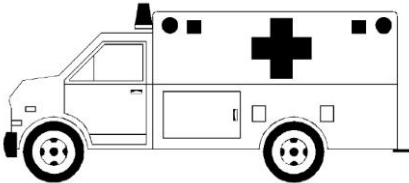
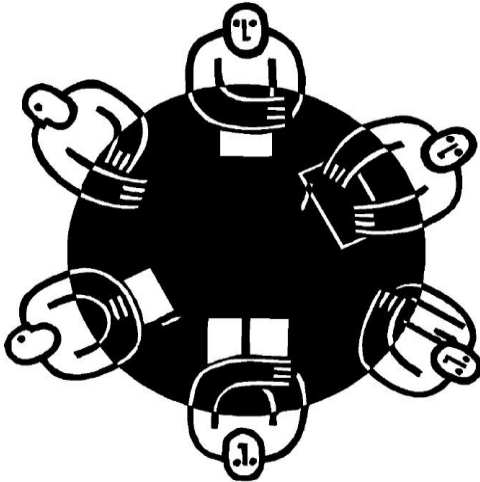
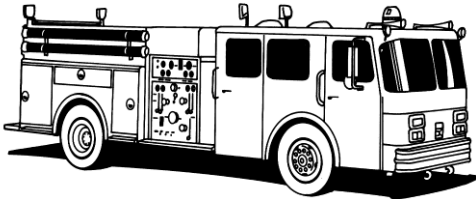


*CITY OF MELFORT*

# EMERGENCY PLAN



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# AMENDMENT RECORD

Date Issued:	Change Description:	Amended By:	Date Filed:

# DISTRIBUTION LIST

1	Emergency Operations Center – Main Kit
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50	Sask Emergency Management and Fire Safety – Regina

# INTRODUCTION & APPROVAL

The contents of this Emergency Plan provide guidance for the City of Melfort to respond effectively to a disaster or major emergency.

This document will not prevent or reduce the possibility of a 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).

---

Mayor, City of Melfort

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Date

## 1. AIM

The aim of this plan is to provide a mechanism to handle any major emergency that threatens the health, safety and welfare of the citizens of the City of Melfort.

## 2. EXCEPTION

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

This Emergency Plan is authorized in accordance with:

- Bylaw No. 72-2 of the City of Melfort dated the 1st day of May, 1972.
- The Province of Saskatchewan legislation - *The Emergency Planning Act*.

## 4. EMERGENCY DEFINITION

- a. An emergency is defined as any abnormal or unique event which occurs with some degree of surprise to demand unusual, extensive and demanding response effort, however caused, which has resulted in or may result in:
  - The loss of life.
  - Serious harm or damage to the safety, health or welfare of people.
  - Widespread damage to property or the environment.
  - A **major emergency** is a further escalation with the potential to exceed the community's emergency response capabilities and will require resources from other communities and the province.
- b. A Hazard Analysis has determined that the five most likely major emergencies that could occur within the City of Melfort are:
  - Dangerous Goods/Chemical Spill
  - Tornado/Windstorm
  - Transportation – Rail Disaster
  - Blizzard
  - Major Gas Line Break

## 5. EMERGENCY PLAN ACTIVATION AND FANOUT PROCESS

- a. 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 responder is to contact 9-1-1 dispatch, which will notify the EMO Co-ordinator. In the co-ordinator's absence, 9-1-1 will contact the Alternate EMO Coordinator or the City Manager.
- b. Where the threat of an impending emergency exists, all or the appropriate members of the EOC Control Group will be notified and placed on standby, pending further instructions.
- c. The EMO Co-ordinator, upon consultation with the responding department official and the City Manager, will initiate the **EMERGENCY NOTIFICATION DIRECTORY** (per Appendix Section 32, Page 30). The co-ordinator or his/her alternate will contact the Support Services Co-ordinator and his/her alternate to initiate the fanout list. When contacting primaries or their alternates, the support services team is to record the time contact was made, whether the member can respond and the estimated time of arrival. This action will activate the Emergency Plan and these primaries will become the Emergency Operations Centre Control Group.
- d. 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 – location to be determined by EMO Co-ordinator in consultation with key emergency and EOC Control Group officials.
- e. Alternates will assume the role of 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

- a. 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.
- b. The taking of extraordinary action, by responding department personnel, constitutes implementation of this Emergency Plan.

## 7. LOCAL EMERGENCY DECLARATION

- a. If the magnitude of the emergency requires action beyond the responding department's normal procedures, the EOC Control Group will recommend to the Mayor, or designated alternate, that a “**LOCAL EMERGENCY DECLARATION**” be made.
- b. This declaration will be in accordance with *The Emergency Planning Act*, Section 20. In the declaration of a local emergency the following information shall be identified:
  - The nature of the emergency.
  - The area(s) of the municipality in which the emergency exists.
- c. Upon such declaration, the Mayor or his/her designated alternate will notify:
  - The City Council.
  - The population affected by the emergency.
  - Sask Emergency Management and Fire Safety at (306) 787-9563, and (306) 787-1694 FAX.
  - Neighbouring municipal officials, as required.

**NOTE:** For example declarations and public announcements see:

- **LOCAL EMERGENCY DECLARATION** Appendix Section 33, Page 32.

- **PUBLIC ANNOUNCEMENT – STATE OF LOCAL EMERGENCY DECLARATION**  
Section 34, Page 33.

**8. EXPIRY, RENEWAL AND CANCELLATION OF LOCAL EMERGENCY**

- a. 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;
- The Mayor or designated alternate.
  - The City Council.
  - See: *The Emergency Planning Act*, Section 22, for details  
<http://www.qp.gov.sk.ca/documents/English/Statutes/Statutes/E8-1.pdf>

**9. EMERGENCY OPERATIONS CENTRE (EOC)**

- a. 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).
- b. The EOC will be 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.
- c. While it is operational, the EOC must be made secure from intrusion of and interruption by any one NOT directly related to the response effort.
- d. EOC Control Group officials will record all key decisions i.e., resource expenditures, agency activities and communications in an EVENT LOG (see Appendix Section 42, Page 45 for example). As well, a designated “scribe” will be available to perform the log-keeping function on behalf of the EOC Control Group. 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, much more.
- e. During an alert, there is a need to keep specific agencies informed regarding the situation. The mechanism to be used is called a SITUATION REPORT (Appendix Section 43, Page 46). A SITREP is a short, concise report that is compiled for each agency and forwarded to the EOC by the fastest possible means – normally by fax, phone, e-mail or radio.
- f. 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 EOC Commander will establish frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members time to carry out their individual responsibilities.
- g. Impacted community or area of emergency will determine the EOC location (primary and/or secondary) as follows:

Primary	Melfort City Hall	202 Burrows Avenue West	(306)752-5911
1 <sup>st</sup> Alternate	Melfort Fire Hall	300 bl. Sask. Avenue West	(306)752-5253
2 <sup>nd</sup> Alternate	Evangelical Covenant Church	510 Park Avenue East	(306)752-4545

- h. Maps and status boards will be prominently displayed and kept up to date by the EMO Coordinator.

**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**

- a. 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.
- b. This group, known as the Emergency Operations Centre Control Group (EOC Control Group), consists of, in whole or in part, the following municipal and/or provincial representatives:
  - EOC Commander
  - Emergency Measures Co-ordinator
  - Fire Department
  - RCMP
  - Public Information Officer
  - Public Works
  - Transportation
  - Communications
  - Emergency Social Services – municipal representative (the provincial reps will remain active at the planning level only, unless directed by the province to participate in an emergency)
  - Health
  - Support Services
  - Finance, Human Resources
  - Sask Emergency Management and Fire Safety (non-municipal authority)
  - Scribe(s)
- c. Additional personnel called or added to the EOC may include clerical or support staff, liaison staff from provincial or federal departments, and/or any other officials, experts or representatives deemed necessary by the EOC Control Group.
- d. The Control Group may function with only a limited number of persons depending upon the emergency. While the EOC may not require the presence of all the people listed, all members of the EOC Control Group must be notified.

## 11. RESPONSIBILITIES – EOC CONTROL GROUP

- a. Determine that an emergency exists within a designated geographical area or the entire community as the case may be, and advise the Mayor or designated alternate when a **LOCAL EMERGENCY DECLARATION** is recommended.
- b. Determine that a local emergency no longer exists and recommend to the Mayor or designated alternate that he/she declares the local emergency terminated.
- c. Ensure that an Emergency Site Manager (ESM) is appointed, that all personnel on site are advised of the appointed ESM and that the ESM is in overall command of the site activity.
- d. Ensure functional communication links are established between EOC and the emergency site.
- e. 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.
- f. Ensure that pertinent information regarding the emergency is promptly forwarded to the Public Information Officer for dissemination to the media and public.
- g. Order, co-ordinate and/or oversee the evacuation of inhabitants considered to be in danger.
- h. 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 the local authority area of responsibility.
- i. Arrange for services and equipment from local agencies not under municipal control i.e. private contractors, volunteer agencies, and service clubs.
- j. 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.
- k. Determine if additional volunteers are required and if appeals for volunteers are warranted.
- l. Determine the need to establish a special advisory group(s) and/or sub-committee(s) (i.e., CANUTEC, Transport Canada).
- m. Authorize expenditures of money required to deal with the emergency.
- n. Notify the service, agency or group under their direction, of the termination of the emergency.
- o. Participate in the debriefing following the emergency and submit an Agency Response Report to the EMO Coordinator within thirty (30) days of termination of 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**

- a. Ensure that the City of Melfort Emergency Plan is activated and the mitigation phase is under way.
- b. On recommendation of the EOC Control Group, declare a local emergency exists within the designated area as per the definition described in – Section 7 page 7 – LOCAL EMERGENCY DECLARATION.
- c. Notify Council, the population affected and Sask Emergency Management and Fire Safety of the declaration, see:

**LOCAL EMERGENCY DECLARATION** Appendix Section 33, Page 32.

**PUBLIC ANNOUNCEMENT – STATE OF LOCAL EMERGENCY DECLARATION**  
Section 34, Page 33.

- d. Upon the local emergency declaration, do all acts and take all proceedings that are reasonably necessary to meet the requirements of the emergency.
- e. Approve the expenditure of funds to meet the requirements of the emergency.
- f. In concert with the Public Information Officer, confirm a schedule of press releases.
- g. Ensure the members of council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation.
- h. On recommendation of the EOC Control Group, declare that the emergency has terminated. Note: Council may also terminate the emergency, see:
  - Section 28, Page 27 – TERMINATION OF A LOCAL EMERGENCY DECLARATION.
- i. Maintain a record of all action taken.

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### 13. RESPONSIBILITIES – EOC COMMANDER

- a. Authorize activation of the City of Melfort Emergency Plan in whole or in part.
- b. Consult with the EMO Co-ordinator concerning the activation of Emergency Operation Centre and the implementation of the emergency notification process. The Support Services Co-ordinator, in co-ordination with the Alternate Support Services Co-ordinator, are responsible for the activation of the fanout list, see:
  - **EMERGENCY NOTIFICATION DIRECTORY**(Appendix Section 32, Page 30).
- c. Co-ordinate and direct as required all emergency response or support activities within the Emergency Operations Centre.
- d. Advise the Mayor and Council on legislation and procedures.
- e. Approve, in conjunction with the Mayor, major announcements and media releases prepared by the Public Information Officer, in consultation with the EOC Control Group.
- f. Co-ordinate response activities as required with outside agencies, neighbouring municipalities and the provincial authorities.
- g. Call out additional community staff to provide assistance, as required.
- h. Ensure the continuity of day-to-day services to the unaffected portion of the community.
- i. Maintain a record of all action taken.

