


**BYLAW NO. 1/88**

**ABYLAW TO ESTABLISH AN EMERGENCY MEASURES ORGANIZATION**

The Council of the Northern Village of Denare Beach in the Province of Saskatchewan enact a as follows:

1. The Council shall establish an Emergency Measures Organization to deal with any emergency or disaster that may occur.
2. The Organization shall consist of two branches:
  - (a) . The Executive Committee which shall consist of 7 (Seven) members appointed by resolution of council. This committee shall establish policy for the Emergency Measures Organization and appoint a co-ordinator of the organization.
  - (b) . The Planning Committee shall consist of officers of the municipality of the Northern Village of Denare Beach and such other persons as deemed necessary. The Planning Committee under the chairmanship of the co-ordinator shall formulate a municipal emergency plan.
3. The Municipality of the Northern Village of Denare Beach shall provide funding as deemed necessary and appropriate in the establishment and maintenance of the Emergency Measures Organization.
4. The Council may co-operate with Councils of other municipalities for the purpose of jointly establishing and operating a Mutual Aid Area Emergency Measures Organization.

Certified a true copy of the Bylaw adopted by resolution of the Council on the 13th day of July 1988.

  
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Village Clerk

# Northern Village of Denare Beach

## EMERGENCY PLAN

### 1. INTRODUCTION

This plan is to provide direction for a response to an emergency affecting the Northern Village of Denare Beach. It is important, that the Council and Mayor and those persons who will be responding to an emergency are familiar with the content of this plan.

The elected officials will direct and control emergency operations at all times through the implementation of this plan.

This plan may be implemented in whole or in part, with or without a Declaration of Local Emergency. Use of the Emergency Powers found in Section 10 of this plan, requires a Local Emergency to be declared.

In the event that a Local Emergency is to be declared see Section 9.

### 2. AIM

The Northern Village of Denare Beach Emergency Plan will be implemented to prevent or limit:

- The lost of life;
- Harm or damage to the safety, health or welfare of people; or
- Damage to property or the environment.
- Continue and/or restore essential services.

This emergency plan does not apply to those day-to-day situations, which are dealt with by local responders such as Police, Fire, Emergency Medical Services, and Public Works.

An Emergency, by its very nature, requires an immediate response from various agencies acting on behalf of the Northern Village of Denare Beach. A community, whose resources are exceeded in meeting the needs of evacuees, from another community, may declare a Local Emergency to acquire resources necessary to meet those needs.

### **3. HAZARD ANALYSIS**

The Northern Village of Denare Beach has experienced or is likely to experience the following emergencies but not limited to:

- Forest fire;
- Severe Weather;
- Utility outage; or
- Dangerous goods accident.

### **4. WARNING SYSTEM**

The primary warning system for the Village in the event of a disaster is the **SOUNDING OF THE ALARM**. The general assembly point is the **DENAREPLEX** with Beaver Lake Day Ground as alternative.

Upon receipt of a warning of a real or potential emergency, that person will immediately contact one of the individuals listed under the Community Warning Section of the Essential Telephone List Contacts.

It is the responsibility of the members of the Emergency Operations Centre (EOC) Management Team to notify their staff and volunteer organizations. The EOC Management Team phone numbers are listed in the Essential Telephone List Contacts.

Where a threat of an impending emergency exists, the EOC Management Team will be notified and placed under alert/standby.

The Emergency Coordinator or designate may open the EOC in order to coordinate the response to the emergency and/or to coordinate public information.

### **5. IMPLEMENTATION OF THE EMERGENCY PLAN**

Implementation of the plan, may be done by the Mayor and/or Council, the Emergency Coordinator, the Administrator, or emergency services personnel.

Emergency response personnel may take such action(s) as may be required to protect lives and property in the Northern Village of Denare Beach.

