

EMERGENCY MEASURES PLAN
FOR THE
MUTUAL AID AREA
OF
TISDALE & DISTRICT
EMERGENCY MEASURES ORGANIZATION

TISDALE, SASKATCHEWAN

(Revised - 2016)

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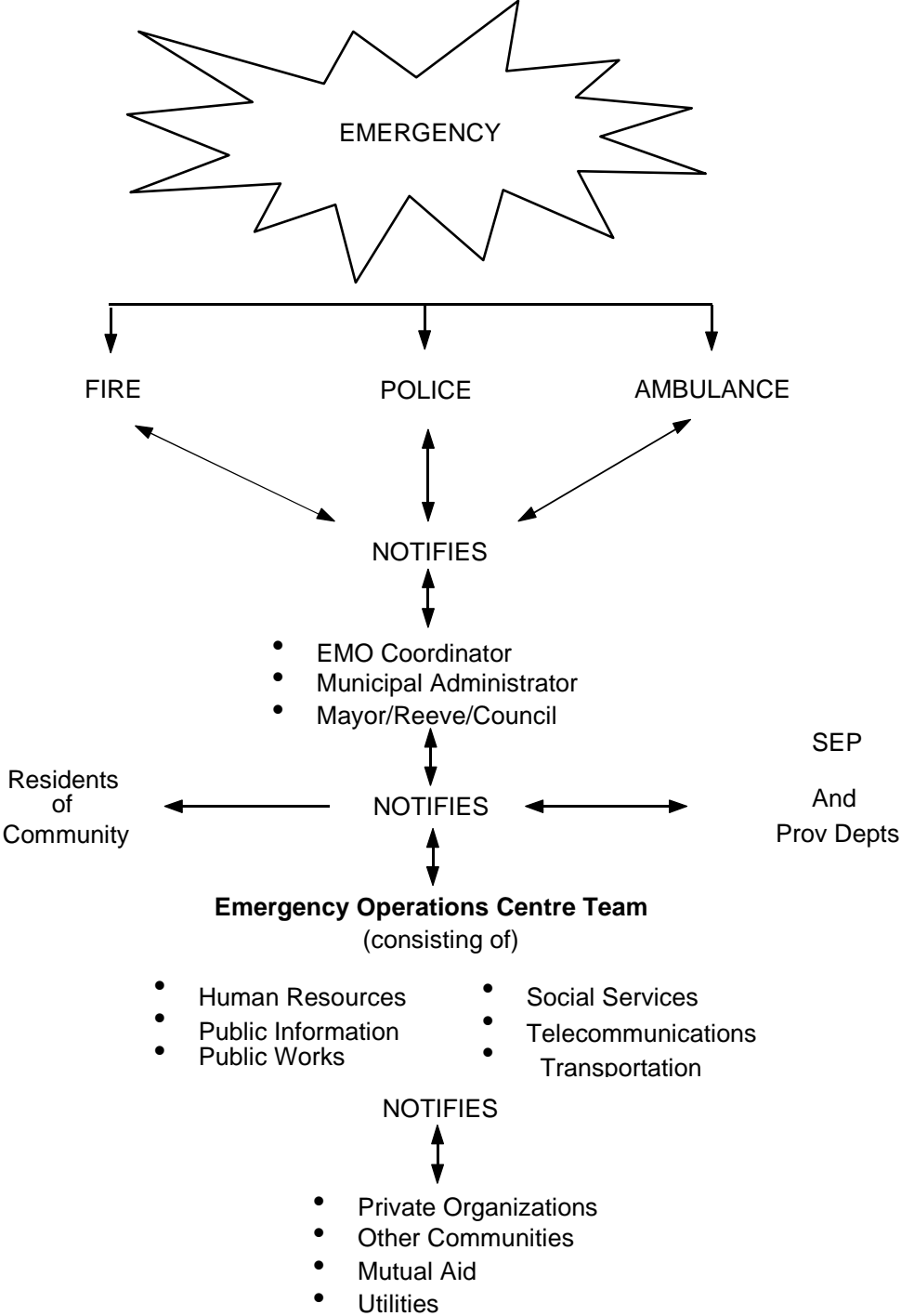
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Section I

EMERGENCY NOTIFICATION FLOWCHART

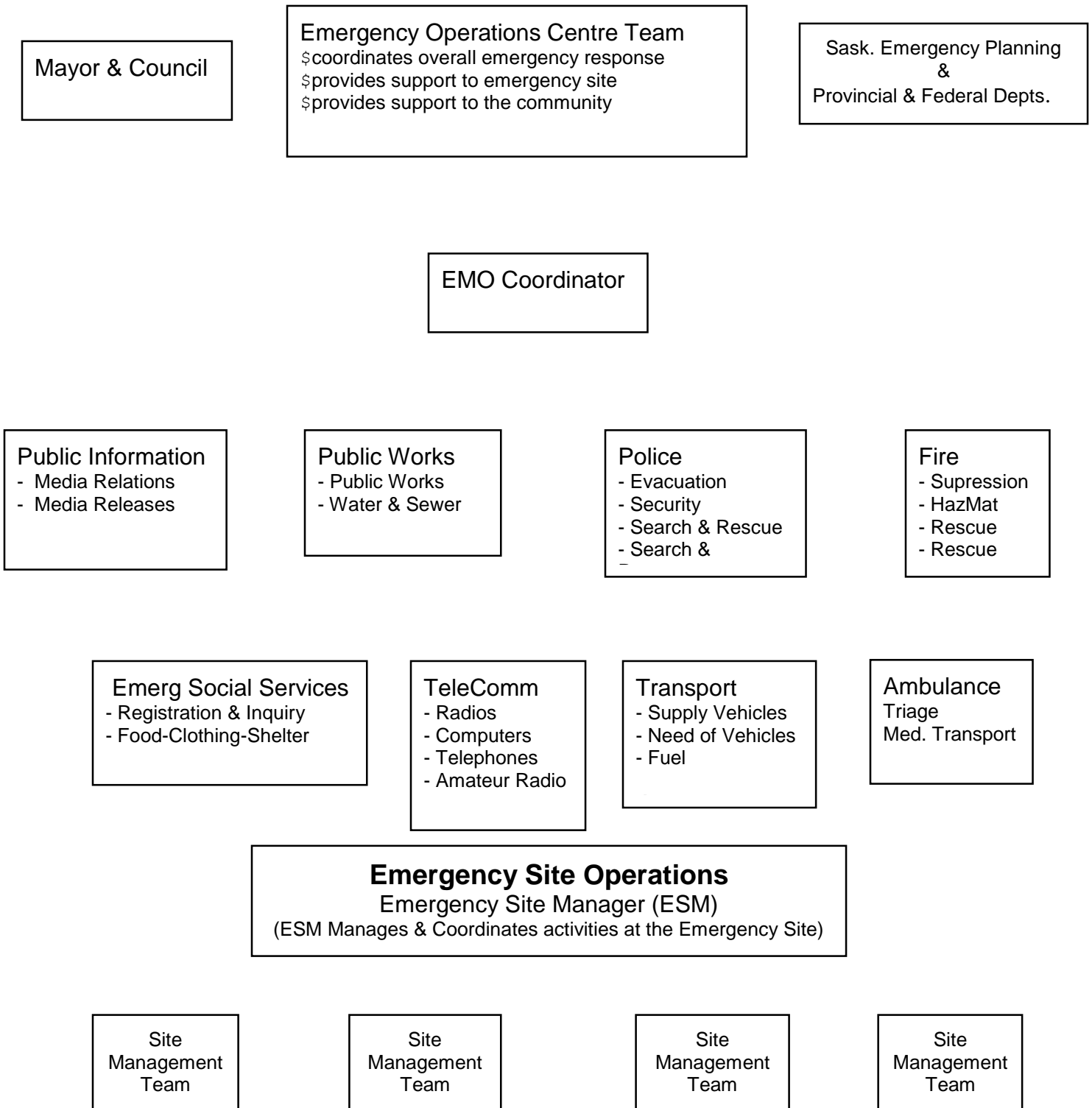


EMERGENCY NOTIFICATION

The following people are to be notified when there is a real or potential emergency:

| Done <input checked="" type="checkbox"/> | COMMUNITY WARNING | | | |
|---|---|---|-----------------------|------------------------------------|
| | Agency | Contact Name | Residence &/or fax | Business |
| • | Saskatchewan Emergency Planning | Emergency 24 Hours (Regina) | Fax (306) 787-1694 | (306)787-9563 |
| • | Police | Cst. RCMP | 911 | 878-3810 |
| • | Fire | Brian Minhinnick (fire-EMO liaison) | 873-3463 911 | 873-3553 |
| • | Hospital(s) | Tracy Farber | 873-9252 | 873-6511 |
| • | Ambulance(s) | Eric (Rick) Ballard | 873-4084 911 | 873-4558 |
| • | Spill Control Line Dangerous Goods | 112-800-667-7525 Canutec 24 hour Info Centre | | 112-800-667-7525 1-613-996-6666 |
| • | EMO Coordinator Deputy Coordinator | Jack Wilson Wayne Hedin | 873-2502 873-5304 | 873-2822 873-2621 |
| • | Administrator | Brad Hvidston | 873-0093 | 873-2681 |
| • | Emergency Social Services Director | Salvation Army Rick Robins | 920-9166 | 752-5364 |
| • | Telecommunications Manager | Bj. Madsen (VE5FX) | FAX 873-4364 | 873-4346 |
| • | Public Information Manager | | | |
| • | Mayor | Al Jellicoe | 873-4479 | 873-2681 |
| • | Deputy Mayor | | 873-4085 | 873-2025 |
| • | Public Works | Mike Kuras | 873-1221 | 873 2681 |
| • | Other | | | |
| • | Elected Officials | Al Jellicoe | 873-4479 | 873-4575 |
| • | Mutual Aid Area EMO Coordinators | (SURROUNDING COMMUNITIES-NAME & PHONE NUMBERS) | | |