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#### 14. RESPONSIBILITIES – EMERGENCY MEASURES CO-ORDINATOR

- a. Activate the emergency notification system by contacting the Support Services Co-ordinator and advising of the situation and the location of the EOC. The Support Services Co-ordinator, in co-ordination with the Alternate Support Services Co-ordinator, will then activate the fanout list, see:

- **EMERGENCY NOTIFICATION DIRECTORY**(Appendix Section 32, Page 30).

- b. Activate the Emergency Operations Centre (EOC) and assume the role of Emergency Operations Officer.
- c. Co-ordinate all EOC activities, including the scheduling of regular meetings.
- d. Open the master event record and ensure that it is maintained for the duration of the emergency.
- e. Provide technical assistance about the Emergency Plan, its procedures and resources.
- f. Keep the EOC Commander and Mayor informed of developments, as they occur.
- g. Ensure all directions from the Mayor and Council are carried out.
- h. Prepare and maintain annually EOC “Hasty Kits”. Kits to include current Emergency Plan, maps, relevant Standard Operating Procedures documents, pad board material, log sheets, pens, paper, etc. complete with inventory list.
- i. Maintain a record of all action taken.
- j. Compile Agency Response Reports into a final report to Council within sixty (60) days of termination of the emergency.

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## 15. RESPONSIBILITIES – SUPPORT SERVICES COORDINATOR

- a. Upon authorization from the EMO Coordinator and in coordination with the Alternate Support Staff Coordinator, activate the emergency fanout list, see:

- **EMERGENCY NOTIFICATION DIRECTORY** (Appendix Section 32, Page 30).

When contacting primaries or alternates, record the time contact was made, when the member can respond and their ETA.

- b. Report to the EOC and advise members of the EOC Control Group on all matters related to support services within the EOC and the general office.
- c. Coordinate the provision of support services to the EOC; for example: photocopying, scribes, computer support, etc.
- d. Provide assistance to the EOC Commander and Coordinator, as well as other EOC members as necessary, during an emergency.
- e. Call out additional office staff to provide assistance, as required.
- f. Maintain a record of all action taken.
- g. Responsible for retention and maintenance of all records following an incident.
- h. Continually update the City of Melfort Emergency Plan.

**16. RESPONSIBILITIES – FIRE DEPARTMENT**

- a. Activate the emergency notification system by dialing 9-1-1 Dispatch who will contact the EOC Co-ordinator.
- b. 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.
- c. Provide or become the Emergency Site Manager, as required.
- d. Direct and control all fire fighting operations within community.
- e. Direct and co-ordinates search and rescue operations.
- f. Establish an ongoing communications link with the senior fire official on the emergency site.
- g. Determine if additional or special equipment is needed and recommend possible sources of supply (i.e. breathing apparatus, protective clothing, etc.).
- h. Provide assistance to other municipal departments and agencies and contribute to non-fire fighting operations if necessary, (i.e. rescue, first aid, casualty collection, evacuation, etc.).
- i. Maintain a record of all action taken.

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**17. RESPONSIBILITIES – RCMP**

- a. Activate the emergency notification system by dialing 9-1-1 Dispatch who will contact the EOC Co-ordinator.
- b. 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.
- c. Ensure that outer perimeters are established at the site and are in accordance with Emergency Site Management (ESM) practices.
- d. Ensure that a system of traffic control is in place to facilitate the movement of emergency vehicles to and from the emergency site.
- e. Ensure that a measure of crowd control and if necessary, crowd dispersal is initiated in order to maintain the integrity of the emergency site.
- f. Assume a lead agency role in the planning and conduct of an evacuation and post-evacuation security.
- g. Provide assistance to the coroner.
- h. Provide assistance to ground search and rescue.
- i. Maintain a record of all action taken.

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**18. RESPONSIBILITIES – EMERGENCY SITE MANAGER (ESM)**

- a. Move to the emergency site and establish a Command Post and operate under authority of the EOC Control Group.
- b. 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 four hours).
- c. Ensure that inner and outer perimeters are established and manned, and all access routes are identified and protected.
- d. Establish a communications link with the EOC and provide regular updates on the progress of response activities.
- e. Hold regular meetings with the “on-site” emergency responders to exchange information on the progress of the response activities.
- f. Determine if resources are adequate and forward requests for extraordinary resources from “on-site” emergency responders to the EOC.
- g. Approve all information prepared for release to the media prior to its release.
- h. Maintain a record of all action taken.

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## 19. RESPONSIBILITIES – PUBLIC WORKS

- a. Report to the EOC and advise the members of the EOC Control Group on all matters related to the community's potable water supply, sanitary and storm sewer systems, parks and recreation facilities, road conditions, safety, and engineering resources.
- b. Establish liaison with SaskPower, SaskEnergy and SaskTel for information on service status.
- c. Provide personnel and material resources in support of emergency operations.
- d. Assess the need for and when necessary arrange for the delivery of temporary sanitation facilities.
- e. Assess the need for and provide sources of potable water in accordance with the requirements of the Medical Health Officer.
- f. Ensure the community's roads are open and accessible to emergency response services.
- g. Establish liaison with the Department of Highways for information on provincial roads and highways.
- h. Advise the EOC Control Group when sustained damage to structures exceeds safe limits and arrange for demolition when authorized to do so.
- i. 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.
- j. Establish priorities for the restoration of the community's roads, sewer or water systems damaged as a result of the emergency.
- k. Establish priorities in co-operation with the power, gas and telephone utilities for the restoration of service damaged as a result of the emergency.
- l. Provide discretionary assistance in search and rescue under the direction of the Fire Chief.
- m. Make available resource lists of engineering related vehicles, equipment, supplies and contractors.
- n. Provide assistance during the post-emergency phase with cleanup, repairs, etc. where there is municipal responsibility.
- o. Maintain a record of all action taken.

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**20. RESPONSIBILITIES – PUBLIC INFORMATION OFFICER**

- a. Activate the Emergency Public Inquiry and Media Centre, located in the City Hall Council Chambers, and direct operations within the centre.
- b. Consult with the EOC Control Group to establish a schedule for media briefings.
- c. Issue to the media for publication, approved emergency related information and contact telephone number(s) for the emergency public inquiry lines.
- d. Front all media requests for information.
- e. Prepare news bulletins and releases on behalf of and with the approval of the EOC Control Group.
- f. Monitor media releases and keep the EOC Control Group informed on the level of accuracy of the broadcasts.
- g. Inform the EOC Control Group of any significant information received by the Emergency Public Inquiry Centre.
- h. Maintain a record of all action taken.

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**21. RESPONSIBILITIES – HUMAN RESOURCES**

- a. Report to the EOC and advise the EOC Control Group on all matters related to the requesting and utilization of volunteer workers.
- b. Co-ordinate requests for volunteers on behalf of the EOC Control Group.
- c. Select a site(s), staff, and manage any Volunteer Registration Centre required to support the emergency.
- d. Register and maintain a work record of individuals employed during the emergency and/or post-emergency phases.
- e. Ensure that each person employed receives an identification card for feeding, transportation and other purposes.
- f. Arrange for the transportation of workers from the registration centre to a job site or from one job site to another, as required.
- g. Maintain a record of all action taken.

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**22. RESPONSIBILITIES – TRANSPORTATION**

- a. Report to the EOC and advise members of the EOC Control Group on all matters related to the transport of people.
- b. Assume direction and control over all means of transportation used in response to the emergency.
- c. Provide transportation in any form available for the movement of casualties, residents of nursing homes and homes for the aged, chronic care facilities or evacuees from populated areas.
- d. Ensure supply of qualified drivers to meet the demands of the emergency.
- e. Establish liaison as required with area representatives of the public transportation industry, (i.e., taxi, bus, airline, etc.).
- f. Make available a list of vehicles and fuel suppliers.
- g. Maintain a record of all action taken.

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**23. RESPONSIBILITIES – COMMUNICATIONS**

- h. Report to the EOC and advise members of the EOC Control Group on all matters related to emergency communications.
- i. Ensure that a communication link is established between the EOC Control Group and the Emergency Site Manager (ESM).
- j. Provide, control and maintain any and all amateur radio technologies and systems deemed necessary to respond to the emergency.
- k. Ensure qualified amateur radio operators are readily available to meet the demands of the emergency.
- l. Establish and provide (or recommend) a useable multi-page “message form” including a logging process suitable for transmitting, receiving and tracking all outbound and inbound communications during an emergency event.
- m. Make available a list of amateur radio technologies and systems accessible to the local club including the number of qualified operators, as required.
- n. Maintain a record of all action taken.

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**24. RESPONSIBILITIES – FINANCE**

- a. Keep a running record of the cost of the emergency response.
- b. Monitor operation expenses and recommend ways to cut unnecessary cost (i.e., the release of unnecessary stand-by resources).
- c. Begin, as soon as possible, the process of emergency relief funding from other sources (i.e., provincial).
- d. Maintain a record of all action taken.

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**25. RESPONSIBILITIES – EMERGENCY SOCIAL SERVICES – MUNICIPAL AUTHORITY**

- a. 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 within community and/or volunteer workers assigned to assist as a result of the emergency.
- b. Provide as required emergency feeding, lodging, registration and inquiry, for people evacuated within but not removed from community.
- c. Provide as required emergency food services and a suitable rest area for volunteer workers – separate from evacuees, if possible,
- d. Designate reception centres and lodging facilities to be opened when the evacuation of residents within community is necessary.
- e. Open, staff, supply and manage all reception centres and lodging facilities.
- f. Request the Communications Officer to establish communication lines to meet the needs of the Emergency Social Services Officer.
- g. Maintain a record of all action taken.

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**26. RESPONSIBILITIES – SOCIAL SERVICES – PROVINCIAL AUTHORITY**

- a. 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.
- b. Provide as required emergency feeding, clothing, lodging, registration and inquiry, and personal services.
- c. Designate reception centres and lodging facilities to be opened when the evacuation of residents is necessary.
- d. Open, staff, supply and manage all reception centres and lodging facilities.
- e. Direct and co-ordinate the support activities of other local area and provincial welfare agencies.
- f. Call out, direct and co-ordinate the emergency support activities of social services related volunteer agencies.
- g. Request the Communications Officer to establish communication lines to meet the needs of Social Services.
- h. Maintain a record of all action taken.

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**NOTE – responsibilities identified for (non-municipal) agencies i.e. Social Services, Health and Sask. Environment are PROBABLE, meaning implied and assumed. Participation of and by these agencies must be approved through the appropriate channels. Contact Sask Emergency Management and Fire Safety for details.**

## 27. RESPONSIBILITIES – HEALTH

- a. Activate the health unit's Emergency Plan.
- b. Report to the EOC and advise the EOC Control Group on all matters of public health and on any remedial action necessary and/or already initiated
- c. Provide liaison and co-ordination of activities with and between all health care giving facilities and the ambulance service as required.
- d. Prepare for release to the public, information on related health hazards.
- e. Provide liaison with the Saskatchewan Health and Ambulance Service representatives to ensure the co-ordination of evacuation and resource needs.
- f. Direct the response to disease related emergencies such as epidemics in accordance with Saskatchewan Health policies.
- g. Provide the authority for the evacuation of premises, where there is reasonable and probable grounds that a health hazard exists.
- h. Co-ordinate the care of bedridden and invalids at home within the emergency area and in evacuation centres.
- i. Oversee water quality checks and arrange with the City of Melfort Works & Utilities Department for an alternate supply of potable water and sewage disposal.
- j. Co-ordinate with Social Services regarding the status of inspections in reception centres and the provision of medical attention to evacuees.
- k. Co-ordinate with the District Coroner and provide resource support as required.
- l. Co-ordinate the provision of qualified debriefers for the conduct of critical incident stress debriefing and/or post-distress assessment.
- m. Maintain a record of all action taken.

