

# VILLAGE OF GRAND COULEE EMERGENCY PLAN



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## ATTACHMENTS

Bylaw 006/99 to Establish an Emergency Measures Organization  
Declaration / Termination of State of Local Emergency  
Emergency Planning Act 1989  
Emergency Operations Centre  
Maps  
Master Contact List  
Mutual Aid Arrangements  
Sub – Plans



# VILLAGE OF GRAND COULEE EMERGENCY PLAN

## DISTRIBUTION LIST

COPY #	AGENCY / PERSON	QUANTITY
<b>1</b>	EMERGENCY COORDINATOR	1
<b>2</b>	MAYOR	1
<b>3</b>	ADMINISTRATOR	1
<b>4</b>	VILLAGE OFFICE	1
<b>5 - 9</b>	<b>EMERGENCY OPERATIONS CENTRE</b>	5
<b>10</b>	GRAND COULEE FIRE DEPARTMENT	1
<b>11</b>	GRAND COULEE FIRST RESPONDERS	1
<b>12</b>	RCMP	1
<b>13</b>	REGINA FIRE DEPARTMENT	1
<b>14</b>	RQHR	1
<b>15 - 17</b>	<b>SASKATCHEWAN PUBLIC SAFETY &amp; SASK 911</b>	3
<b>18</b>		
<b>19</b>		
<b>20</b>		

## REDISTRIBUTION OF EMERGENCY PLANS

Emergency Plans are numbered to coincide with specific positions, departments or agencies and not individuals and are the property of the Village of Grand Coulee. In light of the above when an individual relinquishes their position, the Emergency Plan must be passed on to their replacement.





# VILLAGE OF GRAND COULEE EMERGENCY PLAN

## INTRODUCTION

This plan is to provide direction for a response to an emergency affecting the Village of Grand Coulee. It is important, that the Mayor and Council and those persons who will be responding to an emergency know contents of this plan.

Responsibility for the management of municipal emergency operations rests with the Mayor and Council. The local authority may be advised and assisted by representatives of provincial departments and agencies in order to provide a coordinated municipal/provincial response.

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

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

## AIM

The aim of this emergency plan is to reduce the risk to life and health residents may face and to reduce the damage to property that may result from an emergency.

## PURPOSE

The purpose of this plan is to outline the procedures to be followed by local government in order to provide a prompt and coordinated response to emergencies.

This emergency plan does not apply to those day-to-day situations, which are dealt with by Fire, Police or Emergency Medical Services.

## AUTHORITY

This plan is issued by Council, under the authority of: The *Emergency Planning Act 1989* and Village of Grand Coulee By-Law No. 006/99 *To Establish an Emergency Measures Organization*; December 9, 1999.

## IMPLEMENTATION

This plan **may** be implemented in part or in full when no state of emergency exists by the Council, or by the Chair or Council; or by the Emergency Measures Coordinator, or by Emergency Services as required to protect lives and property.



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This plan **shall** be implemented, at any time when Council is satisfied that an emergency exists or may exist, in all or any part of the village, it may by resolution make a local emergency declaration relating to all or any part of the village.

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

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

### EMERGENCY POWERS

Emergency powers may only be used after a Local Emergency has been declared. The Council may do all acts and take all proceedings that are reasonably necessary to meet the emergency (*Section 21 of The Emergency Planning Act, 1989*), including:

- ✚ put into operation any emergency plan or program that the local authority considers appropriate;
- ✚ acquire or utilize any real or personal property that the local authority considers necessary to prevent, combat or alleviate the effects of an emergency;
- ✚ authorize any qualified person to render aid of a type that the person is qualified to provide;
- ✚ control or prohibit travel to or from any area of the municipality;
- ✚ provide for the restoration of essential facilities and the distribution of essential supplies;
- ✚ provide, maintain and co-ordinate emergency medical, welfare and other essential services in any part of the municipality;
- ✚ cause the evacuation of persons and the removal of persons or live and personal property from any area of the municipality that is or may be affected by an emergency and make arrangements for the adequate care and protection of those persons or live stock and of the personal property;
- ✚ authorize the entry into any building or on any land, without warrant, by any person when necessary for the implementation of an emergency plan;
- ✚ cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary in order to reach the scene of the emergency, to attempt to forestall its occurrence or to combat its progress;
- ✚ conscript persons needed to meet an emergency; and



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- ✚ do all acts and take all proceedings that are reasonably necessary to meet the local emergency.