OPERATIONAL FLOWCHART



KEY PERSONNEL PHONE LIST

| | | |
|---|---|----------|
| Town of Tisdale | O | 873-2681 |
| Mayor: Al Jellicoe | R | 873-4479 |
| | W | 873-4575 |
| Administrator: Brad Hvidston | R | 873-0093 |
| | | |
| Village of Bjorkdale | O | 886-2167 |
| Mayor: Jim Majewski | R | 886-2228 |
| Administrator: Lorraine Fleming | R | 873-9547 |
| | | |
| R.M. of Tisdale | O | 873-2334 |
| Reeve: Ian Allan | R | 873-5402 |
| Administrator: Fern Lucas | R | 873-5452 |
| Ron Edmunds | R | 873-5632 |
| | | |
| R.M. of Connaught and Village of Ridgedale | O | 873-2657 |
| Reeve: Francis Chadot | R | 277-4202 |
| Administrator: Tammy Jack | R | 277-4750 |
| | | |
| R.M. of Bjorkdale | O | 873-2470 |
| Reeve: Wayne Dmytriw | R | 278-2359 |
| Administrator: Cherie Hudon | R | 873-1917 |
| | | |
| R.M. of Barrier Valley | O | 323-2101 |
| Reeve: Wayne Black | R | 873-2250 |
| Administrator: Glenda Smith | R | 322-7610 |
| | | |
| Village of Mistatim | O | 889-2008 |
| Mayor: Gene Legare | R | 889-2022 |
| Administrator: Kathy Murray | R | 889-4340 |

EMERGENCY OPERATIONS CONTROL GROUP

| | | | |
|-------------------------------|-------------------------|---|--------------|
| Secretary Treasurer | Kathy Madson | R | 873-4346 |
| Coordinator | Jack Wilson | O | 873-2822 |
| | | R | 873-2502 |
| | | C | 873-7791 |
| Deputy Coordinator | Wayne Hedin | O | 873-2621 |
| | | R | 873-5304 |
| Mayor | Al Jellicoe | R | 873-4479 |
| Communications Co-ordinator | Bj. Madsen | O | 873-4346 |
| | | R | 873-4346 |
| | | F | 873-4364 |
| R.C.M.P. Detachment Commander | Daryl Andrusiak | O | 878-3810 |
| Fire Chief | Brian Minhinnick | O | 873 3553 |
| | | R | 873 3463 |
| Ambulance & Health | Rick Ballard | O | 873-4558 |
| | | R | 873-5754 |
| Transportation | Tisdale School Bus Shop | O | 873-4555 |
| | Bryan Morgan | R | 873-1837 |
| Public Information | Tisdale Recorder | O | 873-5415 |
| | Devan Tasa | | |
| Red Cross | 72 Hour Emergency Line | 1 | 888-800-6493 |
| Town Utilities | Town of Tisdale | O | 873 2681 |
| | Mike Kuras | | |

Municipal Official's Responsibilities

Governing Officials:

Mayor or Reeve and Council

- Implementing the emergency plan in whole or in part.
(The presence of Federal and/or Provincial Emergency Response Groups does not alter the Mayor's and Reeves responsibility to direct and control the Emergency Operations within his jurisdiction.)
- The council, or in the absence of a quorum of council, the Mayor/Reeve are responsible for the Declaration of a Local Emergency when required.
- The Council is responsible for the termination of a Declaration of a Local Emergency.
- Notifying the Minister responsible for *The Emergency Planning Act, 1989* (through Saskatchewan Emergency Planning) that a Declaration of a Local Emergency has been declared, or terminated.
- The authorization of media releases.
- Log all actions and decisions.

Municipal Administrator

- Provide information and advice to the Council and Mayor/Reeve.
- Initiate call out of the Emergency Operations Centre Management Team.
- Activate the municipal Emergency Operations Centre.
- Coordinate the emergency response.
- Implementing the emergency plan in whole or in part.
- Advising the Council and/or Mayor/Reeve to declare a Local Emergency.
- Advising the Council and/or Mayor/Reeve on the appointment of the Emergency Site Manager.
- Coordinate the Emergency Operations Centre Management Team's activities.
- Request Mutual Aid.
- Ensure all directions from the Council and/or Mayor/Reeve are carried out.
- Review and authorize media releases.
- Requesting a full report of all emergency operations activities from all responding municipal agencies.
- Log all actions and decisions.

Emergency Operations Centre Staff:

EMO Coordinator

- Direct emergency control group activities.
- Ensure that all directions from the mayor and council are carried out.
- Coordinate post-emergency debriefings and preparation of reports.
- Shall ensure amendments to the emergency plan are made.

Public Works Coordinator

- Ensure resources are available when requested. (i.e., equipment, barricades, supplies, construction companies, contractors).
- Coordinate purchases, rentals, leases of equipment and maintains records of same.
- Assists in the disconnecting of utilities, or liaison with utilities company(s) - water, sewer, power, gas, telephone etc.
- Restore essential services.
- Log all activities.

Telecommunications Coordinator

- Establish necessary communications between the Emergency Operations Centre and the emergency site.
- If necessary, request additional telephones and lines for Emergency Operations Centre and emergency site.
- Arrange for additional radio equipment and operators from volunteer organizations.
- Coordinate communications procedures.
- Log all actions.

Transportation Coordinator

- Arrange transportation as required.
- Develop and maintain a Transportation Resource List.
- Direct transportation resources as required, i.e., taxi companies, buses, boats and aircraft (consider mutual aid).
- Coordinate traffic routing/re-routing (in consultation with Sask. Highways & RCMP).
- Determine fuel requirements for emergency.
- Log all actions.

Emergency Social Services Coordinator

- Activate emergency social services plan.
- Ensure that the needs of evacuees are met i.e., accommodations, feeding, registration and inquiry, personal services and clothing.
- Ensure that the Reception Centre(s) is/are set up.
- Coordinate volunteer organizations, who may be involved with the above activities.
- Assist reception communities in whatever way possible.
- Log all actions.

Site Operations Group:

Police

- Provide emergency site security (establish inner and outer perimeter of emergency site).
- Act as the Site Commander, unless circumstances dictate otherwise.
- 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.

Fire

- Coordinate fire suppression, dangerous goods and rescue (except ground search and rescue).
- Act as Site Commander, when circumstances dictate.
- Activate the Fire Mutual Aid system if necessary.
- Assist with the evacuation of people.
- Log all actions.

Ambulance/Hospital (Health District)

- Provide emergency medical services on site.
- Establish an emergency morgue if required.
- Advise Council through EOC Mgt. Team on related public health issues.
- Log all actions.

Public Information Coordinator

- Provide timely reports for public, including information regarding emergency declarations and all other emergency information, through the media and other sources. The Mayor/Reeve, council or the EOC Manager must authorize all media releases.
- Establish liaison with the provincial Corrections and Public Safety (CPS) Communications (media specialists) staff.
- Establish media facilities.
- Monitor the media for reporting accuracy.
- Establish a public inquiry system.
- Maintain a log of all act

MUTUAL AID AREA
OF
TISDALE & DISTRICT E.M.O.

PARTICIPATING BODIES

| | | |
|---------------------------------|------------|------|
| TOWN OF TISDALE | Population | 3063 |
| VILLAGE OF RIDGEDALE | Population | 149 |
| VILLAGE OF BJORKDALE | Population | 261 |
| R.M. OF TISDALE, NO. 427 | Population | 1139 |
| R.M. OF CONNAUGHT, NO. 457 | Population | 815 |
| R.M. OF BJORKDALE, NO. 426 | Population | 1374 |
| R.M. OF BARRIER VALLEY, NO. 397 | Population | 388 |
| VILLAGE OF MISTATIM | Population | 157 |
| | | |
| TOTALS | | 7346 |

*as per Census Canada

Section II

TISDALE EMERGENCY PLAN AUTHORITY

STATE OF LOCAL EMERGENCY

The criteria for declaring a state of local emergency is based on the following factors:

- § a situation has occurred that constitutes a danger of major proportions to life or property;
- § the resource capability of the municipality is overwhelmed; and
- § additional legal powers are required.