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**NOTE – responsibilities identified for (non-municipal) agencies i.e. Social Services, Health and Saskatchewan Environment are PROBABLE, meaning implied and assumed. Participation of and by these agencies must be approved through the appropriate channels. Contact Sask Emergency Management and Fire Safety for details.**

## **28. TERMINATION OF A LOCAL EMERGENCY DECLARATION**

- a. Upon Termination of the local emergency, the Mayor or designated alternate will notify:
- The City Council.
  - The population affected by the emergency.
  - Sask Emergency Management and Fire Safety at (306) 787-9563, and (306) 787-1694 FAX.
  - Neighbouring municipal officials, as required.

## **29. POST EMERGENCY DEBRIEFING EXERCISE**

- a. 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.
- b. The debriefing format will be (with full respect to individual agency confidentiality guidelines):
- What “in my agency” worked well, identify three (3) actions.
  - What “in my agency” did NOT work well identify three (3) actions.
  - What can “my agency” change or do better – for the NEXT TIME?
- c. The intent of the 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.

## **30. POST EMERGENCY REPORT FORMAT**

### **a. AIM**

- 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.

### **b. FORMAT**

- General – a brief description of the disaster or emergency.
- Emergency Response Organization – describe the EOC Control Group structure and/or indicate the extent of agency involvement in terms of personnel or response structure that functioned in an emergency capacity.
- Sequence of Events – in chronological order, list significant agency actions and events.
- Emergency Costs (if applicable and available) – outline the costs incurred by the community during the emergency includes clean-up costs.
- 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.

c. **ATTACHMENTS**

- 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.

d. **PROCEDURES**

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

# APPENDIXES & ATTACHMENTS

## 31. COMMUNITY PROFILE

The City of Melfort, located 90 km east of Prince Albert and 178 km northeast of Saskatoon, is situated in east central Saskatchewan's parkland belt surrounded by the famous black loam of the fertile Carrot River Valley. Here, agriculture has been the number one industry since the first settlement days in 1892. Melfort was incorporated as a village in 1903, achieved town status on July 1, 1907, and became Saskatchewan's 12<sup>th</sup> city on September 2<sup>nd</sup>, 1980. Melfort is located at the intersection of provincial highway nos. 3, 6 and 41 and is serviced by an airport with a 3,000 foot paved runway with lights.

Melfort is known as the "City of Northern Lights" because of the spectacular aurora borealis seen in the night skies for much of the year. The new Northern Lights Palace offers spectacles of another sort. With its large multi-purpose arena and indoor leisure wave pool, water slide, whirlpool, sauna and swimming lanes, the complex is the focal point of recreational facilities for north eastern Saskatchewan. In today's stressful world of fast-pace living, Melfort offers a refuge – a refuge from excessive crime, traffic tie-ups and anonymity. It is a city big enough to offer most of the services that are found in a large city, yet Melfort hasn't grown to the point where the citizen is just a statistic or a face in the crowd.

Melfort is located in one of the richest, most productive farmland areas in Canada. Melfort is a leading agricultural service centre, with most industries in the City being agriculturally related. These include meat processing, feed mills, seed cleaning plants, the manufacture of farm chemicals and the largest grain storage capacity in North East Saskatchewan. The sale and service of agricultural equipment and supplies is a key component of the retail sales in the City. As the hub of northeast Saskatchewan, Melfort serves a strong trading area population of 60,000. Services required for its residents, rural neighbours and travelling public are readily available from the merchants either in the downtown core, along the highway corridors, or in the three malls

Melfort prides itself on a fine educational system. Facilities include 4 public elementary schools, Melfort & Unit Comprehensive Collegiate and a Community College, which provides a variety of educational opportunities for adults in the area. Cumberland Community College also offers a full range of first and second year Arts and Science classes from the University of Saskatchewan.

Tourism is a major industry with an estimated 9 million dollars spent annually in Melfort and area by travellers. Just twenty minutes north we have some of the best Walleye fishing in the province, downhill skiing, cross country skiing and houseboats at Wapiti Valley Regional Park. Located on the banks of the Saskatchewan River, this facility is a major attraction for tourists from all parts of Canada and the United States, providing both winter and summer recreation. As the gateway to the Hanson Lake Road, the City of Melfort is just minutes away from some of Mother Nature's greatest handi-works – forest, lakes and beaches.

### **32. EMERGENCY NOTIFICATION DIRECTORY**

Due to privacy issues, the emergency notification directory will not be published online.

Due to privacy issues, the emergency notification directory will not be published online.

33. LOCAL EMERGENCY DECLARATION

**Local Emergency Declaration**

I \_\_\_\_\_, \_\_\_\_\_ of the City of Melfort,  
(Local Authority's Name) (Local Authority's Title)

pursuant to Section 20 of *The Emergency Planning Act*, declare that a **STATE OF LOCAL**

**EMERGENCY** exists or may exist due to \_\_\_\_\_ -

\_\_\_\_\_  
(Briefly Describe Nature of Emergency)  
\_\_\_\_\_.

The area of \_\_\_\_\_ is impacted. Evacuations  
(Location within Municipality)

\_\_\_\_\_  
(Identify Status of Local Evacuation)

\_\_\_\_\_  
(Signature of Local Authority) (Date and Time)

For Additional Information telephone: \_\_\_\_\_

Notify Sask Emergency Management and Fire Safety at (306) 787-9563  
and FAX copy to (306) 787-1694



### 34. PUBLIC ANNOUNCEMENT – STATE OF LOCAL EMERGENCY DECLARATION

(Suggested format, use all or part)

The Council of the City of Melfort has declared a State of Local Emergency exists or may exist in the

\_\_\_\_\_ due to  
(Location within Municipality)

\_\_\_\_\_ threat.

(Briefly Describe Nature of Emergency)

**The public is advised that, for the duration of the emergency, the local authority may take any action it deems necessary to deal with the situation.**

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, lodgings and personal services will be made available at the reception centre.

Transportation (if necessary) will be provided by \_\_\_\_\_ call  
\_\_\_\_\_ for pick-up details.

Community members will be evacuated to the \_\_\_\_\_ centre in the community of  
\_\_\_\_\_ (if using personal vehicle 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 or Alternate)

### 35. NOTICE TO EVACUATE WILL BE GIVEN BY

- a. RCMP, Fire Department and/or Ambulance loud-hailers.
- b. Radio Broadcast.
- c. Telephone.
- d. Door to Door.

### 36. GENERAL INFORMATION FOR EVACUEES

Community members are asked to bring only one (1) fifteen (15) pound travel bag of essential items per family member. Suggested list of items to pack:

- One (1) change of clothes for each family member.
- Medication – pills, prescription drugs, lotions and/or ointments (include medical appliances).
- Identification for all family members – Health Cards, Birth Certificates, etc.
- Infant care needs – formula, diapers, bottles, and one toy.
- Personal hygiene items (toothpaste, tooth brushes, soap, etc.).
- Money.
- Pets (dependent on the urgency of the emergency).

### 37. RE-ENTRY GUIDELINES

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:

- Health facilities
- Seniors facilities
- Alternate accommodations available if homes are damaged
- Ambulance service
- Fire fighting services
- Mail service
- Water and sewer
- Power and telephone
- Food and personal supplies available in stores
- Medical supplies
- Adequate vehicle fuel and service

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

**38. EMERGENCY SERVICE GUIDE**

a. Accommodations

|                         |              |
|-------------------------|--------------|
| Carra Valla Inn         | 306-752-2828 |
| Bluebird Hotel          | 306-752-5961 |
| Canalta Hotel – Melfort | 306-752-4242 |
| Canalta Hotel – Tisdale | 306-873-5077 |

b. Airport

|                                 |                |
|---------------------------------|----------------|
| Agro Aviation – Melfort Airport | 306-752-5554   |
| NAV Canada                      | 1-800-876-4693 |

c. Ambulance Service

|                                 |                                                |
|---------------------------------|------------------------------------------------|
| Air Ambulance Service           | 1-888-782-8247                                 |
| Melfort Ambulance – Emergencies | 9-1-1                                          |
| Melfort Ambulance – Office No.  | 306-752-4395                                   |
| STARS                           | 306-242-0200 (S'toon)<br>306-564-7900 (Regina) |

d. Boats & Marine

|                            |              |
|----------------------------|--------------|
| Mel-City Sales (1979) Ltd. | 306-752-5176 |
| Pines Power Sports Marine  | 306-752-2159 |
| Thomas Motors              | 306-752-5663 |

e. Building & Hardware Supplies

|                                        |              |
|----------------------------------------|--------------|
| Home Hardware                          | 306-752-3355 |
| Prairie North Co-operative Association | 306-752-2555 |
| Northland Lumber                       | 306-752-3366 |
| Canadian Tire                          | 306-752-7277 |

f. Clergy

|                                             |                              |
|---------------------------------------------|------------------------------|
| All Saint's Anglican Church                 | 306-752-5155 or 306-752-3266 |
| Church of Jesus Christ of Latter-Day Saints | 306-752-5409                 |
| Emmanuel Baptist Church                     | 306-752-9690 or 306-921-6040 |
| Broadway Family Fellowship Church           | 306-752-2584                 |
| Melfort Evangelical Covenant Church         | 306-752-4545                 |
| Melfort United Church                       | 306-752-2288                 |
| Melfort Free Methodist Church               | 306-752-4550                 |
| Jehovah's Witnesses                         | 306-752-5122 or 306-863-4341 |
| Northeast Christian Fellowship              | 306-752-3030                 |
| Park Avenue Bible Church                    | 306-752-2413                 |
| Roman Catholic Parish                       | 306-752-5518                 |
| St. James Presbyterian Church               | 306-752-5321                 |
| St. Paul's Lutheran Church                  | 306-752-2332                 |
| Salvation Army                              | 306-752-5365                 |
| Ukrainian Catholic Church                   | 306-763-5597                 |

g. Contractors

|                                 |              |
|---------------------------------|--------------|
| Armstrong Trucking & Excavating | 306-752-2751 |
|---------------------------------|--------------|