## **PUBLIC NOTIFICATION**

Immediately after the making of a local emergency declaration, the local authority shall cause the details of the declaration to be published by any means of communication that it considers is most likely to make those details known to the majority of the population of the area of the municipality affected by the contents of the declaration.

Notification shall include

- ✚ The reason for declaring a local emergency
- ✚ The area and/or extent of the emergency
- ✚ An appeal to the public to obey all orders issued by the municipality or authorities during the emergency
- ✚ An appeal to the public to stay clear of the emergency area
- ✚ Assuring the public that all emergency response personnel will be diligent in the discharge of their duties.

## **PROVISION OF MUTUAL AID**

An emergency, by its very nature, requires an immediate response from various agencies acting on behalf of the Village of Grand Coulee. If the village's resources are exceeded in meeting the needs of evacuees from another community, the village may declare a Local Emergency to acquire resources necessary to meet those needs.

## **HAZARD RISK & VULNERABILITY ANALYSIS**

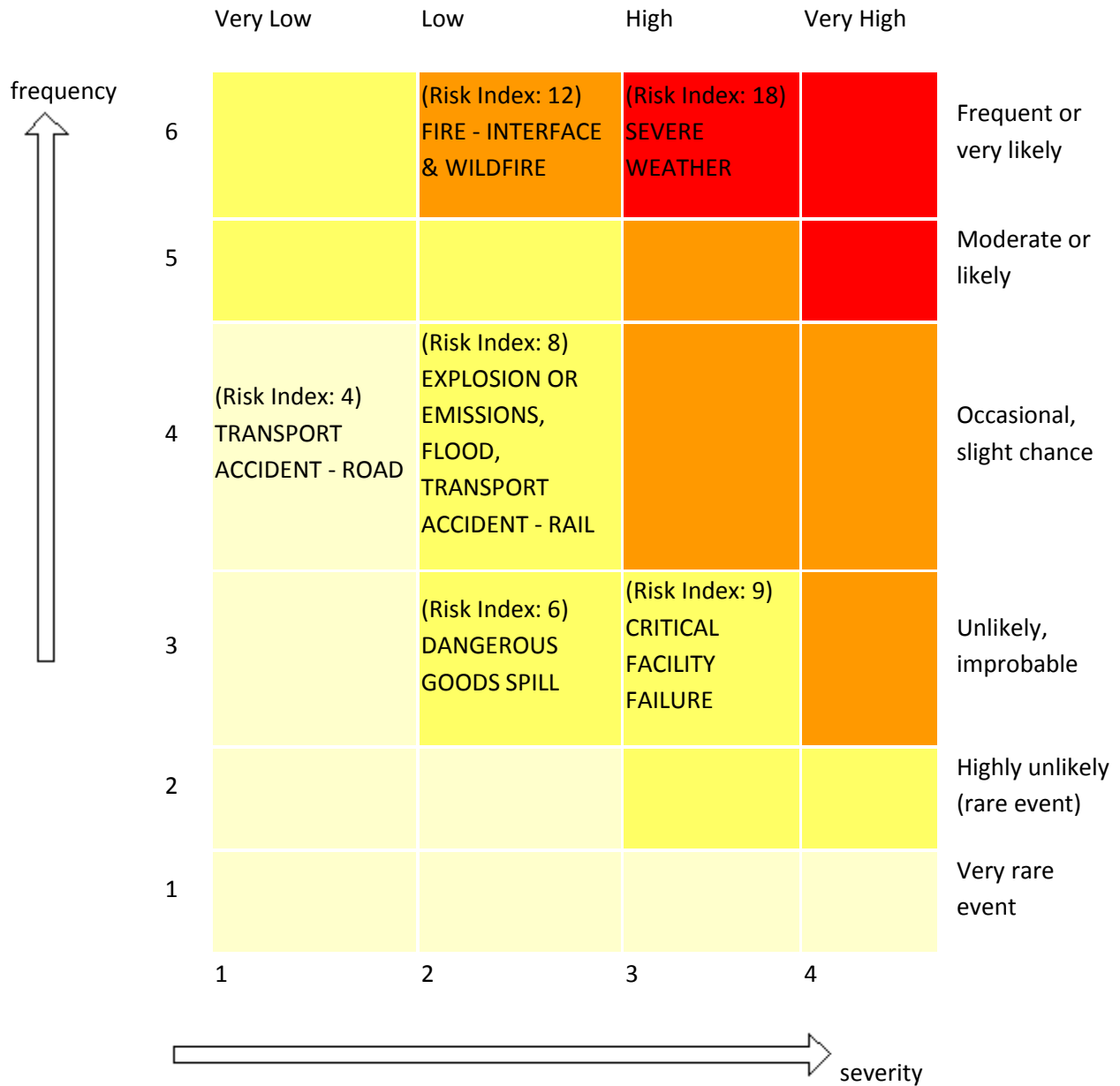
The Village of Grand Coulee has conducted a Hazard Risk & Vulnerability Analysis (HRVA) of the following hazards to produce a Risk Priority Matrix and a Hazard & Risk Index.