AUTHORITY FOR DECLARING A STATE OF LOCAL EMERGENCY

Section 21(1) of the *Emergency Plans Act* states that:

“When a local authority is satisfied that an emergency exists or may exist, in all or in part of the municipality, it may, by resolution, declare a state of local emergency relating to all or any part of the municipality for a period not exceeding seven days.”

Section 21(2) states:

“Where it is not possible to assemble a sufficient number of members of a local authority to pass a resolution, and a member of the local authority reasonably believes that a local emergency exists and that the emergency requires immediate action, a member of the local authority may make a local emergency declaration on behalf of the local authority.”

Further to the above, Section 21(3) states that:

“In a state of local emergency declaration, the local authority shall identify:

- a) the nature of the emergency; and*
- b) the area of the municipality in which the emergency exists.”*

The Mayor (or his/her designated alternate) is the authority for declaring a state of local emergency.

A form for a Declaration of a State of Local Emergency is included at Annex C, Appendix 1 of the *Emergency Plans Act*.

TERMINATION OF A STATE OF LOCAL EMERGENCY

Termination of a state of local emergency may occur under varying circumstances as outlined in the Provincial *Emergency Plans Act 2000*.

Section 23(1) of the *Emergency Plans Act 2000* states that:

- 1) A state of local emergency declaration expires at the end of seven days unless it is earlier renewed pursuant to subsection (2).*
- 2) The local authority may renew a state of local emergency at any time prior to the:*

- (a) *expiration of the state of local emergency pursuant to subsection (1);*
- (b) *cancellation of the state of local emergency pursuant to subsection (4); or the termination of the state of local emergency pursuant to Section 23.*

Sub-section (4) states that:

“The Lieutenant-Governor in Council may cancel a state of local emergency or its renewal at any time that the Lieutenant-Governor in Council considers appropriate in the circumstances.”

Section 24(1) states:

When, in the opinion of the local authority:

- (a) *an emergency no longer exists in an area with respect to which a local emergency declaration was made; or*
- (a) *it is in the public interest that a state of local emergency be terminated in an area with respect to which a state of local emergency declaration was made; the local authority shall terminate the state of local emergency with respect to that area.*

The Mayor (or designated alternate) is the authority for termination of a state of local emergency.

NOTIFICATION OF AN EMERGENCY

Notification Source

Notification that an emergency has occurred may be received from various sources such as the public, media, an employee, another organization or through the Tisdale RCMP Detachment which is recognized as the official notification agency. Should notification be received from other than the Tisdale RCMP Detachment, the Emergency Operations Control Group (EOCG) should endeavour to confirm the validity of the information from the Tisdale RCMP. In the event that confirmation is unavailable, the EOCG should err on the side of caution and activate the Emergency Operations Centre to ensure that it is in a state of readiness.

Notification - Information Required

Upon notification that an emergency has occurred, as much information as possible is required to facilitate an effective emergency response and good decision-making by members of the Emergency Operations Control Group. At a minimum, the information required is:

- the name and telephone number of the person calling in the emergency;
- § the name and telephone number of the person calling in the emergency;
- § nature of the emergency;
- § scope of the emergency (preliminary damage assessment);
- § location;
- § injuries / fatalities;
- § action taken; and
- § assistance required (if any)

Reporting Location

In the event of an emergency, members of the Emergency Operations Control Group (EOCG) will proceed immediately to the Emergency Operations Centre (EOC). Should the primary EOC be inaccessible or unavailable, members of the EOCG should proceed to the alternative *EOC*. In the extreme case whereby the alternative EOC is also inaccessible or unavailable, members of the EOCG will gather at the third location. The location of the EOC, the alternative EOC and the gathering place should both EOCs be unavailable or inaccessible are identified in *Part 5 - Emergency Operations Centre* of this plan.

Notification of Departmental Staff

Departmental staff with designated emergency response roles will be contacted by their Department Head and advised to:

- § remain at his/her present location;
- § be on standby; or
- § report to a designated official at a specific location

Department heads are also responsible for identifying and providing administrative support staff to work in the EOC on a rotational basis once the EOC is activated.

**DECLARATION OF STATE OF LOCAL EMERGENCY
EMERGENCY PLANS ACT - SECTION 21(1)**

WHEREAS the area described herein is in immediate or imminent danger that has resulted or may result in serious harm to the safety, health or welfare of people, or in wide spread damage to property;

Emergency Area Defined

The emergency has occurred in the area defined hereunder:

- () the area under the jurisdiction of the Corporation of the Town of Tisdale; or
- () the area within the Town of Tisdale bounded by:

North: _____ South: _____

East: _____ West: _____

NATURE OF THE EMERGENCY

AND WHEREAS the undersigned is satisfied that an emergency as defined in the *Emergency Plans Act*, exists or threatens the Corporation of the Town of Tisdale;

AND WHEREAS the Council of the Corporation of the Town of Tisdale has () by resolution approved, or, in the absence of a sufficient number of Council members, () the undersigned has consulted with the majority of the members of the Town's Emergency Operations Control Group (EOCG);

THE UNDERSIGNED HEREBY DECLARES, PURSUANT TO Section 20(1) of the *Emergency Plans Act 2000*, a state of local emergency in the Town of Tisdale as of and from _____ o'clock in the () forenoon or the () afternoon of the _____ day of _____ A. D. 20_____.

THE DECLARATION OF A STATE OF LOCAL EMERGENCY shall exist:

() until _____ o'clock in the () forenoon or () afternoon of the _____ day of _____ A. D. 20_____, or, () for the maximum of 7 days from the date and time specified above unless the Declaration is renewed or terminated as provided in Section 22 of the *Emergency Plans Act 2000*.

DATED at the Town of Tisdale, Province of Saskatchewan, this _____ day of _____, A. D. 20_____.

Mayor
The Corporation of the Town of Tisdale

**TERMINATION OF A STATE OF LOCAL EMERGENCY
EMERGENCY PLANS ACT - SECTION 23(1)**

WHEREAS, pursuant to Section 21(1) of the *Emergency Plans Act 2000*, a state of local emergency was declared in the Town of Tisdale at _____ o'clock in the () forenoon or the () afternoon of the _____ day of _____ A. D. 20_____;

Emergency Area Defined

The emergency occurred in the area defined hereunder:

- () the area under the jurisdiction of the Corporation of the Town of Tisdale; or
- () the area within the Town of Tisdale bounded by:

North _____
East _____
South _____
West _____

Nature of the Emergency

AND WHEREAS the undersigned is satisfied that an emergency as defined in the *Emergency Plans Act 2000* no longer exists or threatens the Corporation of the Town of Tisdale.

AND WHEREAS the Council of the Corporation of the Town of Tisdale has () by resolution approved or, () in the absence of a sufficient number of Council members, the undersigned has consulted with the majority of the members of the Town's Emergency Operations Control Group (EOCG);

THE UNDERSIGNED HEREBY DECLARES, pursuant to Section 23(1) of the *Emergency Plans Act 2000*, the state of local emergency in the Town of Tisdale terminated as of _____ o'clock in the () forenoon or the () afternoon of the _____ day of _____ A. D. 20_____.

DATED at the Town of Tisdale in the Province of Saskatchewan, this _____ day of _____, A. D. 20_____.

Mayor
Corporation of the Town of Tisdale
MUTUAL AID AREA

**Section III
MUTUAL AID AREA
OF
TISDALE & DISTRICT EMERGENCY MEASURERS ORGANIZATION**

KEY SERVICES PHONE LIST

EMERGENCY SERVICES

| | | | |
|------------------------------------|-------------------|--|----------|
| Emergency Operations Centre | Tisdale RM Office | | 873 2334 |
|------------------------------------|-------------------|--|----------|

PUBLIC PROTECTION GROUP

| | | | |
|---------------|---|---|----------|
| Police | Tisdale RCMP | O | 878 3810 |
| | Sgt. Daryl Andrusiak Officer in Charge | C | 873 8383 |

| | | | |
|-------------|-------------------------|---|----------|
| Fire | Tisdale Fire Department | O | 873 4551 |
| | Brian Minhinnick | O | 873 3553 |
| | | R | 873 3463 |

Emergency Rescue and Command Post Unit - Under Command of Site Commander

| | | | |
|---------------|--------------|---|----------|
| Rescue | Tisdale RCMP | O | 878 3810 |
|---------------|--------------|---|----------|

| | | | |
|---------------|----------|---|----------|
| Health | Hospital | O | 873 2621 |
|---------------|----------|---|----------|

| | | | |
|--|--|---|----------|
| Advance Treatment Centre and Casualty Collecting Unit | | O | 873 2621 |
| | | O | 873 4562 |
| | | R | 873 5115 |

| | | | |
|------------------|--------------|---|----------|
| Ambulance | Eric Ballard | O | 873 4558 |
| | | R | 873 4084 |

| | | | |
|------------------------|--|---|----------|
| Social Services | | O | 752-6100 |
|------------------------|--|---|----------|

SUPPORT SERVICES

| | | |
|-------------------------------------|---|--------------------------|
| Welfare | Salvation Army Rick Robins | O 752 5364 R 920-9166 |
| a) Feeding | See Resource Section | |
| b) Clothing | Salvation Army Thrift Store Salvation Army | O 873 4643 |
| c) Lodging | See Resource Section | |
| d) Registration & Inquiry | Red Cross | 1 888-800-6493 |
| e) Personal Services | | |
| Public Works | Mike Kuras 24 HOUR EMERGENCY | O 873 1221 C 873 8441 |
| Communications | Bj. Madsen | R 873 4346 |
| SaskTel | | O 873 4361 |
| SaskPower | | O 878 8200 |
| SaskEnergy | | O 878 8100 |
| Recreation & Parks Dept. | Lesley Thibault | O 873 2154 R 873 1870 |
| Transport | Tisdale School Busses Bryan Morgan | O 873 4555 R 873-1837 |
| Tisdale School (TMSS) | | O 873-2352 |
| Public Information | | |
| Tisdale Recorder | | O 873 4515 |

Mutual Aid Area of Tisdale & District EMERGENCY PLAN

1. INTRODUCTION

This plan is to provide direction for a response to an emergency affecting the Mutual Aid Area of Tisdale. It is important, that the Council and Mayor/Reeve and those persons who will be responding to an emergency know contents 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 2 of this plan, requires a Local Emergency to be declared.

