. They will also be used to obtain and disseminate information regarding completed and ongoing recovery operations.

Public information during the recovery process will be handled independently by each agency; however, information should be coordinated among the agencies.

The EMO Coordinator will assist the Town / Band Administrator in facilitating the recovery process.

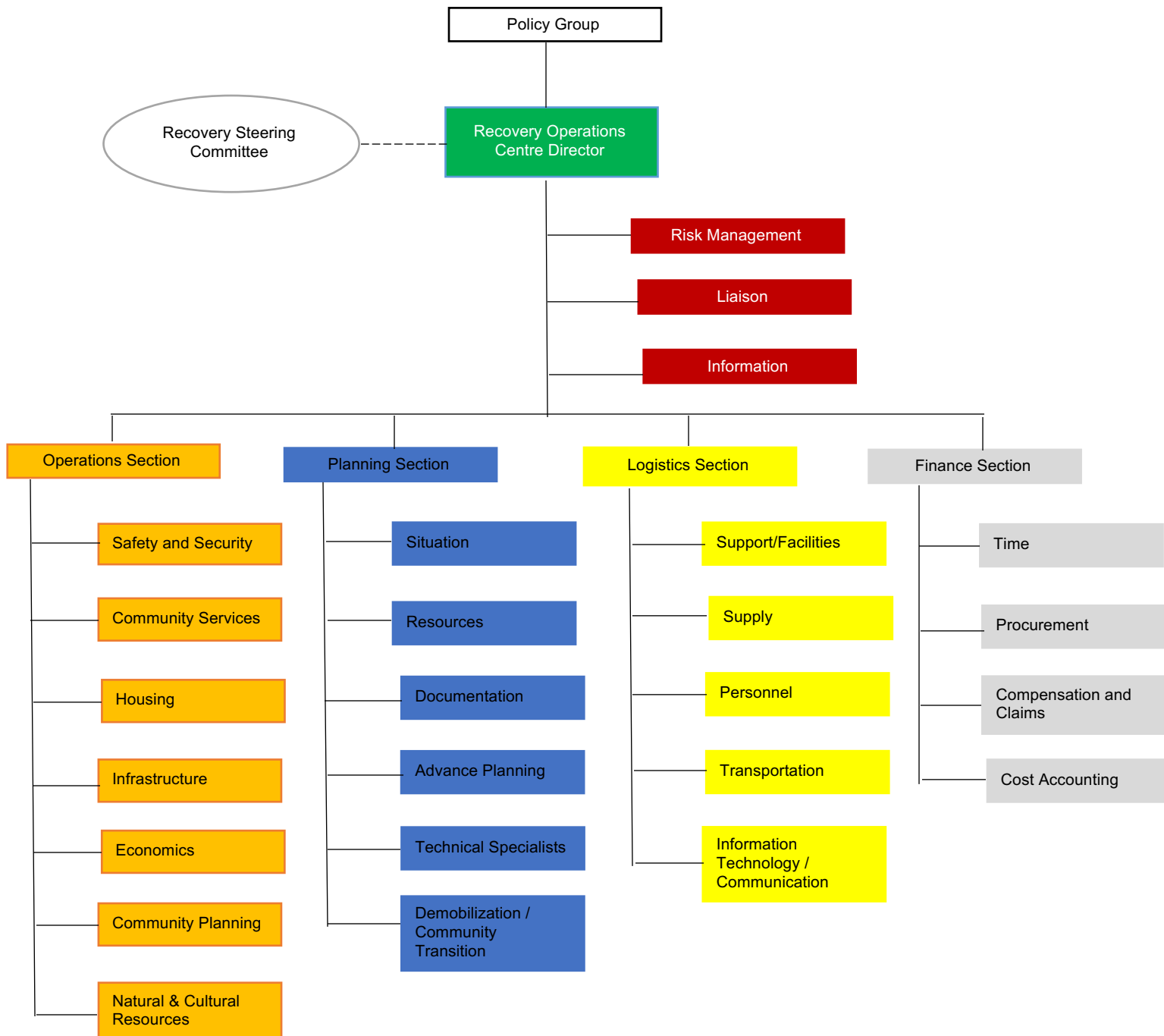
9.7 Recovery Operations Centre

As focus and coordination shifts from response to recovery activities, a Recovery Operations Centre (ROC) is established to provide continuity in the support and coordination of recovery activities. Using the same ICS structure as that of the EOC, the ROC consists of four sections: operations, planning, logistics, and finance. Establishing units and branches within these sections expands the structure to accommodate more complex recovery requirements.

Following is a diagram of a sample ROC structure. As mentioned previously, in the circumstances surrounding a particular event, variations may be required to address community and organizational needs effectively. Variations should be made in accordance with ICS principles.



9.7.1 Sample Recovery Organization Structure





9.8 Community Resilience Centre

The purpose of a community resilience centre (also known as community recovery office and/or community recovery centre) is to assist individuals through the recovery process. The community resilience centre provides the space for and coordination of the various agencies and groups offering guidance, advice, and assistance to those affected by an emergency/disaster. Assistance is provided through the steps listed below. Depending on the needs of the affected individuals, some of these steps may be expanded to assist those with more complex recovery requirements.

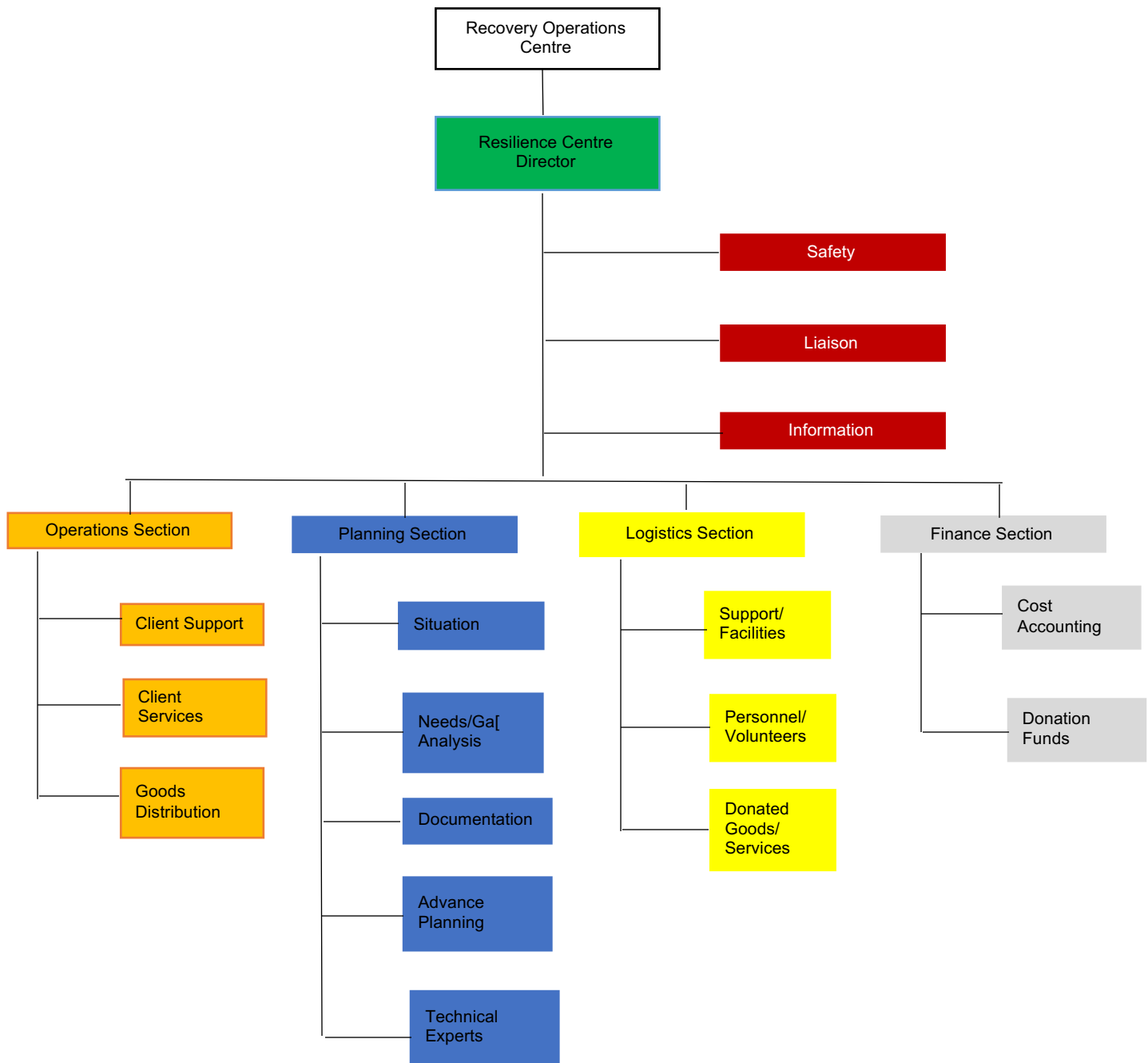
- **Complete a capacity and needs assessment with community residents:** Completing a Capacity and Needs Assessment form ensures that community resilience centre staff have a full understanding of the most urgent individual needs and community capacity.
- **Assist individuals in completing their personal action plan:** The plan is designed to help the person focus on practical next steps in his or her recovery process. It is retained by those affected by the event.
- **Ensure that those with urgent needs are connected with the appropriate agencies/groups:** Examples include:
 - Pursuing family reunification efforts.
 - Linking elderly homeowners who need assistance in removing debris with residents who can do so.
 - Providing psychosocial support services, including trauma counselling
 - Engaging public health agencies to provide water testing.
 - Linking home-based business owners with members of the local Chamber of Commerce or Rotary Club.
- **Monitor individual progress throughout the recovery process:** Follow-ups can be undertaken by not-for-profit organizations and other community-based volunteer organizations. However, this must be carried out in a coordinated manner with the information being provided to the appropriate community resilience centre. The follow-up should include a review of the individual's personal action plan so that progress can be monitored, and the plan revised to reflect any unforeseen steps necessary for recovery.