The City of Melfort - Emergency Plan

|                             |                              |
|-----------------------------|------------------------------|
| Hole Works Trenching        | 306-921-8189                 |
| McKee Excavating & Trucking | 306-752-2320                 |
| Murphy Excavating           | 306-921-5649 or 306-752-5649 |
| Sterner (George) Trucking   | 306-752-2981 or 306-921-7373 |

h. Coroner

|                          |                                          |
|--------------------------|------------------------------------------|
| Wayne Nogier - Melfort   | 306-752-3341 (res), 306-921-9587 (cell)  |
| Forster, David – Tisdale | 306-878-3610; 306-873-5708; 306-873-1825 |
| Madson, John – Naicam    | 306-874-5705 or 306-874-8113             |
| Katrina Swan – Weldon    | 306-314-2429 (cell)                      |

i. Courier Services

|                        |                |
|------------------------|----------------|
| Northern Lites Courier | 1-800-486-6505 |
| Purolator Courier      | 1-888-744-7123 |

j. Day Care Centres

|                               |              |
|-------------------------------|--------------|
| Melfort Day Care Co-operative | 306-752-5565 |
|-------------------------------|--------------|

k. Electricians

|                                         |                             |
|-----------------------------------------|-----------------------------|
| Tenco Management – Bill Cockwill        | 306-752-4412 / 306-921-9144 |
| C & S Electric – Cory Zimmer            | 306-752-4640                |
| Sisson Electric – Tisdale               | 306-873-2185                |
| Rockridge Electric – Rick Taylor        | 306-921-7069                |
| ITC Electric – Kinistino – Mike Soulier | 306-864-3448                |
| JR Electric & Repair – Melfort          | 306-921-5708                |
| Justin Henderson                        | 306-752-2870                |

l. Food Suppliers – Grocery

|                                  |              |
|----------------------------------|--------------|
| Extra Foods                      | 306-752-9722 |
| Melfort Co-operative Association | 306-752-9386 |

m. Food Suppliers – Restaurant

|                                   |              |
|-----------------------------------|--------------|
| A & W Restaurant                  | 306-752-4960 |
| Boston Pizza                      | 306-752-0002 |
| Creekside Orchard                 | 306-921-6423 |
| Crossroads Café & Bar             | 306-752-9898 |
| Dairy Queen                       | 306-752-2561 |
| Damar Shell Service Restaurant    | 306-752-9066 |
| Golden Grain Bakery & Coffee Shop | 306-752-5700 |
| Ken's Chop Suey                   | 306-752-9828 |
| Jana's Java & Subs                | 306-752-7221 |
| Kentucky Fried Chicken/Pizza Hut  | 306-752-2856 |
| Melfort Sushi & Buffet            | 306-752-1278 |
| New Regal Restaurant              | 306-752-4883 |
| Prairie North Co-op               | 306-752-9384 |
| Smitty's Family Restaurant        | 306-752-9335 |
| Subway                            | 306-752-4210 |
| Tim Hortons                       | 306-752-5656 |
| TJ's Pizza                        | 306-752-5299 |
| Venice House                      | 306-752-7227 |

n. Fuel Services & Suppliers

|                                             |              |
|---------------------------------------------|--------------|
| Crossroads Café & Bar (Tempo)               | 306-752-9898 |
| DaMar ESSO                                  | 306-752-9066 |
| Pick n' Pay - ESSO – Sask. Ave West         | 306-752-9696 |
| Extra Foods Gas Bar                         |              |
| Prairie North Co-operative Association Ltd. | 306-752-5515 |
| Petro-Canada – Millsap Distributors         | 306-752-2658 |
| Mac's Convenience Stores - Shell            | 306-752-2358 |

o. Funeral Homes

|                                       |              |
|---------------------------------------|--------------|
| Fedusiak Funeral Chapel & Crematorium | 306-752-3838 |
| Melfort Funeral Home                  | 306-752-2714 |

p. Health

|                                          |              |
|------------------------------------------|--------------|
| Kelsey Trail Health Region – Head Office | 306-873-6600 |
| Kelsey Trail Health Region – Comm Health | 306-752-6310 |
| Melfort Hospital                         | 306-752-8700 |
| P.A. Parkland Heath Region-Vic Hospital  | 306-765-6000 |

q. Helicopter Services

|                                      |              |
|--------------------------------------|--------------|
| Canadian Helicopters – Edmonton      | 780-429-6900 |
| Guardian Helicopters                 | 403-730-6333 |
| Heli-Lift International – Yorkton    | 306-783-5438 |
| North Central Helicopters – La Ronge | 306-425-3100 |
| Transwest Air – Prince Albert        | 306-764-1404 |

r. News Media

|                                    |                |
|------------------------------------|----------------|
| Access Communications - Cable      | 1-866-363-2225 |
| Internet News – PANow              | 1-800-667-9000 |
| Newspaper – Melfort Journal        | 306-752-5737   |
| Newspaper – Parkland Review        | 306-873-4515   |
| Radio – CJVR                       | 306-752-2587   |
| Radio – CJVR – Bayne Opseth        | 306-921-9555   |
| Radio – Prince Albert – CBC        | 306-763-6172   |
| Radio – Prince Albert – CKBI       | 306-763-7421   |
| Radio – Prince Albert – Power99 FM | 306-763-7421   |
| Television – CTV Prince Albert     | 306-922-6066   |

s. Pharmacies

|                      |              |
|----------------------|--------------|
| Extra Foods Pharmacy | 306-752-9725 |
| Pharmasave           | 306-752-2858 |
| Rexall Drug Store    | 306-752-4414 |
| Shoppers Drug Mart   | 306-752-2717 |

t. Police

|                               |              |
|-------------------------------|--------------|
| Royal Canadian Mounted Police | 306-752-6420 |
|-------------------------------|--------------|

u. Public Utilities

|                                        |                |
|----------------------------------------|----------------|
| SaskPower – 24 hr trouble line         | 306-310-2220   |
| SaskTel                                | 1-800-727-5835 |
| Sask Energy – 24 hr emergency & safety | 1-888-700-0427 |

v. Rental Services

|                                  |              |
|----------------------------------|--------------|
| Northern Rentals – Prince Albert | 306-763-8838 |
| T-M Rentals – Melfort            | 306-752-5100 |

w. Schools

|                                         |              |
|-----------------------------------------|--------------|
| North East School Division Office       | 306-752-5741 |
| Brunswick Elementary School             | 306-752-5771 |
| Maude Burke Elementary School           | 306-752-2391 |
| Melfort & Unit Comprehensive Collegiate | 306-752-2891 |
| Reynolds Central Elementary School      | 306-752-2525 |
| Cumberland Regional College             | 306-752-2786 |

x. Search & Rescue Services

|                                        |                |
|----------------------------------------|----------------|
| Civil Air Search & Rescue Assoc – Sask | 306-425-9994   |
| Lifesaving Society – Sask Branch       | 306-780-9255   |
| Marine & Air Search & Rescue           | 1-800-267-7270 |
| Parks Canada – PA National Park        | 306-663-4532   |
| Sask – Protection & Emergency Services | 306-787-9563   |
| Saskatchewan Snowmobile Association    | 306-729-3500   |
| S & R Sask Assoc of Volunteers         | 306-764-8263   |
| St John Ambulance – Sask Council       | 306-522-7226   |

y. Snowmobiles

|                                |              |
|--------------------------------|--------------|
| Mel-City Sales (1979) Ltd.     | 306-752-5176 |
| Riverside Arctic Cat & RV      | 306-752-1500 |
| Saskatchewan Snowmobile Assoc. | 306-729-3500 |
| Thomas Motors                  | 306-752-5663 |

z. Tow Trucks

|                                                                                                                        |              |
|------------------------------------------------------------------------------------------------------------------------|--------------|
| Eagle Towing – Melfort:<br>3 ton wrecker, 2.5 ton deck truck,<br>1 ton wrecker                                         | 306-921-8607 |
| Lakeland Towing – Prince Albert:<br>Heavy wrecker (semi), flat deck, medium wrecker<br>(school bus), regular tow truck | 306-763-9400 |
| Melfort Towing – Melfort:<br>F550 wrecker, flat deck                                                                   | 306-921-7790 |
| Tisdale Towing – Tisdale:<br>Heavy wrecker (semi), flat deck,<br>Medium wrecker (school bus), regular tow truck        | 306-873-4050 |

aa. Transportation

|                       |              |
|-----------------------|--------------|
| Bus Depot – Melfort   | 306-752-5353 |
| Highway Traffic Board | 306-775-8336 |

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|                                       |                |
|---------------------------------------|----------------|
| Northeastern Charters Ltd. (Bus)      | 306-752-3737   |
| Prince Albert Northern Bus Lines Ltd. | 306-922-7700   |
| Saskatchewan Transportation Company   | 1-800-663-7181 |
| Transport Canada                      | 1-888-463-0521 |

bb. Veterinary/Animal Care & Control

|                                             |              |
|---------------------------------------------|--------------|
| Gateway Animal Clinic – Melfort             | 306-752-7387 |
| Melfort Comfy Kennels – Melfort             | 306-752-5411 |
| Mohawk Animal Clinic – Melfort (City Pound) | 306-752-2133 |
| Northeast SPCA                              | 306-752-2270 |
| Northeast Veterinary Services – Tisdale     | 306-873-2042 |
| Prince Albert SPCA                          | 306-763-6110 |

cc. Volunteer & Service Clubs

|                                               |
|-----------------------------------------------|
| See: City of Melfort Community Services Guide |
|-----------------------------------------------|

39. MUTUAL AID AREA - HEAVY EQUIPMENT RESOURCES

| Equipment             | Description                         | Year | Amount                      | Municipality/Owner          |
|-----------------------|-------------------------------------|------|-----------------------------|-----------------------------|
| <b>Loaders</b>        | Case 821 4.0 yd                     |      | 1                           | City of Melfort             |
|                       | Cat 950 4 yd                        |      | 1                           | City of Melfort             |
|                       | Cat 930 2.5 yd                      |      | 1                           | City of Melfort             |
|                       | John Deere 410 1.0 yd               |      | 1                           | City of Melfort             |
|                       | Cat 928 HZ Wheel loader             | 2008 | 1                           | RM of Lake Lenore #399      |
|                       | Case 721E                           | 2007 | 1                           | RM of Kinistino #459        |
|                       | Case 721F                           | 2012 | 1                           | RM of Kinistino #459        |
|                       | John Deere 544J                     | 2008 | 1                           | RM of Star City #428        |
|                       | Case 821C                           | 2003 | 1                           | RM of Flett's Springs #429  |
|                       | Case 621E                           | 2011 | 1                           | RM of Flett's Springs #429  |
|                       | Case 2.5 yd                         |      | 1                           | Armstrong Bros. Trucking    |
|                       | Case 2.0 yd                         |      | 1                           | Armstrong Bros. Trucking    |
|                       | Cat 950 3.0 yd                      |      | 1                           | Sterner Trucking            |
|                       | Cat 980 5.0 yd                      |      | 2                           | Sterner Trucking            |
|                       | Cat 966 4.0 yd                      |      | 1                           | Folden Trucking             |
|                       | Cat 938 3.0 yd                      |      | 1                           | Folden Trucking             |
|                       | Cat 936 3.5 yd                      |      | 1                           | Folden Trucking             |
| Case                  |                                     | 1    | McKee Excavating & Trucking |                             |
| <b>Backhoe/Loader</b> | Case                                |      | 1                           | McKee Excavating & Trucking |
|                       | Cat 416 1.5 yd                      | 2005 | 1                           | Sterner Trucking            |
|                       | John Deere 410J                     | 2007 | 1                           | City of Melfort             |
| <b>Backhoe</b>        | Case 580SM                          | 2008 | 1                           | RM of Flett's Springs #429  |
|                       | Caterpillar 420D                    | 2002 | 1                           | RM of Star City #428        |
|                       | Case 580M Turbo Backhoe             |      | 1                           | Town of Star City           |
|                       | Case 580K                           | 1989 | 1                           | Town of Kinistino           |
| <b>Tractor/Loader</b> | New Holland 8160                    | 1998 | 1                           | RM of Star City #428        |
|                       | Small tractor with front end loader |      | 1                           | Village of Weldon           |
|                       | John Deere 3140                     | 1981 | 1                           | City of Melfort             |
|                       | ICH Tractor with loader             |      | 1                           | Town of St. Brieux          |
| <b>Tractors</b>       | JDS 6115 D Tractor with loader      | 2012 | 1                           | RM of Lake Lenore #399      |
|                       | John Deere                          | 2009 | 2                           | RM of Flett's Springs #429  |
|                       | White 2-35 mower/snow blade         |      | 1                           | Town of Star City           |
|                       | New Holland T6050                   | 2008 | 1                           | RM of Star City #428        |
|                       | New Holland T6050 FWA               | 2010 | 2                           | RM of Kinistino #459        |
|                       | Caterpillar Tractor                 | 2004 | 1                           | RM of Lake Lenore #399      |
|                       | John Deere                          | 2008 | 1                           | City of Melfort             |
| <b>Graders</b>        | 870D,doz,snowgate/plow/ripper       |      |                             |                             |
|                       | Volvo G970                          | 2009 | 1                           | RM of Flett's Springs #429  |
|                       | Volvo G970                          | 2011 | 1                           | RM of Flett's Springs #429  |
|                       | Volvo G970                          | 2012 | 1                           | RM of Flett's Springs #429  |
|                       | Champion 730A                       | 1981 | 1                           | Town of Kinistino           |
|                       | Grader                              |      | 1                           | Town of St. Brieux          |
|                       | Champion 730                        |      | 1                           | Armstrong Brothers Trucking |
|                       | Cat 140G                            |      | 1                           | Sterner Trucking            |
|                       | Champion Grader                     |      | 1                           | Town of Star City           |
|                       | Caterpillar 160 M                   | 2012 | 2                           | RM of Lake Lenore #399      |
|                       | Volvo G960                          | 2009 | 2                           | RM of Kinistino #459        |
|                       | Volvo G976                          | 2011 | 1                           | RM of Star City #428        |



