

# Community Emergency Plan



## TOWN OF FOAM LAKE

This document describes the methodology and general process that the municipality will use to respond to emergency events.

TOWN OF FOAM LAKE

326 MAIN STREET

306-272-3359

306-272-3738

4/1/2019

# Public Emergency Management Plan

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# Public Emergency Management Plan

## The “TOWN” of “FOAM LAKE” Emergency Plan

The TOWN of **FOAM LAKE** has an emergency plan that coordinates the community’s response to any major event or emergency. The plan, which is constantly evolving, goes hand in hand with the Saskatchewan Provincial Emergency Management Plan.

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

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

# Public Emergency Management Plan

## INTRODUCTION & APPROVAL

The contents, of this Emergency Response Plan, provide guidance for “TOWN OF FOAM LAKE” to respond effectively to an incident or major emergency.

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

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

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

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

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Lorne Hrehor, Mayor - TOWN OF FOAM LAKE

Date

# Public Emergency Management Plan

## COMMUNITY PROFILE

Located on Highway #16 and Highway #310

Canadian Pacific Railway

Population: 1141

Longitude: 1033158'58.800" W

Latitude: 5133'60.000"N

Altitude: 565m

Services Available:

- RCMP
- EMS
- Fire Dept.
- Schools – elementary and composite
- Daycare
- Recreation Centre
- Community Hall
- Water Park
- Driving range
- Bowling Alley
- Groceries
- Vehicle repair

Health: Health Centre

- Home Care
- Senior Nursing Home
- Dentist

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## AIM

The aim of this plan is to provide a mechanism to handle any major emergency that threatens the health, safety and welfare of the citizens, or the environment, or property within the “TOWN OF FOAM LAKE”.

## EXCEPTION

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

## AUTHORITY

This Emergency Response Plan is authorized in accordance with:

- Bylaw No. 2-2018
- *The Emergency Planning Act* - Chapter 8 E-8.1 of the Statutes of Saskatchewan

## EMERGENCY DEFINITION

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

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

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

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The most likely major emergencies that could occur within the *TOWN OF FOAM LAKE* are:

- Fire (Structural/Forest/Grass)
- Dangerous Goods or Hazardous Materials release
- Epidemic/Pandemic or Health (Contaminated Water or Air Quality)
- Extended Utility Outage (Power, Natural Gas, water)
- Public Infrastructure Failure (transportation routes, sanitary septic, etc.)
- Severe Weather (Blizzard, Wind Storm, Tornado, Hail)
- Mass Transit Incident (Road, Rail)
- Major Aircraft Crash
- Flood
- Pipeline Leak/ Explosion
- Terrorism (Bomb, Shooting)
- Lost Person (Search and Rescue)

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## BYLAW

### BYLAW NO 2-2018

A BYLAW OF THE TOWN OF FOAM LAKE TO PROVIDE FOR THE ESTABLISHMENT OF AN EMERGENCY MANAGEMENT ORGANIZATION.

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

AND SHALL establish and maintain a municipal emergency measures organization;

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

AND SHALL prepare and approve emergency plans and programs;

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

NOW THEREFORE the Council of the Town of Foam Lake Enacts as follows:

1. In this bylaw;
  - a. "Emergency" means:
    - i. a calamity caused by accident, by an act of war or insurrection or by forces of nature; or



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- ii. a present or imminent occurrence that has resulted or may result in serious harm to the safety or welfare of people or in widespread damage to property.
2. The term “Coordinator” shall mean the person appointed by the Council of the Town of Foam Lake to organize Emergency Management in the Town of Foam Lake.
3. The Emergency Management Organization of the Town of Foam Lake shall comprise the Emergency Measures Planning Committee, municipal departments and voluntary organizations within the municipality.
4. Subject to Section 5 of this bylaw and subject to any direction of Municipal council the Emergency Management Control Group is hereby designated and appointed to be a special committee of the municipal council pursuant to Section 81 of *The Municipalities Act* and shall be responsible for the carrying out of any emergency measures or emergency activities or works in furtherance of *The Emergency Planning Act, 1989* or this bylaw and to that end, shall have and is hereby granted and delegated to it the duties and powers of the Municipal Council except the power to borrow money, to pass a bylaw or enter any contracts. Provided, however, such delegation of the duties and powers of the Municipal council is expressly limited to only the powers of the Municipal council necessary to carry out its rights, responsibilities, or duties under *The Emergency Planning Act, 1989*.
5. The Coordinator shall have the following duties and responsibilities:
  - a. Acts as Chairman of the Emergency Management Planning Committee established under this bylaw;
  - b. Stimulates and coordinates the development of an emergency plan for the community in co-operation with the departments and agencies of the municipality;
  - c. Provides emergency plans from guidelines laid down by the Emergency Management Control Group;
  - d. Submits regular reports to the Emergency Control Group to keep them fully informed of progress;
  - e. Correlates all activities of those persons and/or organizations involved within the Town of Foam Lake and designated for Emergency Management Organizations;

