

**LUMSDEN**

**Emergency Measures Organization  
(EMO)**

**Updated March 2011**

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# Town of Lumsden

## EMERGENCY PLAN

**Aim:**

The contents of this Emergency Plan provide guidance for the Town of Lumsden when faced with an emergency situation.

This Document will not prevent nor reduce the possibility of an emergency occurring. It will aid in providing a prompt and co-ordinated 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.

\_\_\_\_\_  
Mayor  
Town of Lumsden

\_\_\_\_\_  
Date

SEAL

## **SECTION 1**

### **EMERGENCY PLANNING ACT**

This manual and the information contained herein is to be used in the case of an emergency situation for the Town of Lumsden.

This has been prepared under the authority of the Emergency Planning Act Chapter E-81 1989. (Appendix 8)

Emergencies are defined as situations or the threat of impending situations abnormally affecting property and the health, safety and welfare of the community, which by their nature or magnitude require a coordinated response by a number of agencies under the direction of the Emergency Control Group. These are distinct from the normal, day to day operations carried out by the first response agencies.

Sections 20 to 23 inclusive of the Emergency Planning Act authorize the powers of the local authority to declare, operate an emergency plan and terminate a local emergency.

Copy attached herewith.

## **SECTION 2**

### **Mutual Aid**

On March 24, 2003 the Town of Lumsden entered into a Mutual Aid Agreement with other municipalities in the Regina area. See *Appendix 7* for the memorandum of this agreement.

Assistance may be requested from the Mutual Aid Area at any time by contacting the Mutual Aid Area Chairman.

Assistance may also be requested from the Province of Saskatchewan at any time without any loss of local control or authority.

Local office of Saskatchewan Emergency Planning:

787-9563 during working hours

787-9563 after hour's answering service

### SECTION 3

#### LOCAL AUTHORITY CONTACT INFORMATION

		<u>Home Phone</u>	<u>Office/Cell Phone</u>
Mayor	Bryan Matheson	731-3603	731-7631 (cell)
Councilors:	Dan Kirby	731-2096	539-7605 (cell)
	Jayne Leibel	731-3889	531-7049 (cell)
	Doug Mader	731-3607	
	Rhonda Phillips	731-3141	731-2262
	Sid Sikorksi	731-2523	731-2224
	Al Sulma	731-2563	536-3389 (cell)
<b>Emergency Control Group</b>			
Mayor or alternate:	Bryan Matheson	731-3603	731-7631 (cell)
E.M.O. Coordinators:	Thomas McCord	731-3592	731-7776 (cell)
	Patty Stewart McCord	731-3592	731-7954 (cell)
R.C.M.P. or alternate:	Sgt. Craig Cleary	731-4270	
Fire Chief or alternate:	Jeff Carey	731-2976	731-8024 (cell)
Deputy Fire Chief:	Dan Carey	731-3586	
	Dan Kirby	731-2096	539-7605 (cell)
Town Administrator/Operations Officer:	Wayne Zerff	731-2452	731-2404
Town Doctor:	Susan MacDonald	731-3888	731-2116
Public Works Foreman	Jeff Carey	731-2976	731-8024 (cell)
Utilities Foreman:	Dave Cherney	731-2769	731-7748 (cell)
Social Services:	Erica Schenk	731-2336	
Public Information:	Patty Stewart McCord	731-3592	731-7954
Scribe:	Krystal Brewer	731-7819	502-2642 (cell)

While the Emergency Control Group may **not** require the presence of all the people listed as members of the control group, all members of the Emergency Control Group must be notified.

## **SECTION 4**

### **EMERGENCY OPERATIONS PLAN**

#### **POLICY:**

The Town of Lumsden 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.

#### **GENERAL PROCEDURES:**

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

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

On implementation of this Emergency Plan, the Emergency Control Centre Municipal Office, Water Treatment Plant or alternate location – (Centennial Hall, School or Dept. of Highways Building, or any other location) will be staffed. Communications to the emergency site will be established and the Emergency Control Group will assume full responsibility for control of the emergency.

The On-Site Commander will be the first person to arrive at the emergency until a member assigned by the Emergency Control Group can take over.

Members of the Emergency Control Group are:

R.C.M.P. Detachment - Sgt. Craig Cleary (or alternate)  
Fire Chief – Jeff Carey  
Mayor – Bryan Matheson  
E.M.O. Coordinators - Thomas McCord, Patty Stewart McCord  
Operations Officer - Town Administrator - Wayne Zerff  
Town Doctor - Dr. Susan MacDonald, or alternates Dr. R. McDougall, Dr. J. Rice, Dr. R. Knaus  
PW Foreman – Jeff Carey  
Utilities Forman – Dave Cherney  
Social Services - Erica Schenk  
Public Information Coordinator - Patty Stewart McCord, or alternate  
Scribe – Krystal Brewer

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

- a) the Mayor,
- b) in the absence of the Mayor, the Council,
- c) in the absence of the Mayor and Council, the Emergency Coordinator,
- d) or, by Emergency Response Personnel authorized to act in accordance with this Emergency Plan.

The taking of extra-ordinary action, by Emergency Response Personnel, constitutes implementation of this Emergency Plan.

**ORGANIZATION AND CONTROL:**

The structure and responsibilities of command are as follows:

Emergency Control Group

1) Mayor or Acting Mayor:

- (a) Declare an emergency to exist within the designated area (after consulting with and as determined by the Emergency Control Group).
- (b) Declare that the emergency has terminated (Council may also terminate emergency).
- (c) Notify the Saskatchewan E.P. of the declaration of emergency.
- (d) Chair meetings of the Emergency Control Group (ECG).
- (e) Ensure the members of Council are advised of declaration and termination of an emergency, and are kept informed of the emergency situation.

2) Council:

- (a) Participate with the Mayor in the decision making process.
- (b) Assume responsibility in the absence of the Mayor.
- (c) Assist in the execution of operational control when necessary.

3) Emergency Measures Coordinator or Alternate:

- (a) Activate the emergency notification system through the fan out list and report to the emergency operations centre.
- (b) Ensure reliable communications are established between the operations On-site Commander and the Emergency Control Group.
- (c) Keep Mayor and Council informed of developments, as they occur and ensure all instructions from the Mayor and Council are carried out.
- (d) Direct Emergency Control Group activities.
- (e) Ensure annual updating of the Emergency Plan.
- (f) Provide or request mutual aid when required.
- (g) Alert and coordinate the response of volunteer organizations.
- (h) Maintain a log of all actions taken.
- (i) Inform the public of the emergency plans of the local government and emergency services.

4) Administrator (Operations Officer) or Alternate:

- (a) Activate the emergency notification through the fan out list.
- (b) Advise Mayor and Council on legislation and procedures.

