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# District of Lakeland No. 521 Emergency Response Plan

## Section 1

# ORGANIZATION AND MANAGEMENT

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This document is the property of the District of Lakeland No 521. All contact information contained within is for the use of the District of Lakeland Emergency Measures Organization for issues related to emergency events only.

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# 1. INTRODUCTION

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## 1.1. SCOPE

- The purpose of this Emergency Response Plan is to provide for a prompt and coordinated response to emergencies or disasters affecting our District.
- This Emergency Plan does not apply to those day-to-day situations that are dealt with by Emergency First Responders. This Emergency Plan will be used for events beyond the realm of normal for each response service.
- Planning, in relation to an emergency situation, may be defined as the process of anticipating the need for the application of resources and manpower plus determining the methods of obtaining and applying these resources at the right time to achieve stated aims. As such, the contents of this Emergency Response Plan provide only guidance to the local government.

## 1.2. GOAL

- The goal of the Emergency Response Plan is to provide the earliest possible coordinated response in order that the following objectives are assured:
  - Prevent or limit the loss of life,
  - Prevent or limit the loss of property,
  - Prevent or limit the damage to the environment,
  - The restoration of essential services.

## 1.3. RESPONSIBILITY

- The responsibility for the health and welfare of its citizens rests with the elected officials of our District. Every municipality must be prepared to meet the threat that may arise from emergencies or disasters.
- The Emergency Plan does not override the responsibility of emergency services (Police, Fire, and EMS) to take warranted extraordinary action within their scope of responsibility in the event of an emergent situation for the safety and well being of the community.
- Each individual has a responsibility to have in place an individual or family plan to deal with a community crisis. The preparation of the municipal Emergency Plan should encourage individuals and families to prepare their own plan and the role of local government is to support these efforts through the distribution of information and educational opportunities.

## 1.4. RESOLUTION

- Section 9(1)(a) of The Saskatchewan Emergency Planning Act states that “every Local Authority shall establish a local emergency [measures](#) organization.”

See Section 6 – Appendices: Bylaw No. 2-2012 to establish and Emergency Measures Organization in the District of Lakeland

**1.5. DEFINITIONS**

Council	Shall mean a majority of the whole number of members required to constitute the Council of the District, as established in accordance with Division II of The Municipal Act.
District	Will refer to the District of Lakeland No.521
Emergency	Shall mean a present or imminent situation or condition that requires prompt action to prevent or limit the loss of life, property or damage to the environment.
Emergency Measures Executive Committee:	<p>This committee shall establish policy for the Emergency Measures Organization and appoint a coordinator of the emergency measures organization. This committee shall be comprised of:</p> <ul style="list-style-type: none"> <li>The Reeve</li> <li>The Deputy Reeve</li> <li>The District Administrator</li> <li>The Emergency Measures Coordinator</li> <li>Other members appointed by Council</li> </ul>
Emergency Measures Planning Committee:	<p>This committee shall formulate and document a municipal emergency plan chaired by the Emergency Measures Coordinator. This committee shall be comprised of persons deemed necessary to formulate a municipal emergency plan or their delegates who are empowered to act on their behalf.</p> <p>Typical committee members include:</p> <ul style="list-style-type: none"> <li>Municipal Administrator and departments (Public Works, Enforcement and Protective Services (EPS)),</li> <li>Government agencies (Sask Environment, Police, Red Cross Community Outreach, Regional Health Authority),</li> <li>Non-government agencies (fire department, volunteer groups, local businesses)</li> <li>Stakeholders</li> <li>Ratepayers and other persons or agencies as deemed</li> </ul>

	necessary.
Municipal Emergency Measures Coordinator	Shall mean that persons appointed by resolution of the Council as the Emergency Measures Coordinator or their alternate for the municipality.
Emergency Management Control Team	<p>Team responsible for the carrying out of any emergency measures, emergency activities or works in the event of an emergency. Under Emergency Planning Act, 1989 or the District of Lakeland Emergency Measures Bylaw or to that end, it shall have and is granted and delegated to it the duties and powers of the Municipal Council except the power to borrow money, to pass a bylaw or enter into any contracts. Such delegation of the duties and powers of the Municipal Council is expressly limited to only the powers of the Municipal Council necessary to carry out its rights, responsibilities, or duties under the Emergency Planning Act, 1989.</p> <p>During an emergency, the Emergency Management Control Team will work in the designated Emergency Operation Centre at assigned duties to support the Emergency Measures Site Team who are in the field.</p> <p>Typical team members include:</p> <ul style="list-style-type: none"> <li>District Administrator or a staff member</li> <li>Emergency Measures Coordinator</li> <li>Police</li> <li>Fire</li> <li>Ambulance</li> <li>Regional Health Authority</li> <li>Public Works</li> <li>Emergency Social Services</li> <li>Red Cross Community Outreach</li> <li>Saskatchewan Environment</li> </ul>