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

1.1 AIM

The Mutual Aid Area of Tisdale & District Emergency Plan will be implemented to prevent or limit:

- The loss 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 the Fire, Police or Ambulance.

An emergency, by its very nature, requires an immediate response from various agencies acting on behalf of the Town of Tisdale 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.

1.2 HAZARD ANALYSIS

The Mutual Aid Area of Tisdale & District has experienced or is likely to experience the following emergencies (for example; aircraft crash, forest fire, flood, dangerous goods accident, severe weather, utility outage, and train derailment and health incident.

2.0 AUTHORITY

This Emergency Plan is authorized in accordance with:

Bylaw No. 4/87 of the Town of Tisdale, dated the 23rd day of February 1987. (Page)

3.0 DEFINITIONS

3.1 Emergency:

A present or foreseeable event which requires prompt coordination of action, or the special regulation or control of persons or property, to protect the welfare of the people, and/or to limit damage to property

3.2 Emergency Coordinator:

That person appointed by resolution as the Emergency Coordinator for the Mutual Aid Area of Tisdale and Districts.

3.3 Municipal Service:

Means Fire, Police, Ambulance/Hospital, Public Works and other agencies operating within the jurisdiction of the Mutual Aid Area of Tisdale and Districts.

3.4 Resource:

Means personnel, equipment and operations supplies available for use during a period of emergency.

3.5 The Emergency Operations Centre (EOC):

The Emergency Operations Centre (EOC) is activated when it is recognized that multi-agency coordination is needed to deal with a major emergency situation. The EOC is the location where the heads of all agencies with a role to play in the emergency (normally the entire EMO Planning Committee) gather together in order to share information, provide advice and input for major decisions, and to implement the desired course of action in a coordinated and effective way.

3.6 Lead Agency

A lead agency is chosen by the EOC Coordinator and Police, Fire, Engineering and Ambulance representatives based upon the facts of the situation and the particular skills and resources that are needed to deal with it. After the lead agency is chosen, the chief of that agency is obliged to nominate an ESM from his staff roster. The nomination requires approval by the EOC Coordinator.

3.7 Emergency Site Manager (ESM)

The ESM, once selected is seconded from his/her parent agency and is directly accountable to the commander of the EOC for the duration of his/her term of service as the ESM.

The ESM is in charge at the emergency site and:

- § Defines the outer perimeters of the area of the emergency site for which he/she has been appointed;
- § Is responsible for everyone and everything inside those perimeters.
- § Receives from the EOC, the names of those individuals who have been assigned by their chiefs to be in charge of individual agency personnel on site i.e. Police Control Officer (PCO), Fire Control Officer (FCO), Ambulance Control Officer (ACO), etc.;
- § Receives advice from these Control Officers regarding the operation, but makes the decisions and issues the instructions necessary to coordinate all activity based on the task he/she has been given by the EOC;
- § Advises the EOC if any threat originating within his/her perimeter that poses a danger to any other part of the community; and,
- § Documents taken during his/her tour of duty.

4.0 THE EMERGENCY OPERATIONS CENTRE

The Emergency Operations Centre Management Team will report to the Emergency Operations Centre located at the Tisdale Town Office. In the event that this operation centre cannot be used, then the secondary location will be the Business office at the Recplex.

4.1 EMERGENCY OPERATIONS CENTRE MANAGEMENT TEAM'S RESPONSIBILITIES

The EMO Coordinator will ensure the following responsibilities are considered and/or completed: *(With a pen or pencil, use the provided check boxes" ", when reading this plan, from "Hard Copy" to note when an item has been done).*

- ❑ Calling out municipal emergency services in response to the emergency.
- ❑ Confirming the appointment of the Emergency Site Manager (In consultation with the Council and/or Mayor/Reeve when possible). All responding emergency services must be informed of the appointment.
- ❑ Determine if the location of the Emergency Operations Centre is appropriate.
- ❑ Consult with the Emergency Site Manager and the Council and/or Mayor/Reeve to determine if a Declaration of Local Emergency is required. The Declaration of Local Emergency when properly completed must be submitted to Saskatchewan Emergency Planning.
- ❑ Providing adequate communications from the Emergency Operations Centre to the Emergency site (radio/telephone/message runners).
- ❑ Establish/confirm public inquiry phone numbers.
- ❑ 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 neighboring communities.
- ❑ Determine if volunteers are required.
- ❑ Determine 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, by informing television, radio and newspapers).
- ❑ 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 Saskatchewan Emergency Planning.
- ❑ 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.

4.00 THE COMMAND AND CONTROL PLAN

4.1 Prior to Activation the EOC

§ Each agency responds to the emergency.
§ Each agency controls its own resources.
§ Overall emergency site control depends on the cooperation of responding
§ agencies.

4.2 Activating the EOC

§ All participants in the EOC are briefed by the EMO Coordinator.

§ All facts about the emergency are reviewed, a decision is made on a
course of action.

4.3 A Lead Agency is Named

§ Based on information received from the polices, fire, ambulance and
engineering representatives, a lead agency will be named by the EMO
Coordinator.

4.4 Lead Agency Nominates the ESM

§ The manager/chief of the lead agency is requested to nominate his most
§ capable (and available) senior officer as the ESM.

4.5 ESM Notified of his Assignment

§ The manager/chief of the lead agency contacts the ESM, notifies him/her
of his/her selection as ESM and asks him/her to stand by for a briefing
from the EOC Commander.
§ The briefing can be given in person, on the telephone, or by radio
depending on the circumstances and degree of emergency.
§ Once appointed, the ESM is seconded from his/her home agency and, for
the duration of his/her appointment, reports directly to the EOC
Commander.

4.6 All Agencies Appoint Own Control Officers

§ Each agency present in the EOC will advise their response personnel at the
scene of the name of the appointed ESM. Site personnel are also to be
advised that the ESM is in overall command of the site activity.

4.7 Agencies Appoint Own Control Officers

§ Each agency advises their senior on-scene person that they now take the
position of Control Officer for their agency.
§ Control officers are advised to report to the ESM for a coordination
conference.
§ Control officers are to maintain a roster of their own agency personnel and
equipment on-site. A copy of that information is to be provided to the
ESM.
§ Control officers attend debriefing after termination and submit a written
report.

4.7.1 ESM Takes Site Command

\$ ESM gathers all control officers together to give/receive briefings on the situation.

\$ ESM conducts own estimate of the situation and, with input from the site control officers, then determines site strategy and tactics.

\$ Sends SITREP to EOC.

\$ Assigns/coordinates tasks amongst on-site agencies.

\$ Determines/approves site layout including:

- \$ inner an outer perimeters
- \$ in/out routes, traffic control points
- \$ ESM Command Post location and security
- \$ Casualty collection post
- \$ Media Information Centre
- \$ Rest Are (including feeding, etc.) And
- \$ Temporary morgue, if necessary.

\$ Produces site drawings, which are delivered by runner to the EOC.

\$ Receives personnel/equipment lists from control officer and keeps them up to date.

\$ Keeps EOC informed regarding progress.

\$ Approves site media statements prior to release by Emergency Public Information Officer.

\$ Determines when sit perimeter should be reduced or expanded.

\$ Keeps accurate ESM log of all events.

\$ Notifies EOC when situation can be terminated.

4.7.2 EOC Takes Overall Command

\$ Determines whether the declaration of a state of local emergency is required and advises Mayor and elected officials accordingly.

\$ If a state of local emergency is declared, the Emergency Public Information Officer has the task of arranging media interviews for the Mayor to make the declaration known to the public.

\$ Immediately advises province of emergency declaration.

\$ Requests Mutual Aid assistance if required.

\$ Conducts long range planning in anticipation of developing events.

\$ Acquires any emergency plan appropriate for the situation.

