



WaterWolf

Emergency Plan for the _____

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Introduction & Approval

The contents of this Emergency Plan provide guidance for (insert Municipality here) to respond effectively to a disaster or major emergency.

This document will not prevent nor reduce the possibility of disaster or emergency occurring. It will aid in providing a prompt and co-ordinated 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 Plan and educated as to certain elements (i.e.: Warning and Evacuation Procedures)

This Emergency Plan authorizes the taking of extraordinary action, by Police, Fire and/or Other Emergency Response Personnel, for the safety and well being of the community, where time is of critical importance.

Mayor/Reeve

Date

CAO/Administrator/Clerk

Date

1. AIM

- 1.1 The aim of this plan is to provide a mechanism to handle any major emergency that threatens the health, safety and welfare of (insert municipality here).

2. EXCEPTION

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

3. AUTHORITY

- 3.1 This emergency plan is authorized in accordance with:

3.1.1.1 Bylaw No. __/__ of (insert municipality here) dated the ____ day of _____, 20____.

3.1.1.2 The Province of Saskatchewan Legislation, *The Emergency Planning Act, 1989*

4. EMERGENCY DEFINITION

- 4.1 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:

4.1.1.1 the loss of life; or

4.1.1.2 serious harm or damage to the safety, health or welfare or people; or

4.1.1.3 wide-spread damage to property or the environment;

- 4.2 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.

- 4.3 The most likely emergencies that could occur within (insert municipality here) are: (modify to fit community)

4.3.1.1 Severe weather

4.3.1.2 Extended power outage

4.3.1.3 Prairie Fire

4.3.1.4 Dangerous goods or hazardous materials

4.3.1.5 Epidemic or health

4.3.1.6 Mass transit incident

4.3.1.7 Public facility (building) failure

5. EMERGENCY PLAN ACTIVATION & FANOUT PROCESS

- 5.1 Upon receipt of a warning of a potential emergency, a senior official of the responding department (fire, police, 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 Municipal Administrator or the Mayor/Reeve will be contacted.
 - 5.1.1 The Municipal Administrator or Mayor/Reeve – upon consultation with the responding department official and the emergency co-ordinator, will initiate the telephone fan-out list (per Appendix 1). Notification of pre-defined department primes, elected officials and designated agencies advising of an emergency event and designated meeting location will be immediately. This action will activate the Emergency Plan and these primes will become the Emergency Operations Centre Control Group (EOC Control Group).
- 5.2 Upon being notified it is the responsibility of the EOC Control Group officials to notify their staff and volunteer organizations. The EOC Control Group will assemble at the Emergency Operations Centre (EOC) Headquarters.
- 5.3 Where the threat of an impending emergency exists, the EOC Control Group will be notified and placed on standby, pending further instructions.
- 5.4 Alternates will assume the role of the agency prime in the absence of the designated agency prime and is implied throughout this document if inadvertently omitted.

6. ACTION PRIOR TO LOCAL EMERGENCY DECLARATION

- 6.1 When an emergency exists but is not yet “officially declared”, responding department personnel may take such action(s) as may be required to protect lives and property, provided their actions are not contrary to the law.
- 6.2 The taking of extraordinary action, by responding department personnel, constitutes implementation of this Emergency Plan.

7. LOCAL EMERGENCY DECLARATION

- 7.1 If the magnitude of the emergency requires action beyond the responding departments normal procedures, the EOC Control Group will recommend to the Mayor or designated alternate, that a “**Local Emergency Declaration**” be made.
- 7.2 This declaration will be in accordance with the Province of Saskatchewan Legislation – 1989 CHAPTER E-8, an *Act Respecting Emergencies* Article 20 (1-5).

In the Declaration of a local emergency the following information shall be identified:

7.2.1.1 The nature of the emergency, and

7.2.1.2 The area(s) of the municipality in which the emergency exists.

7.3 Upon such declaration, the Mayor/Reeve or designated alternate will notify;

7.3.1.1 The Municipal Council, and

7.3.1.2 The population affected by the emergency, and

7.3.1.3 Saskatchewan Emergency Planning at (306) 878-9563, and (306) 787-1694 Fax, and

7.3.1.4 Neighboring municipal officials, as required.

8. EXPIRY, RENEWAL AND CANCELLATION OF LOCAL EMERGENCY

8.1 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 terminated at any time by:

8.1.1.1 The Mayor/Reeve or designated alternate, or

8.1.1.2 The Municipal Council.

9. EMERGENCY OPERATIONS CENTRE (EOC)

9.1 An effective disaster management system requires a local authority to have a nerve centre or a focal point for its response operations. This is best achieved through an Emergency Operations Centre (EOC).