- (c) Take direction from the Emergency Coordinator.
- (d) Approve, in conjunction with the Mayor, major announcements and media releases prepared by the Public Information coordinator, in consultation with the Emergency Control Group.
- (e) Coordinate all operations within the Emergency Operations Centre, including the scheduling of regular meetings, maintaining financial and other records pertaining to the emergency.
- (f) Ensure that communications link is established between the Emergency Control Group and the emergency site manager.
- (g) Call on additional town staff to provide assistance, as required.

### On-Site Operations

The On-Site Commander will be the first person to arrive at the emergency until a member of the Emergency Control Group can take over.

#### 1) On-Site Commander:

- (a) Direct the Emergency Operations at the emergency site.
- (b) Keep the Emergency Control Group informed of all operations and requirements at the site.

#### 2) Senior Police Officer

In addition to his/her normal day- to-day duties:

- (a) Act as the On-Site Commander, unless circumstances dictate otherwise.
- (b) Activate emergency notification system, and ensure all members of Emergency Control Group are notified by fan out system.
- (c) Notify necessary emergency municipal services, as required.
- (d) Establishment of a site command post with communications to E.O.C. site. Provide an Emergency Manager, if required.
- (e) Establish an ongoing communications link with the senior police officer at the scene of emergency.
- (f) Establish an outer perimeter in vicinity of emergency to facilitate the movement of emergency vehicles, restrict access to all but essential personnel and provide security at emergency site.
- (g) Provision of traffic control to facilitate movement of emergency vehicles.
- (h) Alert people endangered by emergency and coordinate evacuation procedures.
- (i) Liaison with the Social Services Officer regarding the establishment and operation of evacuation and reception centers.
- (j) Set up temporary morgue if necessary and notifying coroner.

#### 3) Fire Chief

In addition to normal duties:

- (a) Act as the On-Site Commander, when circumstances dictate.
- (b) Activate the emergency notification system through the fan out system.
- (c) Provide Emergency Control Group with information and advice on fire fighting and rescue matters.

- (d) Establish an ongoing communications link with the other firefighters at the scene of the emergency.
- (e) Initiate mutual aid arrangements for provision of additional fire fighting manpower and equipment, if needed.
- (f) Determine if additional or special equipment is needed and recommending possible sources of supply. (e.g. breathing apparatus, protective clothing, etc.)
- (g) Provide assistance to other municipal departments and agencies and being prepared to contribute to non-fire fighting operations if necessary. (e.g. rescue, first aid, casualty collection, evacuation, etc.)
- (h) Provide an emergency site manager if necessary.

#### 4) Emergency Medical Representative

In addition to normal day-to-day duties:

- (a) Evaluate casualty situation and provide first aid on site.
- (b) Act as a coordinating link for all emergency health services with the Emergency Control Group.
- (c) Liaison with ambulance service representatives.
- (d) Liaison with the Saskatchewan Health, Regina Health District-community health and prevention services branch.
- (e) Provide advice on any matters which may adversely affect public health.
- (f) Provide authoritative instructions on health and safety matters to the public through the Public Information Coordinator.
- (g) Coordinate response to disease related emergencies or anticipated emergencies such as epidemics according to Sask. Health policies.
- (h) Ensure coordination of care of bed-ridden citizens and invalids at home and in evacuee centers during an emergency.
- (i) Ensure liaison with voluntary and private agencies, as required, for augmenting and coordinating public health services.
- (j) Ensure coordination of all efforts to prevent and control spread of disease during an emergency.
- (k) Notify the Senior Public Works Officer regarding the need for potable water facilities and sanitation facilities.
- (l) Liaison with senior Social Services Officers on areas of mutual concern regarding health services in evacuee centers.

#### 5) Senior Social Services Officer

The social services officer is responsible for:

- (a) Ensure the well-being of residents, who have been displaced from their homes, by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services.
- (b) Supervise the opening and operation of temporary and/or long term care evacuee centres, and ensuring they are adequately staffed.
- (c) Liaison with the police chief with respect to the pre-designation of evacuee centres which can be opened on short notice.

- (d) Liaison with the Medical Officer on areas of mutual concern regarding operations in evacuees centres.
- (e) Ensure that a representative of the Prairie Valley School Division is notified when a facility(s) is/are required as evacuee reception centre(s) and that volunteers utilizing the school facility(s) take direction from the Board representative(s) with respect to its/their maintenance, use and operation.
- (f) Liaison with Lumsden & District Heritage Home as required.

6) Senior Public Works Officer

Public Works Officer is responsible for:

- (a) Activate the emergency notification system through the fan out system.
- (b) Provide the Emergency Control Group with information and advice on engineering matters.
- (c) 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 the Medical Health Officer.
- (d) Liaison with the fire chief concerning emergency water supplies for fire fighting purposes.
- (e) Discontinue any public works service or utility to any consumer as required, and restoring these services when appropriate.
- (f) Liaison with public utilities to disconnect any service representing a hazard and/or to arrange for provision of alternate services.
- (g) Provide public works vehicles and equipment as required by any other emergency services.
- (h) Maintain liaison with flood control, conservation and environmental agencies and being prepared to take preventative action.

## **SECTION 5**

### **RCMP**

Sgt. Craig Cleary

#### **SUMMARY OF RESPONSIBILITIES**

Immediate responsibility is for the life and safety of the people.

- Block off endangered area so incoming people do not get trapped.
- Determine the cause and extent of the danger.
- If the emergency is the result of a toxic spill, contact the Spill Centre for complete details on the substance. (1-800-667-7525)
- If it appears that evacuation is necessary, contact the mayor for the necessary authority.
- Contact and get assistance from an agency, if possible, that has experience in dealing with toxic substances.
- If evacuation is necessary, get public assistance on road blocks to assist in evacuation.
- Get additional police manpower, as/and if necessary.
- Once area is safe, look after any deaths.
- When everything is completely under control, advise Mayor and allow public to return.
- Also responsible for protection from looting, etc.
- Search and rescue - for any emergency.

It may be noted that the foregoing order of events will vary with each set of circumstances. The first seven steps, in all probability, will take place in a time frame of ten to twenty minutes upon arrival.

## **MANPOWER**

- Seven (7) regular members of which we may have access to four (4) members on short notice.
- Extra help can be summoned from surrounding detachments after situation is surveyed.
- Within one (1) hour we could have an extra 15 to 20 personnel.

## **EQUIPMENT**

Vehicle:	Emergency equipped with radio/loud hailers – 2 cars / 1 4x4
Snowmobiles:	2
Portable Radios/Charger:	6 (additional available within one hour)

## **SECTION 6**

### **FIRE DEPARTMENT Chief Jeff Carey**

Type: Volunteer

#### **SUMMARY OF RESPONSIBILITIES**

- Rapid response to the average fire threat.
- Response to any other emergency requiring the response team.
- Response team to head up and supervise volunteers for other emergencies such as a flood situation.
- If response team cannot handle the emergency at hand, the fire chief will call for help from the Regina Fire Department.
- On-going program of fire safety and training of auxiliary fire fighters.