	<p>Public Information Officer to work with the media</p> <p>Wildlife and Animal Management</p> <p>Communications Officer</p> <p>Other persons or agencies as deemed necessary.</p>
Emergency Measures Site Team	This team maintains their respective tasks on the emergency site under the direction of the Incident Commander. They are supported by the work of the Emergency Management Control Team.
Emergency Operations Center (EOC)	Shall mean that location defined in the Emergency Response Plan as the overall command center for emergency operations.
Emergency Services	Shall mean Police, Fire, EMS, Public Works and other public services provided by or on behalf of the municipality.
Information Center	Shall mean locations for speedy gathering and transmittal of information. In the case of a major disaster, the Information Center shall include political and official representation at a senior level. It should be located near the Emergency Operations Center.
Incident Commander	A senior official responsible for coordinating all operations with emergency response teams at the Emergency Site. The Incident Commander is responsible for organizing the emergency scene and coordinating the activities and resources of all agencies responding to the emergency site. The Incident Commander draws upon the material and human resources of all Emergency response agencies. The Incident Commander is also responsible for communications with Emergency Management Control Team.
Inner Perimeter	Shall mean an area designated to enclose the actual emergency site and will include the first-aid station and casualty clearing station.
Liaison Officer	Shall mean a person assigned to the EOC Manager/Director, to liaise with supporting agencies at the Emergency Site and liaise with the Emergency Operations Centre.

Local Authority	The elected officials of the District of Lakeland also known as Council.
On Site Command	Shall mean the onsite command center at the scene of a disaster.
Outer Perimeter	Shall mean an area designated to enclose the emergency area and completely encircle it. This area will include the inner perimeter and leave ample area for setting up emergency centers and rescue operations. The outer perimeter is also used as a control measure between Emergency Operations Center and the On Site Emergency Command Center where all coordinated emergency response are taken.
Regional Emergency Manager (EM&FS) (Government Relations Branch)	Shall mean the officers of the Emergency Management and Fire Safety that are assigned to a specific region of the Province to provide advice and assistance to the municipalities in that region regarding all aspects of emergency management.
Registration & Inquiry	Shall mean the location(s) for the registration of people affected by the emergency and for the distribution of information about their whereabouts.

## 1.6. ACRONYMS

ANA	Aboriginal and Northern Affairs (Provincial)
ARES	Amateur Radio Emergency Service
CAO	Chief Administrative Officer
DART	Disaster Animal Response Team
DFA	Disaster Financial Assistance
EOC	Emergency Operations Centre
ECC	Emergency Coordination Centre
ECG	Emergency Control Group
EMCC	Emergency Mobile Command Centre (Provincial)
EM&FS	Emergency Management and Fire Safety (Provincial)
EMS	Emergency Medical Services
ERP	Emergency Response Plan
FEMA	Federal Emergency Management Agency (U.S.)
HC	Health Canada (Federal)
IC	Incident Commander
ICS	Incident Command System
INAC	Indian and Northern Affairs Canada (Federal)
JEPP	Joint Emergency Preparedness Program
MOU	Memorandum of Understanding
NGO	Non-Governmental Organization
OFC	Office of the Fire Commissioner (Provincial)-now EM&FS
PAS	Personnel Accountability System
PHAC	Public Health Agency of Canada (Federal)
PIO	Public Information Officer
PS Canada	Public Safety Canada (Federal)
REM	Regional Emergency Manager (EM&FS)
RCMP	Royal Canadian Mounted Police

RHA	Regional Health Authority
SK EMO	Saskatchewan Emergency Measures Organizations (Provincial) now EM&FS
SOLE	State of Local Emergency
WSA	Water Security Agency (formerly SWA Saskatchewan Water Authority)

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## 2. GUIDELINES

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### 2.1. FOR PREPAREDNESS

#### 2.1.1. Review of Plan

An annual review of the whole Emergency Response Plan shall be undertaken in January of each year.

Additional reviews shall be undertaken:

- End of July to update possible changes by municipal elections in resort villages (District of Lakeland, Candle Lake).
- End of October to update possible changes by municipal elections in rural and urban municipalities (Village of Paddockwood, RM of Paddockwood, Village of Christopher Lake)

See [Section 6: Forms: Emergency Plan Update Log](#) to record plan updates

#### 2.1.2. Hazard Analysis

Hazards in the District of Lakeland have been identified using the Federal Emergency Management Agency (FEMA) model.

See [Section 6: Appendices](#) for a completed hazard analysis.

A contingency plan for each major hazard will be completed and an exercise related to its number one hazard shall be undertaken.

