

# EMERGENCY PLAN

Town of Raymore

Dated: November 13, 2013

Updated: March 23, 2016

## Introduction

The content of this **Emergency Plan** provides guidance for the **Town of Raymore** to respond to an emergency.

This document will not prevent, nor reduce, the possibility of an emergency occurring. It will aid in providing a prompt and coordinated response, thereby reducing human suffering and loss or damage to property.

The public must be informed about the **Emergency Plan** and educated as to certain elements (e.g. Warning and Evacuation Procedures).

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

## **PREAMBLE**

### **Purpose:**

The purpose of this Emergency Plan is to provide for a prompt and coordinated response to emergencies affecting the Town of Raymore.

### **Authority:**

This Emergency Plan is authorized in accordance with Town of Raymore Bylaw 2/88 (A Bylaw to Establish an Emergency Measures Organization).

### **Policy:**

The Town of Raymore must depend entirely upon their own resources during the initial impact of an Emergency. Provincial and/or Federal assistance will be obtained through established channels, only after local resources have been fully committed or when it is clear that local resources will be inadequate.

### **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.

### **Aim:**

The Town of Raymore Emergency Plan will be implemented to prevent or limit:

1. The loss of life;
2. Harm or damage to the safety, health or welfare of people; or
3. Damage to property or the environment;
4. Continue and/or restore essential services.

## **DEFINITIONS AND ACRONYMS:**

***Emergency:*** A presence of a disaster caused by manmade means or natural events which require prompt coordination of action, or the special regulation or control of persons or property to protect the safety and welfare of people and/or to limit damage to property.

***ECG - Emergency Control Group:*** The group tasked with managing and coordinating the Emergency response by carrying out the Emergency Plan.

***EMO - Emergency Measures Organization:*** The group tasked with creating the Emergency Plan and reacting to any emergencies.

***EOC - Emergency Operations Center:*** The facility used as headquarters when an Emergency is declared. This facility shall be located at the Town of Raymore Administration Office (107 Main Street) or, in the event of the location being inaccessible, the Raymore Baptist Church (located at 316 Main Street).

***EMO Coordinator:*** The person appointed as the Emergency Coordinator for the Town of Raymore.

***Level 1 Emergency:*** refers to emergency situations where life and safety are under immediate threat and time is critical.

***Level 2 Emergency:*** refers to an emergent event that can affect decisions people make as they pertain to a person's daily life and individual safety.

***Municipal Service:*** refers to fire, police, ambulance/hospital, public works and other agencies operating within the jurisdiction of the Town of Raymore.

***On-Site Commander:*** refers to the first person to arrive at the Emergency until a member assigned by the Emergency Control Group can take over.

***Resource:*** refers to personnel, equipment and operating supplies available for use during a period of emergency.

***SaskAlert:*** The provincial public alerting program which will be used to notify and alert when emergency events are emerging or occurring.

## **GENERAL PROCEDURES:**

Initially, the Town of Raymore and/or the appropriate Municipal Service will respond to an event. If this event is beyond their capacity to handle, the On-Site Commander will notify a member of the Emergency Control Group.

### ***Emergency Control Group***

Mayor:	Malcom Koncz
EMO Coordinator:	Douglas Armbruster
RCMP:	Staff Sergeant Craig Cleary
Fire Chief:	Danny Lorenz
Town Foreman:	Ron Hido
Town Administrator:	Joanne Hamilton

The initial member notified will ensure all available members of the ECG are advised.

On implementation of this Emergency Plan, the EOC will be staffed. Communications to the emergency site will be established and the ECG will assume full responsibility for control of the Emergency.

## **IMPLEMENTATION**

This Emergency Plan shall be implemented in part or in whole when an Emergency has occurred or threatens to occur.

Implementation shall be authorized by:

1. The Mayor;
2. In the absence of the Mayor, the Council;
3. In the absence of the Mayor and Council, the Emergency Coordinator;
4. Or, by Emergency Response Personnel authorized to act in accordance with this Emergency Plan.