\$ Keeps accurate log of all EOC events.

\$ Issues direction/guidance to ESM as required.

\$ Provides regular briefings to the elected officials.

\$ Reduces activity when safe to do so.

4.7.3 EOC Declares Situation Terminated

\$ Closes down emergency site(s) when advised by ESM.

\$ Determines if other locations (i.e. Social Service Centres) require continued EOC support.

\$ Advises elected officials of current situation and ensures EPIO updates media.

§ Excuses EOC staff when practical.

4.8 ESM Debriefing and Reporting

§ ESM hosts debriefing of all on-site control officers within 48 hours of the event.

§ Receives written reports from control officers and complies final emergency situation report that includes: action taken, timings, problems encountered, training deficiencies and suggested plan changes.

§ Attends overall debriefing hosted by EOC and submits his/her report.

4.9 EOC Commander Debriefing and Report

§ EOC Commander hosts debriefing of all EOC participants within 48 hours of EOC shut down.

§ EOC participants submit a written report for their agency that includes actions taken, timings, problems encountered, training deficiencies and suggested plan changes.

§ EOC Commander prepares own report summarizing events and actions taken by the EOC.

4.10 Overall EMO Debriefing

§ EMO Coordinator hosts overall debriefing for major players from site and EOC within 72 hours of EOC shut down.

§ ESM and EOC Commander reports are received and a total event report covering an assessment of overall performance is prepared by the EMO and submitted to Council.

5.0 COMMUNICATIONS PLAN

5.1 Purpose

This plan has been prepared in order to achieve the best use of existing communications systems during major emergencies. It also provides for additional systems to be added (i.e. amateur radio) that are otherwise not available.

5.2 Types of Communication

5.2.1 Telephone (Including Cellular and Fax)

(a) Telco System Fully Functional

When the landline telephone system remains fully operational, it will be used to maximum advantage by all concerned.

(b) System Overload

Similar to a roadway traffic jam, this condition is caused by an exceptional number of subscribers trying to use the telephone at the same time. It is expected that system overload WILL occur in a disaster situation. To counter this possibility, a program called "essential services protection" provides for priority dial tone to all those telephone numbers identified on a special list submitted by the Tisdale EMO. It is anticipated that this will provide adequate

phone protection if system overload occurs.

All critical phone numbers are protected in this manner. *Essential Services Protection* requires manual intervention by Sask. Tel.

It is also anticipated that system overloads will occur on both cellular and trunked radio systems due to the limited number of channels available.

(c) System Damage

If the phone system is physically damaged by natural or man-made causes, the degree of damage would dictate the degree of use that could be obtained. The participation of senior Sask. Tel. representative in the Emergency Operations Centre (EOC) will allow us to influence other repair priorities.

The EOC and alternate EOC should be equipped with 6 hard wire telephones plus have the availability of existing telephone systems in those facilities.

A cellular phone is available in the Fire Department/EMO Rescue Vehicle. The number is available in Appendix A at the end of this document.

5.2.2 VHF/UHF Radio Systems

As many of the various agencies that may be requested to respond to a disaster by the Tisdale EMO already have their own VHF/UHF two-way radio systems in place, it would be, for planning purposes, assumed that each agency would continue to use their own frequencies in major emergencies. Based on that assumption, it would be expected that each representative of those agencies assigned to the EOC would be able to supply a radio for communication with their respective agency.

5.2.3 Trunked Radio Systems

Some agencies such as SaskPower, SaskEnergy and Melfort Ambulance have facilities on an 800 MHz trunked radio system (Fleetnet 800). As this system allows each agency to communicate among themselves, it is also capable of letting different groups of users to be able to communicate with each other.

5.2.4 Couriers

There will be occasions when it is neither possible nor desirable to send messages via telephone or radio. In instances of this nature, a written message conveyed by commercial carrier will be used. It should be noted that messages conveyed in this fashion are subject to time delays caused by a number of factors.

5.3 Preferred Methods of Communication

Dependable, clear communication is the glue that holds all the emergency plans together. It is therefore the responsibility of all involved that information given and received be clearly understood. For this reason, radio transmissions in plain language is preferred.

The following means of communication are listed in order of priority with the goals of clarity, dependability and speed being paramount of importance

- 1 Face to face
- 2 Telephone
- 3 Radio
- 4 Courier

5.4 Use of Radio Operators and Radio Codes

Those agencies that use radios on a daily basis have for brevity of transmission, developed their own radio codes. Since these codes vary from agency to agency, it is preferred that each agency with radio equipment bring their own operator so codes do not cause confusion.

If a radio operator is not familiar with these codes, that operator will send all messages in plain language and request the same back.

5.5 Emergency Operations Centre - Communications Plan

(a) Communications Going Out of the EOC

EOC to ESM communications can be conducted by two methods, cellular phone or portable radio: cellular phone preferred.

EOC participants are to keep a written log of all telephone calls of importance, i.e. calls asking for support or assigning tasks, making a major decision, receiving critical information, etc.

Each agency with a two-way radio in the radio room also has contact with their agency headquarters via their radio link.

Messages to be sent out via the radio room will be written on a numbered three-part message form:

- i) first page - goes to the radio operators for transmission and retention in his/her "OUT" log.
- ii) second page - goes into EOC master "OUT" log.
- iii) third page - kept in originator's "OUT" log

Courier messages are prepared on the same form but hand delivered to the recipient.

(b) Communications Coming into the EOC

EOC participants will keep a written log of incoming telephone calls of

major significance.

Incoming radio messages will be written on the three-page message form by the radio operator who receives the message.

- i) first page - goes to the recipient in the EOC and retained in his/her "IN" log
- ii) second page - goes into the EOC master "IN" log
- iii) third page - kept in the radio operator's "IN" log

(c) Communications with Provincial and Federal Governments

Preferred method is by telephone (cellular and landline) or fax.

If the telephone system is damaged, access can be gained via ARES (amateur radio) resources to an unaffected portion of the phone system outside the city.

6.0 IMPLEMENTATION

This Emergency Plan will be implemented in part or in whole, when an emergency has occurred or threatens to occur. Implementation will be authorized by:

- (c) The Mayor and/or Reeves
- (d) In the absence of the Mayor and/or Reeves, the Deputy Mayor and/or Deputy Reeves
- (e) In the absence of the Mayor and/or Reeves and Deputy Mayor and/or Deputy Reeves, the Emergency Coordinator
- (f) Or, by Emergency Response Personnel authorized to act in accordance with this Emergency Plan.

7.0 ORGANIZATIONS AND CONTROL

7.1 Organization

- 7.1.1 Elected Officials
- 7.1.2 Emergency Operations Centre Staff
- 7.1.3 Site Operations Group

7.2 Responsibilities

7.2.1 Elected Officials

- a) Mayor and/or Reeves:
Direct and control the emergency operations at all times. (The presence of Federal and/or Provincial Emergency Response Groups does not alter the Mayor's and Reeves responsibility to direct and control the Emergency Operations within his jurisdiction.
- b) Deputy Mayor and/or Reeves:
 - i) Assume responsibility in the absence of the Mayor and/or Reeve.
 - ii) Participate with the Mayor and/or Reeve in the decision making process.

iii) Assist in the execution of operational control.

7.2.2 Emergency Operations Centre Staff

a) Emergency Coordinator shall:

- i) Direct Emergency Control Group Staff Activities.
- ii) Ensure that all directions from the Mayor and Council are carried out.
- iii) Keep the Mayor and Council informed of developments as they occur.
- iv) Ensure that annual updating of the Attachments to the Emergency Plan.
- v) Ensure that the public is informed annually as to Warning and Evacuation Procedures.
- vi) Ensure that reliable communications are established between on-site commander and the Emergency Operations Centre.

b) Treasurer shall:

- i) Advise the Mayor and/or Reeves and Council on Legislation and procedures.
- ii) Take direction from the Coordinator.
- iii) Maintain financial and other records pertaining to the emergency.

c) Secretary shall:

- i) Keeps minutes of all meetings
- ii) Compiles and files all logs
- iii) Maintains records pertaining to emergency

a) Communications Coordinator shall:

- i) Ensure reliable communications are established between the operations On-Site Commander and the Emergency Control Group
- ii) Coordinate communications procedures.
- iii) Arrange for additional communication resources with SaskTel Telephone System and other public and private agencies and/or organizations.

e) Transportation Coordinator shall:

- i) Develop and maintain a Transportation Resource List.
- ii) Coordinate the transportation of personnel and materials.

f) Welfare Service Coordinator shall:

- i) Develop and maintain Evacuation and Reception Resource Lists.
- ii) Develop Mutual Aid agreements with neighbouring municipalities.
- iii) Coordinate any evacuation effort.

g) Public Affairs Officer shall:

- i) Prepares press releases.
- ii) Facilitates media debriefings.
- iii) Address media inquiries.

- h) Clerks and Other Staff shall:
Perform all duties as may be assigned by the Secretary Treasurer.

7.2.3 Site Operations Group

In general the Site Commander will be the Senior Police Officer, unless circumstances dictate otherwise.