***In the event of an Emergency, this Emergency Plan can be implemented without declaring a Local Emergency.***

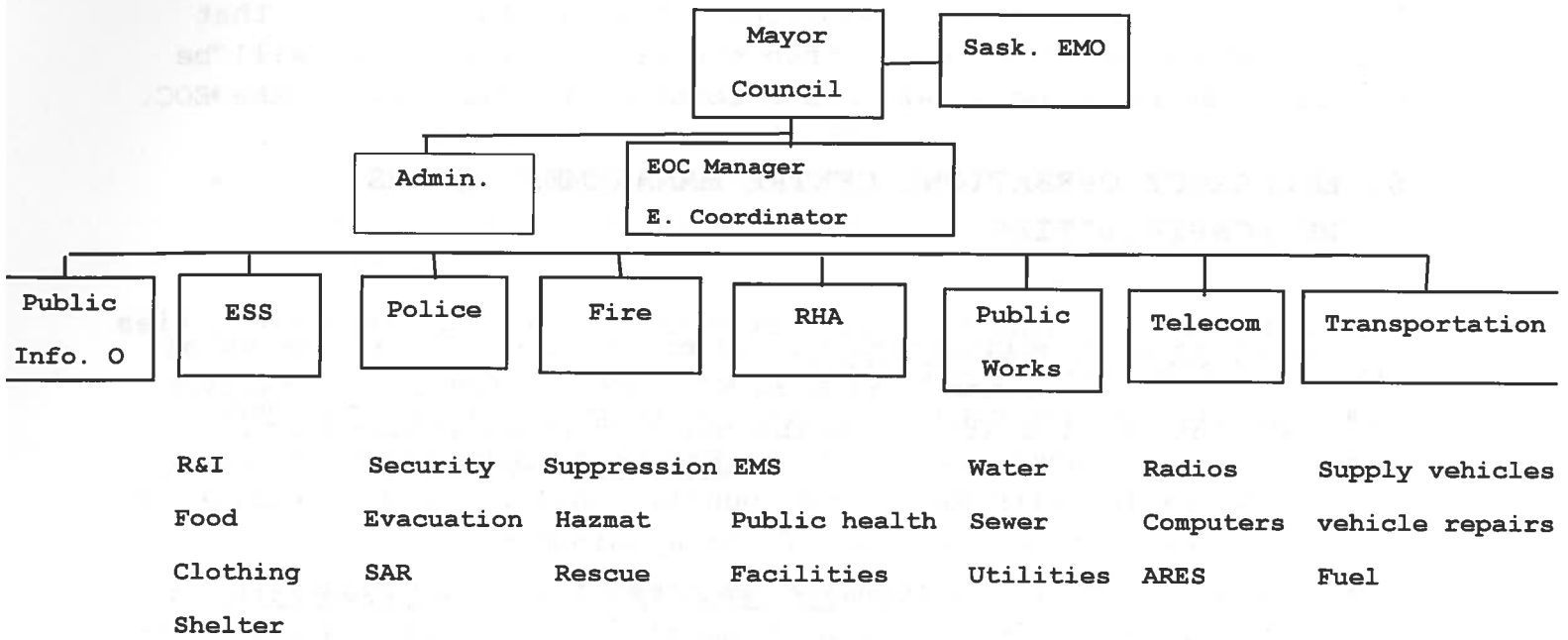
***In any Emergency, call Saskatchewan Emergency Management and fire Safety & Sask911 at 306-787-9563, who will in turn, notify provincial departments and agencies.***

## **6. EMERGENCY OPERATIONS CENTRE MANAGEMENT TEAM**

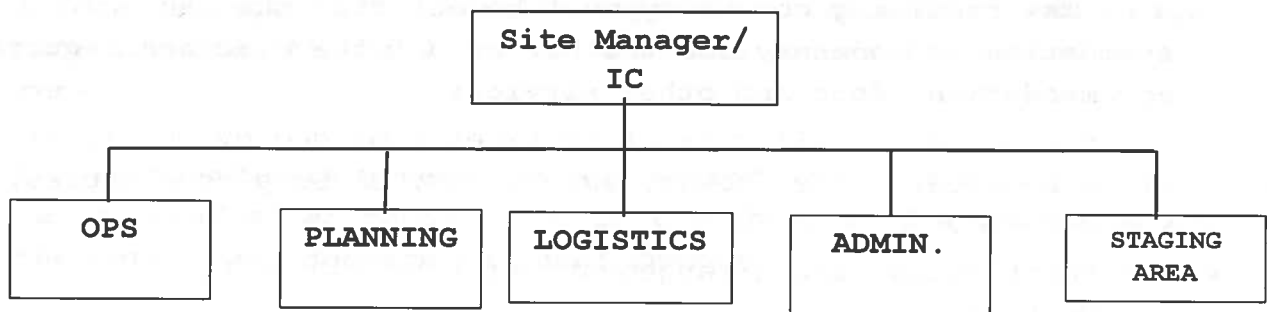
The Emergency Operations Centre Management Teams will direct and control the response to the emergency. The Emergency Operations Centre Management Team will be responsible for providing essential services and resources to the community and to the Emergency Site team. The Emergency Operations Centre Management Team will consist of but not limited to the following:

- Mayor and Council (in a separate room if available)
- Emergency Coordinator;
- Administrator;
- Police, Fire, EMS and Public Works representatives;
- Volunteer Manager;
- Health and Social Services representatives;
- Telecommunication manager; and
- Public information Officer

## ORGANIZATIONAL FLOWCHART



## EMERGENCY SITE OPERATIONS



Police  
 Fire  
 EMS  
 PW

## 7. EMERGENCY OPERATIONS CENTRE

The Emergency Operations Management Team will report to the EOC located at the *Denare Beach Municipal Office*. In the event that this location cannot be used, then the secondary location will be the *Bay View Manor* or an alternate location as directed by the EOC.

## 8. EMERGENCY OPERATIONS CENTRE MANAGEMENT TEAMS RESPONSIBILITIES

The Emergency Coordinator will ensure the following responsibilities are considered and/or completed:

- Calling out municipal services in response to the emergency.
- Confirm the appointment of the Emergency Site Manager/IC (in consultation with Mayor and Council). All responding emergency services must be informed of the appointment.
- Consult with the Emergency Site Manager/IC and Council to determine if a Declaration of Local Emergency is required. The Declaration of Local Emergency when properly completed must be submitted to Sask EMO.
- Provide adequate communications from the Emergency Operations Centre to the Emergency Site.
- Establish/confirm public inquiry phone number/s.
- Determine whether an evacuation of residents is required. Overseeing that the needs of the evacuated residents are being met. **The receiving community must be notified that an evacuation is underway and whether or not the evacuees require accommodation, food and other services.**
- Discontinuing of utilities or services provided by public or private concerns i.e. power, water, gas, closing down stores, schools etc.
- Implement mutual aid arrangements with neighbouring communities.
- Determining if volunteers are required.
- Determining if transportation is required for evacuation of persons or the moving of supplies.
- Ensure that the residents of the community are updated on the response to the emergency. (information may be circulated via social media means).

- Expend monies as authorized to deal with the emergency.
- Notify the response personnel and residents of the termination of the local emergency.
- Submit Termination of Local Emergency form to Sask EMO.
- Maintain a log of all activities and decisions made and submitting all records to the Emergency Coordinator.
- After the emergency conduct a review of emergency response procedures and make amendments to the emergency plan where required.

***In an emergency, collect and verify information from credible sources, (Fire Police, EMS, PW or Site Manager).***

***Commit community resources according to this information. Do not UNDER or OVER commit resources.***

## **9. DECLARATION OF LOCAL EMERGENCY**

The Council or in the absence of a quorum of council, the Mayor may declare a Local Emergency. This decision is usually made after consulting with Emergency Site Manager, and members of the EOC Management Team and especially with the EMO Coordinator. The Council or the Mayor must fill out the Declaration of Local Emergency contained in the attachments.

***A local emergency declaration expires at the end of seven days from the time the declaration was made unless it is earlier renewed.***

***The extraordinary powers listed in Section 10 of this plan can only be utilized after council, or in the absence of a quorum of council, the Mayor have declared a Local Emergency.***

***A Local Emergency is not required to be considered eligible for compensation for provincial Disaster Assistance Program.***

## 10. EMERGENCY POWERS

### Powers of local authority

On the making of a local emergency declaration, or a renewal of a local emergency declaration pursuant to subsection 22(2) of The Emergency Planning Act, 1989, and for the duration of the state of emergency the local authority may:

- (i) put into operation any emergency plan or program that the local authority considers appropriate;
- (ii) acquire or utilize any real or personal property that the local authority 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 or livestock and personal property from any area of the municipality that is or may be affected by an emergency and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;
- (viii) authorize the entry into any building or 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, structures or crops if the demolition or removal is necessary in order to reach the scene of the emergency, to attempt to forestall its occurrence or to combat its progress;
- (x) conscript persons needed to meet an emergency; and
- (xi) do all acts and take all proceedings that are reasonably necessary to meet the local emergency;



## **11. ORGANIZATION AND CONTROL**

### **Council and Mayor**

- 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 Sask EMO of a Declaration and Termination of a Local Emergency.
- Authorize media releases.
- Log all actions and decisions.