The City of Melfort - Emergency Plan

|                    |                                 |      |   |                             |
|--------------------|---------------------------------|------|---|-----------------------------|
|                    | Volvo G970                      | 2011 | 1 | RM of Star City #428        |
|                    | Motor Grader Model ?            |      | 1 | Village of Weldon           |
| <b>Cat</b>         | D6LGP Dozers                    |      | 1 | Sterner Trucking            |
|                    | D8R Dozer                       |      | 1 | Sterner Trucking            |
| <b>Fire Trucks</b> | Dodge Fire Truck                | 1974 |   | Town of Star City           |
|                    | Ford F600 Fire Truck            |      |   | Town of Star City           |
| <b>Trucks</b>      | Mack (11)                       | 1995 | 1 | RM of Kinistino #459        |
|                    | Kenworth T800                   | 2009 | 1 | RM of Kinistino #459        |
|                    | Kenworth T800                   | 2011 | 1 | RM of Kinistino #459        |
|                    | F250SD XLT                      | 2005 | 1 | RM of Kinistino #459        |
|                    | Kenworth                        | 2009 | 1 | RM of Star City #428        |
|                    | Ford Sterling                   | 2006 | 1 | RM of Flett's Springs #429  |
|                    | Tandem dump truck               |      | 3 | City of Melfort             |
|                    | Tandem dump truck               |      | 3 | Sterner Trucking            |
|                    | Tandem dump truck               |      | 1 | Folden Trucking             |
|                    | Tandem dump truck               |      | 2 | Armstrong Bros. Trucking    |
|                    | Tandem truck                    |      | 2 | McKee Excavating & Trucking |
|                    | Tandem water truck - 1000 gal   |      | 1 | Sterner Trucking            |
|                    | Semi - end dump/belly dump      |      | 3 | Sterner Trucking            |
|                    | Semi - end dump/belly dump      |      | 1 | Armstrong Bros. Trucking    |
|                    | Semi - end dump/belly dump      |      | 3 | Folden Trucking             |
|                    | Single axle dump truck          |      | 1 | City of Melfort             |
|                    | One Ton dump truck              |      | 2 | City of Melfort             |
|                    | One Ton dump truck              |      | 1 | Armstrong Bros. Trucking    |
|                    | One Ton utility service (tools) |      | 1 | City of Melfort             |
|                    | One Ton GMC with hoist          | 1985 | 1 | Town of Star City           |
|                    | Ford Truck                      | 2002 | 1 | Town of Star City           |
|                    | International Truck             | 1969 | 1 | Town of Kinistino           |
|                    | Ford 350 Garbage Truck          | 1979 | 1 | Town of Kinistino           |
|                    | Chev 3/4 Ton                    | 2002 | 1 | RM of Flett's Springs #429  |
|                    | Ford 2500                       | 2011 | 1 | RM of Flett's Springs #429  |
|                    | International Truck             | 1992 | 1 | RM of Flett's Springs #429  |
|                    | Dodge 1 Ton                     | 1998 | 1 | RM of Lake Lenore #399      |
|                    | Dodge Ram 1500                  | 1998 | 1 | Town of St. Brieux          |
|                    | 1/2 Ton                         |      | 6 | City of Melfort             |
|                    | Van - utility service (tools)   |      | 1 | City of Melfort             |
| <b>Trailers</b>    | Decap belly dump 69             | 1992 | 1 | RM of Kinistino #459        |
|                    | Decap belly dump 70             | 1992 | 1 | RM of Kinistino #459        |
|                    | Big Tex 70CH-18 car             | 2008 | 1 | RM of Kinistino #459        |
|                    | Midland End Dump                | 2009 | 1 | RM of Kinistino #459        |
|                    | Decap gravel trailer            | 1994 | 1 | RM of Star City #428        |
|                    | Arnes trailer                   | 1986 | 1 | RM of Star City #428        |
|                    | Low Bed 10' wide triple axle    |      | 1 | Sterner Trucking            |

**40. MUTUAL AID AREA – PERSONNEL CONTACT LIST**

**MUNICIPAL  
PERSONNEL**

|                                   |                                 | <b>Business</b>                                                                  | <b>Home</b>  | <b>Cell</b>  |
|-----------------------------------|---------------------------------|----------------------------------------------------------------------------------|--------------|--------------|
| <b>CITY OF MELFORT</b>            |                                 | E-mail: <a href="mailto:city@cityofmelfort.ca">city@cityofmelfort.ca</a>         |              |              |
| After Hours Emergency             | to activate <b>EOC</b>          | 911                                                                              |              |              |
| Mayor                             | <i>Rick Lang</i>                | 306-752-5911                                                                     | 306-752-3374 |              |
| EMO Commander                     | Michael Hotsko                  | 306-752-5911                                                                     | 306-752-1953 | 306-920-7274 |
| Alternate EMO Commander           | Sandy Peterson                  | 306-752-5911                                                                     | 306-752-5199 | 306-921-8353 |
| EMO Coordinator                   | Gerald Gilmore                  | 306-752-5911                                                                     | 306-752-4469 | 306-921-8488 |
| Alternate EMO Coordinator         | Heather Audette                 | 306-752-5911                                                                     | 306-752-3746 | 306-921-4434 |
| Director, Works & Utilities       | Gerald Gilmore                  | 306-752-5911                                                                     | 306-752-4469 | 306-921-8488 |
| City Foreman                      | Bryan Lutz                      | 306-752-5911                                                                     | 306-752-5560 | 306-921-6902 |
|                                   | <b>Fire Chief</b> John McDonald | 306-752-5911                                                                     | 306-752-4432 | 306-921-8525 |
| <b>TOWN OF STAR CITY</b>          |                                 | E-mail: <a href="mailto:town.starcity@sasktel.net">town.starcity@sasktel.net</a> |              |              |
| Mayor                             | Herb Reid                       | 306-863-2282                                                                     | 306-863-4222 | 306-921-6742 |
| Administrator                     | Beth Baerwald                   | 306-863-2282                                                                     | 306-863-2503 |              |
| Public Works Foreman              | Lorne Campbell                  | 306-863-2282                                                                     |              | 306-921-9736 |
| Public Works Asst Foreman         | Sven Nymann                     | 306-863-2282                                                                     | 306-863-2214 |              |
| Public Works Labourer             | Wayne Brann                     | 306-863-2282                                                                     |              | 306-921-4093 |
| <b>Fire Chief</b>                 | Rodger Pederson                 | 306-863-2282                                                                     | 306-863-2532 |              |
| <b>TOWN OF KINISTINO</b>          |                                 | E-mail:                                                                          |              |              |
| Mayor                             | Leonard Margolis                | 306-864-2491                                                                     | 306-864-2438 |              |
| Administrator                     | Rhonda Bacon                    | 306-864-2461                                                                     | 306-864-3557 |              |
| <b>Foreman</b>                    | Russel Ilinsky                  | 306-864-2874                                                                     | 306-864-2804 |              |
| <b>TOWN OF ST. BRIEUX</b>         |                                 | E-mail: <a href="mailto:brieux@sasktel.net">brieux@sasktel.net</a>               |              |              |
| Mayor                             | Leon Rheaume                    |                                                                                  | 306-275-4648 | 306-921-6602 |
| Administrator                     | Jennifer Thompson               | 306-275-2257                                                                     |              | 306-921-9315 |
| <b>Foreman</b>                    | Todd Chahley                    | 306-275-2257                                                                     |              | 306-921-6011 |
| EMO Coordinator                   | Randy Venderbuhs                |                                                                                  |              | 306-921-5135 |
| <b>VILLAGE OF WELDON</b>          |                                 | E-mail:                                                                          |              |              |
| Mayor                             | Neil Ball                       | 306-887-2173                                                                     |              |              |
| Administrator                     | Shelley Holmes                  | 306-752-3606                                                                     | 306-752-3150 |              |
| <b>Public Works</b>               | Fanuel Lima                     | 306-887-2150                                                                     |              |              |
| <b>RM OF FLETT'S SPRINGS #429</b> |                                 | E-mail: <a href="mailto:rm429@sasktel.net">rm429@sasktel.net</a>                 |              |              |
| Reeve                             | Blaine Forsyth                  | 306-752-3606                                                                     | 306-864-3750 | 306-921-8050 |
| Deputy Reeve                      | Murray Stevenson                | 306-752-3606                                                                     | 306-752-3687 | 306-921-8633 |
| Administrator/EMO Coordinator     | Shelley Holmes                  | 306-752-3606                                                                     | 306-864-2251 | 306-920-7765 |
| <b>Foreman</b>                    | Martin Thoresen                 |                                                                                  | 306-752-9030 | 306-921-8935 |
| EMO Coordinator                   | Terry Ford                      |                                                                                  | 306-752-3788 | 306-921-7283 |

The City of Melfort - Emergency Plan

|                 |              |              |              |
|-----------------|--------------|--------------|--------------|
| Reeve           | Ken Naber    |              | 306-752-4123 |
| Administrator   | Levina Cronk | 306-863-2522 | 306-863-2215 |
| Foreman         | Ed Rolles    | 306-863-2313 | 306-863-2914 |
| EMO Coordinator | Levina Cronk | 306-863-2522 | 306-863-2215 |

**RM OF KINISTINO #459**

|                 |                |                                  |              |
|-----------------|----------------|----------------------------------|--------------|
|                 | 306-864-2474   | <b>E-mail: rm459@sasktel.net</b> |              |
| Reeve           | Vance Shmyr    | 306-752-3870                     | 306-864-7976 |
| Administrator   | Shelley Holmes | 306-864-2474                     | 306-920-7765 |
| Fire Chief      | Curtis Jackson | 306-864-3365                     | 306-864-7987 |
| Foreman         | John Bonk      | 306-864-2855                     | 306-864-7381 |
| EMO Coordinator | Roly Ford      | 306-864-2927                     | 306-864-7654 |