9.2 The EOC will become activated as soon as it becomes apparent that the operation at the emergency site is overwhelming existing resources and procedures. The EOC will continue in operation only for as long as the situation warrants, it will be deactivated (closed-down) as soon as possible thereafter.

9.3 While it is operational, the EOC must be made secure from intrusion of and interruption by anyone NOT directly related to the response effort.

9.4 EOC Control Group officials will record all key decisions, i.e. resource Expenditures, Agency activities and communications in an "event log" (see Appendix 2) as well as designated "scribe will be available to perform the log-keeping function on behalf of the EOC Control Group.

9.5 Event logs are particularly important because they often represent the ONLY documented and therefore credible account of events, decisions and activities. They could help dispel allegations of negligence, failure to act, impropriety, responsibilities for damages and much more.

- 9.6 Members of the EOC Control Group will gather at regular intervals during the emergency to inform each other of actions taken and problems encountered. The Emergency Measures Co-ordinator will establish frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities.
- 9.7 The primary location for the location of the EOC is _____ on _____ Street and the secondary location will be in the _____ at _____.
- 9.8 Maps and status boards will be prominently displayed and kept up to date by the Emergency Measures Co-ordinator.

EOC Rules

- Rule 1. What information do I need and who has it?**
- Rule 2. What information do I have and who needs it?**
- Rule 3. How do we communicate this information**

10. EOC CONTROL GROUP OFFICIALS

- 10.1 The disaster response will be directed and controlled by officials who are responsible for providing the essential services necessary to minimize the effects of the emergency on the community.
- 10.2 This group known as the Emergency Operations Centre Control Group (EOC Control Group) consists of the following members (or their designated alternate):
 - 10.2.1 Mayor/Reeve:
 - H:
 - C:
 - Alternate:
 - H:
 - W:
 - C:
 - 10.2.2 Municipal Administrator:
 - H:
 - W:
 - C:
 - 10.2.3 Emergency Measures Co-ordinator:
 - H:
 - W:
 - C:

- 10.2.4 Fire Chief: H:
W:
C:
- 10.2.5 RCMP W:
- 10.2.6 Public Information Officer & Chief Financial Officer: H:
W:
C:
- 10.2.7 Public Works Officer: H:
C:
- 10.2.8 Senior Health Officer: H:
C:
- 10.2.9 Director of Social Services: H:
W:
C:
- 10.2.10 Emergency Welfare Officer: H:
W:
C:
- 10.2.11 Human Resources Officer: H:
W:
C:

10.3 Additional personnel called or added to the EOC Control Group may include:

10.3.1 Additional clerical or other support staff, scribes, etc.

10.3.2 Liaison staff from Provincial or Federal Departments (i.e. SERM)

10.3.3 Any other officials, experts or representatives deemed necessary by the EOC Control Group.

10.4 The Control Group may function with only a limited number of persons depending upon the emergency. While the EOC Control Group may not require the presence of all the people listed as members of the control group, all members of the EOC Control Group must be notified.