The District will also ensure that it has the basic equipment to handle the hazards in the area until additional resources arrive, and that its first responders have access to resources necessary to handle its top three hazards by requesting an updated equipment and crew list annually.

#### 2.1.3. Memorandums of Understanding

Memorandums of Understanding:

Agency	Facility	Purpose	MOU renewal date
RM of Paddockwood	Municipal office	Alternate EOC Centre	Agreement in place
Sask Rivers School Division	Christopher Lake School	Shelter/Staging	Agreement in place

Elk Ridge Resort	Lodge	Alternate EOC	Agreement in place
Anderson Community Centre	Curling Rink Building	Shelter/Staging/care of emergency responders	Agreement in place Updated Jan 2018
SaskRivers School Division	Buses	Ability to draw on available school buses and drivers in the area for evacuations.	Verbal agreement

See Section 6-Appendices for Memorandum of Understandings

#### **2.1.4. Training and Public Education**

Disaster management training is offered free of charge to municipalities through EM&FS.

It is recommended that all coordinators, councils, and teams have, at minimum, the Basic Emergency Management course and ICS100. Refer to

<http://www.saskatchewan.ca/residents/environment-public-health-and-safety/fire-safety/fire-service-and-emergency-management-training-and-certification#fire-service-and-emergency-management-training>.

Emergency Awareness material is available at the District Office.

Additional Emergency Awareness material can be ordered from <http://www.getprepared.gc.ca>

The Emergency Measures Coordinator will keep a record of the training completed by EMO individuals in the District. A training record can be found in Section 5 of this Emergency Response Plan.

#### **2.1.5. Exercises**

The purpose of exercising the Emergency Response Plan (ERP) is to find weaknesses in the plan before it is put to the test in a real incident. Because of this goal, exercises are considered no-fault, meaning that no person or agency will be blamed for any deficiencies uncovered during the exercise phase.

Three types of Plan exercises are: Table Top, Functional and Full-Scale.

A Table Top Exercise is a low-stress exercise where participants follow a written exercise script that spells out the events as they occur.

Functional Exercises are also conducted in a structured, controlled environment. Information is supplied to the participants, through injects, as the exercise is conducted. This requires the participants to react to the information provided.

Full-Scale Exercises are conducted out in the field in near-real time. In a Full-Scale Exercise, personnel, vehicles and other resources are mobilized as if it is a real event. As a safety measure, emergency vehicles usually don't respond with emergency lights and sirens activated.

Exercises are part of a progressive program, and range in scale from a tabletop to full-scale exercise.

An after-incident/debriefing report will be prepared.

The Emergency Response Plan of the District of Lakeland should be exercised at least once per year in one of the above formats.

### **3. USING THE EMERGENCY MEASURES ACT DURING OPERATIONS**

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#### **3.1. DECLARING A STATE OF LOCAL EMERGENCY**

A declaration of a State of Emergency may be issued by the Minister, or a State of Local Emergency may be issued by a Local Authority under s. 20 of The Emergency Measures Act to acquire and exercise the powers set out in the Act.

A state of emergency may be geographically limited to part of the jurisdiction, in which case the limitation should be included in the declaration.

A state of emergency may intrude on individual and property owner's rights, and therefore the actions undertaken under a state of emergency must be:

permitted under the Act,

reasonably necessary in the face of an emergency or disaster, and

proportional to the loss or damage that the action seeks to prevent.

##### **3.1.1. Declaring a State of Local Emergency**

As per District of Lakeland Bylaw No. 2-2012; at any time the Council is satisfied that an emergency exists or may exist, in all or any part of the District, it may by resolution make a local emergency declaration relating to all or part of the District.

Pursuant to Section 20 of the Emergency Planning Act a declaration of an emergency may also be declared by a single member of Council when in the opinion of this member an emergency exists and a sufficient number of members of Council are not present to declare.

Upon such declaration being made, the Emergency Control Team shall exercise all powers conferred upon them by The Emergency Planning Act, 1989 of the Province of Saskatchewan.

Declaring a State of Local Emergency:



- See [Section 4 Forms and Checklists](#): for a sample Declaration of Local Emergency
- Fax the completed/signed declaration to 306.xxx.xxxx
- Following the declaration, the Local Authority must communicate the details of the state of emergency to residents of the affected area by the most appropriate means available.

### **3.1.2. Renewing a State of Local Emergency**

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

Renewing a State of Local Emergency:

- See [Section 4: Forms and checklists for a sample Declaration of Local Emergency to renew a declaration](#).
- Fax an updated Declaration of a State of Local Emergency to 306.xxx.xxxx
- Following the renewal, the Local Authority must communicate the details of the state of emergency to residents of the affected area by the most appropriate means available.

### **3.1.3. Terminating a State of Local Emergency**

When an emergency no longer exists in any area of the municipality for which a declaration of a local emergency was made, the Local Authority may terminate the declared state of local emergency.