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- f. Ensures that a continuous program of training for local Emergency Management Organization personnel is carried out, either by local training classes or attendance at provincial or federal training schools;
  - g. Co-operates with the Mutual Aid Area and Saskatchewan Corrections and Public Safety on all matters pertaining to planning and operations;
  - h. Submits a projected budget to cover costs of emergency management operations within the municipality;
  - i. Acts as advisor to the Town of Foam Lake during emergencies or disasters.
6. There shall be an Emergency Management Planning Committee comprised of the Emergency Management Coordinator, the Municipal Administrator, the Public information Officer, the director of Emergency Social Services, the Chief of Police, the Fire Chief and the Director of Public Works and Utilities (or their delegates who are hereby empowered to act on their behalf) and such other persons when required, that may be deemed necessary to formulate a municipal emergency plan.
7. The EMO Planning Committee as a whole, under the coordination of the Chairman will integrate the municipal and voluntary emergency services emergency plans into one comprehensive plan.
8. Each municipal department or voluntary organizations of the municipality shall be responsible to develop and execute the emergency plan of the service he or she represents, train municipal employees and volunteers and make a comprehensive study of existing resources.
9. The Council may, from time to time, appropriate and expend monies required to meet the ordinary operating expenses of the said organization.
10. The Council may co-operate with Councils of other municipalities for the purpose of jointly establishing and operating an Emergency Management Organization upon appropriate agreement with the Province of Saskatchewan as provided for in Section 12 of this bylaw.
11. The Town of Foam Lake may enter into agreement with the Province of Saskatchewan or any other governmental agency as authorized by the provisions of *The Emergency Planning Act, 1989* or regulations thereunder.

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12. The EMO Coordinator of the Municipality of the Town of Foam Lake shall be the Chairperson of the Emergency Management Planning Committee. A declaration of an emergency may be declared by a single member of council when in the opinion of this member an emergency exists and a sufficient number of members of council are not present to declare. Upon such declaration being made, the Emergency Management Organization shall exercise all powers conferred upon them by *The Emergency Planning Act, 1989* of the Province of Saskatchewan.
13. On the making of the declaration and for the duration of the local emergency, the local authority, may do all acts and take all necessary proceedings including the following:

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

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

- (i) Put into operation an emergency plan or program;
- (ii) Acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
- (iii) Authorize any qualified person to render aid of a type he is qualified to provide;
- (iv) Control or prohibit travel to or from an area of the Town of Foam Lake;
- (v) Provide for the restoration of essential facilities and the distribution of essential supplies;
- (vi) Provide, maintain and coordinate emergency medical, welfare and other essential services in any part of the Town of Foam Lake;
- (vii) Cause the evacuation of persons and the removal of persons or livestock and personal property from any area of the municipality that is or may be affected by an emergency and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;
- (viii) Authorize the entry into any building or onto any land, without warrant, by any person when necessary for the implementation of an emergency plan;
- (ix) Cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary in order to reach the scene of the emergency, to attempt to forestall its occurrence or to combat its progress;
- (x) Conscript persons needed to meet an emergency; and

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- (xi) Do all acts and take all proceedings that are reasonably necessary to meet the local emergency.

14. In absence of the Mayor or Deputy Mayor, a majority of the members of the Municipal Council are hereby authorized to declare a local emergency in the Town of Foam Lake.