- a) Site Commander shall:
- i) Direct the Emergency Operation at the Emergency site.
 - ii) Keep the Emergency Control Group informed of all operations and requirements at the site.
- b) Police Services shall:
In addition to their normal day-to-day duties:
- i) Act as The Site Commander, unless circumstances dictate otherwise.
 - ii) Initiate Mutual Aid if required.
 - iii) Layout holding areas routes and release points.
 - iv) Provide First Aid if necessary.
 - v) Provide Site containment and access.
- c) Fire Services shall:
In addition to their normal day-to-day duties:
- i) The Site Commander, when circumstances dictate.
 - ii) Assist in the evacuation of people.
 - iii) Initiate Mutual Aid if required.
 - iv) Initiate First Aid if required.
 - v) Provide Fire containment.
 - vi) Provide Casualty extrication.
- d) Emergency Health Personnel shall:
In addition to their normal day-to-day duties:
- i) Evaluate casualty situation.
 - ii) Establish site casualty Triage Centre.
 - iii) Provide first aid on site.
 - iv) Casualty triage and evacuation.
 - v) Establish emergency morgue.

8.0 OPERATIONS

8.1 Policy

The town, villages and Municipalities of the Mutual Aid Area must depend entirely upon its own resources during the initial impact of an emergency.

8.1.1 Provincial and/or Federal assistance will be obtained through established channels only after local resources have been fully committed or when it is clear that local resources will be inadequate.

8.1.2 Initially Municipal Services will respond to an event. If this event is beyond their capability to handle, the On-Site Commander will notify a member of the Emergency Control Group.

8.1.3 The initial member notified will ensure that all available members of the Emergency Control Group are advised.

8.1.4 On implementation of the Emergency Plan, the Emergency Control Centre (Town Office) will be staffed, communications to the emergency site will be established, and the Emergency Control Group will assume full responsibility for control of the emergency.

8.2 Detailed Procedures

8.2.1 For details pertaining to Emergency Procedures, see the following attachments:

| | |
|-----------------------------|-----------|
| WARNING | Section 1 |
| COMMUNICATIONS | Section 2 |
| EVACUATION & RE-ENTR | Section 3 |
| EVACUATION/RECEPTION CENTRE | Section 4 |
| RESOURCE LIST | Section 5 |
| TRANSPORTATION LIST | Section 6 |
| MAPS/DRAWINGS | Section 7 |

WARNING

Warning procedures will be by Radio and TV Stations and telephones to inform the General Public.

1. Emergency Coordinator or senior Emergency Operations Centre member will decide to activate the emergency plan.
2. Evaluation of the situation will determine if the event is outside the capabilities of local resources.
3. Under the direction of the Emergency Coordinator, the Public Affairs officer will prepare an Emergency Declaration. Advice from the Provincial EMO should be sought at this

point.

1. The Mayor or Reeve of the site event will decide to declare a State of Emergency.
2. If a State of Emergency is declared, the Mayor or Reeve of the affected area will sign an Emergency Declaration.
3. The Public Affairs officer will prepare a press release to be approved by the Emergency Coordinator and released via television and radio. Failing the availability of these, media notices will be posted at prominent locations in the affected area.
4. The notice should include:
 - a. Nature of emergency
 - b. Area for which the emergency has been declared.
 - c. Actions to be taken by the general public.
 - d. Actions to be taken by local authorities.
 - e. Special instructions to include location of emergency evacuation centres, route restrictions, emergency treatment centres, volunteer registration centres, etc.
 - f. Time of the next release.

COMMUNICATIONS

S2.0 COMMUNICATION PROCEDURES

S2.1 SYSTEMS

- a) Emergency Site to Emergency Control Centre
(i.e. The Communication coordinator, or in his absence someone designated, will dispatch a two-way radio-equipped vehicle to the emergency site, linking the site with the two-way Radio Base Station located in the Town Hall - Emergency Control Centre).
- b) Telephone Service
(i.e.. Where existing telephone service is or may be inadequate, the Communication Coordinator, or in his absence someone designated, will arrange with the SaskTel Telephone System for the immediate installation of additional telephone instruments, for use by the Emergency Control Group for the duration of the Emergency).
 - a) Ham Radio Service
(i.e. When existing communication services are inadequate, the communications co-ordinator, or in his absence someone designated, will establish the operation of Ham radio equipment that is owned by Tisdale EMO. This resource will be allocated by direction of the Emergency Control Group.

S2.2 INFORMATION

Information release must be precise as to the nature of the emergency, the dangers

involved and the actions to be taken.

a) Public Information

(i.e.. The Public Affairs Officer will advise all local area radio stations that an emergency exists and will confirm arrangements for the dissemination of information to the citizens and general public).

b) Media Information

The Mayor and/or Reeves or his delegated officer (EMO Coordinator) will authorize all information to be released to the News Media.

S2.3 RECORDS

All communications, correspondence and activities will be recorded and retained for future reference. This includes phone and radio logs for all key members of EOC. These will be collected every 24 hours and filed. Minutes of all decision making EOC meetings will be maintained. All incoming and outgoing correspondence will also be filed. (See Documentation and Reports, Appendix 7)

EVACUATION PROCEDURES

GENERAL

In the event it is necessary to evacuate people; Warning, Transportation, and Security procedures must be observed.

WARNING

In addition to the general warning (Section 1) the Emergency Control Group will ensure that:

- a. Precise information is disseminated to the general public, as to danger involved and actions to be taken.
- b. School, Hospitals, Nursing Homes, and Senior Citizens in the affected area are notified directly.
- c. Reception communities notified directly.

TRANSPORTATION AND LODGING

It is anticipated that the majority of people will provide for their own transportation and lodging.

The Emergency Control Group will make arrangements to evacuate persons without transportation and lodging. This will be the responsibility of the Welfare Services Co-ordinator.

SECURITY

During the emergency period requiring evacuation the RCMP will secure the area and provide

route marking and traffic control.

RE-ENTRY

Will be initiated as quickly as possible but not before local and provincial authorities are satisfied all preparations have been made, eg. all essential services.

See Resource List for telephones, transport, etc.

RECEPTION

Reception Procedures

Circumstances in neighbouring communities may necessitate the reception of evacuees by the Town of Tisdale.

To receive and register evacuees and assign them to emergency accommodations.

Evacuation and Reception Centre

1. Tisdale Recplex - Primary
2. Senior Citizen's Centre, 1001-103rd Avenue - Alternate

Welfare Services personnel will be in charge of Reception.

Priority for evacuations will be allocated to casualties, high risk medical cases, the elderly and families with young children.

Section IV

RESOURCE INDEX Contact Numbers

Annex

| | |
|---|---|
| A | Patrols/Graders Crawler Tractor |
| B | Front End Loaders Bob Cat (Loaders) Back Hoes |
| C | Trucks W/Dumps Tow Trucks Fork Lifts |
| D | Feeding - Restaurants Emergency Feeding |

| | |
|---|--|
| E | Lodging: Hotels Emergency Lodging Special Care Homes, Hospital Reception Centres Transportation Environment Manpower |
| F | Other Sources Federal Department of Agriculture |
| G | Fire Services - contact number |
| H | Fuel Supplies |
| I | Ambulance |

RESOURCES

PATROLS/GRADERS

| | | |
|-----------------------------|---|----------|
| R.M. of Barrier Valley #397 | O | 323-2003 |
| R.M. of Bjorkdale #426 | O | 873-2470 |
| | R | 873-4180 |
| R.M. of Connaught #457 | O | 873-2657 |
| | R | 873-2703 |
| Kramer Tractor | O | 873-2613 |
| | R | 873-4366 |
| R.M. of Tisdale #427 | O | 873-2334 |
| | R | 873-4053 |
| Town of Tisdale | O | 873-2681 |
| | O | 873-2033 |

CRAWLER TRACTOR

| | | |
|------------------------|---|----------|
| R.M. of Connaught #457 | O | 873-2657 |
| | R | 873-2703 |
| Kramer Tractor | O | 873-2613 |
| | R | 873-4366 |
| Triple S Construction | O | 873-5995 |
| | R | 873-2011 |

RESOURCES

FRONT END LOADERS

| | | |
|-----------------------|---|----------|
| Triple S Construction | O | 873-5995 |
| | R | 873-2011 |
| Chupa Trenching | O | 873-4400 |
| | R | 873-2427 |
| Town of Tisdale | O | 873-2681 |
| | O | 873-2033 |
| Little's Redi-mix | O | 873-2638 |
| | R | 873-3173 |
| Thomas Trenching | O | 873-7311 |
| | R | 873-3106 |
| Yorks | O | 873-3080 |

BOB CAT (LOADERS)

| | | |
|---------------------------------|---|----------|
| Beeland Cooperative Association | O | 873-4323 |
| Chupa Trenching | R | 873-4400 |
| Thomas Trenching | O | 873-7311 |
| | R | 873-3106 |
| Triple S Construction | O | 873-5995 |
| | R | 873-2011 |