Following is a sample structure for a community resilience centre. It shows the relationship between this centre and a Recovery Operations Centre. In the circumstances surrounding a particular event, variations may be required to address



community and organizational needs effectively. Variations should be made in accordance with ICS principles.

9.8.1 Sample Community Resilience Centre Organizational Chart





9.9 Operational Debriefing

An evaluation of the emergency response will be conducted within seven days of the termination of the emergency. The proceedings will be chaired by the EMO Coordinator and attended by the EOC Members involved in the emergency.

The debriefing format will be (with full respect to individual agency confidentiality guidelines):

- What “in my agency” worked well; identify three actions.
- What “in my agency” can be improved; identify three actions.
- What can “my agency” recommend to make improvements – for the next time?

The intent of the debriefing is NOT to lay blame for events, which may or may not have occurred during the emergency. The intent is simply to assist the EOC Members to respond better the next time.

9.9.1 The After-Action Report

The After-Action Report will serve as a source for documenting emergency response activities and identifying areas of concern and successes. It will also be utilized to develop a work plan for implementing improvements. The After-Action Report will provide a broad perspective of the incident, referencing more detailed documents, and addressing all areas specified in regulations.

It will include an overview of the incident, including enclosures, and will also address specific areas of the response, if necessary.

The EMO Coordinator, with feedback from all departments and agencies involved with the response and recovery operations, is responsible for the development and distribution of the After-Action Report. (*Refer to the EOC Guidelines - Forms for an After-Action Report Template*).

EOC Committee members involved in the emergency will submit an “Agency Response Report” to the EMO Coordinator within thirty days of the termination of the emergency.

The EMO Coordinator, with input and approval will compile the “Agency Response Reports” into a final report for Mayor(s) and Council or Band Chief and Council within 60 days of termination of the emergency.

The EOC Members and the Emergency Planning Committee will act to implement changes to this Emergency Management Plan resulting from consideration of the



recommendations in the final report. The amendments to the Emergency Management Plan shall be approved by the Tri-Community Leadership within 90 days after termination of the emergency.



10 Appendices

Appendix One: Sample Emergency Management Bylaw

Sample Bylaw No. _____

The Emergency Management Bylaw

A BYLAW of the _____ of _____, in the Province of Saskatchewan, to establish the Emergency Management Organization of the _____ of _____.

Part 1 – Title and Interpretation

Short Title

1. This Bylaw shall be cited as the _____ of _____ Emergency Management Bylaw.

Purpose

2. The purpose of this Bylaw is to establish and continue the Emergency Management Organization of the _____ of _____ and to comply with the provisions of the *Emergency Planning Act* of the Province of Saskatchewan.

Definitions

3. In this Bylaw:
 - a. “Act” means the Emergency Act being Chapter E-8.1 of the Statutes of Saskatchewan, 1989-1990.
 - b. “CAO” means the Chief Administrative Officer of the _____ as appointed by Council;
 - c. “Council” means the Council of the _____
 - d. “Disaster” means a widespread or severe emergency that exceeds the ability of the local authority to manage its own resources;
 - e. “Emergency” means an emergency as defined by the Act;
 - f. “Local Authority” means the Council of the _____
 - g. “NGO” means all non-government agencies providing emergency services and may include the Canadian Red Cross, Salvation Army, Mennonite Disaster Services, and other such agencies.
 - h. “Planning Committee” means the committee appointed pursuant to section 9



Part 2 – Emergency Planning

Emergency Management Organization

4. The _____ Emergency Management Organization is hereby established.
5. The Emergency Management Organization shall be a division of _____ and report to _____.

Coordinator

6. The office of the Emergency Management Organization Coordinator is established.
7. The Emergency Management Organization Coordinator shall be appointed by the CAO.
8. The Coordinator shall:
 - a. act as Chairperson of the *Emergency Planning Committee* established under the municipal bylaw.
 - b. coordinate the development and maintenance of an emergency plan for the community in co-operation with the departments and agencies of the municipality.
 - c. submit regular reports to the *Emergency Planning Committee* to keep them fully informed of progress.
 - d. correlate all activities of those person and/or organizations involved within the Municipality and designated for the Emergency Management Organization.
 - e. ensure that a continuous program of training for local Emergency Management Organization personnel is carried out, either by local training classes or attendance at training schools.
 - f. cooperate with Mutual Aid Area and Saskatchewan Public Safety Agency on all matters pertaining to planning and operations.
 - g. submit a projected budget to cover costs of *emergency* management operations within the municipality.
 - h. act as advisor to the Municipality during emergencies, events or disasters.
 - i. ensure the Emergency Management Plan is current and reviewed annually.
 - j. prepare and maintain annually – EOC “Hasty Kits.” Kits to include current Emergency Plan, maps, relevant SOP documents, pad board material, log sheets, pens, paper, etc. complete with inventory list.
 - k. open the master event record and ensure that it is maintained for the duration of the emergency.
 - l. provide technical assistance about the Emergency Management Plan.



- m. keep the Municipal Administrator; Mayor/Reeve and Council informed of developments, as they occur. Once the EOC is open this becomes the responsibility of the EOC Director.
- n. maintain a record of all action taken.

Planning Committee

9. The Planning Committee is established and shall consist of the following members and their delegates:
 - a. the Emergency Management Organization Coordinator
 - b. the CAO
 - c. the Fire Chief
 - d. the General Manager of _____
 - e. the General Manager of _____
 - f. the General Manager of _____
10. The Committee shall meet annually, or more frequently as required.
11. The Committee shall review the municipal emergency management plan and related plans annually.
12. The Committee shall report annually to *Council* through the CAO on the development of emergency plans and programs.
13. The Committee shall integrate individual agency, department and division plans into the umbrella municipal emergency management plan.
14. The Committee shall develop procedures for responding to an *emergency* or *disaster* and provide necessary services during an *emergency* or *disaster*.
15. The Committee shall develop an incident command system to effectively manage emergencies and disasters.



16. The *Planning Committee* may invite agency representatives, as required, from outside agencies, including, but not limited to, the following, to participate in the planning process in an advisory capacity:

- a. Royal Canadian Mounted Police;
- b. Ambulance;
- c. Health Authority;
- d. School Division;
- e. Salvation Army;
- f. Canadian Red Cross;
- g. Adjacent Jurisdictions;
- h. Railway, and
- i. any other agency, *NGO*, organization, or corporation the planning committee deems necessary.

Part 3 – Declaration of Local Emergency

17. Any time *Council* is satisfied that an emergency or disaster exists or may exist, it may by resolution of quorum of *Council* make a declaration of a local state of emergency under the Act relating to all or any part of the City, and the declaration must identify:

- a. the nature of the emergency;
- b. the area of the municipality where the emergency exists;
- c. the name of the person making the declaration, and;
- d. the date and time of the declaration.

18. In the event that a quorum of Council is not immediately available, the following persons:

- a. the Mayor;
- b. the Deputy Mayor, or;
- c. any other member of Council.

May, in the order given, on behalf of the _____, authorize a declaration of local emergency in a part of or the entire _____.

19. A quorum to meet the requirements of section 18 or a declaration made in accordance with section 19, may be obtained through electronic means including, but not limited to, telephone, internet, social media, share point, teleconference, videoconference, MS



Teams, Zoom or any other electronic means available to the _____ administration and members of Council.

20. When a declaration of a local emergency is issued, the coordinator shall immediately:
- a. cause the details of the declaration to be published by any means of communication considered most likely to notify the population of the area, and;
 - b. forward a copy of the declaration of local emergency to the minister in charge of the Saskatchewan Public Safety Agency.

Powers of Local Authority

21. On the making of a declaration of local emergency, the _____ may exercise any or all of the powers conferred under section 21 of the *Act*.

Part 4 – Administration, Repeal and Coming into Force

Agreements

22. *Council* may enter into an agreement with other municipalities, provincial agencies, parks, or private agencies for the purpose of jointly establishing and operating a Mutual Aid response to *emergencies* and *disasters*.

