

Council Emergency Management Plan

Resort Village of Elk Ridge

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THE RESORT VILLAGE OF ELK RIDGE EMERGENCY PLAN

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

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

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

Introduction and Approval

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

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

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

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

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

Community Profile

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

Aim

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

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

Authority

This Emergency Response Plan is authorized in accordance with:

- Bylaw No 20-2022
- *The Emergency Planning Act, 1989* - Chapter 8 E-8.1 of the Statutes of Saskatchewan

Emergency Definition

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

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

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

Scenarios and Response Strategies

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

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

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

Bylaw

BYLAW NO. 20-2022

A BYLAW OF THE RESORT VILLAGE OF ELK RIDGE TO PROVIDE FOR THE ESTABLISHMENT OF AN EMERGENCY MANAGEMENT ORGANIZATION

The Emergency Planning Act, 1989 requires that each municipality shall establish and maintain an Emergency Management Organization (EMO) to develop and direct emergency plans.

This Bylaw is enacted by the Council of the Resort Village of Elk Ridge in accordance with the Emergency Planning Act, 1989.

1. In this bylaw "emergency" means:
 - i) A calamity caused by accident, by an act of war or insurrection or by forces of nature; or
 - ii) A present or imminent occurrence that has resulted or may result in serious harm to the safety or welfare of people in widespread damage to property.
2. The term "EMO Coordinator" shall mean the person appointed by the Council of the Resort Village of Elk Ridge to organize Emergency Management in the Resort Village of Elk Ridge.
3. The Emergency Management Organization (EMO) of the Resort Village of Elk Ridge shall be comprised of the EMO Coordinator, Chief Administrative Officer and voluntary organizations within the Municipality.

4. The EMO Coordinator shall have the following duties and responsibilities:
 - a) Stimulates and coordinates the development of an emergency plan for the community;
 - b) Co-ordinates all activities of those persons and/or organizations involved within the Resort Village of Elk Ridge and designated for the Emergency Management Organizations;
 - c) 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;
 - d) Direct the EMO activities in the event of an emergency.
5. The Council may, from time to time, appropriate and expend monies required to meet the ordinary expenses of the EMO.
6. The Council may cooperate 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.
7. In the 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 Resort Village of Elk Ridge. A declaration of an emergency may also 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 EMO shall exercise all powers conferred upon them by The Emergency Planning Act, 1989 of the Province of Saskatchewan.
8. Upon the making of the declaration and for the duration of a local emergency, the EMO may do all acts and take all necessary proceedings including the following:
 - (i) Put into operation any emergency plan or program that the EMO considers appropriate;
 - (ii) Acquire or utilize any real or personal property that the EMO considers necessary to prevent, combat or alleviate the effects of an emergency;
 - (iii) Authorize any qualified person to render aid of a type that the person is qualified to

- provide;
- (iv) Control or prohibit travel to or from any area of the Municipality;
 - (v) Provide for the restoration of essential facilities and the distribution of essential supplies;
 - (vi) Provide, maintain and co-ordinate emergency medical, welfare and other essential services in any part of the Municipality;
 - (vii) Cause the evacuation of persons and the removal of persons and personal property for 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 and of the personal property;
 - (viii) Authorize the entry into any building or on any land, without warrant, by any person when necessary for the implementation of an emergency plan;
 - (ix) Cause the demolition or removal of any trees or structures if the demolition or removal is necessary in order to reach the scene of the emergency, to attempt to forestall its occurrence or to combat its progress;
 - (x) Conscript persons needed to meet an emergency; and
 - (xi) Do all acts and take all proceedings that are reasonably necessary to meet the local emergency.

9. This Bylaw shall come into effect on the day of its final passing.

Emergency Information Flow

A 911 call will be dispatched to one of the following depending upon the emergency:

- Lakeland Fire Department
- RCMP
- Emergency Medical Services

In the case of an incident beyond normal response capacity requiring additional support and/or having major impact to the public, the Resort Village Chief Administrative Officer (CAO) will be notified. The CAO will notify the Mayor, or if not available, the Deputy Mayor, and the EMO Coordinator who together will decide whether a local emergency declaration is required. If a local emergency declaration is made, the EMO Coordinator will activate the Emergency Operations Center.