The taking of extraordinary action by Emergency Response Personnel constitutes implementation of this Emergency Plan.

Emergency Response Personnel may take such action(s) as may be required to protect lives and property in the Town of Raymore. In the event of an Emergency, this Emergency Operations Plan can be implemented without declaring a Local Emergency.

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

Public Alerting through SaskAlert shall be done in the event of a Level 1 or 2 Emergency. The EMO Coordinator is authorized to issue an Alert.

The Emergency Alert Teams shall be contacted by the ECG, and shall alert their respective areas using the script provided.

## **ORGANIZATION AND CONTROL**

The Mayor or Acting Mayor shall:

1. declare an emergency to exist within the the designated area (after consultation and as determined by the ECG);
2. declare that the emergency has terminated (Council may also terminate the Emergency);
3. notify the Saskatchewan Emergency Management and Public Safety office of the Declaration of Emergency;
4. Ensure the members of Council are advised of the declaration and termination of an Emergency, and are kept informed of the Emergency situation.

The Council shall:

1. participate with the Mayor in the decision making process;
2. assume responsibility in the absence of the Mayor;
3. assist in the execution of operational control if necessary.

The EMO Coordinator shall:

1. issue an alert through the SaskAlert alerting system in consultation with the Saskatchewan Emergency Management and Public Safety Coordinator;
2. advise the Mayor and Council on legislation and procedures;
3. ensure reliable communications are established between the On-Site Commander and the ECG;
4. chair meetings of the ECG;
5. coordinate all operations within the EOC, including the scheduling of regular meetings, maintaining financial and other records pertaining to the Emergency;
6. keep the Mayor and Council informed of developments as they occur and ensure all instructions from the Mayor and Council are carried out;
7. direct ECG activities;
8. ensure annual updating of the Emergency Plan;
9. provide or request Mutual Aid when required;
10. alert and coordinate the response of volunteer organizations;
11. maintain a log of all actions taken;
12. inform the public of the emergency plans of the local government and emergency services.
13. approve, in conjunction with the Mayor, major announcements and media releases.
14. ensure that a communications link is established between the ECG and the On-Site Commander.

## EMERGENCY OPERATIONS CENTER

The EMO Coordinator shall, in conjunction with the ECG, perform the following duties within the EOC:

1. Call out municipal emergency services in response to an Emergency.
2. Appoint an On-Site Commander, if necessary. All responding emergency services must be notified of the appointment.
3. Determine if the location of the EOC is appropriate.
4. Consult the On-Site Commander, Mayor and Council to determine if a *Declaration of Local Emergency* is required. The Declaration of Local Emergency when properly completed must be submitted to the Saskatchewan Emergency Management and Public Safety Coordinator.
5. Provide adequate communications from the EOC to the Emergency site.
6. Establish and confirm public inquiry numbers.
7. Determine whether an evacuation of residents is required.
8. Oversee the needs of the evacuated residents are being met.
9. Notify the receiving community that an evacuation is underway and whether or not the evacuees require accommodations, food and other services.
10. Approve discontinuance of utilities or services provided by public or private concerns.
11. Determine if volunteers are required.
12. Determine if transportation is required for evacuation of persons or the moving of supplies.
13. Ensure that the residents of the community are updated on the response to the emergency.
14. Expend monies as authorized to deal with the Emergency.
15. Notify the response personnel and residents of the *Termination of Local Emergency*.
16. Submit the *Termination of Local Emergency* to Saskatchewan Emergency Management and Public Safety.
17. After the Emergency, conduct a review of Emergency response procedures and make amendments to the Emergency Plan where required.

## **ON-SITE OPERATIONS**

### ***On-Site Commander:***

The first person to arrive at the Emergency until a member of the ECG can take over shall be designated as the On-Site Commander by the EMO Coordinator.

The On-Site Commander is responsible to:

1. Direct the Emergency operations at the Emergency site.
2. Keep the ECG informed of all operations and requirements at the site.