**RM OF PLEASANTDALE #398**

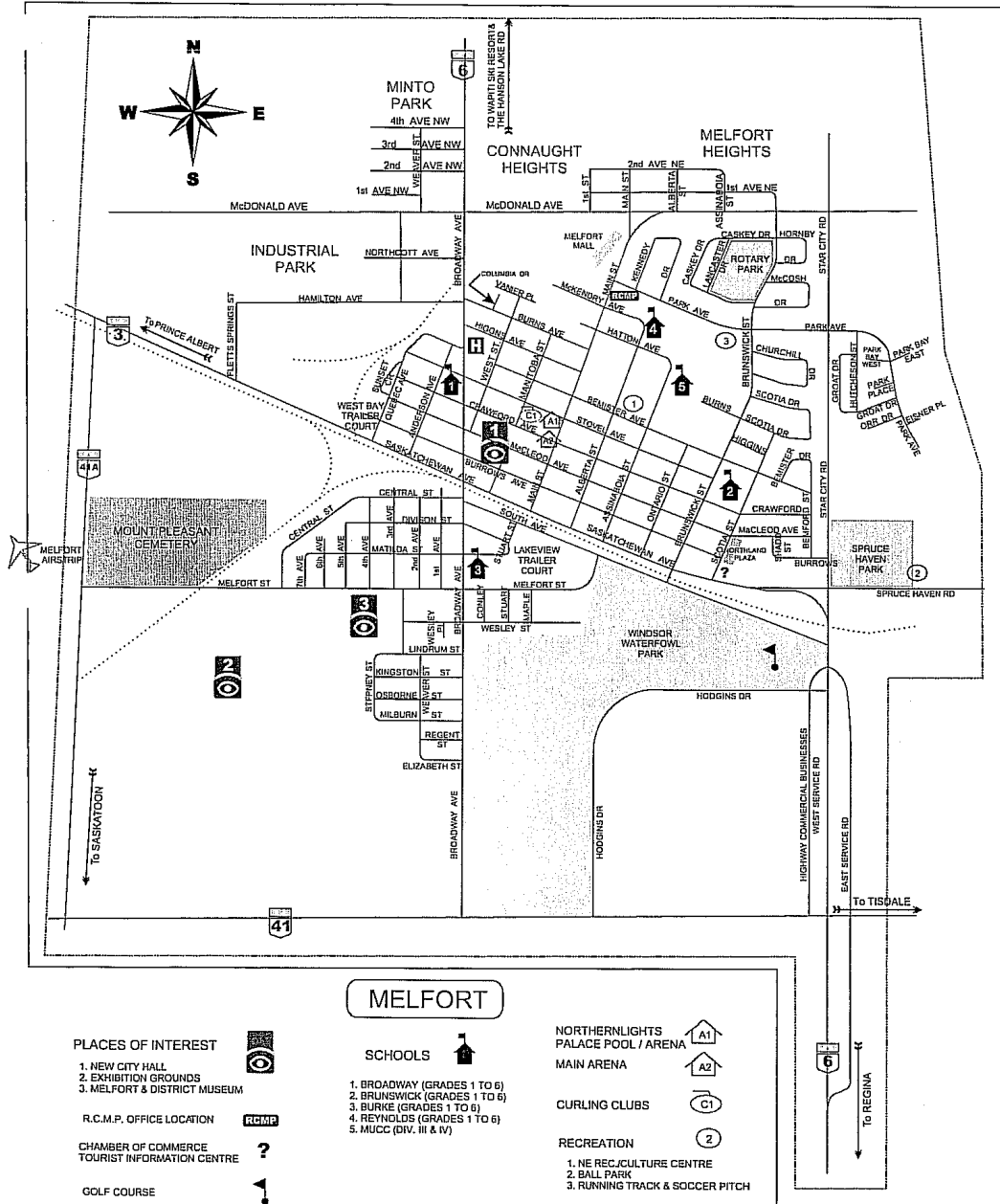
|               |                    |                                  |  |
|---------------|--------------------|----------------------------------|--|
| Administrator | 306-874-5732       | <b>E-mail: rm398@sasktel.net</b> |  |
|               | Lowell Prefontaine | 306-874-5732                     |  |

**RM OF LAKE LENORE #399**

|                 |                   |                                 |              |
|-----------------|-------------------|---------------------------------|--------------|
|                 | 306-275-2066      | <b>E-mail: RMLL@sasktel.net</b> |              |
| Reeve           | Jean Kernaleguen  | 306-275-4622                    | 306-921-4456 |
| Administrator   | Jennifer Thompson | 306-275-2066                    | 306-921-9315 |
| Foreman         | Todd Chahley      | 306-275-2066                    | 306-921-6011 |
| EMO Coordinator | Randy Venderbuhs  |                                 | 306-921-5135 |

41. MAP – MELFORT & AREA

CITY OF MELFORT



42. EVENT LOG

**CITY OF MELFORT  
EMERGENCY MEASURES ORGANIZATION**

Event: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Operator: \_\_\_\_\_ Sheet No. \_\_\_\_\_  
Year Mo. Day

| Message No. | From | Local Time | Message (Text) | Action Taken | Initials |
|-------------|------|------------|----------------|--------------|----------|
|             |      |            |                |              |          |
|             |      |            |                |              |          |
|             |      |            |                |              |          |
|             |      |            |                |              |          |
|             |      |            |                |              |          |
|             |      |            |                |              |          |
|             |      |            |                |              |          |
|             |      |            |                |              |          |
|             |      |            |                |              |          |
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|             |      |            |                |              |          |
|             |      |            |                |              |          |
|             |      |            |                |              |          |
|             |      |            |                |              |          |
|             |      |            |                |              |          |
|             |      |            |                |              |          |
|             |      |            |                |              |          |
|             |      |            |                |              |          |
|             |      |            |                |              |          |
|             |      |            |                |              |          |
|             |      |            |                |              |          |

43. SITUATION REPORT

|                                                                           |                                                                                                                                   |
|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <b>City of Melfort<br/>E.M.O.</b>                                         | <b>SITUATION REPORT</b>                                                                                                           |
| Date: _____                                                               |                                                                                                                                   |
| Time: _____ AM / PM / HRS                                                 |                                                                                                                                   |
| To: _____                                                                 | From: _____                                                                                                                       |
| <b>INCIDENT: (What is happening and where?)</b>                           |                                                                                                                                   |
| _____                                                                     |                                                                                                                                   |
| _____                                                                     |                                                                                                                                   |
| <b>EFFECT: (Check those that apply)</b>                                   |                                                                                                                                   |
| <input type="checkbox"/> Casualties # _____                               | <input type="checkbox"/> Property Damage: (describe) _____                                                                        |
| <input type="checkbox"/> Fatalities # _____                               | <input type="checkbox"/> Disruptions: (circle those that apply) traffic-utilities-communications-business-transportation-services |
| <input type="checkbox"/> Missing Persons # _____                          | <input type="checkbox"/> Other: (describe) _____                                                                                  |
| _____                                                                     |                                                                                                                                   |
| <b>ACTIONS: (What are we doing and how is it working?)</b>                |                                                                                                                                   |
| _____                                                                     |                                                                                                                                   |
| _____                                                                     |                                                                                                                                   |
| <b>OTHER: (Any incident related information important enough to send)</b> |                                                                                                                                   |
| _____                                                                     |                                                                                                                                   |
| _____                                                                     |                                                                                                                                   |
| _____                                                                     |                                                                                                                                   |

#### 44. HAZARD SPECIFIC CHECKLISTS

Different types of events require different on-scene responses. These checklists are intended to provide the ESM with a simple, easy to use tool that will assist in the management of emergency scenes that have different characteristics.

#### 45. DANGEROUS GOODS - CHEMICAL SPILL

**(i) Possible Major Effects:**

- |                                        |                         |
|----------------------------------------|-------------------------|
| - damage to property and environment   | - injuries              |
| - health hazards to humans and animals | - deaths                |
| - explosions and fire                  | - evacuation            |
| - disruption of utilities              | - disruption of traffic |

**(ii) Potential Actions at the Scene**

- |                                                                       |                                                                                                         |
|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| - establish an emergency headquarter                                  | <b>Responsible Agency</b><br>Police/Fire/Industries/EOC<br>Communications Coordinator/<br>ARES/Sask Tel |
| - establish adequate communications                                   |                                                                                                         |
| - light rescue and fire fighting                                      | Fire                                                                                                    |
| - determine nature and effects of the goods                           | Fire/Medical/Industry                                                                                   |
| - warn adjacent areas and define area of risk                         | Police/Fire                                                                                             |
| - evacuate area                                                       | Police/Fire/Transport Coord.                                                                            |
| - contain further escape of goods                                     | Fire/Industry Eng.                                                                                      |
| - removal of dangerous goods                                          | Industry                                                                                                |
| - establish Casualty Collection Post                                  | Ambulance                                                                                               |
| - notify hospitals of casualties including number and type            |                                                                                                         |
| Ambulance/EOC                                                         |                                                                                                         |
| - establish temporary morgue                                          | Emergency Health Services/<br>Ambulance                                                                 |
| - establish a news release system including instruction to the public | Police/Fire/EOC/<br>Emergency Health Services                                                           |
| - establish emergency social services                                 | Social Services                                                                                         |
| - establish traffic control                                           | Police/Eng.                                                                                             |
| - establish evacuation routes                                         | Police                                                                                                  |
| - set up inquiry services                                             | Public Information Team                                                                                 |
| - eliminate hazards of damaged utilities                              | All Utilities                                                                                           |
| - set up media centre                                                 | Public Information Team                                                                                 |
| - decontamination at site                                             | Fire                                                                                                    |
| - submit report to Sask Environment                                   | Fire                                                                                                    |
| - submit report to Transport Canada                                   | Fire                                                                                                    |

**(iii) Equipment**

- |                                                                              |                                   |
|------------------------------------------------------------------------------|-----------------------------------|
| - identification of goods                                                    | <b>Source</b><br>Fire/EMO/Canutec |
| - ambulances                                                                 | Ambulance                         |
| - fire fighting and rescue equipment including respirators and resuscitators | Fire/Ambulance/Eng.               |
| - detecting equipment                                                        | Fire/Industry                     |
| - mobile public address equipment                                            | Police/Fire/Radio Stations        |
| - barricades                                                                 | Eng./Dept. of Hwys.               |
| - emergency feeding facilities                                               | Caterers                          |
| - decontamination equipment                                                  | Fire                              |
| - heavy equipment                                                            | Eng./Industry                     |
| - school buses, private vehicles, telemiracle van                            | Transportation Coordinator        |
| - night lighting                                                             | Sask. Power                       |

46.

**TORNADO/WINDSTORM**

**(i) Possible Major Effects**

- injuries, trapped victims
- deaths
- disruption of community
- disruption of utilities
- damage to property
- looting
- disruption of traffic
- disruption of communications
- fire risk
- sudden hospital requirements
- major economic losses
- release of dangerous goods
- convergence of media

**(ii) Potential Actions at the Scene**

- warning of imminence
- establish an emergency headquarters
- establish adequate communications
- define a working area and establish a control perimeter
- establish routes for emergency vehicles
- establish Casualty Collection Post
- notify hospitals of casualties including number and type
- heavy rescue/fire fighting
- establish a temporary morgue
- eliminate hazards from damaged utilities
- establish emergency social services
- feeding for emergency workers
- first aid personnel
- establish site media centre
- establish inquiry services
- dangerous goods control
- clear debris
- fire prevention
- crowd control

**Responsible Agency**

- News Media/Amateur Radio
- Emergency Service
- EOC
- Communications Coordinator/ARES/Sask Tel
- Police/Fire/Eng.
- Police
- Ambulance
- Ambulance/EOC
- Eng./Fire
- Ambulance/Emergency Health Services
- Engineering/All Utilities
- Social Services
- Caterers/Social Services and Emergency Health Services
- St. John/First Responders\*
- Public Information Team
- Public Information Team/Red Cross
- Fire/Industry
- Eng./Industry
- Fire
- Police

\* The responsible agency for first responders is the Ambulance.