Repeal

23. Bylaw _____ is hereby repealed. (*Remove if not applicable*)

_____ **MAYOR** _____ **CITY CLERK**

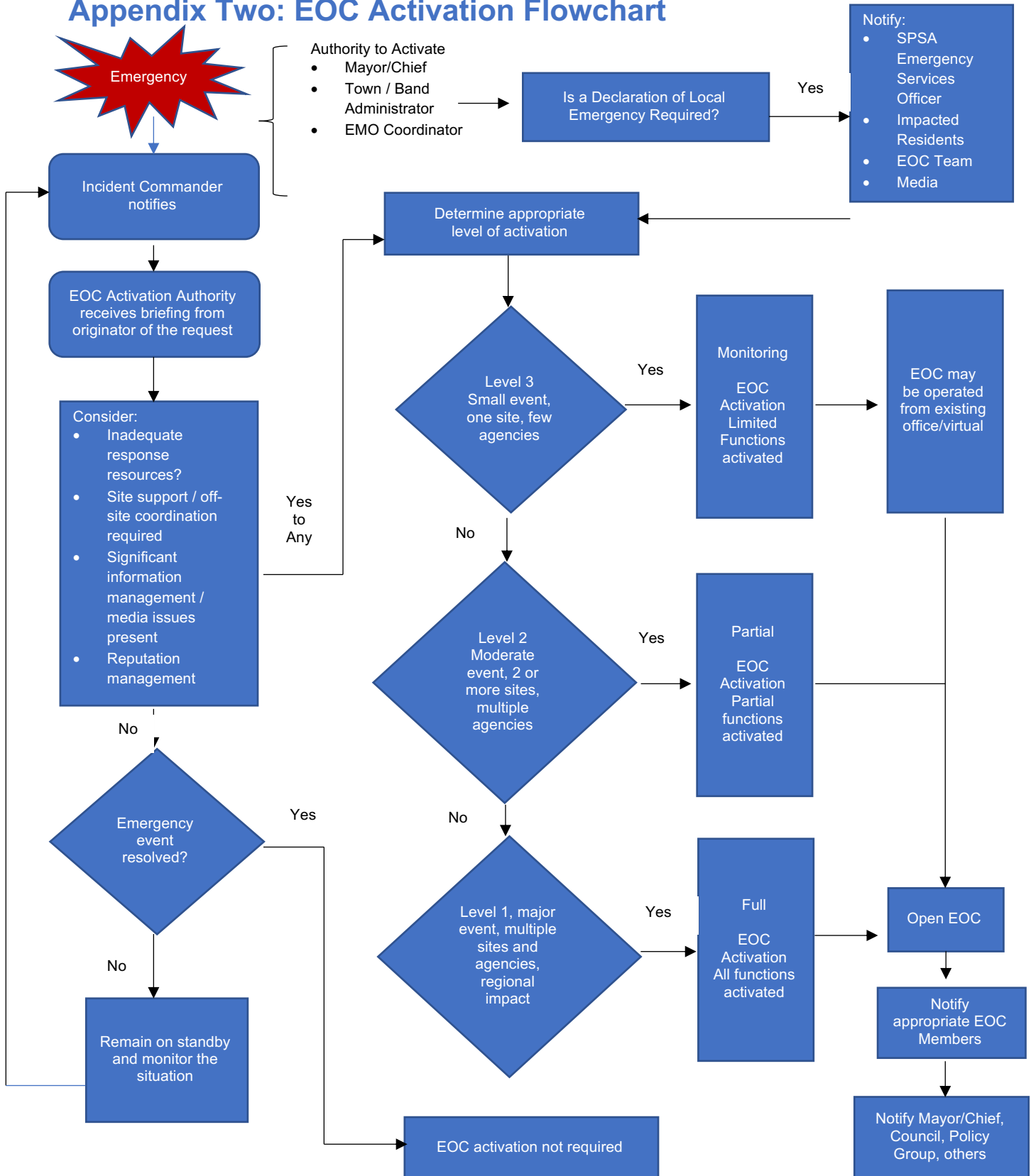
INTRODUCED AND READ a first time this _____ day of _____, 20_____

READ a second time this _____ day of _____, 20_____.

READ a third time and finally passed this _____ day of _____, 20_____.



Appendix Two: EOC Activation Flowchart





Appendix Three: Finance Processes

Process	Description	Considerations
Adjust Purchasing Power	<p>Each organization has staff with purchasing authorities.</p> <p>Authorizations may need to be expanded to support expedited ordering.</p>	<p>An organization can use a delegation of authority form to officially delegate authorities to additional or alternate staff.</p>
Adjust Spending Limits	<p>Each organization should have credit limits on purchase cards (P-cards) or not-to-exceed limits on contracts in alignment with local, provincial, and federal mandates on expenditures. These limits may need to be raised to meet an increased purchasing need during the incident.</p>	<p>Organizations can choose to pre-define emergency spending limits or define them for each individual incident.</p> <p>For example, personnel are bound to normal spending limits unless otherwise identified in the authorities under a local declaration of emergency as appropriate.</p>
Identify Required or Preferred Sources	<p>Each organization should have contracts and mutual aid agreements for procuring resources during an emergency. Agencies may desire to require or suggest specific types of sources (e.g., mutual aid, donations).</p>	<p>Finance authorities should engage existing vendors pre-incident to determine their true service capacity during an emergency and to secure additional contracts, if needed, to ensure resources and service provision.</p> <p>To minimize costs, agencies may encourage the use of no-cost/low-cost sources, such as donations, volunteers, or mutual aid.</p>



Process	Description	Considerations
<p>Set Cost Tracking Requirements</p>	<p>An organization that requests resources is financially responsible for the resource; it must be able to track resource costs to ensure awareness of total financial burden and for documentation requirements for cost recovery.</p>	<p>Organizations must maintain a tracking system for all resources used during disaster response and recovery that includes the time and costs related to those resources.</p> <p>Organizations must have an account of all costs associated with the emergency response to qualify for disaster financial assistance (if the incident qualifies).</p> <p>Organizations should establish their tracking system and procedures before a disaster to ensure proper records that meet all PDAP requirements.</p> <p>Organizations should identify any financial and administrative requirements in their insurance policies associated with tracking resource and cost information within their organization as well as with any mutual aid partner.</p> <p>Organization should identify donation tracking systems, including the cost associated with the donated resource.</p>



Appendix Four: Provincial Disaster Assistance Program

Following a disaster, the provincial government may declare the event eligible for Provincial Disaster Assistance Program (PDAP). Once declared, the PDAP program 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.

PDAP will assist local authorities with extraordinary non-insurable costs which may include the following:

- Repairing or replacing damaged infrastructure, such as a washed-out bridge;
- Water-removal projects, including pumping, wet vac truck rentals and hauling water;
- Security for evacuated communities; and
- Pre-emptive measures, such as sandbagging, firebreaks, fireguards and sprinklers.

To be designated as an eligible assistance area, the local authority will need to:

- Ask PDAP officials for a Request for Designation form.
- Pass a Resolution of Council or Band Council Resolution.
- Mail PDAP the completed Request for Designation form and a true, certified copy of a Resolution of Council or Band Council Resolution. Make sure to include:
 - The dates of the disaster.
 - Whether the local authority is applying for:
 - Both municipal damages and private damages.
 - Municipal damages only (if there are no private damages).
 - Private damages only (no municipal deductible will be required).
 - Estimated amount of damage. Estimates over \$250,000 require specific descriptions of damages (i.e., three culverts and two bridges washed out).
 - If the local authority plans to designate for private property damage, include an estimate of the number of residents affected.

Mail PDAP the following original documents within one month of the disaster event:

- The completed Request for Designation form, and
- A true, certified copy of a Resolution of Council or Band Council Resolution.



Appendix Five: Training and Exercises

The training and exercise program is intended to provide opportunities to help EOC personnel become more familiar and comfortable with their roles and responsibilities in the EOC. Training and exercise scenarios should be based on the hazards and risks most likely to occur.



The [Saskatchewan Public Safety Agency](#) provides training in Incident Command System and Emergency Operations Centre courses. Depending upon the role and responsibilities of an individual within the EOC, different levels of training may be relevant.