Critical Facilities Failure / Dangerous Goods Spill / Earthquake / Epidemic – Animal / Epidemic Pandemic – Human / Explosions or Emissions / Fire – Interface & Wildfire / Fire Urban & Rural / Flood / Infrastructure Failure / Landslide, Debris Flow or Subsidence / Severe Weather / Space Object Crash / Terrorism / Transport Accident – Air / Transport Accident – Rail / Transport Accident – Road



# VILLAGE OF GRAND COULEE EMERGENCY PLAN

## RISK PRIORITY MATRIX





# VILLAGE OF GRAND COULEE EMERGENCY PLAN

## HAZARD & RISK INDEX

1. (Risk Index: 18) SEVERE WEATHER
2. (Risk Index: 12) FIRE - INTERFACE & WILDFIRE
3. (Risk Index: 9) CRITICAL FACILITY FAILURE
4. (Risk Index: 8) EXPLOSION OR EMISSIONS, FLOOD, TRANSPORT ACCIDENT – RAIL
5. (Risk Index: 6) DANGEROUS GOODS SPILL
6. (Risk Index: 4) TRANSPORT ACCIDENT – ROAD

## EOC ACTIVATION & STAFFING

An EOC may be activated by any one of the following:

- ✚ The Incident Commander
- ✚ Emergency Measures Coordinator
- ✚ Mayor
- ✚ Council

**Note:** The EOC may be activated with or without a Declaration of a State of Local Emergency or Provincial Emergency; however, it **must** be activated once a Declaration of a State of Local Emergency has been made.

### Activation Criteria

- ✚ Significant number of people at risk
- ✚ Response coordination required because of
  - Large or widespread event
  - Multiple emergency sites
  - Several responding agencies
- ✚ Resource coordination required because of
  - Limited local resources, and
  - Significant need for outside resources
- ✚ Uncertain conditions
  - Possibility of escalation of the event
  - Unknown extent of damage
  - Potential threat to people, property and / or environment
- ✚ Declaration of a State of Local Emergency is made



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Emergency Operations Centre Command Staff will direct and control the response to the emergency. The EOC will be responsible for providing essential services and resources to the community and to the Incident Site Team.

The Emergency Operations Centre Command Staff will consist of the following:

## **The Mayor and Council:**

- ✚ The Council and in the absence of a quorum of Council, the Mayor will control and direct the emergency operations at all times.
- ✚ In the absence of Council, the Mayor will assume responsibility of directing emergency operations.
- ✚ They have the decision-making authority in the event of an emergency involving the village unless the minister assumes direction and control.

## **Administrator / Emergency Measures Coordinator (EMC)**

- ✚ Advise the Council and Mayor on legislation and procedures and of developments to the emergency situation and response.
- ✚ Manage and coordinate Emergency Operations Centre Command Staff activities.
- ✚ Manage and coordinate the emergency response.
- ✚ Maintain financial and other records pertaining to the emergency operations.
- ✚ Ensure that the EOC is set up.
- ✚ Coordinate post-emergency reporting and preparation of reports.
- ✚ Shall ensure amendments to the emergency plan are made.