BACK HOES

| | | |
|-----------------------|---|----------|
| Chupa Trenching | R | 873-4400 |
| Town of Tisdale | O | 873-2681 |
| | O | 873-2033 |
| Triple S Construction | O | 873-5995 |
| | R | 873-2011 |

RESOURCES

TRUCKS W/DUMPS

| | | |
|-----------------------|--------|----------------------|
| Chupa Trenching | O | 873-4400 |
| Town of Tisdale | O | 873-2681 873-2033 |
| Triple S Construction | O R | 873-5995 873-2011 |
| Thomas Trenching | O R | 873-7311 873-3106 |
| Littles Redi-mix | O | 873-2638 |

TOW TRUCKS

| | | |
|----------------|--------|----------------------|
| Bow Mar Sales | O | 873-2633 |
| Tisdale Towing | O C | 873-4050 873-0123 |
| Highway Towing | O | 873-5725 |

FORK LIFTS

| | | |
|---------------------------------|--------|----------------------|
| Ace Building Materials | O | 873-4438 |
| Beeland Cooperative Association | O | 873-2628 |
| Kramer Tractor | O R | 873-2613 873-4366 |
| Westeel Industries | O | 873-4531 |

RESOURCES

FEEDING - RESTAURANTS

| | | |
|--------------------------------|---|----------|
| Dairy Queen | O | 873-4100 |
| Bee Hive Hotel | O | 873-4224 |
| Family Restaurant - Zenon Park | O | 767-2244 |
| Gus's | O | 873-2220 |
| Mr. Ribs | O | 878-6555 |
| A & W | O | 873-5070 |
| Beeland Coop | O | 873-2253 |
| Ridgedale Hotel, Ridgedale | O | 277-2081 |
| Tisdale Hotel& PUB | O | 873-2134 |
| Subway | O | 873-2147 |
| The Sweet Cup | O | 873-3303 |
| The Great Wall | O | 873-3232 |

EMERGENCY FEEDING

| | | |
|---|-------------|----------------------------------|
| Ladies Auxiliary, Canadian Legion | O | 873-5292 |
| Kinette Club | R | 873-3177 |
| Lionelle's | R | 873-2106 |
| EMO Feeding Kitchen: Stores in the basement of Civic Centre: Contact EMO Coordinator | R O C | 873-2502 873-2822 873-7791 |
| Salvation Army | O R | 873-2813 873-2510 |

RESOURCES

LODGING: HOTELS

| | | |
|----------------|---|----------|
| Canalta | O | 873-5077 |
| Bee Hive Hotel | O | 873-4224 |
| Park Motel | O | 873-2607 |
| Tisdale Hotel | O | 873-2134 |

EMERGENCY LODGING

| | | |
|------------------------------------|---|----------|
| Recplex | O | 873-2154 |
| Civic Centre | O | 873-2681 |
| For other contact Welfare Services | R | 873-2510 |
| | O | 873-2813 |
| Tisdale Housing Authority | O | 873-2412 |

SPECIAL CARE HOMES, HOSPITAL

| | | |
|------------------------------|---|----------|
| Tisdale Union Hospital | O | 873-2621 |
| New Market Place | O | 873-6550 |
| New Market Manor Level 3 & 4 | O | 873-5828 |
| | R | 873-5259 |

RECEPTION CENTRES

| | | |
|--------------|---|----------|
| Recplex | O | 873-2154 |
| Civic Centre | O | 873-2681 |

RESOURCES

TRANSPORTATION

| | | |
|---------------------|---|----------|
| Tisdale School Unit | O | 873-2701 |
| U. Chabot | R | 873-2026 |

| | | |
|---------------------|---|----------|
| Tisdale School Unit | O | 873-2674 |
|---------------------|---|----------|

ENVIRONMENT

| | |
|---|----------|
| O | 873-2904 |
| R | 873-4324 |

MANPOWER

| | | |
|--------------------|---|----------|
| Tisdale Lions Club | R | 873-5258 |
| | O | 873-2633 |

OTHER SOURCES

| | | |
|-----------------------------|---|----------|
| Dept of Agriculture (Sask.) | O | 873-2693 |
|-----------------------------|---|----------|

| | | |
|--------------------------|---|----------|
| Dept of Highways (Sask.) | O | 873-2153 |
|--------------------------|---|----------|

| | | |
|-------------|---|----------|
| Environment | O | 873-2904 |
|-------------|---|----------|

| | | |
|-------------|---|----------|
| Sask. Power | O | 873-3535 |
|-------------|---|----------|

| | | |
|--------------|---|----------|
| Sask. Energy | O | 873-5599 |
|--------------|---|----------|

| | | |
|-----------|---|----------|
| Sask. Tel | O | 873-2500 |
|-----------|---|----------|

Federal Department of Agriculture

Contagious Animal and Plant Diseases

1.Plant Diseases - John Tatarynoyick

2.Animal Diseases

| | |
|---|----------|
| O | 752-3020 |
| O | 764-6314 |

RESOURCES

FUEL SUPPLIES

| | | |
|-----------------------|---|----------|
| Imperial Oil | O | 873-3541 |
| Petro Canada Ltd. | O | 873-2511 |
| Shell Canada Products | O | 873-2432 |
| Superior Propane Inc. | O | 873-4543 |
| Co-op Cardlock | O | 873-2542 |

RESOURCE EQUIPMENT TABLE INDEX

Annex

- A Fire
- B Police
- C Ambulance
- D Town of Tisdale
- E Rural Municipalities
- F Privately Owned

RESOURCES

FIRE RESOURCES

| | | | |
|--|--|---|----------|
| Village of Bjorkdale | Fire Alarm | O | 886-3000 |
| 1996 Chevrolet c/w 1500 gallon tank and pump with fire equipment | | | |
| 1 Power saw | | | |
| 1 Portable water pump | | | |
| Village of Mistatim | Fire Alarm | O | 889-4455 |
| 1980 GMC c/w 1500 gallon tank and pump with fire equipment | | | |
| Village of Ridgedale | Fire Alarm | O | 277-2081 |
| Truck c/w 1000 gallon tank and pump with fire equipment | | | |
| Village of Zenon Park | Fire Alarm | O | 767-2205 |
| 1978 GMC c/w 1000 gallon tank and pump with fire equipment | | | |
| 1 power saw | | | |
| 3 Scott air packs c/w extra tanks | | | |
| R.M. of Bjorkdale #426 | Fire Alarm | R | 873-5969 |
| | | R | 873-4180 |
| 1975 Truck c/w 1500 gallon tank and pump with fire equipment | | | |
| Town of Tisdale | Fire Alarm | | 911 |
| | | O | 873-2681 |
| | | F | 873-5700 |
| | Fire Chief Cell | R | 873-7044 |
| #1 Unit | 1960 Dodge c/w 1200 gallon tank | | |
| #2 Unit | 1964 Ford c/w 600 gallon tank with fire equipment | | |
| #3 Unit | 1980 Ford c/w 1000 gallon tank with fire equipment | | |
| #4 Unit | 1987 GMC c/w 1500 gallon tank with fire equipment | | |
| 3 Portable power plant | | | |
| 2 Power saw | | | |
| 2 Electric suction fan | | | |
| 1 Stretcher | | | |
| 2 Portable Pumps | | | |

RESOURCES

FIRE RESOURCES (cont'd)

Town of Tisdale (cont'd)

- Unit #1 1996 GMC Top Kick 3 Ton 1000 Gallons**
Rescue Saw
All Tools
Ropes
Extinguishers
Cell Phone # 873-7054
- Unit #2 2002 GMC Crew Cab 1 Ton**
Jaws of Life
Emergency Power generator
4 Flood lights
1 Power saw
10 Scott Air packs c/w spare cylinders
2 Portable fire extinguisher
1 Protection blanket
1 Stretcher
1 First Aid Kit
- Unit #3 1985 Ford 2000 Gallon Tanker**
2 Portable Pumps
- Unit #4 Emergency Rescue Unit #5**
2002 Chevrolet Pickup 4-Door w/enclosed box
S Air bottles
S Blankets
S 2 Scott Air Packs
S Jaws of Life - Spreaders & Cutters
S Jackall
S Ext. Cords
S Lights
S Pry Bars
S Generator (5kw prob.)
S Windshield & Seatbelt Cutters
S Stretchers
S Blocking-Chocks
S 1st Aid Kit

POLICE RESOURCE EQUIPMENT

| | |
|------------------------------------|-----------------|
| Tisdale R.C.M.P. Detachment | 878-3810 |
|------------------------------------|-----------------|

| | | |
|-----------|----------------------------|---|
| Vehicles | Patrol cars with radio | 2 |
| | Patrol car with radio | 1 |
| | Chevrolet Tahoe with radio | 1 |
| Equipment | Portable Radio | 4 |
| | Cell Phones | 3 |
| | Portable Generator (5K) | 1 |

Tisdale R.C.M.P. Forensic Identification Section

| | | |
|-----------|-------------------------------|----|
| Vehicles | Chevrolet AstroVan with radio | 2 |
| Equipment | Flood lights (set of 2) | 2 |
| | Body bags | 12 |