Position	ICS 100	ICS 200	ICS 300	ICS 400	ICS 402	EOC
EOC Director	X	X	X	X		X
Deputy Director	X	X	X	X		X
Liaison Officer	X	X	X			X
Risk Management Officer	X	X	X			X
Information Officer	X	X	X			X
Section Chiefs	X	X	X			X
Section Personnel	X	X				X
Agency Representatives	X	X				X
Senior Officials					X	
EMO Coordinator	X	X	X	X		X



Appendix Six: Links and Resources

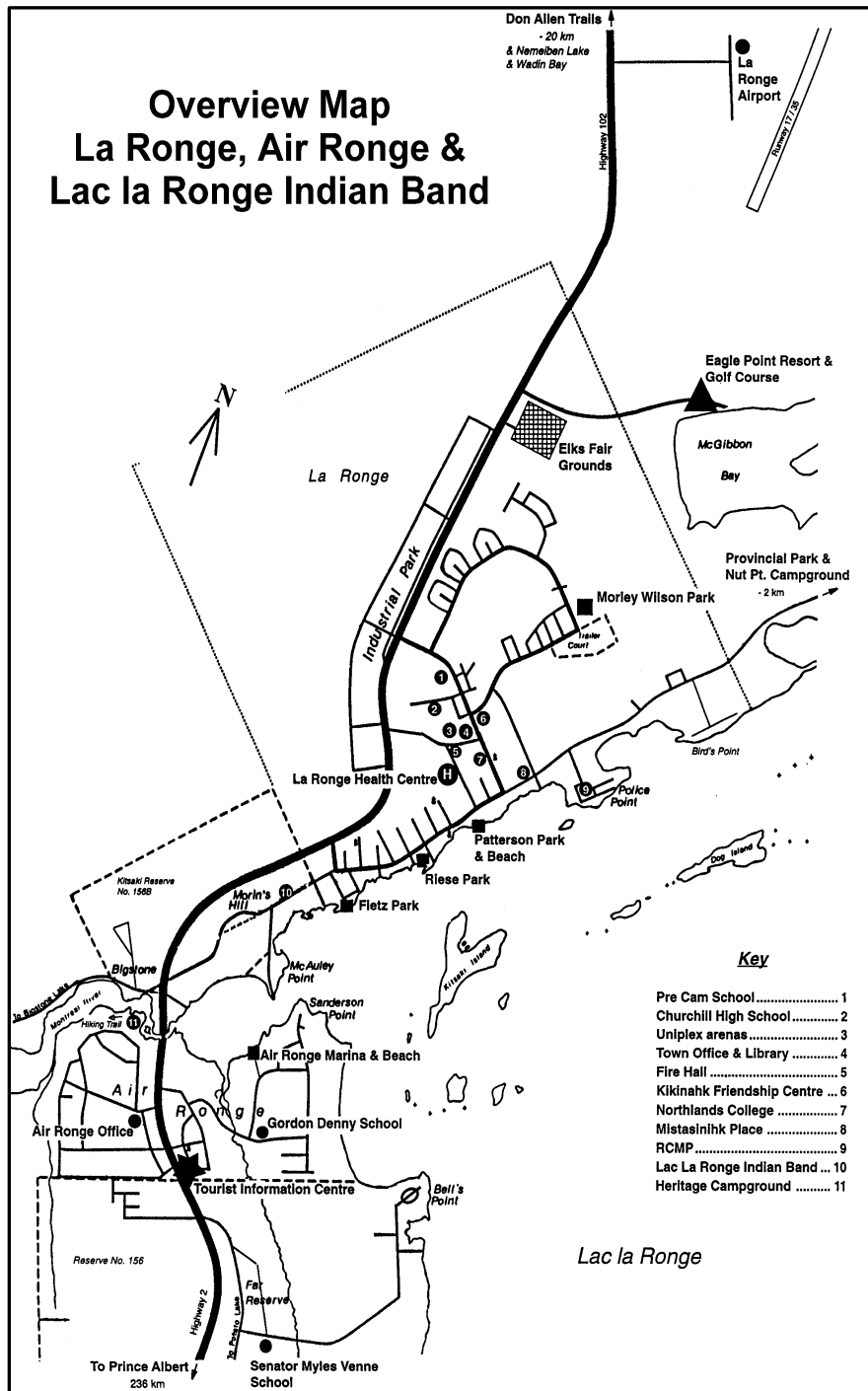
The following plans and documents were referenced in the development of the Emergency Management Plan:

- [The Emergency Planning Act, 1989](#)
- [The Fire Safety Act](#)
- [Wildfire Act](#)
- [Public Health Act](#)
- [Saskatchewan Flood and Natural Hazard Risk Assessment Report](#)
- [CSA Z1600-17 Emergency management and continuity program](#)
- [Justice Institute of B.C. EOC Operational Guidelines](#)
- [Saskatchewan Public Safety Agency Band Council Resolution and Local Emergency Declaration and Termination Sample Formats](#)
- [Government of Saskatchewan Bylaw Samples](#)
- [Saskatchewan Public Safety Agency Support Documents](#)
- La Ronge Airport Emergency Response Plan
- La Ronge / Air Ronge / Lac La Ronge Indian Band Wildfire Preplan (Revised December 2020)
- Lac La Ronge Indian Band Emergency Response Plan (February 2020)
- Memorandum of Agreement for Emergency Services within the Northern Saskatchewan Administration District (terminates 19th day of July 2026)
- Town of La Ronge Infrastructure Master Plan (Draft Report – December 2018)