### ***RCMP Staff Sergeant***

In addition to his/her regular duties, they shall:

1. Notify necessary essential municipal services as required;
2. Establish a site command post with communications to the EOC site;
3. Provide an Emergency Manager, if required by the EMO Coordinator;
4. Establish an on-going communications link with the senior RCMP officer at the scene of the Emergency (in the case of a train derailment, this may be the senior CN Police Officer);
5. Establish an outer perimeter in vicinity of the Emergency to facilitate the movement of emergency vehicles, restrict access to all but essential personnel and provide security at the emergency site;
6. Provide traffic control to facilitate movement of emergency vehicles.
7. Alert people endangered by the Emergency and coordinate evacuation procedures;
8. Liason with Social Services regarding the establishment and operation of evacuation and reception centers;
9. Set up a temporary morgue (at the Raymore Curling Club) if necessary and notify the coroner.

### ***Fire Chief***

In addition to his/her regular duties, they shall:

1. Act as the On-Site Commander, when circumstances dictate;
2. Provide the ECG with information and advice on firefighting and rescue matters;
3. Establish an ongoing communications link with the other firefighters at the scene of the emergency;
4. Initiate mutual aid agreements for provision of additional firefighting manpower and equipment if needed;
5. Determine if additional or special equipment is needed and recommend possible sources of supply;



***Fire Chief (continued)***

6. Provide assistance to other municipal departments and agencies;
7. Be prepared to contribute to non-firefighting operations if necessary, such as rescue, first aid, casualty collection, evacuation, etc;
8. Provide an Emergency Site Manager if necessary.

***Town Foreman***

In addition to his/her regular duties, they shall:

1. Provide the ECG with information and advice on engineering matters;
2. Be responsible for the construction, maintenance and repair of Town roads, maintenance of sanitary sewage and water systems, provision of equipment for emergency pumping operations, provision of emergency potable water, supplies and sanitation facilities to the requirements of Saskatchewan Health;
3. Liaison with the Fire Chief concerning emergency water supplies for firefighting purposes;
4. Discontinue any public works service or utility to any consumer as required, and restoring these services when appropriate;
5. Liaison with public utilities to disconnect any service representing a hazard and/or to arrange for provision of alternate services;
6. Provide public works vehicles and equipment as required by any other emergency services;
7. Maintain liaison with flood control, conservation and environmental agencies and be prepared to take preventative action.

## **EVACUATION PROCEDURES**

In the event that it is necessary to evacuate people; warning, transportation and security procedures must be observed.

### ***Emergency Control Group Responsibilities***

The ECG shall ensure that:

1. Precise information is disseminated to the general public as to the danger involved and actions to be taken;
2. Raymore School, Silver Heights Special Care Home, and residences in the affected area are notified;
3. Evacuation center (Raymore School) is notified and staffed with volunteers.

### ***Transportation***

1. It is anticipated that the majority of people will provide for their own transportation.
2. The ECG will make arrangements to evacuate persons without transportation
  - A. Raymore School
  - B. Silver Heights Special Care Home

### ***Security***

During the emergency period requiring evacuation, the RCMP shall secure the area.

### ***Reception***

1. Events in the neighbouring communities may necessitate the reception of evacuees by the Town of Raymore.
2. A Reception Center will be established at the Raymore School Gymnasium to register and receive evacuees and assign them to emergency accommodations.

### ***Accommodation and Meals***

1. The EMO Coordinator shall appoint volunteers to secure the necessary supplies and volunteer staff as deemed necessary by the ECG.

### ***Raymore School***

Raymore School and Horizon School Division #205 have their own evacuation plan.

### ***Silver Heights Special Care Home***

Silver Heights Special Care Home has its own Emergency Plan

## **TERMINATION AND RE-ENTRY**

The local emergency may be terminated at any time by:

1. The Mayor and/or Council
2. The Minister Responsible for *The Emergency Planning Act, 1989*.

The Council shall complete the form *Termination of Local Emergency* as appropriate.

Upon the termination of an Emergency, the Mayor and Council shall notify:

1. The residents of the Community;
2. Saskatchewan Emergency Management and Public Safety;
3. Neighbouring municipalities and communities as required.