11. RESPONSIBILITIES – EOC CONTROL GROUP

- 11.1 Determine that an emergency exists within a designated geographical area or the entire community as the case may be, and advise the Mayor or alternate when a **local emergency declaration** is recommended.
- 11.2 Determine that a local emergency no longer exists and recommend to the Mayor or alternate that he/she declares terminated the local emergency.
- 11.3 Ensure that an Emergency Site Manager (ESM) is appointed.
- 11.4 Maintain an event log outlining decisions made and actions taken and submit a summary of the log to the Emergency Measures Co-ordinator within one week of the termination of the emergency.
- 11.5 Ensure that the pertinent information, regarding the emergency is promptly forwarded to the Public Information Officer for dissemination to the media and the public.
- 11.6 Order, co-ordinate and/or oversee the evaluation of inhabitants considered being in danger.
- 11.7 Determine when it is necessary, for reasons of public safety to discontinue utilities or services provided by public or private concerns and/or demolish any unsafe structure within (insert municipality here).
- 11.8 Arrange for services and equipment from local agencies not under municipal control, i.e.: private contractors, volunteer agencies, service clubs.
- 11.9 Notify, and if deemed necessary, request assistance from and/or liaison with various levels of government and any public or private agencies not under municipal control.
- 11.10 Determine if additional volunteers are required and if appeals for volunteers are warranted.
- 11.11 Determine the need to establish a special advisory group(s) and/or sub-committee(s).
- 11.12 Authorize expenditure of money required dealing with the emergency.
- 11.13 Notify the service, agency or group under their direction, of the termination of the emergency.
- 11.14 Participate in the debriefing following the emergency.

The primary role of the EOC Control Group is to
Support the Emergency Site Team
While ensuring the continuity of municipal operations.

12. RESPONSIBILITIES – MAYOR/REEVE

- 12.1 Ensure that the Emergency Plan has been activated and that the mitigation phase is under way.
- 12.2 On recommendation of the EOC Control Group declare a local emergency exists within the designated area (see Appendix 3)
- 12.3 Notify Council, the population affected and Saskatchewan Emergency Planning of the declaration (see Appendix 3)
- 12.4 Upon the local emergency declaration, do all acts and take all proceedings that are reasonably necessary to meet the requirements of the emergency.
- 12.5 Approve the expenditure of funds to meet the requirements of the emergency.
- 12.6 In concert with the Public Information Officer, confirm a schedule of press releases.
- 12.7 Ensure the members of council are advised of the declaration and termination of an Emergency, and are kept informed of the emergency situation.
- 12.8 On recommendation of the EOC Control Group declare that the emergency has terminated. (Note: Council may also terminate the emergency: see Section 25)
- 12.9 Maintain a record of all action taken.

13. RESPONSIBILITIES – MUNICIPAL ADMINISTRATOR

- 13.1 Authorize activation of the Emergency Plan in whole or in part.
- 13.2 Activate the emergency notification process through the fan-out system (see Appendix 1)
- 13.3 Co-ordinate and direct as required all emergency response or support activities within the Emergency Operations Centre.

- 13.4 Advise the Mayor/Reeve and Council on legislation and procedures.
- 13.5 Ensure that a communication link is established between the EOC Control Group and the Emergency Site Manager (ESM).
- 13.6 Approve, in conjunction with the Mayor/Reeve, major announcements and media releases prepared by the Public Information Officer, in consultation with the EOC Control Group.
- 13.7 Co-ordinate response activities as required with outside agencies, neighboring Municipalities and Provincial authorities.
- 13.8 Call out additional community staff to provide assistance as required.
- 13.9 Ensure the continuity of day-to-day services to the unaffected portion of the Community.
- 13.10 Maintain a record of all action taken.

14. RESPONSIBILITIES – EMERGENCY MEASURES CO-ORDINATOR

- 14.1 Activate the emergency notification system throughout the fanout list (see Appendix 1) in the absence of the Town Administrator.
- 14.2 Activate the Emergency Operations Centre (EOC) and assume the role of Emergency Operations Officer.
- 14.3 Co-ordinate all EOC activities, including the scheduling of regular meetings.
- 14.4 Open the master event record and ensure that it is maintained for the duration of the emergency.
- 14.5 Provide technical assistance about the Emergency Plan, its procedures and resources.
- 14.6 Keep the Municipal Administrator, Mayor and Council informed of developments as they occur.
- 14.7 Ensure all directions from the Mayor and Council are carried out.
- 14.8 Maintain a record of all action taken.