The Local Authority must inform the residents of the affected area of the termination and send a copy of the declaration with resolution to EMO.

Terminating a State of Local Emergency

- See [Section 4: Forms and Checklists for a sample Termination of Local Emergency](#)
- Fax a completed Termination of Local Emergency form to 306.xxx.xxxx
- Following the termination, the Local Authority must communicate the details of the state of emergency to residents of the affected area by the most appropriate means available.

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## 4. ORGANIZATIONAL STRUCTURE

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### 4.1. COMMUNICATION STRUCTURE OUTSIDE THE EOC

#### 4.1.1. Local Authority

The Local Authority will communicate with five key groups during an emergency:

Group	Purpose of Communication
Municipal Emergency Operations Centre EOC	To make legal, financial, and strategic decisions to support emergency operations and the well-being of the District.
EM&FS Emergency Management and Fire Services - Regional Emergency Manager	For guidance on declarations and resolutions.
Other political bodies (municipal, provincial, federal)	To act as a buffer between other political bodies and EOC.
Public and Media	<p>In partnership with the EOC, to communicate emergency information and instructions.</p> <p>Media releases/messages regarding emergency operations will be confirmed by the Public Information Officer in the EOC.</p> <p>Any requests for information from the emergency site will go through the District Emergency Operations Centre.</p>

#### 4.1.2. Municipal Emergency Operations Centre (EOC)

The municipal Emergency Operations Centre (EOC) will communicate with six key groups during an emergency:

Group	Purpose of Communication
Site Responders	To provide support to the site through resources and services.  To ensure coordination between site activities and activities happening outside the site.
Emergency Management and Fire Services EM&FS – Regional Emergency Manager	For advice regarding all aspects of emergency management.  To request assistance from the provincial or federal governments.  To report emergency management actions, such as declarations and evacuations.
Responding Organizations	To ensure coordination between response activities.  To request or offer response support.
Local Authority	For direction/decisions on legal, financial, and strategic issues necessary to support emergency operations and the well-being of the Local Authority.
Public and Media	In partnership with the Local Authority, to communicate emergency information and instructions.  Media releases/messages will be approved by a representative of the Local Authority.

#### 4.1.3. Emergency Site

Initial emergency response personnel, acting in good faith, may take such action(s) as may be required to protect lives, property, and the environment in the District, until a higher command authority is established.

## **4.2. DIVISION OF RESPONSIBILITY**

The Incident Commander (IC) shall, on behalf of the Local Authority, coordinate and direct all emergency services, support services, and volunteers working in the designated emergency zone.

The local EOC will manage the remainder of the District and provide support to the Site.

Requests for Resources and Services

As soon as an EOC is functional, the Incident Commander must direct all requests for resources and services through the EOC.

## **4.3. COMMUNICATION BETWEEN SITE AND EMERGENCY OPERATIONS CENTRE (EOC)**

The Site and EOC must communicate updated information and requests for resources and services through identified personnel (incident commander, liaison officer, EOC manager, etc.)

The Site and EOC must communicate at regular intervals and at significant points in the response.

## **4.4. SITE SECURITY**

The Site is responsible for setting up and managing security at the site. This will include establishing a Personnel Accountability System (PAS).

Authorized individuals seeking access to the site will need to provide acceptable identification and register with the PAS.

## **4.5. MEDIA RELATIONS**

The media will frequently attend both the site and the EOC. Personnel at each location must be assigned to work with the media. The Site Information Officer and the Public Information Officer must remain in close contact to ensure consistent messages are communicated.

All media requests will be directed to the Public Information Officer (PIO) available through the EOC. The PIO will arrange media reports and site visits as appropriate.

## **5. EMERGENCY OPERATIONS CENTRE CONTROL TEAM**

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The Emergency Operations Center Control Team will direct and control the response to the emergency. The team will be responsible for providing essential services and resources to the community and to the Emergency Site Team. The EOC Control Team may consist of the following positions and their assistances:

- EOC Director
- Deputy Director
- Risk Management Officer
- Liaison Officer
- Information Officer
- Operations Section Chief
- Planning Section Chief
- Logistics Planning Section Chief
- Finance/Administration Section Chief

It is recommended that the Reeve, Council, only be involved outside of the EOC unless required to act a volunteer in the one of the EOC positions at which time they will distance themselves from the role of Elected Official.

It is recommended that the Emergency Measures Coordinator be the Director of the EOC.

This team shall be responsible for the carrying out of any emergency measures, emergency activities or works in the event of an emergency by coordinating emergency response activities.