EMERGENCY OPERATIONS CENTRE

The Emergency Operations Centre (EOC) is normally activated at the request of the Mayor to provide overall jurisdictional direction and control, coordination and resource support.

The situation at hand will dictate the functions and elements to be activated. As a minimum, an active EOC requires an EMO Coordinator. Other functions will be staffed as needed.

The EOC contains information display materials, telecommunications and any additional supporting equipment, documents and supplies required to ensure efficient operations and effective emergency management. In addition, power generation capabilities and other special life support systems may be required to allow for continuous operations apart from normal public utilities and services.

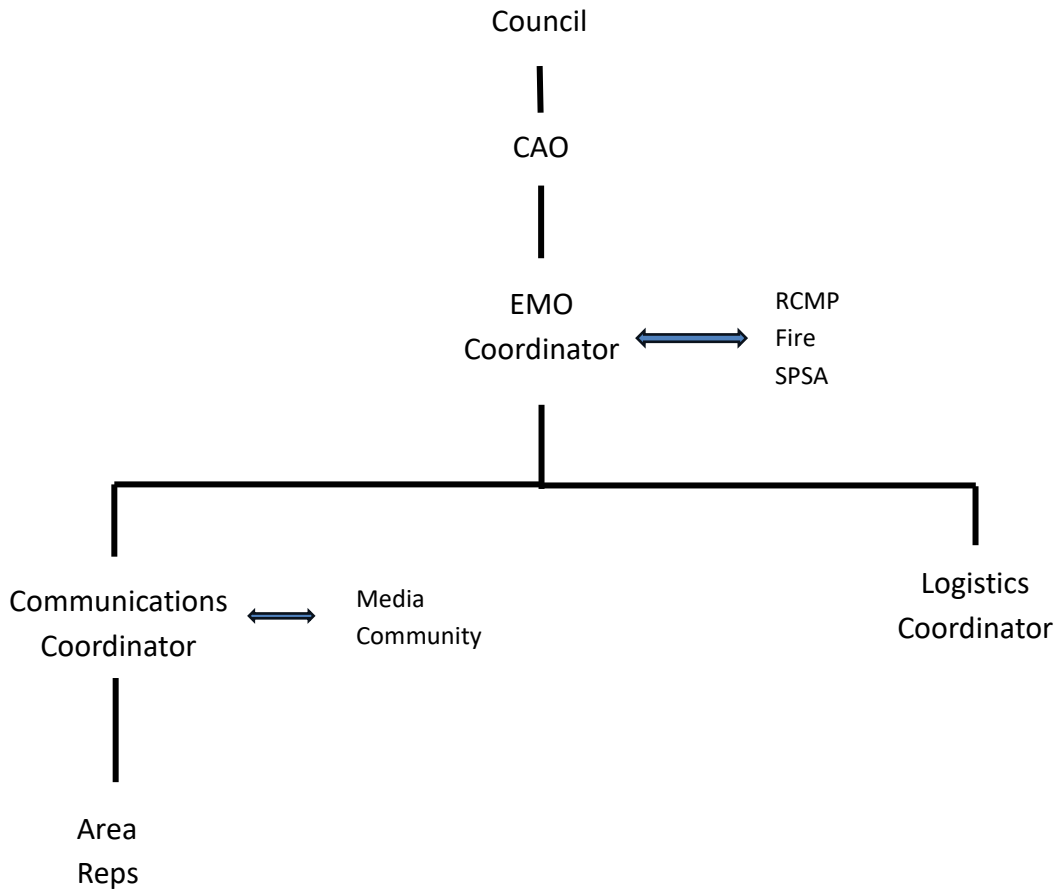
Authority to Activate the EOC

In the absence of the Mayor or Deputy Mayor, a majority of the members of the Resort Village Council are authorized to declare a local emergency in the Resort Village of Elk Ridge. An emergency may also be declared by a single member of Council when in the opinion of this member an emergency exists, and enough members of Council are not present to declare.