15. RESPONSIBILITIES – FIRE CHIEF

- 15.1 Activate the Emergency notification system through the fan-out list in the absence of the Town Administrator and/or EMO co-ordinator.
- 15.2 Activate this emergency plan in the absence of the Town Administrator in whole or in part as deemed necessary.
- 15.3 Report to the EOC and advise members of the EOC Control Group on all matters related to rescue, fire fighting and fire prevention required within the emergency area or elsewhere within the community.
- 15.4 Provide or become the Emergency Site Manager as required.
- 15.5 Direct and co-ordinate all fire fighting operations within the community.
- 15.6 Direct and co-ordinate search and rescue operations.
- 15.7 Establish an ongoing communications link with the senior fire official on the emergency site.
- 15.8 Determine if additional or special equipment is needed and recommend possible sources of supply (i.e.: breathing apparatus, protective clothing, etc.)
- 15.9 Provide assistance to other municipal departments and agencies and contribute to non-fire fighting operations if necessary (i.e.: rescue, first aid, evacuation, etc.)
- 15.10 Maintain a record of all actions taken.

16. RESPONSIBILITIES – RCMP

- 16.1 Activate the emergency notification system through the fan-out list in absence of the Municipal Administrator, EMO Co-ordinator and/or Fire Chief.
- 16.2 Activate this Emergency Plan in the absence of the Municipal Administrator, EMO Co-ordinator and/or Fire Chief in whole or in part as deemed necessary.
- 16.3 **Report to the EOC and advise members of the EOC Control Group on all matters related to crowd control, traffic control and protection of life, property and law enforcement.**

- 16.4 Ensure that the outer perimeters are established at the site and are in accordance with Emergency Site Management (EMS) practices.
- 16.5 Ensure that a system of traffic control is in place to facilitate the movement of emergency vehicles to and from the emergency site.
- 16.6 Ensure that a measure of crowd control and if necessary, crowd dispersal is initiated in order to maintain the integrity of the emergency site.
- 16.7 Assume a lead agency role in the planning and conduct of an evacuation and post-evacuation security.
- 16.8 Provide assistance to the coroner.
- 16.9 Provide assistance to ground search and rescue.
- 16.10 Maintain a record of all action taken.

17. RESPONSIBILITIES – EMERGENCY SITE MANAGER (ESM)

- 17.1 Move to the emergency site and establish a Command Post and operate under authority of the EOC Control Group.
- 17.2 Act in concert with the on-site emergency responders in order to determine the aim, establish priorities, develop a site layout, and a plan of action (up to 4 hours).
- 17.3 Ensure that the inner and outer perimeters are established and manned, and those access routes are identified and protected.
- 17.4 Establish a communications link with the EOC and provide regular updates on the progress of the response activities.
- 17.5 Hold regular meetings with the on-site emergency responders to exchange information on the progress of the response activities.
- 17.6 Determine if resources are adequate and forward requests for extraordinary resources from on-site emergency responders to the EOC.
- 17.7 Approve all information prepared for release to the media prior to its release.
- 17.8 Maintain a record of all action taken.

18. RESPONSIBILITIES – PUBLIC INFORMATION OFFICER

- 18.1 Activate the Emergency Public Inquiry and Media Centre and direct operations within the centre.
- 18.2 Consult with the EOC Control Group to establish a schedule for media briefings.
- 18.3 Issue to the media for publication, approved emergency related information and contact telephone number(s) for the Emergency Public Inquiry lines.
- 18.4 Front all media requests for information.
- 18.5 Prepare all news bulletins and releases on behalf of and with the approval of the EOC Control Group.
- 18.6 Monitor media releases and keep the EOC Control Group informed on the level of accuracy of the broadcasts.
- 18.7 Inform the EOC Control Group of any significant information received by the Emergency Public Centre.
- 18.8 Maintain a record of all action taken.

19. RESPONSIBILITIES – PUBLIC WORKS OFFICER

- 19.1 Report to the EOC and advise the members of the EOC Control Group on all matters to the communities' potable water supply, sanitary sewer systems, parks and recreation facilities, road conditions, safety and engineering resources.
- 19.2 Establish liaison with Sask Power and Sask Tel for information on service status.
- 19.3 Provide personnel and material resources in support of emergency operations.
- 19.4 Assess the need for and when necessary arrange for the delivery of temporary sanitation facilities.
- 19.5 Assess the need for and provide sources of potable water in accordance with the requirements of the Medical Officer of Health.
- 19.6 Ensure that the community's roads are open and accessible to emergency response services.