#### **MUTUAL AID**

Refer to Section 2 and Appendix 7.

#### **EQUIPMENT**

Refer to Page 15 and 16 in this Section.

#### **MANPOWER**

Refer to Page 17 in this Section.

## FIRE DEPARTMENT EQUIPMENT

Pumper (trucks) -2 –1976 Thiebault Hendricson: 1200 GPM, 150 PSI  
- 2001 F550 Rapid Response Unit: 300 Gals 100 GPM, 150 PSI  
- 1994 Saulsbury: 1750 GPM, 800US Gals, 150 PSI, scene lighting, 10 KW generator

Portable Pumps - 3 – Honda, 4 inch trash pump  
- 2002 Honda, 2 inch

Hose - 8

- 65 mm (2 1/2") - 2000 feet
- 4 inch hard suction - 24 feet
- 6 inch hard suction - 24 feet
- 6 inch hard suction - 24 feet
- 4 inch LDH - 2000 feet
- 1 ¾ attack line – 1350 feet

Hose Reel -3 forestry reels

Nozzles -16

- 1 inch - 3
- 1½ inch - 8
- 2½ inch - 3

Fire Extinguishers – 8

- CO2 - 4
- General -2
- Water Backpacks -2

Ladders – 7

- Extension 24 ft. – 2
- 40 ft. – 1
- Roof 12 ft. – 2
- Other: folding attach ladders - 2

Other Equipment

Axes	4 pick heads		
Bolt cutters	2	Hose Washer	1
Crow bar	2	Fire brooms	4
Double Male & Female	4	Foam eductor	1
First Aid Kits	2	Wye connectors	2 – 2 ½" x 1 ½" x 1 ½"
Gate valves	2	Stretchers	1
Hose clamps	1		
Vent Saw	1		

Personnel Protection

Turn-out Gear	20 sets
Air Packs	10
Spare Cylinders	25

Alert System

911 systems contacts fire fighters via personal cell phones

Water source: Wells to WTP – 120,000gal reservoir to 2 lower reservoirs (250,000 gal. total).

Hydrants: 53 at 600 ft. spacing

Other Equipment

Extrication Equipment  
Hydraulic Cutters  
Hydraulic Spreaders  
Ram & Extension  
Chains  
Air hammers  
Air bags  
Struts  
Embankment Kit  
Harnesses – 4  
Webbing  
Static rope – 1200 feet  
Pulleys/carabineers  
Chain come-along

**Manpower**

Fire Phone		911
FIRE CHIEF:	Jeff Carey	731-2976
DEPUTY:	Dan Carey	731-3586
DEPUTY:	Dan Kirby	731-2096
	Ian Arnold	731-3542
	Liam Brennan	533-9422
	Chris Brewer	530-5427
	Dave Cherney	731-2769
	Preston Eckert	731-3139
	Shaun Jenkins	731-3229
	Troy Kelln	731-3299
	Trevor Martel	731-3515
	Kyle McKinnon	539-2496
	Ron Oschanney	731-3128
	Mark Perry	731-3387
	Terrance Renkas	731-3660
	Luke Sitter	731-3432
	Lance Whitteron	731-3835
	Aaron Wingfield	731-3457
RCMP Lumsden		731-4270
Regina Fire Department		777-7846
Sask Power Office		310-2220
Village of Craven		731-3353
Village of Silton		731-3007/3809/2702/3058
Fire Inspector:		787-4333

## SECTION 7

### **EMERGENCY MEDICAL AID AND HEALTH COORDINATOR**

**Dr. Susan McDonald**  
**Dr. Russell Knaus (Alternate)**  
**Dr. Ed Lembke (Alternate)**  
**Dr. Rob McDougall (Alternate)**

#### **SUMMARY OF RESPONSIBILITIES**

- Dr. Knaus will co-ordinate any medical emergency and can supply for maximum two (2) injured, will call for ambulance service.
- Cameron's Pharmacy will make available supplies necessary to meet medical emergencies and will notify Sask. Department of Health if necessary under direction of Dr. Knaus.

#### **AMBULANCE**

Equipment - paramedics, oxygen and cardiac equipment - **911**

#### **DRUG SUPPLIES** - Cameron's Pharmacy 731-2464

- bandages
- tensor bandages
- tensor bandages
- gauze - assorted sizes
- antiseptics
- cold/hot packs
- surgical tape
- assorted medicaments

#### **REGINA QU'APPELLE HEALTH REGION**

Medical Health Officer:	Tania Diener	766-7770
Health Inspector:	Max Bowen	766-7755

Address: 2110 Hamilton Street, Regina, Sask. S4P 2E3

Responsibilities: Contamination of water or food  
Immunization of citizens, disease control  
Alternate sewage control

**ADDITIONAL TRAINED PERSONNEL**

Dr. Ken Goldie (chiropractor)

Dr. Doug Pattison (chiropractor)

**NURSES (R.N.)**

Wendy James

Susan Steadman

Barbara Omoth

Betty Anne Sinclair

Liz McDougall

Norma Luhning

Cheryl Kelln

Lisa Gravelle

Sherry Park

Cathy Peters

Tina King

Sandy Lipp

Terry McDougall

Cathy Harrison

Liz McDonald

Karen Goldie (retired)

Joan Mortimer

Barb Hamilton (retired)

Diane Worley (retired)

Penny Henderson (retired)

Penny Schneider (retired)

**FIRST RESPONDERS**

(Trained members of Regina Qu'Appelle Health Region – Emergency Medical Services)

Karen Ryan

Maxine Koskie

Wendy Pletz

Penny Tomkins

Nancy Cherney

Jayne Leibel

Scott Peters

Equipment - oxygen, auto external defibrillator, spine board, O.P.A.'s bandages, barrier devices; prepared to deliver babies or maintain life until EMS arrives.

## **SECTION 8**

### **SOCIAL SERVICES COORDINATOR**

**Erika Shenk**

#### **SUMMARY OF RESPONSIBILITIES**

- Notify Saskatchewan Emergency Social Services, Provincial Manager Norm Vetter at (work) 306-953-2570 or (cell) 306-980-8399
- If the incident is of such an extent that people are unable to lodge, feed, or clothe themselves, (i.e. major evacuation, major flood, tornado, etc.). Emergency Social Services will supply the following, for the assistance of those persons without: food, clothing, enquiry, and registration, personal services. ESS will send a representative to the EOC if required. Otherwise responsible to notify local service groups for food services. Set up registration if necessary.