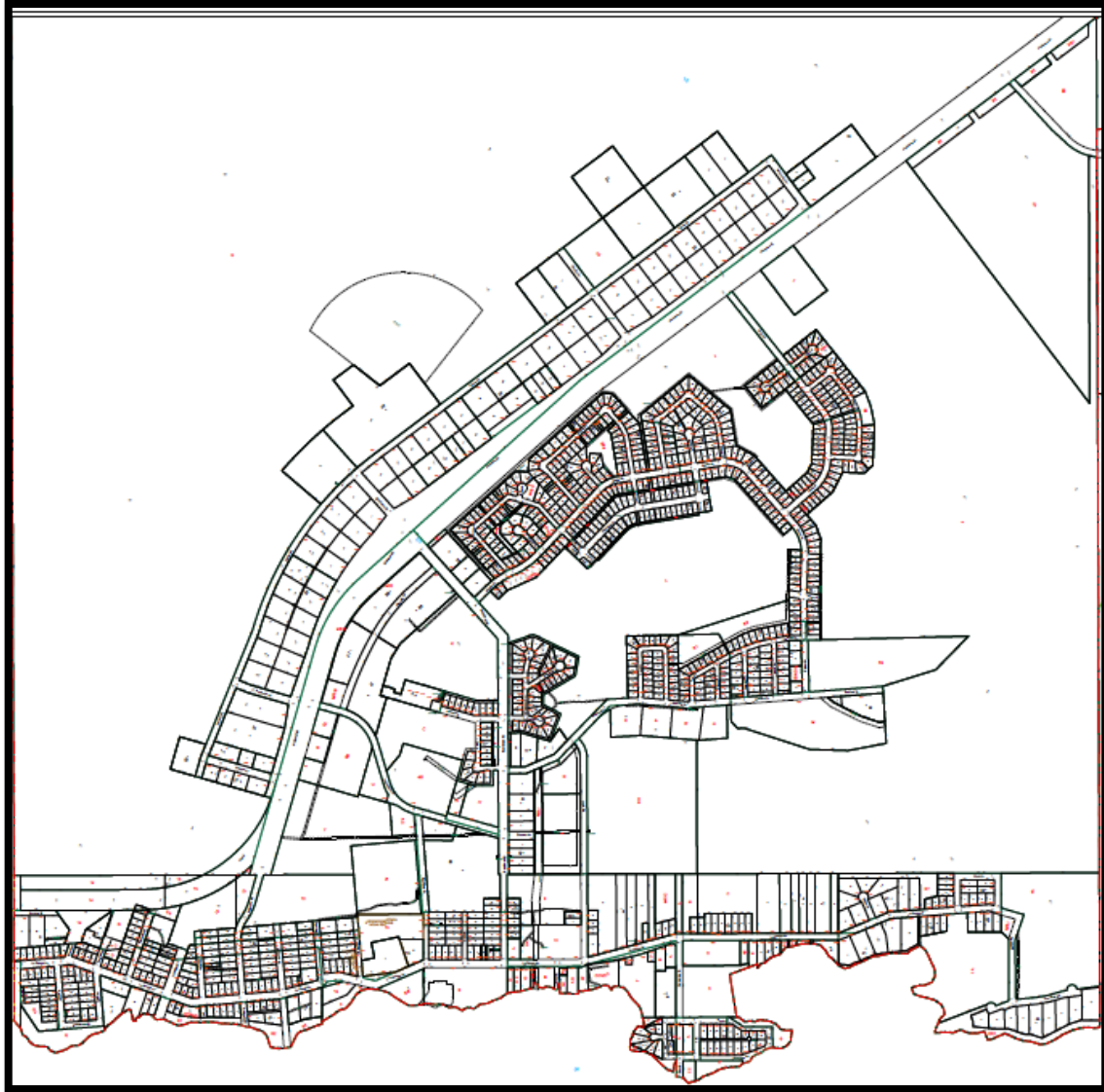
Appendix Seven: Maps

Overview Map La Ronge, Air Ronge and Lac La Ronge Indian Band



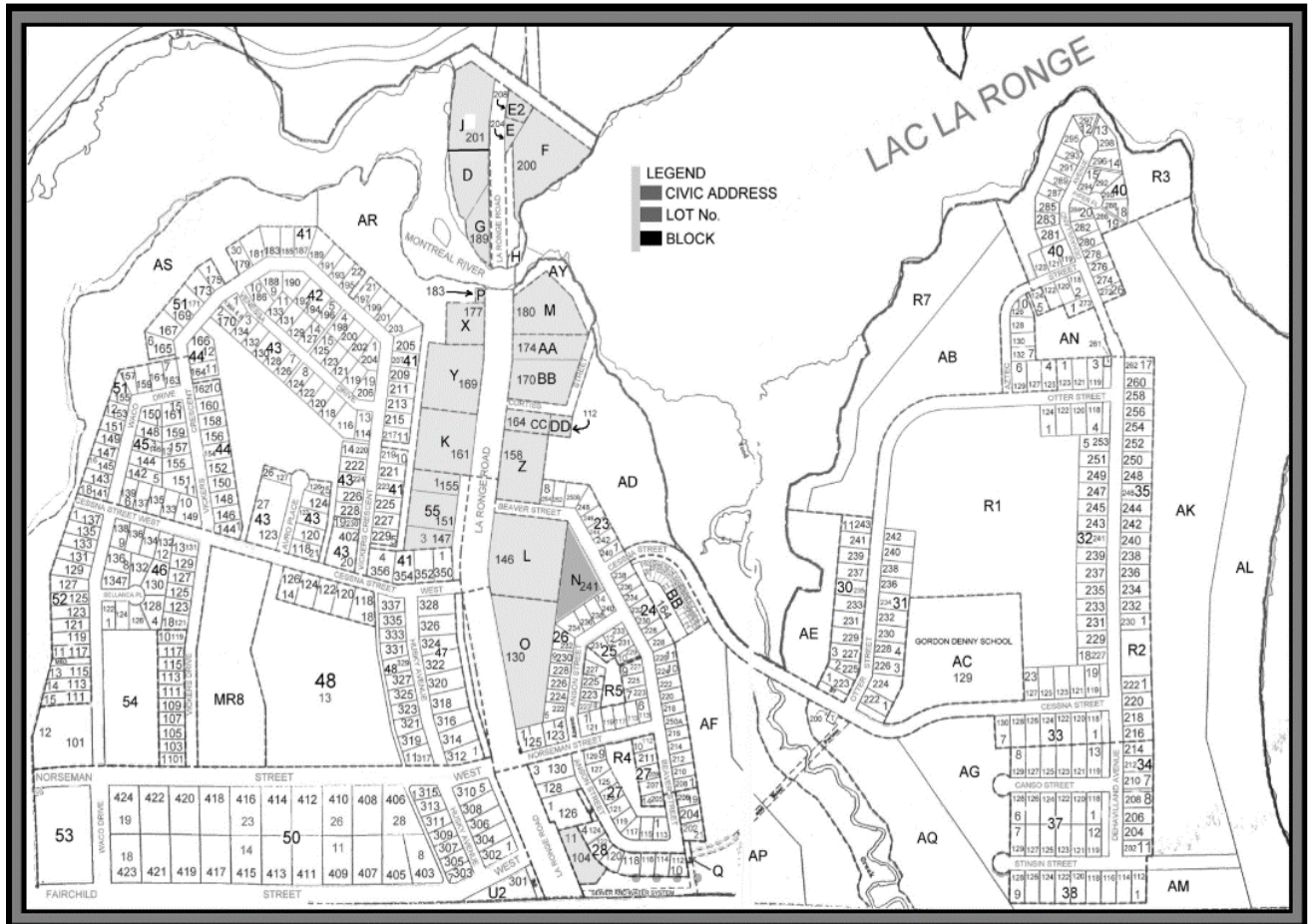


Map of Town of La Ronge



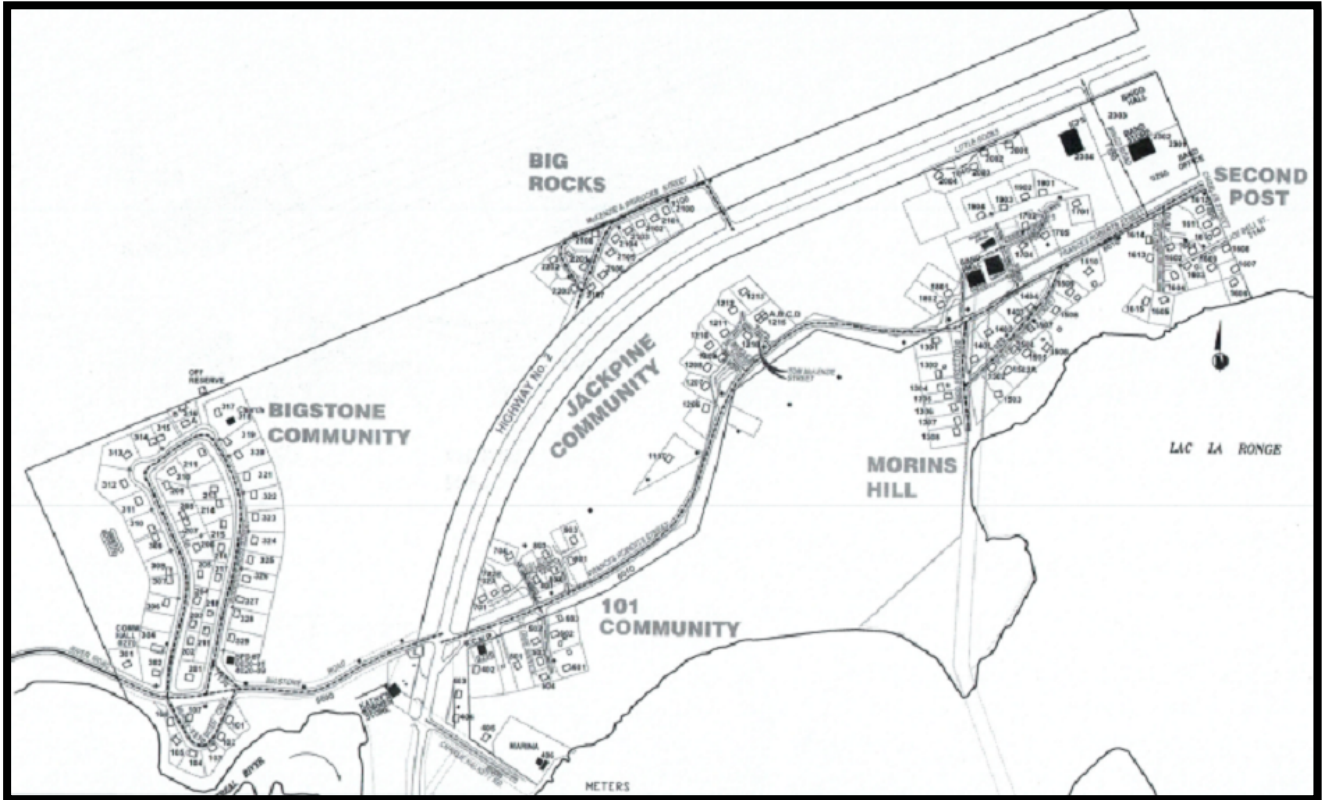


Map of Northern Village of Air Ronge





Map of Lac La Ronge Indian Band – Second Post, Morin’s Hill, Jackpine, 101, Big Rocks, Bigstone





11 Functional Annexes

Annex One: Declaring a Local Emergency

Legislative authority for a Declaration of Local Emergency is contained in the Saskatchewan Emergency Planning Act.

Authority	Section 9
Declaration of Authority	Section 20(1)
Protection of Elected Officials	Section 15
Declaration – Procedures	Section 20(3) (4) (5)
Cancellation of Declaration	Section 22
Termination of Declaration	Section 23

Step	Description	Status
Step 1	Have the appropriate member of the Administration / EOC brief Council on the appropriate EOC situation summary form.	
Step 2	Review the emergency powers outlined in Section 21 of the <i>Act</i> for usefulness in the current situation. Contact an SPSA ESO to advise on declarations and special powers.	
Option 2A	If none of the powers are, or will be useful, a declaration is not required.	
Option 2B	If one or more powers may be useful, proceed to Step 3.	
Step 3	If Quorum of Council available – Pass a resolution declaring a local emergency outlining the affected area and nature of the emergency. Complete and sign the emergency declaration 400A form.	
Step 3A	If Quorum is not available – Have available member of Council complete and sign the emergency declaration form outlining the affected area and nature of the emergency. Complete and sign the emergency declaration 400B form.	
Step 3B	Inform the public of the local emergency declaration using any (or all): <input type="checkbox"/> SaskAlert <input type="checkbox"/> Social Media <input type="checkbox"/> Radio <input type="checkbox"/> TV <input type="checkbox"/> Door to Door	
Step 4	Call the SPSA ESO and inform them of the declaration. The SPSA ESO will notify the appropriate unit. Phone: 1-800-667-9660	
Step 5	The Administration / EOC will ensure the effected citizens are aware of the declaration as required by section 20(4) of the <i>Emergency Planning Act</i> .	



Quorum of Council Available: Declaration of a Local Emergency

RESOLUTION NO.	
Dated:	Time:

For the _____ **Of** _____
(Municipal Title, e.g. City, Town, Village, RM) (Community Name)

Moved by Councillor _____

Seconded by Councillor _____

WHEREAS the (Municipal title) _____ of _____ is encountering (state problem)

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

THEREFORE, BE IT RESOLVED THAT pursuant to Section 20 (1) of *The Emergency Planning Act*, Chapter. E-8.1 of the Statutes of Saskatchewan, the Council of the _____ of _____ declares that a local emergency exists, from this _____ day of _____, _____ to the _____ day of _____, _____.