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

16. Bylaw No. 7-2004 is hereby repealed.

SEAL

\_\_\_\_\_

Mayor

\_\_\_\_\_

Administrator

**CERTIFIED A TRUE COPY**

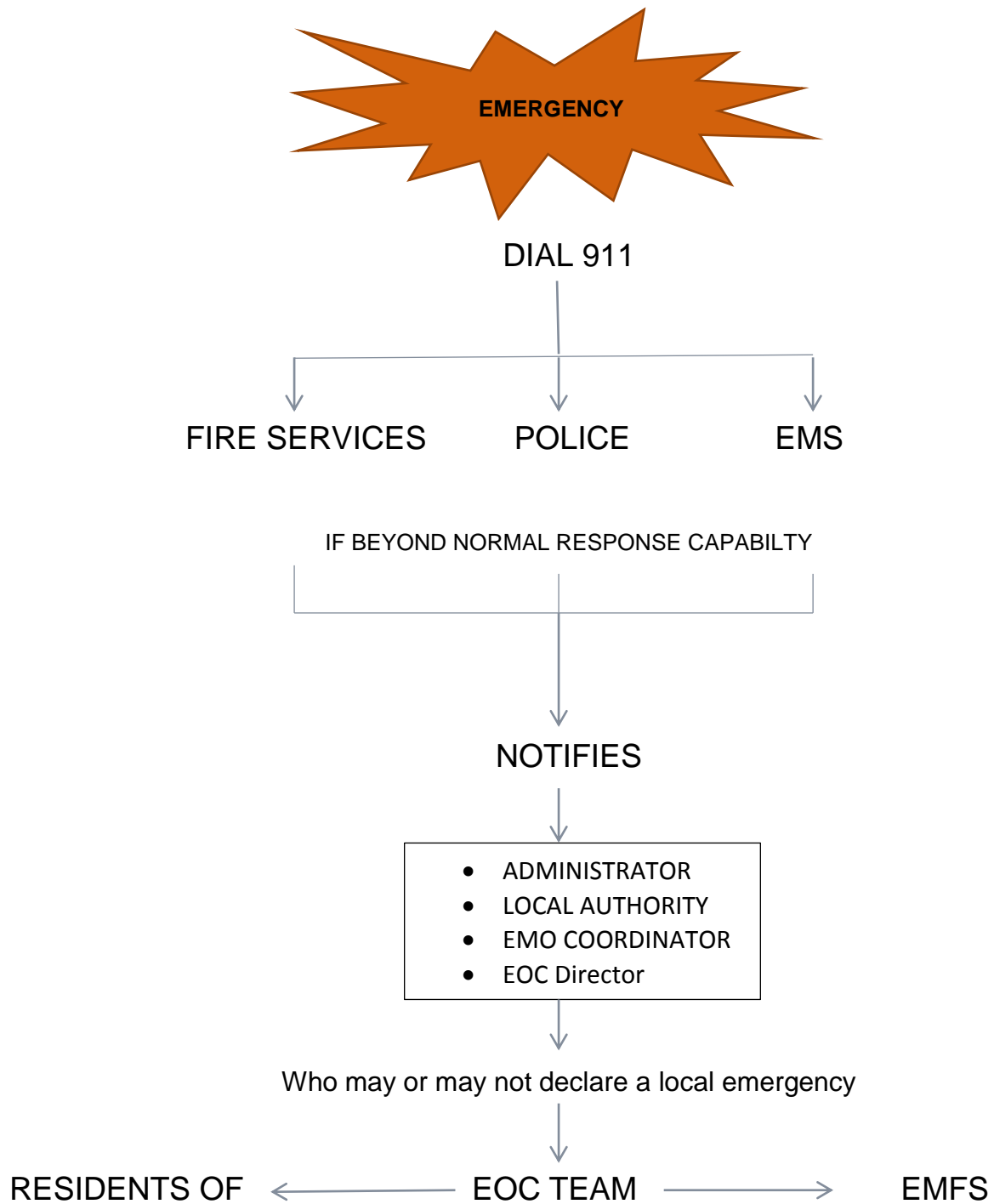
of Bylaw 2-2018, passed this

10<sup>th</sup> day of April, 2018

\_\_\_\_\_

Administrator

# Public Emergency Management Plan



## Emergency Information Flow Chart

# Public Emergency Management Plan

## Emergency Operation Centre

The emergency plan enables the activation of an Emergency Operations Centre that will:

- Assist emergency personnel to respond quickly and effectively to potential disasters such as wildfires, major storms, chemical spills, floods, plane crashes, or tornados.
- Provide a concentrated assessment and decision-making body that can best utilize all available resources, and if necessary, resources from the Province.
- Prioritize recovery goals and objectives.
- Coordination of request for responding, mutual aid and support agencies
- Provide Policy direction to Incident site responders
- Provide communications and public/media information packages for elected officials use.

## Emergency Preparedness

Disasters and emergency events have shown the need for individuals to be prepared to look after themselves, their families and pets for a minimum of 72 hours. There are many sources for important information:

[www.getprepared.gc.ca/index-eng.aspx](http://www.getprepared.gc.ca/index-eng.aspx)

<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/preparedbc/prepare-your-home>

## Emergency Kits

You may have some of these basic emergency kit items already. The key is to make sure they are organized, easy to find and easy to carry (in a suitcase with wheels or in a backpack) in case you need to evacuate your home. Whatever you do, don't wait for an emergency to happen. Think of ways that you can pack your emergency kit so that you and those on your emergency plan can easily take the items with you, if necessary.