#### **MANPOWER**

##### **Local service organizations:**

Lions Club	Gordon Bonokoski	731-2416
	Leroy & Judy Starkes	731-2289
	Sheila Bell	731-2609
Lumsden Legion Aux.	Olive Burrows	731-2675
United Church Women	Rita Baker	543-5089
Catholic Church Women	Charlene & Brad Gyug	731-3563
Anglican Church Women	Louise Holloway	731-3171
Lutheran Church Women	Gladys Zubot	731-2645
Red Cross	Duna Barber	1-306-729-2336
	Regina Office	352-4601

#### **EQUIPMENT**

##### **Food:**

Lumsden Supermarket Ltd.	Darrell & Angelique Haysom	731-3565 or 731-2624
Lumsden Valley Restaurant	Bill Kiriazopoulos	731-3126
Jerky Boys Meats	Trevor Labbee	731-1499
Lumsden Subway	Debbie Schick	731-3650
The Brickhouse Bistro	Mary McCusker	731-2859
Lumsden Hotel	Dan Taylor	731-2381
Heritage Home Administrator	Sara Cockwill	731-2247

## SECTION 9

### **ENGINEERING AND PUBLIC WORKS**

**Public Works Foreman – Jeff Carey**

**Utilities Foreman – Dave Cherney**

#### **RESPONSIBILITIES**

- All public utilities, emergency utilities - except those controlled by Sask Power, Sask Energy and Sask Tel.
- Ensure there is a water supply - determine if wells are in danger of contamination or pumps at well will not malfunction (e.g. due to flooding).
- Ensure sewage lift stations are operating properly and will not malfunction.
- Take proper action for utilities if needed (e.g. Town is flooded).
- Emergency damage repair to public utilities, clearing of debris, blocked roads and bridge.

#### **ENGINEER**

Associated Engineering (Sask.) Ltd. Bill Heywood 537-3288 cell.

#### **TOWN SUPERVISOR AND EMPLOYEES**

Public Works Foreman:	Jeff Carey	731-2976
Utilities Foreman:	Dave Cherney	731-2769
Employees:	Barry McGill	731-3579
	Lance Whitteron	731-3835
	Cory Danyliw	731-7920
	Chris Brewer	731-7819

#### **MANPOWER**

- Town employees including part-time and summer students at time of emergency.
- Town council members

**EQUIPMENT**

Dump trucks	1 - 3 ton; 1-1 ton; 1-1 ton flatdeck
1/2 ton truck	2
Front end loader	1
Motor grader	1
Skid Steer	1
Forklift	1
Pumps	6 (different sizes)
Utility Vehicle	1
Aluminum Boat	1 – 14 foot
Hand tools	variety (e.g. shovels, crow bars, etc.)
Valve keeper	1
Tow chains and ropes	
Jacks and blocks	
Water tanks	
Sandbags	14000
Steamer	
Kabota Tractor	1
Landfill Packer	1
Welder Generator	1

## **SECTION 10**

### **EMERGENCY OPERATION CENTRE COORDINATOR**

**Allan Priddell**

Place: Municipal Office, Water Treatment Plant or Centennial Hall

Alternate: Elementary School or High School  
Highways Yard (Flooding only)  
Or other designated location

Phone numbers:	Hall	731-2433
	Elementary School	731-3338 or 2297
	High School	731-2262 or 2275
	Highways Yard	731-2520

#### **Space requirements:**

- A room where the Emergency Control Group can meet.
- Communications or operations room.
- Rooms for support staff, advisors, sub-committees.
- Separate area for a media centre with working space for media plus space for news conferences and room for public information staff.
- Work areas for members of the Emergency Control Group and their staff.
- Rest areas, eating area, kitchen, washrooms.
- Adequate parking, good security.
- Storage space for equipment.
- Assemblage area for volunteers.

#### **Facilities which may be required:**

- Back-up power source (gas generator); SK Power has access to 3 back up plants
- Sufficient telephone outlets for members of Emergency Control Group and staff.
- Antennae for VHF, UHF and CB radios.
- Radio base station.
- Up to date maps of Town and R.M. #189.
- Status display boards.
- AM/FM radios and television monitors.
- Photocopier and fax machine.
- Copies of E.M.O. plan, procedures and checklists, resource and dangerous goods directories.
- Voice recording device and logs for recording important events.
- Identification badges and name tags.
- Flashlights, candles, batteries, office and stationery supplies.
- Signs to mark special areas or work space.

## **SECTION 11**

### **PUBLIC INFORMATION COORDINATOR (MEDIA)**

**Patty Stewart McCord**

**Jayne Leibel (Alternate)**

#### **Responsibilities**

- Dissemination of news and information to the media and the public.
  - a) Reports to the Emergency Operation Centre and the Chief Administrative Officer to be briefed on emergency situation.
  - b) Establish a communication link with the site media spokesperson (if separate person is assigned) and any other media coordinator(s) involved and will ensure that all information released to the media and public is consistent and accurate.
  - c) Ensure media centre is set up and staffed.
  - d) Liaison with the Emergency Control Group to obtain up-to-date information for media releases, co-ordinate individual interviews and organize press conferences.
  - e) Ensure the following are advised of telephone numbers of media centre:
    - Media
    - Emergency Control Group
    - Town Office
    - Site Media spokesperson (if necessary)
    - Police public relations officer
    - Neighboring municipalities
    - Social services coordinator
    - Any other appropriate people
  - f) Provide direction and regular updates to citizens' inquiry (social services)
  - g) Ensure that media releases are approved by the chief administrative officer and the mayor prior to dissemination and distributing hard copies to the media, the Emergency Control Group and other key people handling inquiries from the media.
  - h) Monitor news coverage and correcting erroneous information
  - i) Maintain copies of media releases and newspaper articles pertaining to the emergency
  - j) Ensure that media arriving at the site are directed to the site information centre

- k) If necessary and appropriate, co-ordinate media photograph sessions at the scene
- l) Co-ordinate on-scene interviews between the emergency services personnel and media

NOTE - It may be necessary to have a separate person assigned as a media site spokesperson responsible for j), k) and l) in particular.

**Required facilities**

- Establish a media centre - near but not in the operations centre, if possible
- Telephones, electrical outlets, space for news conferences and briefings
- Ensure media members are issued identification tags and only the media are allowed to use the media centre.

**MEDIA LIST**

<b><i>T.V.:</i></b>	<b><i>Contact Name</i></b>	<b><i>Newsroom</i></b>	<b><i>Switchboard</i></b>
CBC	Bob Rankin	347-9651	347-9540
CTV, CKCK	Carl Worth	569-6400	569-2000
Access Comm.	Sherry Burgess	565-5389	569-3510
Global	Brent Williamson	775-4040	775-4000

<b><i>Radio:</i></b>	<b><i>Contact Name</i></b>	<b><i>Newsroom</i></b>	<b><i>Switchboard</i></b>
CBC	Pat Hume	347-9691	347-9540
CKCK & CKIT	Ross Wotten	757-3808	522-8591
CKRM & CFMO	Craig Wallebeck	546-6298	546-6200
CHAB	Rob Carnie	693-6397	694-0800
CJME & CIZI	Bob Richards	757-6397	569-1300
Rawlco (15 Stations)		546-6397	525-0000

<b><i>Newspapers:</i></b>			
Waterfront Press	Jacqueline Chouinard	731-3143	731-3143
Regina Leader-Post	Al Driver	781-5300	781-5211
Regina Sun News	Foster Barnsley	781-5493	781-5493
Canadian Press	Tim Cook	780-428-6107	585-1011
Broadcast News	Jay Branch	780-428-6107	585-1011
Star Phoenix	Steven Gibb	657-6231	657-6397
Prairie Dog Mag.	Stephen Whitworth	757-8522	757-8522
MJ Times Herald	Lesley Sheppard	692-6441	692-6441

## **SECTION 12**

### **COMMUNICATIONS & SASK. TEL Dwayne Schimtz**

#### **RESPONSIBILITIES:**

Contact the Director of Customer Services at Sask. Tel, Tim Ludwar 777-2864, to ensure adequate communications are available. Ensure proper communications are set up both technical and human.