**(iii) Equipment**

- heavy rescue equipment
- light rescue equipment
- fire equipment
- ambulances
- road clearing equipment
- barricades
- medical supplies
- auxiliary generators
- auxiliary lighting
- mobile public address equipment
- registration & inquiry cards
- registration & reception centres
- spray paint cans
- plywood
- Source
- Eng./Industry
- Fire/Eng.
- Fire
- Ambulance
- Eng./Industry
- Eng.
- Ambulance/St. John/Hospital
- Fire/Eng./SPC
- Fire/Eng./SPC
- Police/Fire/Radio Station
- Social Services/Red Cross
- Social Services/Red Cross
- Eng./Purchasing
- Purchasing



47.

**TRANSPORTATION - RAIL DISASTER**

**(i) Possible Major Effects**

- injuries, trapped victims
- deaths
- release of dangerous goods
- disruption of rail traffic, road traffic
- disruption of railway communications
- damage to property
- disruption of utilities
- fire and explosions
- mass evacuation
- convergence of media

**(ii) Potential Actions at the Scene**

- establish an emergency headquarters at scene
- organize rescue parties as required
- establish a Casualty Collection Post
- notify hospitals of casualties including number and type
- establish adequate communications
- request for relief train
- produce train manifest
- dangerous goods response
- determine risk area if emission of dangerous goods occur
- contact industry HAZMAT teams
- conduct evacuation if necessary
- establish a news release system
- set up media centre at site
- set up inquiry centre (not at site)
- arrange temporary reception area for survivors
- establish control routes for emergency vehicles
- define a working area and establish a control perimeter
- establish a temporary morgue
- eliminate hazards from damaged utilities

**Responsible Agency**

- Railway/Police/Fire
- Railway/Police/Fire
- Ambulance
- Ambulance
- Railway/Communications
- Coordinator
- Railway
- Railway
- Railway/Fire/Industry
- Railway/Fire/Canutec/Industry
- Railway/Canutec/EOC
- Police/EOC/Transport Coord.
- Railway/Public Info. Team
- Public Information Team
- Railway/Public Info. Team
- Railway/Social Services
- Emergency Health Services
- Police/Eng.
- Railway/Police/Fire
- Ambulance & Emergency
- Health Services
- Eng./All utilities

**(iii) Equipment**

- relief train
- ambulances
- fire fighting equipment
- heavy recovery equipment including cutting torches
- light rescue equipment
- special equipment related to dangerous goods incident
- auxiliary lighting
- auxiliary generators
- mobile public address equipment
- emergency feeding facilities
- medical equipment
- barricades

**Source**

- Railway
- Ambulance
- Fire
- Railway
- Railway/Fire
- Railway/Industry
- Railway/SPC
- Railway/SPC
- Police/Fire/Radio Station
- Caterers/Social Services/
- Emergency Health Services
- Ambulance/St. John/Hospital
- Eng./Dept. of Hwys.

48.

**BLIZZARDS**

**(i) Possible Major Effects**

- disruption of business/industrial activity
- disruption of transportation
- disruption of communications facilities
- disruption of emergency services
- disruption of other municipal services
- difficulties in transportation of drugs, goods, medical supplies and personnel to point of need
- stranded buses, cars, etc.
- missing persons
- injuries or isolation of vulnerable people
- disruption of heating facilities
- disruption of utilities (i.e. electrical power outages)

**(ii) Potential Actions at the Scene**

- local emergency control
- snow removal from streets/fire hydrants
- emergency communications
- public information regarding survival actions
- emergency heating requirements of large congregate areas (schools, etc.)
- Search for stranded or missing persons
- transportation of food, medicines and medical personnel to points of need
- utilization of all available track and sled snow machines for community survival
- emergency social services
- restoration of essential municipal services
- restoration of essential utilities

**Responsible Agency**

- EOC
- Eng./Private Contractors
- Communications Coordinator/ARES/Sask Tel
- Public Info. Team/Media
- EOC/All utilities
- Police/Power Toboggan volunteers
- Police/Eng./Power Toboggan volunteers
- Private Sources/Government
- Social Services
- EOC/Eng.
- EOC/All utilities

**(iii) Equipment**

- auxiliary power
- auxiliary heaters
- heavy snow removal equipment
- light snow removal equipment
- food, shelter and clothing
- power toboggans
- communications equipment
- treatment and transport of casualties

**Source**

- SPC
- Industry/Rent it Stores
- Eng./Contractors
- Industry/Private Sector
- Social Services
- Industry/Private
- Radio Station/ARES/Sask Tel/CB Club
- Ambulance/Power Toboggan volunteers

**49. MAJOR GAS LINE BREAK**

**(i) Possible Major Effects**

- disruption of utilities (heating, water)
- damage to property
- possible evacuation

- disruption of community
- injuries

**(ii) Potential Action at the Scene**

- establish emergency headquarters
- establish adequate communications
  
- establish a news release system including instruction to public
- establish evacuation routes
- set up inquiry services
- eliminate hazards of damaged utilities
- initiate emergency social services
- first aid personnel

**Responsible Agency**

EOC  
Communications Coordinator/  
ARES/Sask Tel

Public Information Team  
Police  
Public Information Team  
All Utilities  
Social Services  
Ambulance/St. John

**(iii) Equipment**

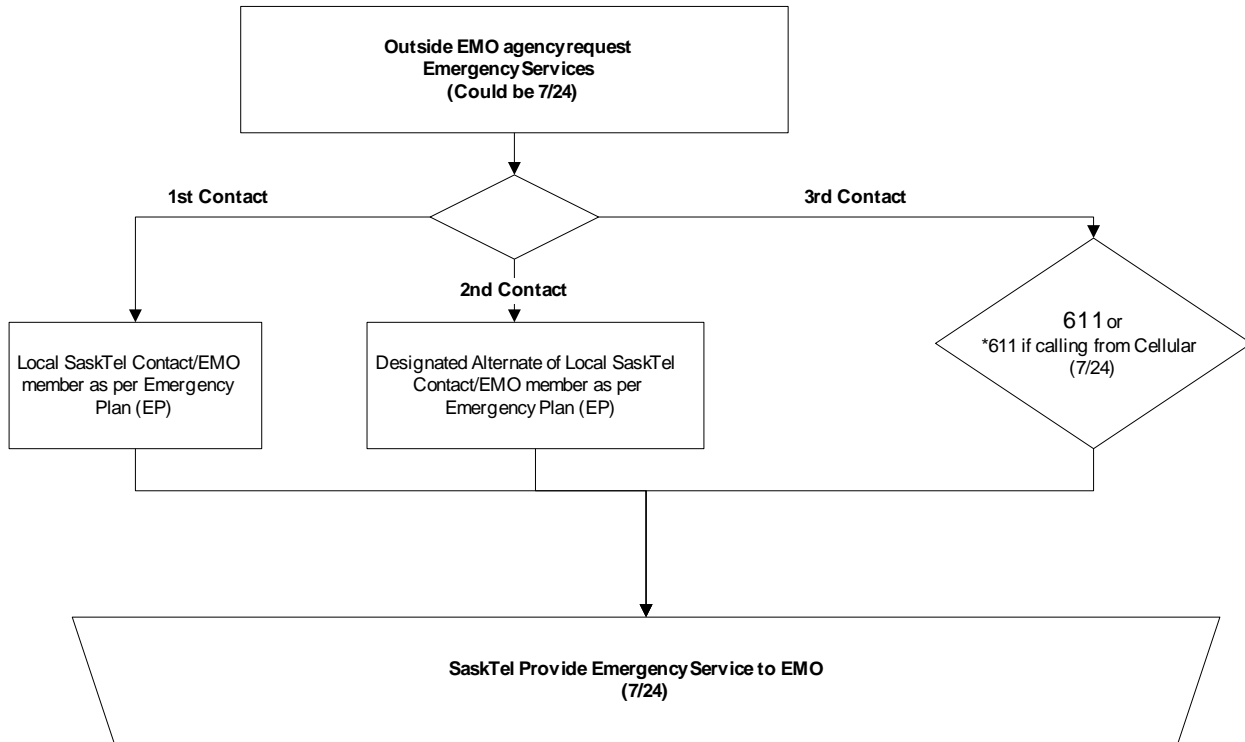
- ambulances
- mobile public address system
- emergency feeding facility
- equipment to repair public utilities
- transportation
- auxiliary heaters

**Source**

Ambulance  
Police/Fire/Radio Station  
Caterer  
Eng./All utilities  
Transportation Coordinator  
Industry/Rent it Store

## 50. EMO PROCESS FOR ESTABLISHING SASKTEL EMERGENCY COMMUNICATIONS

Emergency Organizations and Businesses should follow this process when requesting emergency communication services to set up their EOC (Emergency Operations Center) or alternate location of operations due to a disaster or event.



### Local EMO procedures to activate SaskTel emergency communication

Contact SaskTel as follows:

- 1<sup>st</sup> contact: The local SaskTel EMO member/representative (Including all numbers, Bus, Cell, Home)
- 2<sup>nd</sup> contact: The local SaskTel EMO member/representative designated alternate (Including all numbers, Bus, Cell, Home)
- 3<sup>rd</sup> contact: SaskTel provincial trouble number (611)

### EMO Communication requirements document

Emergency Communication documents should be part of the EMO emergency plans, always kept current and available to quickly forward or fax information to SaskTel when requesting emergency services. (See SaskTel's "EMO Communication requirements" template)

This document should be filled out in detail with your SaskTel Rep and stored with your local emergency plans. Your SaskTel EMO member/representative and designated alternate also should keep current copies.