### What to include:

- Food (ready to eat) and water (2-4 litres per person per day)
- Flashlight and batteries, headlamp
- AM/FM radio (crank or battery)
- Medication/s
- Seasonal clothing
- Blanket
- Pen and notepad
- Cell phone charger
- Personal toiletries
- Small first aid kit

## Public Emergency Management Plan

- Extra pair of glasses or contacts
- Cash in small bills
- Local map
- Whistle
- Out-of-area contact card
- Copies of important documents, family photos, etc. Consider storing copies on a USB stick
- Extra keys for vehicle and home

### Recommended additional items

- Two additional litres of water per person per day for cooking and cleaning
- Candles and matches or lighter (Place candles in sturdy containers and do not burn unattended)
- Change of clothing and footwear for each household member
- Sleeping bag or warm blanket for each household member
- Toiletries
- Hand sanitizer
- Utensils
- Garbage bags
- Toilet paper
- Household chlorine bleach or water purifying tablets
- Basic tools (hammer, pliers, wrench, screwdrivers, work gloves, dust mask, pocket knife)
- Small fuel-driven stove and fuel (follow manufacturer's directions and store properly)
- Candles and matches/lighter
- Hand sanitizer or moist towelettes
- Zip-lock bag (to keep things dry)
- Garbage bags

Check your kit twice a year to ensure contents are up to date. Re-stock as needed

Special Considerations and addition will be needed for:

- Items for babies and small children—diapers, formula, bottles, baby food, comfort items
- Medical supplies and equipment

### Emergency Preparation for Pets

If you are forced to leave your home, it's important to remember to take your pet(s) with you. Leaving pets behind, even if you try to make a safe place for them, is not the best option. Unfortunately, most emergency shelters can't accept pets, except for service animals such as dogs for the visually impaired, so you must plan ahead.

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Start with relatives or friends outside your area, boarding kennels and vet clinics (remember that vaccination records may be required) that could shelter your animals during an emergency. Some motels and campgrounds allow pets too.

Once you have compiled a list remember to put a copy in your emergency kit. While you're at it include pet supplies (leash, portable kennel, food, and water).

If you have advance warning of a possible event or severe storm, keep your pets inside with you so you won't have to look for them if you are forced to leave your home.

Make sure your pets are wearing collars and identification tags.

### Evacuations

#### Local Authority Evacuation Orders

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

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

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

### Evacuation Process

#### *Stage 1 - Evacuation Alert*

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

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



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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.

## *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.

## *Stage 3 - Rescind*

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

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

## **Reception Centers**

Reception centers are sites (staffed by Emergency Social Services [ESS] or Red Cross volunteers) where evacuees may be received during an emergency/evacuation. They may be a facility such as a recreation center, community center, church hall or school - it depends on what is available in the community or what is needed.

Reception centers should be flexible for multipurpose use. Space may be required for use as a gathering and information center, a staging site for volunteer disaster relief workers, a site where insurance adjusters can operate, an emergency daycare center, etc.

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Reception Centres are set up in order to provide for essential needs of people affected by an emergency/evacuation.

Emergency Reception Centers are located at:

- FOAM LAKE COMMUNITY HALL

## Shelter-In-Place

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

If you are advised to shelter in place, follow these instructions:

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

## Home Escape Plan

During a fire there is no time to stop and think about an escape route - every second is important! Being prepared before a fire occurs can save your life!

So, make an escape plan and practice it with your family today. There are four simple steps when making an escape plan:

Step 1: Install working smoke alarms

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## ***Smoke alarms save lives***

Install a working smoke alarm on every level of your home and outside sleeping areas. For maximum protection install smoke alarms in every bedroom, especially if you sleep with your bedroom door closed. Test your smoke alarms monthly to ensure they are functioning properly. If you require assistance with smoke alarm installation, please contact the Fire Department at 911.

Step 2: Draw a floor plan of your home



## ***Make sure you have a safe way to reach the ground***

Make an outline of each floor of your home and label each room. Identify at least two exits from each room. Windows can serve as the second emergency exit. If a window is considered an exit, make sure all family members can open the locks and windows easily for a quick escape. Security bars on windows and doors must have a quick-release mechanism to make escape possible.