Assist the Emergency Coordinator in all matters relating to communication and documentation of information. Coordinate notification and assignment of volunteers. He will also have available all equipment and systems in Town needed for communication and assure that the Town radio system is operational. In case of a flood related emergency situation, under the direction of the Coordinator, he will collate additional information from river watchers and rain gauge information where available, issue instruction to the Field Supervisor as directed by the Coordinator, record confirmation of completed operations and contingency measures, record reports from Dyke Patrols and advise the Coordinator.

Notify Sask. Tel E.M.O. coordinator and make sure that they set up telephones at the E.O.C. if necessary. Make sure that communications are open and that radios, etc. are available. Sask. Tel's responsibilities are to put the hardware in place.

#### **MANPOWER:**

No Sask. Tel employees are stationed in Lumsden, crew and personnel are from Regina.

#### **EQUIPMENT:**

No Sask. Tel equipment is stored in Lumsden for emergency use. The Sask. Tel building on Second Ave. would require emergency sandbagging in case of a flood to protect their equipment.

### EQUIPMENT REQUIREMENTS:

- The emergency operations centre should be supplied with adequate telephones as dictated by the emergency situation and the emergency control group. (Confer with E.O.C. manager).
- First responders in the operations centre should have earphones to help cut noise level.
- Radio for communications between E.O. C. and emergency site manager.
- Ham/amateur radio, C.B., cellular telephones
- Charged batteries.

### RADIO NETWORKS

R.C.M.P. 731-4270

Town radios 731-8024  
- fire trucks - gravel truck

Sask. Tel

Department of Highways 731-2520

Sask. Power 731-3649

Ham radio operators:  
Pat Thorpe 731-2542  
Jake Kutarna 731-3118

### PHONES

Town fire phone system 911

### ASSISTANT

Town Administrator:  
Wayne Zerff 731-2404 (office)  
731-2452 (home)

## **SECTION 13**

### **MANPOWER COORDINATOR**

**Maxine Koskie**

#### **RESPONSIBILITIES**

- 1) Co-ordinate the staging area for volunteers.
- 2) Select the most appropriate site for the registration of all volunteers.
- 3) Co-ordinate work crews and assign jobs.
- 4) Ensure a copy of the volunteer registration is retained for town records.
- 5) Ensure identification cards are issued to volunteers and temporary employees, where practical.
- 6) Arrange for transportation of volunteers to and from site(s).
- 7) Ensure records of human resources and administrative detail, that may involve financial liability, are completed.

#### **RESOURCES**

**Volunteer Fire Dept.** Chief Jeff Carey      731-2976

#### **Service groups:**

Lions Club                      Gordon Bonokoski      731-2416

Legion                              Larry Skidmore      731-2591

High School                      Verne Barber      731-2262

R.M. of Lumsden              Don Barnett      731-7152

Emergency Equipment List – See Section 6, Fire Department Equipment

## SECTION 14

### **SASK POWER & SASK ENERGY**

**Sask. Power Office - 731-4324**  
**Sask Energy - 777-9200**  
**District Supervisor Sask Power – Bob Klisowsky**  
**Robin Cuddington (Lumsden)**  
**Chris Kozun (Lumsden)**  
**Sask Energy – Dave Lang**

### RESPONSIBILITIES

- To deliver energy to meet the needs of the people in a safe, reliable and economic manner.
- To ensure safety of these supplies in case of an emergency or discontinue service if necessary.

### MANPOWER

Sask Power:  
Electrical servicemen - 3  
Customer Service Rep -1  
Meter Reader- 1

### EQUIPMENT

Trucks 3/4 ton 4 wheel drive with winches- 3  
Truck, bucket (reach 45 feet)- 1  
(all trucks are radio equipped with spotlights, ladders, ropes and chains)  
Dump truck- 1  
Tree clipper- 1  
Chain saw- 1  
Underground cable locaters- 3

One person is on call 24 hours per day, 7 days per week. All after hour trouble calls are handled by a provincial center in Regina. **Trouble call number is 310-2220.**

## SECTION 15

### DEPARTMENT OF HIGHWAYS

Terry Matlock

#### RESPONSIBILITIES

- Work with Transportation Coordinator.
- If emergency situation arises which requires the use of highway's expertise with respect to earth movement etc., the department will be notified.
- Sask. Emergency Planning is to be notified first at 787-9563. Make sure agreements are ready to enter into. Refer to Appendix 6.

Regina area coordinator: Terry Bloome  
Al Seghers

#### MANPOWER

Summer operators 6

Winter operators 5

Other personnel can be drawn from other parts of the province.

#### EQUIPMENT

4 wd loader 2 yd. 1

Motor grader 1

10 yd. dump truck 3

Other equipment can be brought in - see equipment list and rates.

## **SECTION 16**

### **TRANSPORTATION, EQUIPMENT & SUPPLIES**

**Ken Ulmer**

#### **RESPONSIBILITIES**

- a) Co-ordinate the acquisition, distribution and scheduling of various modes of transport (ie. school buses, boats, trucks, etc.) for the purpose of transporting persons and/or supplies, as required, by members of the Emergency Control Group and support people.
- b) Procure staff to assist, as required
- c) Ensure that a record is maintained of drivers and operators involved
- d) Make sure the contractors are notified and are on standby to be used when required
- e) Notify owners of vans, etc. if needed and assure their help
- f) Have other necessary equipment ready for use if required