- 19.7 Establish liaison with the Dept. of Highways for information on provincial roads and highways.
- 19.8 Advise the EOC Control Group when sustained damage to structures exceed safe limits and arrange for demolition when authorized to do so.
- 19.9 Arrange for the discontinuance of any public utility service if the utility poses a threat to response personnel or nearby residents when authorized by the EOC Control Group.
- 19.10 Establish priorities for the restoration of the community`s roads, sewer or water systems damaged as a result of the emergency.
- 19.11 Establish priorities in co-operation with the Power and Telephone utilities for the restoration of service damaged as a result of the emergency.
- 19.12 Provide discretionary assistance in search and rescue under the direction of the Fire Chief.
- 19.13 Make available resource lists of engineering related vehicles, equipment, supplies and contractors.
- 19.14 Provide assistance during the post-emergency phase with cleanup, repairs, etc. where there is municipal responsibility.
- 19.15 Maintain a record of all action taken.

20. RESPONSIBILITIES – SENIOR HEALTH OFFICER

- 20.1 Activate the health unit`s Emergency Plan.
- 20.2 Report to the EOC and advise the EOC Control Group on all matters of public health and any remedial action necessary and/or already initiated.
- 20.3 Provide liaison and co-ordination of activities with and between all health care giving facilities and the ambulance service as required.
- 20.4 Prepare for release to the public, information on related health hazards.
- 20.5 Provide liaison with the Saskatchewan Health and ambulance service representatives to ensure the co-ordination of evacuation and resource needs.

- 20.6 Direct the response to disease related emergencies such as epidemics in accordance with Saskatchewan Health policies.
- 20.7 Provide the authority for the evacuation of premises, where there is a reasonable and probable grounds that a health hazard exists.
- 20.8 Co-ordinate the care of bedridden and invalids **present at the health centre.**
- 20.9 Oversee water quality checks and arrange with the (Insert Municipality Here) Public Works Department for an alternate supply of potable water.
- 20.10 Co-ordinate with the Director of Social Services regarding the status of inspections in reception centres and the provision of medical attention to evacuees.
- 20.11 Co-ordinate with the district coroner and provide resource support as required.
- 20.12 Co-ordinate the provision of qualified debriefers for the conduct of critical incident stress debriefing and/or post-distress assessment.
- 20.13 Maintain a record of all action taken.

21. RESPONSIBILITIES – DIRECTOR OF SOCIAL SERVICES

- 21.1 Report to the EOC and advise the members of the EOC Control Group in all matters related to the care and maintenance of people relocated as a result of the emergency and/or volunteer workers assigned to assist as a result of the emergency.
- 21.2 Provide as required emergency feeding, clothing, lodging and personal services.
- 21.3 In conjunction with the Emergency Welfare Officer, designate reception centres and lodging facilities to be opened when the evacuation of residents is necessary.
- 21.4 In conjunction with the Emergency Welfare Officer, open, staff and supply and manage all reception centres and lodging facilities.
- 21.5 Direct and co-ordinate the support activities of other local area and provincial welfare agencies.

- 21.6 Call out, direct and co-ordinate the emergency support activities of social services related volunteer agencies.
- 21.7 Request the Public Works officer to establish communication lines to meet the needs of Social Services.
- 21.8 Maintain a record of all actions taken.

22. RESPONSIBILITIES – EMERGENCY WELFARE OFFICER

- 22.1 Report to the EOC and advise members of the EOC Control Group in all matters related to the registration of people relocated within the community as a result of the emergency.
- 22.2 Provide as required registration and inquiry, for people evacuated within but not removed from the community.
- 22.3 In conjunction with the Director of Social Services, open, staff and manage all reception centres and lodging facilities.
- 22.4 Request the Public Works Officer to establish communication lines to meet the needs of the Emergency Welfare Officer.
- 22.5 Maintain a record of all actions taken.

23. RESPONSIBILITIES – HUMAN RESOURCES OFFICER

- 23.1 Report to the EOC and advise the EOC Control Group on all matters related to the requesting and utilization of volunteer workers.
- 23.2 Co-ordinate request for volunteers on behalf of the EOC Control Group.
- 23.3 Select a site(s), staff and manage any Volunteer Registration Centre required to support the emergency.
- 23.4 Register and maintain a work record of individuals employed during the emergency and/or post-emergency phases.
- 23.5 Ensure that each person employed receives an identification card for feeding, transportation and other purposes.