Suggested criteria for activating the EOC include:

- Significant number of people at risk;
- Response coordination required because of:
 - Large or widespread event
 - Multiple emergency sites
 - Several responding agencies
- Resource coordination required because of:
 - Limited local resources
 - Significant need for outside resources
 - Uncertain conditions
 - Possibility of escalation of the event
 - Unknown extent of damage
 - Potential threat to people, property and/or environment
 - Declaration of a Local Emergency is made.

Emergency Operation Center Organization



EOC Areas of Responsibility

Mayor and Council

- Implementing the emergency plan in whole or in part.
- The Council and in the absence of a quorum of Council, the Mayor are responsible for the Declaration of a Local Emergency when required, and its termination.
- Notify SPSA of a Declaration and Termination of a Local Emergency.
- Authorize media releases.
- Log all actions and decisions.

CAO

- Advise the Council and Mayor on legislation and procedures and of developments to the emergency situation and response.
- Advise Council and Mayor to declare a Local Emergency.
- Initiate call out of the EMO Coordinator
- Maintain financial and other records pertaining to the emergency operations.
- Ensure all directions from the Council and/or Mayor are carried out.
- Review Media releases.
- Request a full report of all emergency operations activities from all responding municipal agencies.
- Log all actions and decisions.

Mayor, Council and CAO Checklist

- Convene as the EOC Policy Group at the EOC or designated site as recommended by the EMO Coordinator.
- Obtain current situation status and a briefing on priority actions taken and outstanding, from the EMO Coordinator.
- Examine need for new or temporary policies, as required to support response operations.
- Consult with EMO Coordinator to determine appropriate expenditure limits.
- As requested, prepare for and participate in any media briefings.
- Ensure adequate public information materials are being issued from the EOC.
- Consult with EMO Coordinator and / or Legal Advisors regarding any

potential legal issues and recommended courses of action.

- Consult with EMO Coordinator to determine need for extraordinary resources and / or outside assistance.
- Consult with EMO Coordinator to determine need for Declaration and Termination of state of “Local Emergency.”
- Keep apprised as to the status of the emergency event by reviewing EOC Situation Reports.
- Proclaim termination of the emergency response and have EOC proceed with recovery efforts.
- Ensure all paperwork has been completed.
- Provide input to the after-action report.
- Participate in formal post-operational debriefs.
- Recognize EOC staff members and response personnel for their efforts.

EMO Coordinator

- Ensuring that the Emergency Operation Centre (EOC) is ready for use on short notice.
- Co-ordinate all EOC activities, including the scheduling of regular meetings and training exercises.
- Identify action plans and alternative back up strategies for disrupted critical services (power, natural gas, water, sewer).
- Ensure the Emergency Response Plan is current and reviewed annually.
- Activate the Emergency Operation Centre when an emergency dictates.
- Engage the SPSA.
- Open a master event record and ensure that it is maintained for the duration of the emergency.
- Provide technical assistance about the Emergency Response Plan, its procedures, and resources.
- Ensure all directions from the Mayor, Council, and CAO are carried out.

Communications Coordinator

- Serve as the coordination point for all public information, media relations, and internal information sources for the EOC.
- Issue Media Release provided in Appendix 3.
- Issue public alerts using SaskAlert as provided in Appendix 4.
- Coordinate and supervise all assigned Area Reps and their activities.

- Ensure that the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information.
- Ensure that a hotline or call centre is established for the public to access helpful information and advice. Provide the call takers with timely and accurate information so that they give out only confirmed and approved information.
- Coordinate media releases with officials representing other affected emergency response agencies.

Area Reps

- Area Reps are identified for each area: Villas, Estates, Fairways, Cottages, RV Park, TreeOsix, Utility, Resort (Hotel, Cabins, Golf Course, Staff Housing).
- A map indicating the Areas is provided in Appendix 5.
- Area Reps are responsible for maintaining call out lists and keeping residents in their respective areas informed about procedures and status updates as directed by the Communication Coordinator.

Logistics Coordinator

- Ensure the Logistics function is carried out in support of the EOC. This function includes providing telecommunication services and information technology, locating or acquiring equipment, supplies, personnel, facilities, and transportation as well as arranging for food, lodging, and other support services as required both for the EOC and site requirements.