IN WITNESS WHEREOF of the Council of the _____ of _____ has by resolution carried, declared this local emergency this _____ day of _____, _____.

Per: _____
 (Signature)

 (Printed Name and Title)

Send to a Saskatchewan Public Safety Agency Emergency Services Officer (1-800-667-9660)

EOC 400A



Quorum of Council Not Available: Declaration of a Local Emergency

Date:	Time:
-------	-------

WHEREAS the _____ of _____ is
 (Municipal title) (Community name)
 encountering (state problem)

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

THEREFORE, pursuant to Section 20 (2) of *The Emergency Planning Act*, Chapter. E-8.1 of the Statutes of Saskatchewan, the Local Authority of the _____ of _____ declares that a local emergency exists, from this _____ day of _____, _____ to the _____ day of _____, _____.

Local Authority _____
 (Signature)

 (Printed Name and Title)



Termination of Local Emergency

Date:	Time:
-------	-------

PURSUANT to Section 23 of *The Emergency Planning Act, 1989*, The Council of the

The _____ of _____ declares that
(Municipal title e.g. City, Town, Village, RM) (Community name)

the Local Emergency is terminated in the _____ of _____.

Dated this _____ day of _____, 20__.

Moved by Councillor _____

Seconded by Councillor _____

Per: _____
(Signature)

(Printed Name and Title)

Send to a Saskatchewan Public Safety Agency Emergency Services Officer (1-800-667-9660)

EOC 400C



Band Council Resolution

The council of the	Address
Date of Meeting	

DO HEREBY RESOLVE:

That the community is experiencing an emergency due to

_____ (*type of emergency, i.e. flood, fire, road access*)

effective _____ (*provide date and time*).

The Chief and council are requesting assistance be provided for

_____ (*type of services required,*

i.e. Emergency and Crisis Services, evacuation, flood support, etc.).

Quorum:

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



Annex Two: Evacuation

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.

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/letter 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 handicapped persons, 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.

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.



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/letter 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.

People going door to door assisting with police services will require:

- Contact lists of evacuation teams
- Maps of the 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)

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)



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 re-entry criteria will be communicated to evacuees through:

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

Reception Centre Information

An information package for Reception Centre staff and displaced residents should be prepared and disseminated 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).



Evacuation Plan Message

This is _____ (*Position Title*) _____ (*Name*)
from the _____ (*Agency / Department*).

A _____ (*size / intensity*) _____ (*incident*)
has occurred / is occurring in / at _____ (*location*).

Because of the potential danger to life and death _____ (*the authority*) has / have ordered / recommended everyone within
_____ (*# of blocks / kilometres / metres*) of that area to
_____ (*evacuate / shelter in place*) immediately / as soon as possible.

This message will be repeated. Specific instructions and locations for help will be given.

If you are in the following areas, you must / should _____ (*leave the area / get inside a building*).

The areas involved are as follows:

_____ North / South / East / West

_____ Location: street, highway, or significant geographical point

_____ North / South / East / West

_____ Location: street, highway, or significant geographical point

_____ North / South / East / West

_____ Location: street, highway, or significant geographical point

_____ North / South / East / West

_____ Location: street, highway, or significant geographical point

Prepared By:
Authorized By:



Media Release - Public Evacuation Procedures

The (*Local Authority*) Emergency Program and / or Emergency Operations Centre is urging residents affected by the recent (*disaster – whatever it is*) to be prepared to evacuate if ordered to do so by emergency officials in your area.

If you have to evacuate:

- Take an emergency survival kit with you (e.g., battery-operated radio, flashlight, water, food, warm clothing, etc.).
- Make sure you take prescription medicine and identification for the entire family.
- Listen to the radio and follow instructions from local emergency officials.
- Shut off water, gas and electricity, but ONLY if instructed to do so.
- Make arrangements for pets. Local emergency officials will advise you.
- Wear clothes and shoes appropriate to conditions.
- Lock up your home.
- Follow the routes specified by emergency officials. Don't take shortcuts. A shortcut could take you to a blocked or dangerous area.
- If you have time, leave a note telling others when you left and where you went.
- If you are evacuated, register with the local emergency reception center (as advised by emergency officials) so you can be contacted or reunited with your family and loved ones.

Media Contact

Name:

Phone Number:

Email:

EOC Website:



Media Release – After the Disaster

Having just experienced the shock and pain of a disaster, you will be busy for the next few a few days or weeks – caring for your immediate needs, perhaps finding a new place to stay, planning for clean-up and repairs, and filling claim forms may occupy the majority of your time. As the immediate shock wears off you will start to rebuild and put your life back together. There are some normal reactions that you may experience as a result of a disaster. Generally, these feeling don't last long, but it is common to feel down and resentful many months after the event. Some feelings or response may not appear until weeks or even months after the disaster.

Some common responses are:

- Irritability
- Fatigue
- Loss of appetite
- Inability to sleep
- Nightmares
- Increase in alcohol or drug consumption
- Fear of storms
- Sadness
- Headaches or nausea
- Hyperactivity
- Lack of concentration

Many people impacted by the disaster will have at least one of these responses. Acknowledging your feelings and stress is the first step in feeling better. Other helpful things to do include:

- Talk about your disaster experiences. Sharing your feelings rather than holding them in will help you feel better about what happened.
- Take time off from cares, worries and home repairs. Take time for recreation, relaxation or a favourite hobby. Getting away from home for a day or a few hours with close friends can help.
- Pay attention to your health, to good diet and adequate sleep. Relaxation exercises may help if you have difficulty sleeping.
- Prepare for possible future emergencies to lessen feelings of helplessness and bring peace of mind.
- Rebuild personal relationships in addition to repairing other aspects of your life. Couples should make time to be alone together, both to talk and have fun.
- If stress, anxiety, depression or physical problems continue, you may wish to contact the post-disaster services provided by the local mental health contact.
- Please take this sheet with you today and reread it periodically over the next few weeks and months. Being aware of your feelings and sharing them with others is an important part of the recovery.



Spokesperson Media Statement

Event:

Date:

Time:

My name is:

My position is:

This is the information I can give you so far:

At _____ (*time: a.m. / p.m.*) on _____ (*date*), a(n)
_____ (*fire, flood, explosion, chemical spill, etc.*) occurred at
_____ (*location*) in
_____ (*local authority / jurisdiction*).

Information on number injured and fatalities is (not) known at this time.

Emergency response procedures to protect the public, responders and the environment is underway. The _____ (*facility or location*) has been shut down / cordoned off / evacuated.

The cause of the _____ (*fire, explosion, chemical spill*) is under investigation and no estimate of damage is available at this time. As information becomes available, news releases will be issued.

Any further inquiries should be directed to _____ (*name and title*) at
_____ (*location*) _____ (*telephone number*).

Prepared By:

Authorized By:



Annex Three: Re-Entry Guidelines

This is a tool designed to support communities in making decisions regarding re-entry to communities and allowing residents to return to their homes.

Once the Saskatchewan Public Safety Agency (SPSA) determines an area is safe from fire-related hazards, the community will decide when and how to authorize community re-entry. The following tool includes considerations to assist in making this decision, and which agency is responsible in providing support and advice through this process. This is a generic tool that recognizes that services vary from community to community, and acknowledges it is within the discretion of the community to determine the minimum level of service required for community re-entry. Consideration should be given to public communication strategies, ensuring residents are adequately informed to the available service levels and how to best prepare for returning home.

HIGH: These are high priority re-entry considerations. Unless all categories are complete, it is highly recommended that the community does not initiate re-entry.

MEDIUM: These are medium priority re-entry considerations. If applicable, it is advised that communities complete these categories prior to re-entry. Please check with the lead agency with any questions or concerns.

LOW: These are lower priority re-entry considerations. If applicable, these categories are considered re-entry best practices and are encouraged; however, it should be left to the local authority's discretion as to whether this activity is necessary.