FOOD

BUILDING & CONSTRUCTION SUPPLIES

GASOLINE & AUTOMOBILE SUPPLIES

TOWN TRUCKS

TRUCKING AND HEAVY EQUIPMENT

BUSES AND VANS, HALF TONS

## APPENDIX 1

### TELEPHONE LIST

<u>Town of Lumsden</u>	<u>Home Phone</u>	<u>Office Phone</u>
RCMP		731-4270
Fire		911
Dr. Susan MacDonald	731-3888	731-2116
Ambulance	911	
Hospitals: Regina General		359-4444
Pasqua		359-2222
Town Administrator: Wayne Zerff	731-2452	731-2404
Mayor: Bryan Matheson	731-3603	731-7631 (cell)
Councillors: Dan Kirby	731-2096	539-7605 (cell)
Jayne Leibel	731-3889	531-7049 (cell)
Doug Mader	731-3607	
Rhonda Phillips	731-3141	731-2262
Sid Sikorksi	731-2523	731-2224
Al Sulma	731-2563	536-3389 (cell)
Emergency Operations Centre:Town Office	731-2402	
Centennial Hall	731-2433	
Public Works Foreman: Jeff Carey	731-2976	731-8024 (cell)
Utilities Foreman: Dave Cheney	731-2769	731-7748 (cell)
EMO Co-ordinator: Thomas McCord	731-3592	731-7776 (cell)

### Provincial Government

Sask. Tel	777-3737 (bus. office)
Sask. Power	731-2421 or 566-2200 (after hours)
Sask. Energy	777-9222
Dept. of Highways	787-4937 (Tom Gehien) or 787-4948 (Joe Kosta)
Spill Control Centre	1-800-667-7525
Health Dept.	766-7770 (Dr. Richard Nuttall) 766-7751 (Inspector)
Social Services	787-3536 (Jim Boyd)
Sask. Water Corp.	1-306- 1-306- (Alex Banga - Runoff Forecasts) 1-306- (Grant Gilliss)
Sask. E.M.O.	787-9563

Office of the Fire Commissioner 309-530-0371 (Cal Knowles)

### Federal Government

CNR 24 Hour – Police Command Centre 1-800-465-9239

Canutec 1-613-996-6666

Weather Office 780-5744

## **APPENDIX 2**

### **Flood Control Plan Louise Holloway - EMO Coordinator (Alternate)**

Background: Lumsden has had a history of high water situations with the Qu'Appelle River where emergency dyking and sandbagging has had to occur. The three most recent events have been - 1969 when although the Town was not well prepared, it was not flooded; 1971 where an E.M.O. Plan was put into effect and the historically high water of 1974. Although the 1982 and 1996 runoff exceeded that of 1969, the dyke operations plan alleviated any flooding danger (See Flood plain Management Study 1985).

#### **Area of concern on the valley floor:**

- 1. LMR Trestle Bridge - Notify Last Mountain Rail if flood forecasts indicate control project operations procedures are necessary.**

#### **Five areas of vulnerability in the dyking system:**

- 1. BRIDGES: LMR trestle, James St. & Highway #11.**
- 2. Low dyke at crossing of Qu'Appelle Drive West – requires fill during peak water level.**
- 3. Low dyke at CNR rail line by lagoon - requires fill during peak water level.**
- 4. Low dyke at Bridge on James St. N. - requires fill during peak water level (both sides).**
- 5. Low dyke at Pleasant Street up to 7<sup>th</sup> Avenue - requires fill during peak water level.**

## **CONTINGENCY PLAN**

This is an extension of the Operations Plan. The lists of resources available are in Sections 7, 8, 15 & 16 of EMO Plan. This Plan will go into effect upon advice of hazardous field conditions by the Field Supervisor. Many decisions are best made in the field.

- Volunteers will be notified and registered.
- Equipment and operators will be notified if not already on site.
- Extra sandbags will be filled and areas designated as to need.
- Move one fire truck to the Highway's Yard on the north hill.
- Notify the Provincial E.M.O.
- Evacuate the nursing home and schools.
- If evacuation notices are to be issued, notify the R.C.M.P.

Methodology as to raising the dykes will be in consultation with Sask. Water Corporation, also with respect to dyke erosion protection.

- Have daily meetings to assess the situation.

#### EMERGENCY CONTROL GROUP

##### RESPONSIBILITIES:

- Decide an emergency situation exists and notify Town Council so that a "local emergency" is declared which will give the authority to implement any or all resources.
- Operations and contingency measures.
- Ensure all inspections and maintenance required by the Town and the Water Corporation are made on the diking system.
- Will be the primary contact with the Province in case of an emergency situation.
- Direct overall flood fighting efforts.
- Maintain communication with the flood forecast unit
- Authorize mobilization of operational resources (manpower, equipment, and materials).
- Notify appropriate agencies of dyke closures and other operational measures which may affect them.
- Authorize dyke patrols and maintain good communication with same.
- Authorize mobilization of contingency resources.
- Authorize and direct the Field Supervisor in contingency requirements.
- Authorize and implement the call up of volunteers.
- Maintain liaison with appropriate disaster and emergency agencies.
- Assess the adequacy of the Town's resources to meet the emergency and request Provincial assistance where warranted.
- Implementation of clean-up measures required after the flood.
- For a flood-fighting report which documents the flood chronologically, the operations and contingency responses taken and the effectiveness of the responses and areas in which improvements in the Plan are warranted.

- Conduct an inventory of resources expended and arrange for replacement where necessary.

### YEARLY INSPECTIONS

#### January/February

- While the river is still frozen, the dyke closure areas and channel to be inspected and monitored for any sign of erosion (potential failure).
- Preliminary flow forecasts for the Qu'Appelle River at Lumsden received by the Town Office from the Saskatchewan Water Corporation.
- Flow forecasts discussed at next Council meeting and assessed as to runoff and possible flood threat to the Town.
- **Inspections** to be made of:  
All drainage control structures that go through the dyke i.e. flap gates on oxbows and storm drainage and gate at Qu'Appelle Drive west, should be checked prior to runoff and checked during runoff. These structures must be clear of debris or blockages to ensure they will operate properly. **Oxbow reservoirs must be drained prior to arrival of increased river flows.** If water accumulates in the oxbows during the high water period, it will be pumped over the dyke into the river.
- River crossing structures, i.e. the highway bridge on Highway No.11 and the James St. bridge and LMR trestle bridge should be made prior to and during runoff to ensure no flow obstructions exist.

#### February/March:

- Forecast flows of 170 cubic meters per second or more require emergency work.
- Remove snow and clear areas where fill material has been stockpiled.
- Updated and revised flood forecasts are received by the Town Office and assessed by the Mayor and EMO Coordinator.
- Notify local E.M.O. planning committee to meet and review emergency operations plan and contingency plan.
- Notify contractors to be available to fill gaps in dyke and have contractors and Department of Highways notified to be on standby.
- Have responsibilities understood by EMO group in case of dyke failure or overtopping of dyke (contingency plan).
- Ensure pumps are in good working order and list availability of backup pumps

#### March/April:

- Daily communication and updates on flood forecasts are received.
- Encourage senior citizens to move to higher ground - visit friends or relatives.
- Prepare Nursing Home for evacuation and notify the schools.
- Forecasts are received from Moose Jaw and Wascana flows and are assessed as to necessity of Contingency Plan to go into effect.

May/June:

- With cleanup over, damage to the flood control system must be estimated and repaired.
- Reports to be made on efficiency of the Plans involved and incorporate any necessary changes.