RCMP

- Provide emergency site security.
- Assist in traffic and crowd control.
- Coordinate search and rescue activities.
- Assist with evacuations.
- Advise medical examiner in the event of a fatality.
- Log all actions.

Lakeland Fire Department

- Coordinate fire suppression, dangerous goods and rescue.
- Activate the Fire Mutual Aid system if necessary.
- Assist with the evacuation of people.

- Log all actions.

Emergency Medical Services

- Provide emergency medical services on site.
- Advise EOC on related public issues.
- Triage and transportation of casualty.
- Log all actions.

Elk Ridge Residents

- Each citizen is responsible for their personal emergency preparedness.
- Knowing what to do when a major emergency occurs in the community and what personal preparedness measures are needed (such as a family emergency plan) will strengthen their ability to care for themselves.
- Certain types of events like severe storms or power outages may dictate that people shelter in-place, while others like forest fires may require evacuation with little notice.
- Report incidents to the proper authority.
- Follow directions from Area Reps.
- Assist neighbours where appropriate.

DECLARING A LOCAL EMERGENCY

Declaration Not Needed For...

The Resort Village of Elk Ridge or the province NEED NOT declare a local emergency for the following:

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

Steps in Declaring a Local Emergency

Section 20 (1) of the Emergency Planning Act allows the Mayor to declare a Local Emergency if extraordinary powers are required to deal with the effects of an emergency or disaster.

Declarations can be made in two ways:

- By bylaw or resolution if made by Council
- By order, if made by the Mayor.

Before issuing a Declaration by order, the Mayor 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, immediately after making a Declaration of Local Emergency, must forward a copy of the Declaration to Emergency Management and Fire Safety, 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.

A Declaration of Local Emergency automatically exists for seven (7) days unless cancelled earlier or extended.

Cancelling a Declaration of Local Emergency

A Declaration of Local Emergency is cancelled 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 CAO and EMO Coordinator that extraordinary powers are no longer

required and that the Declaration of Local Emergency may be cancelled, they should advise

Declaration Guide

Legislative authority for Declaration of Local Emergency is contained in the Saskatchewan Emergency Planning Act. This guide directs readers to the most commonly used sections of the 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



CHECKLIST for a Local Emergency Declaration

Check off each box when done

Step 1	Have the CAO brief Council on the appropriate EOC situation summary form.	
Step 2	Review the emergency powers outlined in Section 21 of the Act 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 or	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 members 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 or email a SPSA ESO and inform them of the declaration. The SPSA ESO will notify the appropriate unit. Phone: 1-800-667-9660	
Step 5	The CAO will ensure the affected citizens are aware of the declaration as required by section 20(4) of the Emergency Planning Act.	

the Mayor as soon as possible. If the Declaration is cancelled by resolution or order, the Minister must be promptly notified.

The Mayor 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.

Declaring for Evacuation

Once it is apparent to the CAO and EMO Coordinator that, in their best judgment, emergency conditions warrant an evacuation, they should advise the Mayor and Council. The briefing should include a recommendation that they issue a declaration, as well as the nature, extent, probability of loss, resources at risk, and geographic area.

Consultation should occur between the CAO and a Saskatchewan Public Safety Emergency Services Officer.

The prior consultation process should include the DOC, if established, and any neighboring local governments that could be impacted.

EVACUATION ORDERS

Evacuation Authority

There are a number of ways to order an evacuation in Saskatchewan and these vary from hazard to hazard. It is very important to understand the various methods and legal authorities. The decision to Evacuate or Shelter in Place is the responsibility of the community leadership and should be based on: 1) The safety of community membership, 2) current situational information from the subject professionals, 3) with the understanding that the timing of the supply deliveries are subject to the conditions of the emergency and 4) that if the situation changes then the Shelter in Place may not be an option. The Province will support the decision of the community leadership and provide the required resources to support that decision.

Legal Authority “Acts”

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

Other legislations also exist for some specific hazards / risks.