Consideration	Priority	Lead Agency	Date Completed
Wildfire and related risks no longer pose an imminent threat.			
SPSA confirms it is safe to return to affected area	High	SPSA	
Hazard tree assessment completed	High	SPSA	
Air quality assessment completed	High	Ministry of Environment LLRIB Health Sask Health Authority	
Drinking water quality assessment completed	High	Sask Health Authority LLRIB Health Saskatchewan Office of Chief Medical Health Officer	
Soil quality assessment completed	High	Minister of Environment Sask Health Authority LLRIB Health	
Hazardous materials identified and mitigated	High	Tri-Communities with support from SPSA	
Hazardous area secured	High	Tri-Communities with support from SPSA	
Post-wildfire hazard assessment underway	Medium	SPSA Ministry of Environment	
Transportation routes accessible and critical infrastructure safe and secured.			
Roadways (also consider paths, trails, and backroads)	High	Road Owner Ministry of Highways	
Bridges	High	Bridge Owner	
Railway	Medium	Railway Owner / Operator	
Waterway	Medium	Owner / Operators	
Public transit	Medium	Tri-Communities School District	



Consideration	Priority	Lead Agency	Date Completed
Public communications and tours.			
Public communications (air quality, services, etc.)	High	Tri-Communities (with support from SPSA, LLRIB Health, Sask Health Authority)	
Controlled resident tour of affected area, if applicable	Medium	Tri-Communities (with support from SPSA, LLRIB Health, Sask Health Authority)	
Controlled media tour, if applicable	Low	Tri-Communities	
Access to utilities.			
Restored access to critical infrastructure operators.	High	Tri-Communities and CI Owner	
Electricity restoration plans underway	High	Tri-Communities with provider	
Hydro services have been restored in re-entry areas	High	Tri-Communities with provider	
Public access to potable water	High	Tri-Communities with support from LLRIB Health, Sask Health Authority and Indigenous Services Canada (ISC)	
Access to water for firefighting	High	Tri-Communities with support from SPSA	
Sanitation or temporary toilet access	High	Tri-Communities with support from SPSA and ISC	
Communication systems restored	High	Tri-Communities with provider	
Natural gas systems secured and safe	High	Tri-Communities with provider	
Public access to fuel	High	Tri-Communities working with local providers, SPSA and ISC depending upon situation	



Considerations	Priority	Lead Agency	Date Completed
Structure damage assessments complete.			
Rapid damage assessment completed in affected area	High	Tri-Communities with support from SPSA	
Critical Infrastructure damage assessment	High	CI Owner / Operator IR with ISC as required	
Essential services restored to basic level.			
Fire services available.	High	Tri-Communities	
Police services available.	High	RCMP	
911 dispatch available.	High	SPSA	
Hospital or healthcare access	High	Sask Health Authority LLRIB Health	
Ambulance services	High	Providers	
Any specialized health services as appropriate based on regional health authority advice	High	Sask Health Authority LLRIB Health	
Long-term healthcare facilities available	Medium	Sask Health Authority LLRIB Health Owner	
Psychosocial supports	Medium	Sask Health Authority	
Information provided to residents at a higher risk of health concerns	Medium	Sask Health Authority	
Local government services available.			
Garbage / waste / debris disposal services available	Medium	Tri-Communities (with support from SPSA, ISC)	
Administration offices open	Medium	Tri-Communities	
Recovery supports established.			
Public information available	High	Tri-Communities	
Resiliency (Recovery) Centres established, if applicable.	Medium	Tri-Communities with support from SPSA and other agencies	
Access to transitional housing, if applicable.	Medium	Tri-Communities with support from BC Housing and ISC	
Available NGOs and contractors to support affected residents.	Low	Tri-Communities Contractors NGOs	



Consideration	Priority	Lead Agency	Date Completed
Access to public services.			
Public access to food.	High	Tri-Communities Suppliers	
Public access to prescribed pharmaceuticals.	High	LLRIB Health Sask Health Authority Pharmacy Association of Saskatchewan	
Public access to financial supports.	Medium	Tri-Communities	
Insurance support established.			
Insurance providers/assessors available, if applicable	Medium	Insurance Bureau of Canada Insurance Providers / Brokers Associations	
Recovery assets in place.			
Cleanup equipment available (bulldozer, excavator, etc.), if applicable	Medium	Tri-Communities	
Livestock re-entry.			
Applicable services available (SPCA, veterinary, etc.)	Medium	Providers	
Include resource information for residents	Medium	Tri-Communities	



12 Hazard Specific Annexes

Wildland Fire

Situational Awareness

For the Town of La Ronge the threat is greatest from areas West and SW of the community. The risk is less from the North, NW and NE due to the 2015 Egg Fire, but it is still possible. The risk increases as the forest in this area becomes more mature. There are areas of forest within the community that also pose a threat. The area to the east is mainly bordering Lac La Ronge and the areas south are bordering Air Ronge and LLRIB. The most significant threat to the LLRIB is from the South and SW and would affect the areas of Bell's Point, Far Reserve, and Fairchild. There are some large bog and muskeg areas that serve as natural barriers. There are forest areas within the community that pose a threat as well. The Big Stone Reserve area has the potential for fire to come in from the West and NW. The Village of Air Ronge is sandwiched between LLRIB and the Town Of La Ronge. The area West and SW of the village is the most likely place for a fire to threaten the community. There is some potential threat to the SE area of the Village to be affected as there is an area of forest between Air Ronge and Bell's point that could pose a hazard.

Concept of Operations

- Enact the Emergency Management Plan
- Open the EOC
- Evacuate the impacted area
- Establish Reception Centre(s)
- Determine needs of evacuees
- Support structural firefighting requirements, as needed
- Develop re-entry criteria
- Transition Reception Centre to Resiliency Centre
- Transition EOC to Recovery Operations Centre
- Debrief and After-Action Report

Priorities

1. Save lives.
2. Provide for the safety and health of all responders.
3. Protect public health.
4. Protect government infrastructure.
5. Protect property.
6. Protect the environment.
7. Reduce economic and social losses.

Public Information and Warning

- Activate SaskAlert
- Door to door notifications, if safe to do so
- Messaging: where to go, what to take with you, how to get there, registering at Reception Centre
- Issue: Evacuation Order, Declaration of Local Emergency, if required and advise the public
- Establish public information number
- Develop a schedule for regularly updating websites, social media platforms and holding Townhalls, as required
- Establish a regular media briefing schedule

Information Management

- Initiate Event Log
- Post maps, weather and wind conditions
- Provide initial briefing to EOC Team Members, Mayor(s)/Band Chief
- EOC Team Members to establish communications with their personnel at the incident site(s)
- Establish meeting schedule for Planning meetings and EOC Briefings
- Develop and disseminate EOC Action Plans to EOC Team Members
- Develop and disseminate Situation Reports to Mayor(s) and Band Chief

Finance / Administration

- Obtain financial code
- Track expenses
- Apply for PDAP, as appropriate
- Establish spending authority and limits

Logistics

- Receive request for resources from Incident Commander at site
- Obtain external resources through mutual, neighbouring jurisdictions and other levels of government, as required
- Demobilize resources as they are no longer required

References

La Ronge / Air Ronge / Lac La Ronge Indian Band Wildfire Pre-Plan
 Tri-Communities Emergency Management Plan
 Tri-Communities EOC Guidelines



Wind Events - Tornado

Situational Awareness

Saskatchewan is part of Canada's "Tornado Alley". June and July are the months that are most likely to produce tornadoes in Saskatchewan. On average, between 8-14 tornadoes are experienced each season. Tornadoes usually hit in the afternoon and early evening, but they have been known to strike at night. Tornadoes are rotating columns of high winds that can move up to 70 km/hr and leave a long, wide, path of destruction. At other times the tornado is small, touching down sporadically. Tornadoes can uproot trees, flip cars and demolish buildings. Tornadoes are rated using the Enhanced Fujita (EF) Scale. Zero is the weakest and five is the strongest. Wind speed and damage indicators are used to determine the strength of the tornado.

Environment and Climate Change Canada (ECCC) is responsible for warning the public when conditions exist that may produce tornadoes. ECCC does this through radio, television, newspapers, its internet site, as well as through its weather phone lines.

Concept of Operations

- Monitor ECCC for weather conditions
- Enact the Emergency Management Plan
- Open the EOC
- Determine extent of injuries, damage
- Establish Reception Centre(s), as required
- Determine needs of impacted residents
- Support search and rescue and debris management efforts, as required
- Develop re-entry criteria
- Transition Reception Centre to Resiliency Centre
- Transition EOC to Recovery Operations Centre
- Debrief and After-Action Report

Priorities

1. Save lives.
2. Provide for the safety and health of all responders.
3. Protect public health.
4. Protect government infrastructure.
5. Protect property.
6. Protect the environment.
7. Reduce economic and social losses.

Public Information and Warning

- Activate SaskAlert, if not already activated by another agency / level of government
- Messaging: listen to Environment Canada, watch for signs of wind in sky, seek shelter – preferably indoors away from outside walls. Avoid large open building such as gymnasiums or malls.
- Issue: Declaration of Local Emergency, if required and advise the public
- Establish public information number
- Develop a schedule for regularly updating websites, social media platforms and holding Townhalls, as required
- Establish a regular media briefing schedule

Information Management

- Initiate Event Log
- Post maps, weather and wind conditions
- Provide initial briefing to EOC Team Members, Mayor(s)/Band Chief
- EOC Team Members to establish communications with their personnel at the incident site(s)
- Establish meeting schedule for Planning meetings and EOC Briefings
- Develop and disseminate EOC Action Plans to EOC Team Members
- Develop and disseminate Situation Reports to Mayor(s) and Band Chief

Finance / Administration

- Obtain financial code
- Track expenses
- Apply for PDAP, as appropriate
- Establish spending authority and limits

Logistics

- Receive request for resources from Incident Commander at site
- Obtain external resources through mutual, neighbouring jurisdictions and other levels of government, as required
- Demobilize resources as they are no longer required

References

Tri-Communities Emergency Management Plan
 Tri-Communities EOC Guidelines
[Environment and Climate Change Canada](#)



Heat Event

Situational Awareness

A Heat Warning is issued by ECCC when 2 or more consecutive days of daytime maximum temperatures are expected to reach 29°C or warmer and nighttime minimum temperatures are expected to fall to 14°C or warmer or when 2 or more consecutive days of humidex values are expected to reach 34 or higher.