Responsibilities:

- Informs the public on all matter pertaining to health and safety relating to the incident
- Ensures the unaffected areas of the municipality continue to receive a reasonable level of service
- Develop an emergency fan out method of emergency notification of the Emergency Management Control Team Primes.
- Document all emergency activities and decisions using standardized logs/forms.
- Allocate resources: equipment, personnel, information, media relations
- Coordinates with external agencies: Mutual Aid areas, Emergency Management and Fire Safety and other government agencies.
- Manages off site response-evacuations, traffic flow/control, receptions/evacuations centres, registering volunteers, public safety instructions
- Distributes information to Elected Officials.

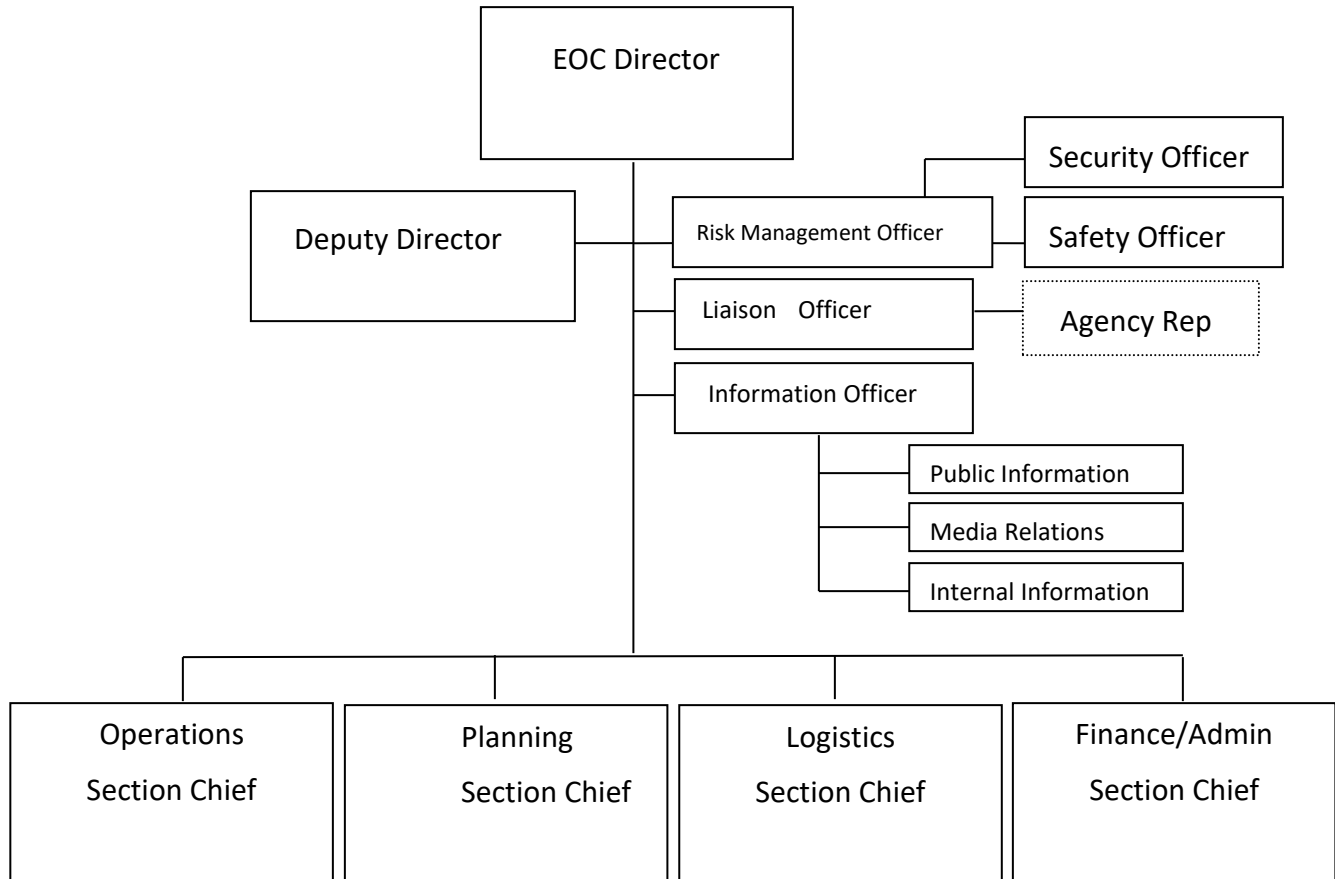
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# 6. EMERGENCY OPERATIONS CENTRE STRUCTURE

## 6.1. ICS-TYPE STRUCTURE

The Municipal EOC will use the ICS-Type structure

### 6.1.1. INCIDENT COMMAND SYSTEM STRUCTURE FLOWCHART



- \* Public Works
- \* Fire
- \* Police
- \* EMS
- \* Health
- \* ESS
- \* Environment
- \* Engineering
- \* Utilities

- Situation
- Resources
- Documentation
- Advance Planning
- Demobilization
- Recovery
- Technical Specialists

- Site/EOC Communications
- Information Technology (Computer, Computer systems)
- Facility Manager
- EOC Support (Facilities, Clerical, supplies)
- Personnel
- Evacuation

- Time
- Procurement
- Compensation
- Cost Accounting

\*Positions may not be present in the EOC.