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

Local Authority Evacuation Orders

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

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

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

Evacuation Process

Stage 1 - Evacuation Alert

The Communication Coordinator 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
- Electronic media (internet/social media)

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 RCMP will enforce the Evacuation Order. This order will be transmitted by:

- Door-to-door campaign with pamphlets/letter delivered
- 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 electronic media (internet/social media).

Reception Centers

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

Shelter-In-Place

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

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

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

Re-entry Guidelines

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

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

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

SaskPower Re-entry Guidelines

http://www.saskpower.com/wp-content/uploads/floodguidelines_gascontractors.pdf

Saskatchewan Building Standards Flood Recovery Guide

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

Provincial Disaster Assistance Program (PDAP)

<https://www.saskatchewan.ca/residents/environment-public-health-and-safety/access->

[funding-through- the-provincial-disaster-assistance-program](#)

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

Communicating with the Media

When making media statement, EXPRESS:

1. **Concern** – About health & well-being of those involved
2. **Action** – Steps/processes being taken to help people
3. **Commitment** – The goal is to support those impacted
 - Avoid blocking cameras or saying “no comment”
 - Stick to the facts – no opinions/speculation
 - If you don’t know, offer to find answer
 - Don’t comment on investigations of others
 - Only disclose personal/confidential info if authorized
 - Don’t forget the local media – they will be with you for the long haul!
 - Remember, you have the right to end the interview

Helpful Phrases

“The most important point is...”

“That is a matter for...”

“Before we wrap up, I’d like to emphasize...”

“That depends. One thing for certain is...”

“That would be speculation. What I can tell you is...”

“That is true; however, it’s important to remember...”

FORMS

QUORUM OF COUNCIL AVAILABLE
DECLARATION OF A LOCAL EMERGENCY

RESOLUTION NO. _____ Dated _____
Time: _____

For the Resort Village of Elk Ridge

Moved by Councillor _____

Seconded by Councillor _____

WHEREAS the Resort Village of Elk Ridge 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 Resort Village of Elk Ridge 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 Statues of Saskatchewan, the Council of the Resort Village of Elk Ridge declares that a local emergency exists, from this _____ day of _____, _____ to the _____ day of _____, _____.

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

Per: _____
(Signature)

(Printed Name and Title)

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

EOC 400 A

QUORUM OF COUNCIL NOT AVAILABLE DECLARATION OF A LOCAL EMERGENCY

Dated _____

Time: _____

WHEREAS the Resort Village of Elk Ridge 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 Resort Village of Elk Ridge 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 Resort Village of Elk Ridge 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

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

The Resort Village of Elk Ridge declares that the Local Emergency is terminated in the Resort Village of Elk Ridge.

Dated this _____ day of _____, 20__.

Moved by Councillor _____

Seconded by Councillor _____

Per: _____
(Signature)

(Printed name and title)

For Immediate Release Event:

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 health _____
the authority

_____ *has / have* _____ *ordered / recommended* everyone within _____
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*

_____ *immediately / as soon as possible*

The areas involved are as follows:

_____ *North / South / East / West* _____ *Location: street, highway or other significant geographical point*

_____ *North / South / East / West* _____ *Location: street, highway or other significant geographical point*

_____ *North / South / East / West* _____ *Location: street, highway or other significant geographical point*

_____ *North / South / East / West* _____ *Location: street, highway or other significant geographical point*

Prepared By: _____

Approved By: _____

Date and Time:

**URGENT
EVACUATION PROCEDURES**

The Resort Village of Elk Ridge Emergency Operations Centre is urging residents affected by the recent emergency 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 No.

(Local Authority) EOC

EOC Website: _____

EOC 421

AFTER THE DISASTER (SAMPLE MEDIA RELEASE)

Having just experienced the shock and pain of a disaster, you will be very busy for the next few days or weeks. Caring for your immediate needs, perhaps finding a new place to stay, planning for clean-up and repairs, and filing 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 we may all experience as a result of a disaster. Generally, these feelings don't last long, but it is common to feel let down and resentful many months after the event. Some feelings or responses may not appear until weeks or even months after the disaster.

Some common responses are:

- Irritability / anger
- 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 to 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 recovery.

EOC 425

Spokesperson Media statement

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: _____