Concept of Operations

- Enact the Emergency Management Plan
- Determine the need to open the EOC
- Establish cooling locations, as required
- Works with NGOs, and community partners to supply bottled water to the public in strategic locations such as the cooling locations, community centres, etc.
- Determine need for Watering Ban
- Debrief and After-Action Report

Priorities

1. Save lives.
2. Provide for the safety and health of all responders.
3. Protect public health.
4. Protect government infrastructure.
5. Protect property.
6. Protect the environment.
7. Reduce economic and social losses.

Public Information and Warning

- Activate SaskAlert, if required
- Messaging: locations of cooling centres, where to obtain bottled water, don't leave kids and pets in cars, check on elderly family members, neighbours and friends, watch out for signs of heat cramps, heat exhaustion, heat stroke
- Establish public information number
- Develop a schedule for regularly updating websites, social media platforms and holding Townhalls, as required
- Establish a regular media briefing schedule

Information Management

- Initiate Event Log
- Track weather conditions, communicate with Saskatchewan Health regarding heat related illnesses
- Provide initial briefing to EOC Team Members, Mayor(s)/Band Chief
- EOC Team Members to establish communications with their personnel at the incident site(s)
- Establish meeting schedule for Planning meetings and EOC Briefings
- Develop and disseminate EOC Action Plans to EOC Team Members
- Develop and disseminate Situation Reports to Mayor(s) and Band Chief

Finance / Administration

- Obtain financial code
- Track expenses
- Establish spending authority and limits

Logistics

- Receive request for resources from NGOs and partners
- Obtain external resources through mutual, neighbouring jurisdictions and other levels of government, as required
- Demobilize resources as they are no longer required

References

Tri-Communities Emergency Management Plan
 Tri-Communities EOC Guidelines
[Environment and Climate Change Canada
 Get Prepared](#)



Cold Event

Situational Awareness

A cold warning is Issued by ECCC when the temperature or wind chill is expected to reach minus 45°C for at least two hours.

Concept of Operations

- Enact the Emergency Management Plan
- Open the EOC
- Establish Reception Centre(s) / Lodging if there is a need for heated shelter.
- Determine needs of impacted residents.
- Debrief and After-Action Report

Priorities

1. Save lives.
2. Provide for the safety and health of all responders.
3. Protect public health.
4. Protect government infrastructure.
5. Protect property.
6. Protect the environment.
7. Reduce economic and social losses.

Public Information and Warning

- Activate SaskAlert, if required
- Messaging: listen to weather forecast, plan ahead, dress warmly, seek shelter, stay dry, keep active, be aware of signs of hypothermia and frostbite, check on elderly family members, neighbours and friends
- Establish public information number
- Develop a schedule for regularly updating websites, social media platforms and holding Townhalls, as required
- Establish a regular media briefing schedule

Information Management

- Initiate Event Log
- Track weather conditions, communicate with Saskatchewan Health regarding cold related illnesses
- Provide initial briefing to EOC Team Members, Mayor(s)/Band Chief
- EOC Team Members to establish communications with their personnel at the incident site(s)
- Establish meeting schedule for Planning meetings and EOC Briefings
- Develop and disseminate EOC Action Plans to EOC Team Members
- Develop and disseminate Situation Reports to Mayor(s) and Band Chief

Finance / Administration

- Obtain financial code
- Track expenses
- Establish spending authority and limits

Logistics

- Receive request for resources from Reception Centre(s) / Lodging facilities
- Obtain external resources through mutual, neighbouring jurisdictions and other levels of government, as required
- Demobilize resources as they are no longer required

References

Tri-Communities Emergency Management Plan
 Tri-Communities EOC Guidelines
[Environment and Climate Change Canada](#)
[Get Prepared](#)



Electrical Power Failure

Situational Awareness

An electrical power failure may occur due to summer/winter storms, spring pole fires, underground cable faults, ice/frost buildup, wildfires, trees or flooding. Outages may also be planned for necessary maintenance. If the outage is limited to a household, a resident or business owner should be told to check their electrical panel or main breaker. If that is not the cause, they should call SaskPower at 310-2220.

When faced with multiple outages, SaskPower prioritizes as follows:

- Life threatening or hazardous situations like power lines that have fallen on a road or vehicle.
- Large outages — Main lines and major equipment that return power to the largest number of customers.
- Small, isolated outages — Secondary lines and neighbourhood equipment.

Concept of Operations

- Contact SaskPower representative to determine cause and extent of outage
- Determine if any essential services impacted, e.g. fire, police, 9-1-1 and work with SaskPower to prioritize those impacted services
- Enact the Emergency Management Plan
- Determine need to open the EOC. If EOC is opened, request a SaskPower representative attend.
- Establish Reception Centre(s), if required, i.e. what was cause of outage?
- Determine needs of evacuees
- Debrief and After-Action Report

Priorities

1. Save lives.
2. Provide for the safety and health of all responders.
3. Protect public health.
4. Protect government infrastructure.
5. Protect property.
6. Protect the environment.
7. Reduce economic and social losses.

Public Information and Warning

- Activate SaskAlert, if required
- Door to door notifications, if safe to do so
- Messaging: Work with SaskPower Information Officer to ensure consistent messaging to the public.
- Establish public information number, if needed
- Develop a schedule for regularly updating websites, social media platforms and holding Townhalls, as required
- Establish a regular media briefing schedule

Information Management

- Initiate Event Log
- Post maps, weather and wind conditions, list of impacted services
- Provide initial briefing to EOC Team Members, Mayor(s)/Band Chief
- EOC Team Members to establish communications with their personnel at the incident site(s)
- Establish meeting schedule for Planning meetings and EOC Briefings
- Develop and disseminate EOC Action Plans to EOC Team Members
- Develop and disseminate Situation Reports to Mayor(s) and Band Chief

Finance / Administration

- Obtain financial code
- Track expenses
- Establish spending authority and limits

Logistics

- Receive request for resources from Reception Centre(s)
- Obtain external resources through mutual, neighbouring jurisdictions and other levels of government, as required
- Demobilize resources as they are no longer required

References

Tri-Communities Emergency Management Plan
Tri-Communities EOC Guidelines
[SaskPower](#)



Pandemic

Situational Awareness

A pandemic is a global disease outbreak. It differs from an outbreak or epidemic because it:

- Affects a wider geographical area, often worldwide.
- Infects a greater number of people than an epidemic.
- Is often caused by a new virus or a strain of virus that has not circulated among people for a long time. Humans usually have little to no immunity against it. The virus spreads quickly from person-to-person worldwide.
- Causes much higher numbers of deaths than epidemics.
- Often creates social disruption, economic loss, and general hardship.

Concept of Operations

- Enact the Emergency Management Plan
- Open a virtual EOC
- Determine support and needs of EOC members
- Track deaths, illnesses
- Determine remote work strategies for municipal staff
- Determine PPE needs for frontline workers and support staff still working in office
- Determine cleaning requirements for facilities
- Determine requirement for any municipal bylaws, e.g. masking, gathering restrictions in public buildings
- Determine re-entry criteria
- Transition EOC to Recovery Operations Centre
- Debrief and After-Action Report

Priorities

1. Save lives.
2. Provide for the safety and health of all responders.
3. Protect public health.
4. Protect government infrastructure.
5. Protect property.
6. Protect the environment.
7. Reduce economic and social losses.

Public Information and Warning

- Messaging: Work with Saskatchewan Health Authority to ensure consistent messaging to the public
- Issue: Declaration of Local Emergency, if required and advise the public
- Establish public information number
- Develop a schedule for regularly updating websites, social media platforms and holding Townhalls, as required
- Establish a regular media briefing schedule

Information Management

- Initiate Event Log
- Post situational information, e.g. case counts
- Provide initial briefing to EOC Team Members, Mayor(s)/Band Chief
- EOC Team Members to establish communications with their personnel at the incident site(s)
- Establish meeting schedule for Planning meetings and EOC Briefings
- Develop and disseminate EOC Action Plans to EOC Team Members
- Develop and disseminate Situation Reports to Mayor(s) and Band Chief

Finance / Administration

- Obtain financial code
- Track expenses
- Establish spending authority and limits

Logistics

- Receive request for resources from City departments, e.g. PPE
- Obtain external resources through mutual, neighbouring jurisdictions and other levels of government, as required
- Demobilize resources as they are no longer required

References

Tri-Communities Emergency Management Plan
 Tri-Communities EOC Guidelines
[World Health Organization](#)
[Saskatchewan Health](#)
[Public Health Agency of Canada](#)