Roles are divided into 2 divisions:

- Management Staff
- General Staff

Divisions consist of:

Management Staff:

Director

Deputy Director

Risk Management Officer, Security Officer, Safety Officer

Liaison Officer

Information Officer

General Staff:

Operations

Planning

Logistics

Finance

## **6.2. DUTIES & RESPONSIBILITIES**

The following section lists the primary responsibilities of personnel filling the positions below during an emergency response.

Note:

Personnel may need to fill multiple positions based on the size of the event and the number of staff available.

Some positions may only be needed during part of an event.

All positions are not required to be filled during each event.

### **6.2.1. REEVE OR ELECTED OFFICIAL**

- Will not be in the primary EOC unless required to act as a volunteer as one of the EOC positions at which time they will distance themselves from the role of Elected Official.
- Implementing the emergency plan in whole or in part.
- At any time the Municipal Council is satisfied that an emergency exists or may exist, in all or any part of the District, it may, by resolution, make a local emergency declaration relating to all or part of the District.
- Pursuant to Section 20 of the Emergency Planning Act a declaration of an emergency may also be declared by a single member of Council when in the opinion of this member an emergency exists and a sufficient number of members of Council are not present to declare.

- Upon such declaration being made, the Emergency Control Team shall exercise all powers conferred upon them by The Emergency Planning Act, 1989 of the Province of Saskatchewan.
- Where council is unable to assemble a quorum on a timely basis, the Reeve is responsible for the renewal of the Declaration of a State of Local Emergency, if appropriate, after a period of 7 days.
- Are responsible for the termination of a State of Local Emergency.
- The authorization of media releases.
- Will be available to media.
- Ultimate decision maker.
- Log all actions and decisions.

### **6.2.2. DISTRICT ADMINISTRATOR**

- Work closely and assist with duties of the Emergency Measures Coordinator/EOC Director
- Advise Council and Reeve on legislation and procedures.
- Take direction from the Council and Reeve.
- Authorize procurement of equipment and all monetary expenditures.
- Maintain financial and other records pertaining to the emergency operations.
- Log all actions and decisions.

### **6.2.3. MANAGEMENT STAFF - EOC DIRECTOR**

- Has overall authority/responsibility for the EOC and may have one or more deputies.
- Activate the District's Emergency Operation Center.
- Initiate call out of the Emergency Operation Management Team.
- Advise Council and/or Reeve on declaring a State of Local Emergency.
- Notify Government Relations-EM&FS when a State of Local Emergency has been declared.
- Initially performs Management Staff functions of operations, planning, logistics, and finance/administration.
- Initially performs functions of safety, liaison and information.
- Coordinate the Emergency Operations Center Management Team's activities.
- Provides leadership to the Management Team.
- Initiates Management team briefings.
- Support the Emergency Response through coordination assistance.
- Ensures/approves EOC objectives.
- Implement the emergency plan in whole or in part.
- Keep the Council and/or Reeve informed of developments as they occur
- Request peacetime emergency mutual aid agreement resources
- Review media releases.

- Log all actions and decisions.
- Request a full report of all emergency operations activities from all responding municipal agencies.
- Prepare post-emergency reports.
- Shall ensure amendments to the emergency plan are made.

**6.2.4. MANAGEMENT STAFF - DEPUTY DIRECTOR**

- Assumes the role of assisting the EOC Director or EOC Director in their absence.
- Assists EOC Director with activities (e.g. briefings, meetings).
- Prepares work stations for the EOC Team.
- Provides resource lists.
- Mobilizes and coordinates volunteer agencies.
- Liaises with government agencies.
- Coordinates post-emergency reporting and emergency plan amendments.
- Facilitates resolution of internal staffing/personnel challenges.
- Assists EOC staff with clarification of roles and responsibilities.

**6.2.5. MANAGEMENT STAFF - RISK MANAGEMENT/SAFETY OFFICER**

- Planning and implementing decisions that assure safety and security.
- Monitors EOC safety and security.
- Monitors weather and other natural/manmade influences on the event.
- Maintains link with Safety Officers as applicable.
- Reduces the impact on victims.
- Minimizing business and community losses.
- Identifies/analyses liability/loss expenditures.
- Assesses unsafe situations and halts operations if necessary.
- Recommends safety modifications to Operations.