## **APPENDIX 3**

### **EVACUATION AND RE-ENTRY**

#### **Evacuation Procedures:**

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

#### **Warning:**

In addition to the General Warning (Section 1) the Emergency Control Group will ensure that:

- (a) Precise information is disseminated to the general public, as to the danger involved and actions to be taken.
- (b) Schools, special care home and group residences in the affected area are notified.
- (c) Reception communities are notified.

#### **Transportation:**

It is anticipated that the majority of people will provide for their own transportation. The Emergency Control Group will make arrangements to evacuate persons without transportation (e.g. occupants of schools, special care home and group residents).

#### **Security:**

During the emergency period requiring evacuation, the R.C.M.P. will secure the area.

#### **Re-Entry Procedures**

Re-entry will be initiated as quickly as possible but not before local and provincial authorities are satisfied all appropriate preparations have been made (e.g. the restoration of utilities and essential services to homes and commercial establishments).

#### **Reception Procedures:**

##### Reception Centre

Events in the neighboring communities may necessitate the reception of evacuees by the Town of Lumsden. A Reception Centre will be established at the town hall (Centennial Hall) to register and receive evacuees and assign them to emergency accommodations.

**Accommodation and Meals:**

Refer to Social Services Coordinator in Section 8.

**Schools & Special Care Home:**

The schools each have their own Evacuation Plan and can be used for reception if necessary.

The special care Heritage Home has its own Emergency Plan (Appendix 5).

## APPENDIX 4

### HAZARDOUS MATERIALS

Major fires are under the direction of the Fire Chief and the Local EMO; help would be obtained from the **Regina Fire Department. 777-7846 (Dispatch).**

Also refer to Mutual Aid agreements Section 2 and Appendix 7.

Dangerous goods - R.C.M.P. to be advised and assistance from the City of Regina Hazardous Team and E.M.O. may be obtained.

Spill Control Centre      1-800-667-7525

Canutec                      1-613-996-6666

Last Mountain Railway   1-877-487-8347

Box 3192

Regina, Sask.

S4P 3G7

## **APPENDIX 5**

### **SPECIAL CARE HOME EMERGENCY PLAN**

#### **Lumsden & District Heritage Home**

##### **10 Aspen Bay - 731-2247**

- The Lumsden & District Heritage Home has its own Emergency Plan to assist with internal and external emergencies.
- Their Plan has been coordinated with the Lumsden Emergency Plan.
- The Heritage Home Emergency Plan consists of four parts:
  - Part I This portion of the Plan contains introduction, type of disasters, resources, responsibilities and fan out system.
  - Part II Internal Disasters - which includes Evacuation, Fire Procedures and Bomb threat procedures.
  - Part III External Disasters - which includes activating plan and procedures.
  - Part IV Missing Person Search Plan - which includes general last instructions.

#### **Contacts:**

**Sara Cockwill  
Heather McLaren**

## **APPENDIX 6**

### **DEPARTMENT OF HIGHWAYS AGREEMENT**

If required, the Department of Highways' manpower and equipment can be utilized; however, an agreement must be first signed by the Town of Lumsden.

Attached are copies of this agreement and a list of equipment.

**APPENDIX 7**

**MUTUAL AID AGREEMENT**

**TOWN OF LUMSDEN**  
**BYLAW No. 6-2003**

**A BYLAW OF THE TOWN OF LUMSDEN AUTHORIZING COUNCIL TO ENTER INTO AN AGREEMENT FOR THE ESTABLISHMENT OF A MUTUAL AID AREA**

**WHEREAS;** provision is made in s. 136 of The Urban Municipality Act, 1984, enabling Council to enter into agreements with other municipalities for the furnishing of fire-fighting services and fire fighting equipment beyond urban boundaries, on any terms that may be agreed on; and

**WHEREAS;** the Council of the Town of Lumsden deems it expedient to enter into an agreement for the purpose of establishing a Municipal Mutual Aid Area, to pool the resources of participating municipalities and improve their emergency response capabilities;

**NOW THEREFORE;** the Council of the Town of Lumsden in the Province of Saskatchewan enacts as follows:

1. The Town of Lumsden is hereby authorized to enter into an agreement with the councils of:


- 1). The Town of Regina Beach , and
- 2). The Town of Southey , and  
*The Town of Strasbourg , and*
- 3). The Rural Municipality of Lumsden No. 189 , and
- 4). The Rural Municipality of Dufferin No. 190 , and
- 5). The Rural Municipality of Longlaketon No. 219 , and
- 6). The Rural Municipality of ~~Edenwold No. 158~~ *McKillop No. 220* , and
- 7). The Rural Municipality of Sherwood No. 159 , and
- 8). The Rural Municipality of Pense No. 160 , and  
*The Village of Pense*
- 9). The Village of Buena Vista , and
- 10). The Village of Bethune , and
- 11). The Village of Disley , and
- 12). The Village of Craven , and
- 13). The Village of Silton , and
- 14). The Village of Earl Grey , and
  
- 15). The Resort Village of Lumsden Beach , and
- 16). The Resort Village of Saskatchewan Beach , and
- 17). The Resort Village of Kannata Valley

the terms of which are attached hereto and marked as Exhibit "A".

2. The Mayor and Administrator of the Town of Lumsden, are hereby authorized to sign and execute an agreement, the terms of which are set out in Exhibit "A" here before referred to.

3. This bylaw shall come into force and take effect on the final passing thereof.

Read a first time this 24<sup>th</sup> day of February, 2003.  
Read a second time this 10<sup>th</sup> day of March, 2003.  
Read a third time this 24<sup>th</sup> day of March, 2003.

  
\_\_\_\_\_  
Mayor

SEAL

  
\_\_\_\_\_  
Administrator

Certified to be a true copy of Bylaw No. 6-2003  
adopted by resolution of Council on the 24<sup>th</sup> day  
of March, 2003.

  
\_\_\_\_\_  
Administrator

SEAL

MEMORANDUM OF AGREEMENT made this 27<sup>th</sup> day of April, 2005.A.D.