**51. EMO COMMUNICATION REQUIREMENTS FOR ESTABLISHING AN EOC**

**Procedure for contacting SaskTel when request emergency Communications**

| <b>First Point of Contact:</b>                                                                      | <b>Second Point of Contact:</b>             | <b>Third Point of Contact:</b>            |
|-----------------------------------------------------------------------------------------------------|---------------------------------------------|-------------------------------------------|
| Local SaskTel EMO/PERC representative                                                               | Local SaskTel EMO/PERC designated alternate | <b>SaskTel “611”</b>                      |
| Name: <b>Kelly Copeland</b><br>Work: (306) 752-8301<br>Cell: (306) 921-7249<br>Home: (306) 752-3477 | Name:<br>Work:<br>Cell:<br>Home:            | If calling from Cellular dial <b>*611</b> |

**Telecommunication requirement Template:** Please use this as a template to do your emergency communication planning. Once completed this document should be part of your emergency plan and be available to provide SaskTel in the event of an emergency request.

|                                                                                                                                                       |                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <b>Town and address of Primary EOC location</b>                                                                                                       | City of Melfort – City Hall                                              |
|                                                                                                                                                       | 202 Burrows Avenue West                                                  |
| <b>Number of Telephone lines and Type (i.e. POTS, Centrex)</b>                                                                                        | Number of Lines:                                                         |
|                                                                                                                                                       | Type of Lines:                                                           |
| <b>Telephone features on lines (i.e. caller ID, Blocking, 3 way calling)</b>                                                                          | Line features:                                                           |
| <b>Type of phone terminal equipment required including options (i.e. Single line set, length of line cord, hold buttons, display capability, etc)</b> | Type of Sets including options:                                          |
| <b>Telephone facilities in place at location (i.e. Jacks, inside cable, etc)</b>                                                                      | Existing telephone facilities in place in building and EOC room:         |
| <b>Any known feeder cable facilities (i.e. Feeder cable, preferred count, Radi Access, Sac)</b>                                                       | Outside Plant information:                                               |
| <b>Town and address of Alternate EOC location (If applicable)</b>                                                                                     | City of Melfort – Fire Hall                                              |
|                                                                                                                                                       | Saskatchewan Avenue West                                                 |
| <b>Number of Telephone lines and Type (i.e. POTS, Centrex)</b>                                                                                        | Number of Lines:                                                         |
|                                                                                                                                                       | Type of Lines:                                                           |
| <b>Telephone features on lines (i.e. caller ID, Blocking)</b>                                                                                         | Line features:                                                           |
| <b>Type of phone set equipment required with options (i.e. Single line set, length of line cord, hold buttons, display capability, etc)</b>           | Type of Sets including options:                                          |
| <b>Telephone facilities in place at location (i.e. Jacks, inside cable, etc)</b>                                                                      | Jacks hardwired in hallway and meeting room, to be activated by Sask Tel |
| <b>Any known feeder cable facilities (i.e. Feeder cable, preferred count, Access terminal, Sac)</b>                                                   | Outside Plant information:                                               |

**52. COMMUNICATIONS PROCESS**

- a) Establishing a functional communications process is essential to effectively manage an emergency event. Communications options available include in whole or in part, telephones, VHF/UHF mobile radio, FleetNet 800 mobile radio, Amateur Radio (HAM Radio) and courier or human runner. The nature of the emergency event **will** ultimately determine the best communications solution.
- b) If fully functional, the telephone option provides users with a variety of effective communication solutions including land line, cellular and FAX. It should be noted that during the early stages of an emergency event, telephone service can and in all likelihood, “will fail.” This condition, known as “overload” is caused by a high customer demand for limited Telco resources. That being said, telephone is the preferred communication option due to its ease of use, availability and normal day reliability. SaskTel has established an approved method of procedure for acquiring emergency service; see Appendix Section xx page yy and Section xxx page yyy for details and local contacts.
- c) VHF/UHF mobile radio systems are utilized for normal day business communications by various municipal, public and private agencies within the community. The expectation of this plan is – all agencies that normally use VHF/UHF radios, when called upon during an emergency event, **will** continue to use “their” system. As well, the agency prime assigned to the EOC will be equipped with “their” radio for communicating with his/her respective agency.
- d) The City of Melfort maintains a mobile communication system consisting of:

**Melfort City Hall**

- 1 base station – single channel unit assigned the City of Melfort frequency 153.920 MHz.

**Melfort Public Works Maintenance Shop**

- 1 base station – single channel unit assigned the City of Melfort frequency 153.920 MHz.

**Melfort Fire Department**

- 1 base station – single channel unit assigned the City of Melfort frequency 153.920 MHz.

|                 |             |
|-----------------|-------------|
| City of Melfort | 153.920 MHz |
|-----------------|-------------|

- 6 mobile units e/w 3 channels:

|                 |             |
|-----------------|-------------|
| City of Melfort | 153.920 MHz |
| Provincial Fire | 156.885 MHz |
| Provincial EMO  | 156.915 MHz |

- 5 portable units e/w 2 channels:

|                 |             |
|-----------------|-------------|
| Provincial Fire | 156.885 MHz |
| Provincial EMO  | 156.915 MHz |

**Melfort EMO/Rescue Van**

- 1 cellular unit (921-7444)
- 1 mobile unit e/w 8 channels:

|                     |             |
|---------------------|-------------|
| City of Melfort     | 153.920 MHz |
| Provincial Fire     | 156.885 MHz |
| Provincial EMO      | 156.915 MHz |
| RM of Star City     | 152.990 MHz |
| RM of Flett Springs | 153.125 MHz |
| RM of Pleasantdale  | 156.345 MHz |
| RM of Kinistino     | 156.420 MHz |
| RM of Willow Creek  | 158.880 MHz |

- 1 amateur Mobile e/w 2 channels:

|                                  |             |
|----------------------------------|-------------|
| National Calling Chan. (Simplex) | 146.520 MHz |
| Melfort Amateur Repeater         | 146.880 MHz |

- e) FleetNet 800 or trunked radio is a service provided by SaskTel Mobility, it is somewhat similar to VHF/UHF but differs in how a “common pool of frequencies” is shared by all users (simply stated). A number of agencies including SaskTel, SaskPower, SaskEnergy, Dept. of Highways, etc. and various private agencies currently use this service. For a list of agency primes, see Appendix Section 33, Page 31, the EMERGENCY NOTIFICATION DIRECTORY.
- f) The Melfort Amateur Radio Club maintains or has access to a variety of wireless technologies including a number of radio operators and is very capable of providing communication service during an emergency event. A short and ever changing inventory includes but is not limited to: telephone autopatch (752-5004), repeater links (as available), numerous VHF mobile and handheld units, as well as portable power generators. For a list of Club members, contact the Communications Co-ordinators (Appendix Section 33, Page 30, the EMERGENCY NOTIFICATION DIRECTORY).

53. MUNICIPAL BYLAWS

a. BYLAW 72-2: ESTABLISHMENT OF AN EMERGENCY MEASURES ORGANIZATION

T O W N O F M E L F O R T

BYLAW NO 72-2

A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF  
AN EMERGENCY MEASURES ORGANIZATION

Whereas, the Civil Defence Act, Cap 417, RSS 1965, under Section Nine (9) provides for the establishment, organization, operation and control of a local civil defence and disaster organization by municipal council:

And whereas, it is desirable and in the public interest that civil emergency plans be prepared to meet emergencies created by disasters:

And whereas, it is necessary to ensure the continued functioning of the government of The Town of Melfort during all emergencies:

Therefore, the Council of the Town of Melfort enacts as follows:

1. There is hereby established an Emergency Measures Control Committee which shall consist of the Mayor and at least two members of Council who shall be appointed by resolution.
2. The Emergency Measures Control Committee shall be responsible for:
  - (a) Appointment of an Emergency Measures Organization Director/Co-ordinator and other such employees as may be required.
  - (b) The review of all plans, programs and expenditures related to emergency planning.
  - (c) Submission to Council of estimates of expenditures for the maintenance and operation of the Emergency Measures Organization.
  - (d) Submission to Council at least twice per year of a progress report of activities.
  - (e) Submission to Council, for approval, of a municipal emergency plan.
3. There shall be an Emergency Measures Planning Committee comprised of municipal departments and emergency services, or such other persons as may be deemed necessary to formulate a municipal emergency plan.
4. The Chairman of the Emergency Measures Planning Committee shall be the Emergency Measures Director/Co-ordinator.
5. The Emergency Measures Director/Co-ordinator shall be responsible for stimulating and co-ordinating the development of a disaster plan for the municipality in co-operation with all governmental departments, agencies and voluntary services.
6. Each municipal department or voluntary emergency service of the municipality shall make such plans and carry out such activities as are necessary to ensure a capability to meet their responsibilities in disaster.
7. The Emergency Measures Organization of the Town of Melfort shall be comprised of the Emergency Measures Control Committee, the Emergency Measures Planning Committee, municipal departments and all voluntary emergency services within the municipality.
8. The Council may, from time to time, borrow, buy, appropriate and expend monies required to meet the ordinary operating expenses of the said organization.
9. The Council may co-operate with the Councils of other municipalities for the purpose of jointly establishing and operating an Area Emergency Measures Organization.

Read a first time this / day of *May* A.D., 1972.

Read a second time this / day of *May* A.D., 1972.

Read a third time by unanimous vote of Council, and passed the / day of *May* A.D., 1972.

*[Handwritten signature]*



b. MEMORANDUM OF AGREEMENT - FORMATION OF MUTUAL AID AREA

280

MEMORANDUM OF AGREEMENT made this 4th day of Dec, 1986, A.D.

- BETWEEN:
- (a) The City of Melfort
  - (b) The Town of Star City
  - (c) The Town of Kinistino
  - (d) Village of Beatty
  - (e) RM of Flett Springs
  - (f) RM of Willow Creek
  - (g) RM of Kinistino
  - (h) RM of Star City
  - (i) RM of Lake Lenore
  - (j) RM of Pleasantdale
  - (k) Village of Weldon
  - (l) Village of St. Brieux

THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. That the parties to this agreement form a Mutual Aid Area.
2. That each party to the agreement will assist any other party to the agreement in the event of a disaster.
3. That the City of Melfort be recognized as the Emergency Response Center.
4. That the objectives of the Mutual Aid Area are as follows:
  - (a) To provide a unified, effective organization involving neighbouring communities to lend reciprocal assistance, expertise, and equipment in a declared disaster or needed situation.
  - (b) To provide an effective program of communications involving modern equipment and training in the event of a disaster.
  - (c) To meet and prepare an up-to-date list of available resources in each community inclusive of equipment and manpower services.
  - (d) To prepare the necessary documentation to be submitted to the responsible bodies in the attainment of material, funding, or consultative services for the betterment of the program.
5. That, without limiting the general activities of the Mutual Aid Area, the following projects receive priority:
  - (a) To implement a more effective and current area communications system.
  - (b) To develop and utilize Emergency Response Training Centers.
  - (c) To prepare and update the various resource manuals.
  - (d) To secure modern Emergency Response Unit(s) and Equipment.
  - (e) To develop and implement the Planning and Publicity projects.
6. That this agreement shall be continuous; however, any party to the agreement may withdraw from the agreement by giving each other party to the agreement sixty (60) days notice of such withdrawal.

MEMORANDUM OF AGREEMENT  
Page 2

CITY OF MELFORT

[Signature]  
Mayor

[Signature]  
Administrator

TOWN OF STAR CITY

[Signature]  
Mayor

[Signature]  
Administrator

TOWN OF KINISTINO

[Signature]  
Mayor

[Signature]  
Administrator

VILLAGE OF BEATTY

[Signature]  
Mayor

[Signature]  
Administrator

RM OF FLETT SPRINGS

[Signature]  
Reeve

[Signature]  
Administrator

RM OF WILLOW CREEK

[Signature]  
Reeve

[Signature]  
Administrator

RM OF KINISTINO

[Signature]  
Reeve

[Signature]  
Administrator

RM OF STAR CITY

[Signature]  
Reeve

[Signature]  
Administrator

RM OF LAKE LENORE

[Signature]  
Reeve

[Signature]  
Administrator

RM OF PLEASANTDALE

[Signature]  
Reeve

[Signature]  
Administrator

MEMORANDUM OF AGREEMENT  
Page 3

VILLAGE OF WELDON

*Ray Hadland*  
Mayor

*James [unclear]*  
Administrator

Village of St. Brieux

*[unclear]*  
Mayor

*D. J. Bernard*  
Administrator

④

#### **54. PROVINCIAL LEGISLATION**

<http://www.qp.gov.sk.ca/documents/English/Statutes/Statutes/E8-1.pdf>