**The Safety Officer has the authority to halt all or any unsafe conditions, notifying the EOC Director of actions taken.**

### **6.2.5.1. MANAGEMENT STAFF - SECURITY COORDINATOR**

- Reports to the Risk Management/Safety Officer
- Coordinate security at the Emergency Operations Centre to ensure only authorized personnel enter the facility.
- Establishes and monitors a sign in/sign out regime.
- Utilizes the sign in/sign sheet to perform a head count if EOC is evacuated.
- Coordinate with the local policing authorities to ensure sufficient security is in place at the scene of the incident.
- Log all actions and decisions.

### **6.2.6. MANAGEMENT STAFF - LIAISON OFFICER**

- Ensures required agencies are in EOC.
- Is the point of contact for agencies and companies represented and other EOC's.
- Keep agencies supporting the incident aware of incident status.
- Participates in planning meetings to provide current resource status, including limitations and capability of the assisting agencies.
- Maintains regular contact with cooperating agencies.

### **6.2.7. MANAGEMENT STAFF - INFORMATION OFFICER**

- The Information Coordinator is the central point of distribution of information and is responsible for:
  - Public information
  - Media Relations
  - Internal Communications and may be assisted by one or more Information Officers.
- Establishes media facilities away from the EOC.
- Establishes/maintains contact with media representatives.
- Coordinates info for release
- Coordinate media interviews.
- Liaises with site Information Officers.
- Prepares public information materials for timely media releases concerning the incident for release to radio stations, television, newspapers, social media pending approval from the Reeve or assigned officials.
- Deliver media briefings or brief the community's official spokesperson.
- Ensure distribution of messages to designated social media sites.
- Monitor all media for possible errors being reported about the emergency and public reaction.
- Establish a means of informing evacuees of the activities undertaken in their community.
- Provide information to evacuees concerning state of affairs of the evacuated community and expected re-entry if known.
- Maintain a media resources list.

- Retain a copy of all provided media releases and released reports as possible.
- Ensure coordination of media relations between Site and EOC through Site Media Information officer(s) as required.
- Post Site Media Information officer(s) at the site to direct media that may attend the emergency site.
- Log all actions and decisions.

#### **6.2.8. OPERATIONS – OPERATIONS SECTION CHIEF**

- Coordinates all matters pertaining to the Operations Section activities.
- Provides situation and resource information to the Planning Section Chief.
- Implements plans/strategies (Action Plan) from Planning.
- Communicates with site(s) field personnel.
- Coordinates critical services and resources. If more than one site, area or region is involved.
- Coordinates the activities of the functional branches assigned to operations. (Communication, Fire, Police, Ambulance, Health, Emergency Social Services, Environment, Engineering, Utilities)
- Deploys/tracks EOC issued site resources.
- Coordination of multi-agency/department responses.

**The following positions might not be represented within the EOC therefore these duties are not assigned in the EOC unless requested to do so.**

#### **6.2.8.1. OPERATIONS - PUBLIC WORKS MANAGER**

- Works at the direction of the Operations Coordinator
- Ensure resources are available when requested. (i.e. equipment, barricades, supplies, construction companies, and contractors).
- Coordinate purchases, rentals, leases of equipment and maintain records of same.
- Assists in the disconnecting of utilities – water, sewer, hydro, gas, telephones etc.
- Coordinate the restoration of essential services.
- Log all actions and decisions.

#### **6.2.8.2. OPERATIONS - FIRE REPRESENTATIVE**

- Establish Incident Command if designated by Local Authority.
- Coordinate fire fighting/hazardous material operations.
- Activate the fire mutual aid system if necessary.
- Assist with the evacuation of people.
- Log all actions and decisions.

#### **6.2.8.3. OPERATIONS – RCMP REPRESENTATIVE**

- Establish Incident Command if designated by Local Authority.
- Provide emergency site security (establish inner and outer perimeter of emergency site).

- Manage traffic and crowd control.
- Coordinate evacuation.
- Set up of a temporary morgue, if necessary.
- Advise medical examiner in the event of a fatality (fatalities).
- Log all actions and decisions.

#### **6.2.8.4. OPERATIONS - EMS REPRESENTATIVE**

- Establish Incident Command if designated by Local Authority.
- Provide medical care on site and transport to designated medical facility.
- Initiate health mutual aid if necessary.
- Log all actions and decisions.

#### **6.2.8.5. OPERATIONS – HEALTH**

#### **6.2.8.6. OPERATIONS - EMERGENCY SOCIAL SERVICES MANAGER**

- Work with Saskatchewan Emergency Social Services and/or Red Cross to coordinate and develop evacuation and reception arrangements with neighboring municipalities.
- Assist reception communities in whatever way possible.
- Coordinate Critical Incident Stress Management counseling as required.
- Log all actions and decisions.