*The following EOC positions should be staffed, however, if they are not staffed the duties of these positions will have to be assigned to others*

## **Telecommunications Manager:**

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



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## **Transportation Manager:**

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

## **Human Resources/Volunteers Manager:**

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

## **Resources Manager:**

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

## **Public Information Manager:**

- ✚ Develop timely media releases concerning the emergency for release to radio stations, television and newspapers, pending approval from the EMO Coordinator and/or the Elected Officials.
- ✚ Deliver media briefings or brief the community's official spokesperson.

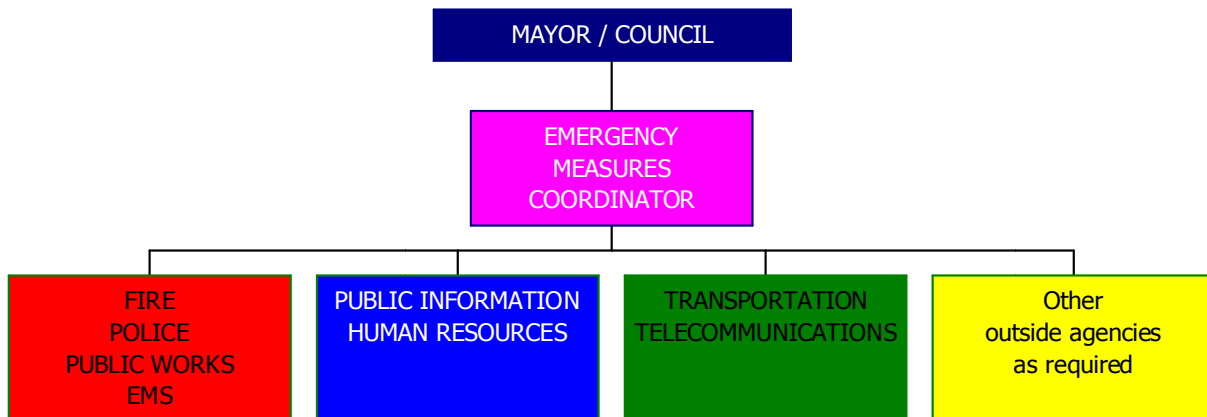
## **Clerks and Staff:**

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



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## EOC ORGANIZATION FLOWCHART



The Emergency Operations Centre Command Staff will report to the Emergency Operations Centre located at in the village office. In the event that this operation centre cannot be used, then the secondary location will be United Church Hall.

## EMERGENCY SITE MANAGEMENT TEAM

The Incident Commander will be the first qualified emergency responder at the scene of the incident. Incident Command may be transferred upon the arrival of a more qualified or senior person. It will generally be the Senior Police, Fire, EMS or Public Works person, or other person appointed by the Council and/or Mayor after consulting with the EMO Coordinator.

### Incident Commander:

- ✚ Manage and control the Incident Site Operations.
- ✚ Keeps the Emergency Operations Centre informed of all operation activities and resource requirements at the site.
- ✚ Determines the inner and outer perimeter of the emergency site.

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

- ✚ The Incident Commander, unless circumstances dictate otherwise;
- ✚ Security at the emergency site;
- ✚ A temporary morgue if required; and
- ✚ Assist in the evacuation of people.



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**Fire Services:** In addition to their normal day-to-day duties, the fire service will provide:

- ✚ The Incident Commander, unless circumstances dictate otherwise;
- ✚ Assistance in the evacuation of people; and
- ✚ Initiation of Mutual Fire Aid if required.

**Emergency Medical Services:** In addition to their normal day-to-day duties, ambulance services will provide:

- ✚ The Incident Commander, unless circumstances dictate otherwise;
- ✚ Casualty evaluation;
- ✚ First aid on-site; and
- ✚ Casualty sorting and transportation.

### **First Responders:**

- ✚ The Incident Commander, unless circumstances dictate otherwise;
- ✚ Casualty evaluation;
- ✚ First aid on-site; and
- ✚ Aid and assist EMS

## **TERMINATION OF LOCAL EMERGENCY**

The local emergency may be terminated at any time by the Council; or the Minister responsible for The Emergency Planning Act, 1989.

The Council shall complete the form "Termination of Local Emergency", found in the attachments as appropriate.

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

- ✚ The residents of the municipality;
- ✚ Saskatchewan Public Safety & Sask911; and,
- ✚ Neighbouring municipalities and communities, as required.

## **REVIEW & EXERCISING OF EMERGENCY PLAN**

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