Step 3: Choose a family meeting place

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The meeting place should be a safe distance away from the house. All family members should be taught to report to the meeting place after escaping a fire. One person should go to a neighbour's house or the nearest phone in a safe location to contact 9-1-1 or their local emergency number. Know the emergency telephone number for your area.

Step 4: Schedule a home fire drill

Practice getting out of the house through the various exits by holding fire drills. Practice your escape plan by having a fire drill at least twice each year.

**What should I do if there is a fire?**



***Touch test the doors before opening***

Get out quickly and safely. When the smoke alarm sounds, immediately start your escape. Do not try to gather possessions or pets.

Check the door. Stay low behind the door, reach up and feel the door and the door handle for heat.

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If the door feels cool, brace yourself against the door and open it slowly. If it is safe, leave the building and go directly to your meeting place. If you encounter smoke, crawl low under the smoke. Cleaner air will be near the floor. Once you are out of the building, stay out.

*There is nothing more important in your house than you and your family. Go to the meeting place to make sure everyone is safe. Phone 9-1-1 or your local emergency number from a neighbor's house.*

If the door feels warm, or you see smoke or flames on the other side of the door, shut the door, and use your second escape route. If you must escape from an upper story window of a multi-level home, make sure you have a safe way to reach the ground, such as a fire escape ladder.

If you are trapped, seal the openings around the door and vents with wet bedding or towels. Call 9-1-1 or your local emergency number and notify the fire department of your location. If it is safe to open a window and there is no smoke, open it to signal and yell for help.  
What else should I know?



### ***Plan and practice your fire escape drill.***

There are some special situations to consider when developing and practicing your home fire escape plan:

#### **Older Adults**

An older adult with limited or restricted mobility should sleep on the ground floor. A special plan should be made to provide assistance to anyone in your house who may have limited or restricted mobility.

#### **Children**

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Infants and young children will need assistance when escaping from the home. They should be involved with creating and practicing the family home fire escape plan.

## People with Physical Disabilities

Anyone with physical disabilities should have their bedroom on the ground floor. A special plan should be developed to provide assistance to them. If a family member has a hearing impairment, special smoke alarms are available.

## Public Buildings

Look for exit signs. Knowing your escape route is important - even when shopping, visiting the library, or spending time inside public buildings. If you hear a fire alarm in a public building, follow any instructions given over the public address system. In a hotel, take your room key with you as you may encounter smoke and need to re-enter your room for safety.

## Red Cross Emergency and Disaster Services

In partnership with first responders, emergency managers, public officials, and in collaboration with other voluntary sector organizations, the Canadian Red Cross may provide emergency and disaster services such as emergency lodging, reception and information, emergency food, emergency clothing, personal services and family reunification services. If you have been affected by a personal disaster, such as a house fire, contact us at 1-888-800-6493. Otherwise, contact your closest service location for general enquiries.

Branch and Service	Address	Contact
<b>Prince Albert Branch Emergency and Disaster Services</b>	54 11th Street East Prince Albert SK S6V0X9	Tel: (306) 765-2600
<b>Saskatoon Branch Emergency and Disaster Services</b>	443 2nd Avenue North Saskatoon SK S7K2C1	Tel: (306) 668-0720
<b>Lloydminster and North Battleford Service Area Emergency and Disaster</b>	Please contact us to find out more about the programs and services	Tel: (306) 821-6683

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Branch and Service	Address	Contact
<b>Services</b>	offered.	
<b>Yorkton Service Area Emergency and Disaster Services</b>	Please contact us to find out more about the programs and services offered.	Tel: (306) 782-4355
<b><u>Regina Branch Emergency and Disaster Services</u></b>	2050 Cornwall Street Regina SK S4P2K5	Tel: (306) 721-1600
<b>Swift Current Service Area Emergency and Disaster Services</b>	Please contact us to find out more about the programs and services	Tel: (306) 721-1614
<b>Weyburn Service Area Emergency and Disaster Services</b>	Please contact us to find out more about the programs and services	Tel: (306) 782-4355

Inquire at your workplace, your child’s school or daycare about their emergency plans. Find out about their evacuation plans and how they will contact family in an emergency. Make sure that you keep all relevant contact information up to date at work and at your child’s school or daycare, and make sure any people designated to pick up your child are familiar with your emergency plan.

Think of your neighbors. Identify anyone who may need assistance during an emergency and discuss a plan with them and other neighbors. For instance, help them prepare an emergency plan and emergency kit, and arrange to check in on that person during an emergency, like a power outage.