- 23.6 Arrange for the transportation of workers from the registration centre to a job site or from one job site to another, as required.
- 23.7 Assume direction and control over all means of transportation used in response to the emergency.
- 23.8 Provide transportation in any form available for the movement of casualties, residents of nursing homes, homes for the aged, chronic care facilities or evacuees from populated areas.
- 23.9 Ensure supply of qualified drivers to meet the demands of the emergency.
- 23.10 Establish liaison as required with area representatives of the public transportation industry (i.e.: taxis, bus, airline, etc.)
- 23.11 Make a list available of vehicles and fuel suppliers.
- 23.12 Maintain a record of all actions taken.

24. RESPONSIBILITIES – CHIEF FINANCIAL OFFICER

- 24.1 Keep a running record of the cost of the emergency response.
- 24.2 Monitor operation expenses and recommend ways to cut unnecessary cost (i.e.: the release of unnecessary stand-by resources).
- 24.3 Begin, as soon as possible, the process of emergency relief funding from other sources (i.e.: Provincial)
- 24.4 Maintain a record of all actions taken.

25. TERMINATION OF A LOCAL EMERGENCY DECLARATION

- 25.1 Upon termination of the local emergency, the Mayor or designated alternate will notify:
 - 25.1.1 Saskatchewan Emergency Planning at phone: (306) 787-9563 fax: (306) 787-1694
 - 25.1.2 The town council, and
 - 25.1.3 The public, and
 - 25.1.4 Neighbouring municipal officials, as required.

26. POST EMERGENCY DEBRIEFING EXERCISE

- 26.1 A critique to evaluate the effectiveness of the emergency response will be conducted within seven (7) days of the termination of the emergency. The proceedings will be chaired by the Emergency Measures Co-ordinator and attended by the EOC Control Group members involved in the emergency.
- 26.2 The debriefing format will be (with full respect to the individual agency confidentiality guidelines):
 - 26.2.1 What in my agency`worked well, identify three (3) actions.
 - 26.2.2 What in my agency`did NOT work well, identify three (3) actions.
 - 26.2.3 What can `my agency`change or do better for the NEXT TIME?
- 26.3 The intent of 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 Control Group to respond better the next time.

27. POST EMERGENCY REPORT FORMAT

- 27.1 AIM
 - 27.1.1 The aim of this format is to facilitate the compilation of the final community and Provincial report on an emergency, to provide an accurate record of agency experience and to make comments and recommendations with a view to improving the overall response to the disaster or emergency.
- 27.2 FORMAT
 - 27.2.1 Generate a brief description of the disaster or emergency.
 - 27.2.2 Emergency Response Organization – describe the EOC Control Group response structure that functioned in an emergency capacity.
 - 27.2.3 Sequence of events – in chronological order, list significant agency actions and events.
 - 27.2.4 Emergency costs (if applicable and available) – outline the costs incurred by the community during the emergency including clean up costs.
 - 27.2.5 Comments and recommendations – list agency comments and recommendations.
Use any appropriate functional headings such as plans and procedures, command and control, co-ordination, communications, evacuation/re-entry, stores and equipment, purchasing, etc.
- 27.3 ATTACHMENTS
 - 27.3.1 Attach essential supporting papers and such other documents, maps, diagrams, data or statistics that may be useful to the understanding and/or preparation for future planning.

27.4 PROCEDURES

- 27.4.1 EOC Control Group members involved in the emergency will submit an Agency Report` to the EMO Co-ordinator within thirty (30) days of the termination of the emergency.
- 27.4.2 The EMO Co-ordinator, with input and approval will compile the Agency Response reports` into a final report for Mayor(s) and council within sixty (60) days of the termination of the emergency.
- 27.4.3 The EOC Control Group and the Emergency Planning Committee when appropriate, will take action to implement change to this Emergency Plan resulting from consideration of the recommendations in the final report.