#### **6.2.8.7. OPERATIONS – ENVIRONMENT**

#### **6.2.8.8. OPERATIONS – ENGINEERING**

#### **6.2.9. PLANNING – PLANNING SECTION CHIEF**

- Responsible for planning for the required:
  - Resources
  - Documentation
  - Advance planning
  - Demobilization
  - Recovery
  - Technical Specialists
- Maintains overall resource and event status.
- Collects, evaluates, displays information
- Appoints a scribe to capture and document
- Develops Actions Plans and Situation Reports (SitReps).
- Conducts long term/advanced planning.

- Recommends alternative actions.
- Develops and maintain evacuation and reception resource lists.
- Plans for demobilization of all resources and initiates return to community.
- Consults technical specialists when required.
- Log all actions and decisions.

#### **6.2.10. LOGISTICS SECTION- LOGISTICS SECTION CHIEF**

- Activates and supervises the units within the Logistics Section.
- Ensures comfort, health and personal needs of the EOC personnel.
- Is responsible to develop and implement relevant parts of the EOC Action Plan.
- Provides technology communications support
- Arranges/manages facilities
- Contacts external agencies to obtain equipment/resources as requested by Operations.
- Ensure resources are available when requested by Operations Section Chief. (i.e. equipment, barricades, supplies, construction companies, and contractors).
- Coordinate purchases, rentals, leases of equipment and maintain records of same.
- Establishes transportation resources
- Arranges responder/personal support
- Orders/supplies requested resources.
- Log all actions and decisions.

#### **6.2.10.1. LOGISTICS – INFORMATION TECHNOLOGY MANAGER**

- Oversees computer functioning and connections.
- Provides connectivity for computers and peripheral equipment (LCD projectors, printers, local network, internet etc) as required
- Ensures back up of data
- Log all actions and decisions.

#### **6.2.10.2. LOGISTICS - SITE TO EOC COMMUNICATIONS MANAGER**

- Works at the direction of the Operations Coordinator
- Establish necessary communications from the Emergency Operations Centre and the emergency site.
- If necessary, request additional telephones and lines for Emergency Operations Centre and emergency site.
- Arrange for additional radio equipment and operators for volunteer organizations.
- Log all actions and decisions.

#### **6.2.10.3. LOGISTICS - FACILITY MANAGER**

- Under direction of Emergency Social Services.

- Designates facilities and sets up facilities for food, accommodation, registration and inquiry, personal services and clothing.
- Sets up and designates space for reception center.
- Identify facility scheduling issues.
- Assist reception communities in whatever way possible.
- Log all actions and decisions.

#### **6.2.10.4. LOGISTICS – EOC SUPPORT MANAGER**

- Ensures the Emergency Operations Centre has the equipment and resources to function to the best that the situation allows.
- Establish rest break areas, nourishment, and other amenities required by the EOC staff.
- Ensure the EOC is a clean, safe and productive place to work.
- Distribute and restock supplies, forms and resources as required.
- Log all actions and decisions.

#### **6.2.10.5. LOGISTICS – PERSONNEL MANAGER**

- Works with the EOC Director to ensure required EOC positions are covered with personnel.
- Ensures coverage for upcoming shifts.
- Ensures EOC staff is not working more than the declared shift duration.
- Maintains all personnel records including time records for the Finance/Administration Coordinator.
- Documents any workers' compensation claims.
- Log all actions and decisions.

#### **6.2.10.6. LOGISTICS - EVACUATION MANAGER**

- Manage food, lodging, personal services, clothing, registration, inquiry and medical services.

#### **6.2.10.7. LOGISTICS -TRANSPORTATION MANAGER**

- Develop and maintain a transportation resource list of various vehicles.
- Coordinate the transportation of personnel and materials.
- Determine gasoline and diesel requirements for the emergency.
- Log all actions and decisions.

#### **6.2.10.8. LOGISTICS - VOLUNTEER MANAGER**

- Compile and maintain a list of people who are willing to volunteer in various capacities.
- Ensure appropriate training provided when required.
- Arrange for volunteers as requested.
- Ensure the needs of volunteers are met, i.e. transportation, feeding, respite, etc.
- Log all actions and decisions.



### **6.2.11. FINANCE/ADMINISTRATION SECTION CHIEF**

- Responsible to monitor response and recovery costs so that reimbursement from the provincial government may be applied for. (If a local state of emergency is declared).
- Authorizes and monitors expenditures and the procurement process.
- Documents contracts and procurement.
- Ensures all financial records are maintained.
- Ensures collection of all personnel records including time records.
- Ensures all damage claims are documented including workers' compensation claims.
- Ensures all documents initiated at the incident are properly prepared and completed.
- Analyzes and estimates overall costs.
- Logs all actions and decisions.

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