TISDALE AMBULANCE RESOURCE EQUIPMENT

| | |
|------------------------------------|-----------------------|
| Modular Box Style Ambulance | 1 |
| Van Style Ambulance | 1 |
| Automated External Defibrillators | 2 |
| Full Size Patient Stretchers | 3 |
| Spine Boards | 12 |
| Portable E tank Oxygen Tanks | 4 (2 with regulators) |
| Portable Suction Units | 2 |
| Entonex E Tanks with Demand Valves | 2 |
| VHF Scanning Radios | 2 |
| Fleetnet Mobile Radios | 2 |
| Fleetnet Portable Radios | 8 |
| Motorola MSR Repeater | 1 |
| Motorola MT1000 Portables | 4 |
| Ham radio - 2 Meter Portable | 1 |
| Misc. First Aid Supplies | |

TOWN OF TISDALE RESOURCE EQUIPMENT

| <u>Equipment</u> | <u>Quantity</u> |
|---|-----------------|
| 1. 3 tonne dump truck | 3 |
| 2. ½ tonne truck | 3 |
| 3 Steamer | 2 |
| 4 1 tonne service truck equipped with shovel, crowbars, rope, generator, extension cord, cut-off saw, small tools, ladder and a chain saw | 1 |
| 5 Loader with a 3-yard bucket, snow bucket extension and manual lift cage | 1 |
| 6 Back hoe, ½ yard bucket, 14 ft reach, 1 ½ yard front bucket equipped with hydraulic couplers for pump | 1 |
| 7 Track hoe with ¾ yard bucket and 18 ft reach | 2 |
| 8 Skid Steer with 11.6 cubic foot bucket | 1 |
| 9 Sanding Unit, 1 tonne truck and 2 yard cap | 1 |
| 10 Grader | 1 |
| 11 Snow Blower, 8 foot width | 1 |
| 12 Portable Generator, 5500 watts | 1 |
| Portable Generator, 3500 watts | 1 |
| 13 Portable Welder with 110 volt and 120 volt outlets, 10,000 watts | 1 |
| 14 Submersible Pump with hydraulic equipment for 416 hoe, 4 inch quick coupler discharge hoes, cap 250 c.p.m. | 2 |
| 15 Portable Pump | 2 |

RURAL MUNICIPALITIES RESOURCE EQUIPMENT

PRIVATELY OWNED RESOURCE EQUIPMENT

| <u>Equipment</u> | <u>Quantity</u> | |
|---|-----------------|-----------------------|
| Chupa Trenching | O | 873-4400 |
| Front end Loader with 3 yard bucket | 1 | |
| Back hoe, ½ yard bucket, 14 ft reach with 1 ½ yard front bucket | 1 | |
| Skid Steer | 1 | |
| Trucks | | |
| Tandem drive with 10 yard gravel base | 2 | |
| Semi truck with end dump | 1 | |
| Semi truck with belly dump | 1 | |
| Cranes | 2 | |
| SaskTel | | 611 |
| SaskPower | | 1-888-757-6937 |
| Picker Trucks | | |
| Triple S Construction | O | 873-5995 |
| | C | 873-7082 |
| | R | 873-2011 |
| Cat Crawlers | | |
| D8 with winch | 5 | |
| D6 with winch | 2 | |
| Back hoe, wheeled, ½ yard bucket, 16 ft reach | 1 | |
| Track hoe, 2 yard bucket, 21 ft reach | 1 | |
| Semi truck with low bed trailer, 50 tonne capacity | 3 | |

Section V

GLOSSARY OF TERMS

| | |
|--|---------|
| AMATEUR RADIO EMERGENCY SERVICE | (ARES) |
| A national organization of ham radio operators who have volunteered to provide radio communications during major emergencies. | |
| AMBULANCE CONTROL OFFICER | (ACO) |
| The person in charge of all ambulance resources at a major emergency site. | |
| ASSISTANT EMERGENCY SITE MANAGER | (A/ESM) |
| The person appointed as second-in-command to the Emergency Site Manager. | |
| CASUALTY COLLECTION POST | (CCP) |
| A facility set up at an emergency site to collect casualties and triage victims for emergency medical care and transport. | |
| COMMAND POST | (CP) |
| A temporary headquarters set up at an emergency site. | |
| COMMUNICATIONS CONTROL OFFICER | (CCO) |
| The person responsible for managing the communications needs of the Emergency Site Manager at the emergency site. | |
| DISASTER | |
| An event of such dramatic proportions that the Town of Tisdale requires outside assistance for recovery. | |
| DIGITAL VOICE PROTECTION | (DVP) |
| Scrambled radio that ensures voice privacy during transmission. | |
| DUTY OFFICER | (DO) |
| An officer on duty who has been authorized to make decisions when superiors are not present. | |
| EMERGENCY | |
| A “major emergency event” that requires multi-agency coordination, etc., but which can be handled with the resources present in the Town of Tisdale. | |
| EMERGENCY MEASURES ORGANIZATION | (EMO) |
| Unless otherwise stated, EMO refers to Tisdale EMO, a civic department charged with community-level emergency planning in Tisdale. | |

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| EMO COORDINATOR | (EMOC) |
| The person responsible for the EMO departmental operations. | |
| EMERGENCY MEASURES PLANNING COMMITTEE | (EMPC) |
| The working group that prepares plans and conducts major emergency operations in Tisdale. | |
| EMERGENCY MEDICAL TECHNICIAN | (EMT) |
| A person who has successfully passed an examination of qualifications in pre-hospital emergency medical care. | |
| EMERGENCY OPERATIONS CENTRE | (EOC) |
| The centralized command and control facility that coordinates the civic response to a major emergency. | |
| EMERGENCY OPERATIONS CENTRE COMMANDER | (EOC COMD) |
| The person in charge of the EOC...normally the EMO Coordinator, or his designate. | |
| EMERGENCY OPERATIONS CONTROL GROUP | (EOCG) |
| The members of the Emergency Measures Planning Committee who staff the Emergency Operations Centre. | |
| EMERGENCY PREPAREDNESS CANADA | (EPC) |
| The federal department responsible for coordination of the government civilian response to major emergencies in Canada and abroad. | |
| EMERGENCY PUBLIC INFORMATION CENTRE | (EPIC) |
| The location from which major information releases are made. | |
| EMERGENCY PUBLIC INFORMATION DIRECTOR | (EPID) |
| The person responsible for the public information function during major emergencies. | |
| EMERGENCY SITE MANAGER | (ESM) |
| The person appointed to take charge of the coordination of all activity at the emergency site...the Emergency Site Manager is responsible to, and reports directly to, the Emergency Operations Centre Commander. | |
| EMERGENCY SOCIAL SERVICES | (ESS) |
| The function of meeting human needs of food, shelter and clothing as a result of a major emergency. | |

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| ENGINEERING CONTROL OFFICER | (ECO) |
| The person in charge of all engineering resources at a major emergency site. | |
| FIRE CONTROL OFFICER | (FCO) |
| The person in charge of all Fire Department resources at a major emergency site. | |
| POLICE CONTROL OFFICER | (PCO) |
| The person in charge of all Police Service resources at a major emergency site. | |
| PUBLIC INFORMATION OFFICER | (PIO) |
| The person authorized to convey public information to the media at a major emergency site. | |
| REGISTRATION & INQUIRY | (R&I) |
| The function of registering those persons who have been evacuated and advising concerned callers where registered persons can be contacted. | |
| SCRIBE | |
| Record all information, for the coordinator as assigned, in order of occurrence. | |
| SITE INFORMATION OFFICER(S) | (SIO) |
| Usually full time serving members of primary emergency response agencies (i.e. Police, Fire, Ambulance), these persons are given the responsibility of managing media relations at the emergency site; they are expected to maintain contact with the EPID at all times. | |
| SITUATION REPORT | (SITREP) |
| A short, concise format for reporting the current situation. | |
| STANDARD OPERATING PROCEDURE | (SOP) |
| A way of doing things that is used so often or works so well that it becomes the way it is always expected to be done. | |

EMERGENCY PLAN DISTRIBUTION LIST

1. Mayor, Tisdale
2. Mayor, Bjorkdale
3. Mayor, Mistatim
4. Mayor, Ridgedale
5. Reeve, R.M. of Bjorkdale, No. 426
6. Reeve, R.M. of Connaught, No. 457
7. Reeve, R.M. of Tisdale, No. 427
8. Reeve, R.M. of Barrier Valley, No. 397
9. Mutual Aid Co-ordinator
10. Deputy Mutual Aid Co-ordinator
11. Secretary Treasurer
- 12-27. Councillors of Control Committee
28. R.C.M.P. Tisdale Detachment
29. Fire Control
30. Tisdale Union Hospital
31. Public Works
32. Transportation
33. Welfare, Salvation Army
34. Department of Agriculture, Tisdale
35. SaskPower, Tisdale
36. SaskEnergy, Tisdale
37. SaskTel, Tisdale
38. Tisdale Ambulance
39. Saskatchewan EMO