APPENDICES

Appendix 1	Emergency Contact Fan-Out List
Appendix 2	Event Log
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Appendix 5	Evacuation Protocol
Appendix 6	Resource List
Appendix 7	Manpower List

APPENDIX1: EMERGENCY FAN-OUT FLOWCHART

Emergency Event
Police, Fire, Health, etc.

Municipal Administrator

Mayor/Reeve

Home:
Work:
Cell:

Home:
Work:
Cell:

EMO Coordinator

Fire Chief

Home:
Work:
Cell:

Home:
Work:
Cell:

Police
Phone:

Public Works

Social Services
Phone:

Home:
Work:
Cell:

Human Resources
Phone:

Senior Health Officer
Phone:

Emergency Welfare
Phone:

APPENDIX 2: EVENT LOG

Date: _____

Emergency Event: _____

#	Time	Incident – Problem Situation	Action
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

This form is intended for use by all individuals as an accounting of their personal action or the section activity.

APPENDIX 3: LOCAL EMERGENCY DECLARATION

LOCAL EMERGENCY DECLARATION

I, _____ of
(Local Authorities Name) (Local Authorities Title)

_____ have **Declared A State of Local Emergency**

because of _____,
(Briefly Explain Nature of Emergency)

The area of _____ is impacted and
(Location within Municipality)

evacuations _____.
(Identify Status of Local Evacuation)

(Signature of Local Authority)

Date and Time

For Additional Information Telephone: _____

Notify Saskatchewan Emergency Planning at (306) 796-9563
And Fax copy to (306) 787-1694

APPENDIX 4: EVACUATION ORDER

OFFICIAL NOTICE OF EVACUATION

The _____ of _____ has declared a State of Local Emergency because of _____ threat.

Community members are required to move by _____ (time and date).

All members must register before leaving the community – please register at the _____ centre.

Registration is important, so please report to the reception centre. The purpose of registration is to help locate you and your family to friends and relatives should they inquire. Food, lodging and personal services will be made available at the reception centre.

Transportation (if necessary) will be provided by _____
Call _____ for pickup details.

Community members will be evacuated to the _____ centre
In the community of _____ (if using personal
Vehicles see attached map for route details.)

Before leaving your home, please turn off water supply, lights, appliances, etc.

You will be informed through radio and television and at the reception centres when it is safe to return to your homes.

A citizen's inquiry line will be established to answer your questions, the inquiry telephone number is _____.

(Signature of Mayor/Reeve or Alternate)

APPENDIX 5: EVACUATION PROTOCOL

1 NOTICE TO EVACUATE WILL BE GIVEN BY

- 1.1 RCMP, Fire Department and/or Ambulance loud-hailers
- 1.2 Radio Broadcast
- 1.3 Telephone
- 1.4 Door to Door

2 GENERAL INFORMATION SERVICES

- 2.1 Community members are asked to bring only one (1) fifteen (15) pound travel bag of essential items per family member. Suggested items:
 - 2.1.1 One (1) change of clothes for each family member.
 - 2.1.2 Medication – pills, prescription drugs, lotions and/or ointments (included medical appliances).
 - 2.1.3 Identification for all family members – health cards, etc.
 - 2.1.4 Infant care needs – formula, diapers, bottle, a toy.
 - 2.1.5 Personal hygiene items – toothpaste, toothbrush, soaps.
 - 2.1.6 Money.
 - 2.1.7 Pets (dependent on the urgency of the emergency).

3 RE-ENTRY GUIDELINES

- 3.1 It is important for the safety of evacuees that the re-entry process be conducted in an organized manner. The EOC Control Group 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:
 - 3.1.1 Health facilities
 - 3.1.2 Seniors facilities
 - 3.1.3 Alternate accommodations available if homes are damaged
 - 3.1.4 Ambulance Services
 - 3.1.5 Fire Fighting Services
 - 3.1.6 Mail service
 - 3.1.7 Water and sewer
 - 3.1.8 Power and telephone
 - 3.1.9 Food and personal supplies available in stores
 - 3.1.10 Medical supplies
 - 3.1.11 Adequate vehicle fuel and services

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

APPENDIX 6: RESOURCE LIST

RESOURCE	NAME	CONTACT
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APPENDIX 7: MANPOWER