### **Administrator**

- Advise the Council and Mayor on legislation and procedures and of developments to the emergency situation and response.
- Initiate call out of the EOC Management Team
- Manage and coordinate EOC Management Team activities.
- Manage and coordinate the emergency response.
- Maintain financial and other records pertaining to the emergency operations.
- Advise Council and Mayor to declare a Local Emergency.
- Advise Council and Mayor on appointment of Emergency Site Manager.
- Request Mutual Aid.
- 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.

## **Emergency Coordinator**

- Ensure that the EOC is set up.
- Assist administrator in all duties.
- Coordinate post-emergency debriefings and preparation of reports.
- Shall ensure amendments to the emergency plan are made.

## **Public Works**

- Ensure that resources are available when requested.
- Coordinate purchases, rentals, leases of equipment and
  - o maintain record of same.
- Assist and liaise with utility companies.
- Restore essential services.
- Log all activities.

## **Police**

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

## **Fire**

- 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 Council through EOC Mgt. Team on related public
  - o issues.
- Triage and transportation of casualty.
- Log all actions.

### **Public Information Officer**

- Provide timely reports for public, including information
  - o regarding emergency declarations and all other emergency
  - o information, through the media and other sources. The
  - o Mayor, council or EOC Manager must authorize all media
  - o releases.
- Establish liaison with the Sask EMO media person.
- Monitoring the media for reporting accuracy.
- Establishing a public inquiry system.
- Maintaining a log of all actions taken.

### **Clerks and Staff**

- Perform all duties as may be assigned by Administrator/EMO Coordinator.

***The positions, from this points on, are recommended to be filled.***

### **Telecommunications Manager**

- Ensure reliable and secure telecommunications are established between the Emergency Site and the EOC.
- Coordinate communications procedures.
- Arrange for additional communication resources with Sask Tel and other public and private agencies and/or organizations.

### **Transportation Manager**

- Develop and maintain a Transportation Resources List of various vehicles and their capacities.
- Coordinate the transportation of personnel and materials.

### **Emergency Social Services Director**

- Develop and maintain Evacuation and Reception Resources Lists.
- Coordinate and develop Evacuation and Reception arrangements with neighbouring communities.
- Arrange for food, lodging, personal-services, clothing, registration and inquiry services.

### **Volunteers Manager**

- Develop and maintain listing of volunteer organizations and/or people.
- Liaise with other government agencies to help coordinate volunteer activities in an emergency.
- Maintain listing of human resources.

### **Resources Manager**

- Develop and maintain resource listings of equipment.
- Coordinate the utilization of these resources in an emergency.

## **12. EMERGENCY SITE MANAGEMENT TEAM**

In general, the Emergency Site Manager, will be the Senior Fire, Police, EMS or Public Works person, or other person appointed by the Council and/or Mayor after consulting with the EMO Coordinator. The Incident Command System (ICS) allows for a Unified Command Structure (UC). The UC is a structure that brings together the "Incident Commanders" of all major organizations involved in the incident in order to coordinate an effective response while at the same time carrying out their own jurisdictional responsibilities.

### **Emergency Site Manager**

- Manage and control the Emergency Site Operations.
- Keep the EOC informed of all operation activities and resource requirements at the site.
- Determine the inner and outer perimeter of the emergency site.

### **Fire Services**

In addition to their normal day-to-day duties, the fire services will provide:

- The Emergency Site Manager, unless circumstances dictate otherwise.
- Initiation of Mutual Aid if required.
- Assist in the evacuation of people.

### **Police**

In addition to their normal day-to-day duties, the police will provide:

- The Emergency Site Manager, unless circumstances dictate otherwise.
- Security at the emergency site.
- A temporary Morgue if required.
- Assist in the evacuation of people.

## **Emergency Medical Services**

- First aid on-site.
- Casualty sorting and transportation.

## **Public Works**

In addition to their normal day-to-day duties, the Public Works will provide:

- The Emergency Site Manager, unless circumstances dictate otherwise.
- Ensure resources are available.
- Assist with utilities company(s).
- Assist in the evacuation of people.

## **13. TERMINATION OF LOCAL EMERGENCY**

The local emergency may be terminated at any time by:

- The Council, or
- The Minister responsible for The Emergency Planning Act, 1989.

Upon termination of an emergency, the Council and/or Mayor will notify:

- The residents of the Village.
- Sask EMO.
- Neighbouring municipalities and communities as required.

## **14. REVIEW OF THE PLAN**

This plan shall be reviewed and exercised annually (or as directed by Council) and amended and distributed as necessary.