

Public 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.

Authourity

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 CENTER

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 wildland fires, 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 requests 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

<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)
- Medications
- Seasonal clothing
- Blanket
- Pen and notepad
- Cell phone charger
- Personal toiletries

- Small first aid kit
- 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 additions 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.

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
- 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.

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
- Electronic media (internet/social media)

The area in question will have controlled access and 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 Center

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

Shelter-In-Place

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



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.

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

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.

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 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 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.



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

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 the Red Cross at 1-888-800-6493. Otherwise, contact your closest service location for general enquiries.

Branch and Service	Address	Contact
Prince Albert Branch Emergency and Disaster Services	54 11th Street East Prince Albert SK S6V0X9	Tel: (306) 765- 2600

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.