**BETWEEN:**

**The Town of Lumsden**  
a municipal corporation in  
the Province of Saskatchewan  
(hereinafter referred to as "the Town")

**OF THE FIRST PART**

**AND**

**The Town of Regina Beach** , and  
**The Town of Southey** , and  
**The Town of Strasbourg** , and  
**The Rural Municipality of Lumsden No. 189** , and  
**The Rural Municipality of Dufferin No. 190** , and  
**The Rural Municipality of Longlaketon No. 219** , and  
**The Rural Municipality of McKillop No. 220** , and  
**The Rural Municipality of Sherwood No. 159** , and  
**The Rural Municipality of Pense No. 160** , and

**The Village of Pense** , and  
**The Village of Buena Vista** , and  
**The Village of Bethune** , and  
**The Village of Disley** , and  
**The Village of Craven** , and  
**The Village of Siltou** , and  
**The Village of Earl Grey** , and

**The Resort Village of Lumsden Beach** , and  
**The Resort Village of Saskatchewan Beach** , and  
**The Resort Village of Kannata Valley**

all municipal corporations in  
The Province of Saskatchewan  
(hereinafter referred to as "participating Municipalities")

**OF THE SECOND PART**

**WHEREAS:**

- A. The parties above mentioned deem it expedient to enter into an agreement for the purpose of establishing a Mutual Aid Area, to pool the resources of participating municipalities and improve their emergency response capabilities; and
- B. The parties to this agreement mutually acknowledge that each may not in all cases be able to respond with sufficient resources to calls for Fires Services from within their jurisdictions, and the Councils of the fire departments named in section 3.3, deem it expedient and in the public interest to provide aid, each to the other, in such circumstances; and
- C. The Parties are empowered pursuant to s. 136 of The Urban Municipality Act, 1984 and s. 214 of The Rural Municipality Act, 1989 to enter into agreements with other municipalities for the furnishing of fire-fighting services and fire fighting equipment beyond urban boundaries, on any terms that may be agreed on; and
- D. The Parties wish to agree herein to terms upon which the organization and pooling of emergency response resources, including fire-fighting services and equipment may be provided.

**NOW THEREFORE THIS AGREEMENT WITNESSETH:**

**1.0 DEFINITIONS**

1.1 The following words and phrases shall for the purposes of this agreement have the meanings ascribed to them in this Section 1.0:

**"Assisting Party"** means the Party requested to provide Fire Services hereunder by the Party primarily responsible for the provision of Fire Services within the boundaries of a municipality, whether or not assistance is actually extended.

**"Service Charge(s)"** means those charges for the provision of Fire Services as have been adopted, and which may be amended from time to time, by bylaw of the Council of each Party.

**"Fire Chief"** means in the case of either Party the person responsible for the operation and management of the Fire Department, including designate(s) of the Fire Chief.

**"Fire Services"** means fire fighting and rescue services, and may depending on the scope of a particular fire department and first responders include first-line medical aid and response to hazardous materials discharges, explosions, spills and other mishap.

**"Incidental Command Procedures"** means those procedures for the establishment and/or transferring of command over fire-fighting and related services at the scene of a fire or other emergency.

**"Requesting Party"** means the Party which has the primary obligation to respond to fire alarms and other emergencies within a municipal territorial jurisdiction and which requests assistance from the other party pursuant to this agreement.

**2.0 TERMS OF AGREEMENT**

- 2.1 That the parties of this agreement form a Municipal Mutual Aid Area.
- 2.2 That each party with an active fire department may assist any other party to the agreement, with certain fire suppression services.
- 2.3 That each party to the agreement may assist any other party to the agreement, in the event of a disaster.
- 2.4 That the objectives of the Mutual Aid Area are as follows:
  - a) To provide a unified, effective organization among participating municipalities through reciprocal assistance, expertise, and equipment in a declared disaster or situation of need.
  - b) The parties agree to prepare and distribute a list of available resources in their municipality, including equipment and manpower services.
  - c) That the resource list be annually updated and distributed among the Parties.
- 2.5 This Agreement shall be of force and effect from the effective date, and shall continue in effect until the expiration of sixty (60) days following notice of termination by either Party in accordance with Section 12.0.
- 2.6 The effective date shall be the date upon which the last Party executes these presents, following ratification hereof, by bylaw, by the Councils of the Town and participating Municipalities.

**3.0 FIRE SERVICES MUTUAL AID**

- 3.1 As and from the effective date, each Party hereto may request Fire Services from the other Party and such Fire Services, if given, shall be requested and extended in accordance with and subject to the terms and conditions set forth in this agreement.
- 3.2 Fire Services may be requested either where the Requesting Party is unable to respond to a call from within its jurisdiction or is unable to respond with personnel or equipment adequate, in the opinion of the Requesting Party, to address the emergency.

3.3 The following parties operate fire departments and supply thereby certain fire suppression services to their respective population:

- Lumsden & District Fire Department**
- Regina Beach/Buena Vista Fire Department**
- Pense Fire Department** *R.M. of Pense*
- Craven Fire Department**
- Bethune Fire Department**
- Silton Fire Department** *Long Lake on*
- Earl Grey Fire Department**
- Southey Fire Department** ; and
- Stranbarr / McKillop*

3.4 That each party to this agreement hereby authorizes any of the following officials to call for such services offered through this agreement:

- Emergency Dispatch Services (911)
- E.M.O. Coordinator,
- Mayor, Reeve including their named designates,
- Alderman or Councillors,
- Fire Chiefs including their named designates,

**4.0 PROTOCOLS AND PROCEDURES**

- 4.1 The Assisting Party shall, unless command is transferred at the scene of the emergency provide assistance under the direction of the senior officer of the Requesting Party.
- 4.2 In the event the Assisting Party is the only party at the scene of a fire or other emergency, the Assisting Party shall provide emergency services in accordance with the policies and operating procedures of the Assisting Party.

- 4.3 The Fire Chiefs may establish protocols for transferring command at a fire or other emergency scenes.

#### **5.0 ASSISTANCE DISCRETIONARY**

- 5.1 The Parties acknowledge that each has a primary obligation to provide Fire Services as well as other emergency services within the boundaries of its own municipality, and that the provision of aid to the Requesting Party may not be advisable, on a call by call basis, having regard to such factors as the state of available resources, the nature of the incident giving rise to the request for aid, the distances involved, and the existence or apprehension of emergencies or potential emergencies within the Assisting Party's municipality. Accordingly, the Fire Chief of a Party receiving a request for assistance shall have the sole and unfettered discretion to decline to authorize Fire Services to a Requesting Party and may exercise such discretion without stating reasons. Further, the Assisting Party may divert personnel and equipment to another scene notwithstanding a response in aid of the Requesting Party or may withdraw from a scene, whether or not the Assisting Party is in command thereof, if in the sole discretion of the Fire Chief of the Assisting Party another alarm, emergency or location should be afforded a higher priority, and may exercise such discretion without stating reasons.

#### **6.0 PROCEDURE FOR REQUESTS**

- 6.1 The Fire Chief (or other designate mentioned in section 3.4) of the Requesting Party shall have and is hereby granted full and sufficient authority to request Fire Services from the Assisting Party.
- 6.2 The Fire Chief of the Assisting Party shall have and is hereby granted full and sufficient authority to provide or, in his discretion, to decline to provide Fire Services to the Requesting Party.
- 6.3 The Fire Chief of the Assisting Party is further authorized to dispatch such personnel and equipment as can be allocated for the response, in his judgment, and may do so without verifying the *bona fides* of the call or the alarm giving rise to the request. The Parties agree to co-operate in establishing protocols for confirming the identity of the caller on behalf of the Requesting Party so as to preclude so far as possible false alarms and requests for assistance are made under false pretences.

#### **7.0 SERVICES CHARGE**

- 7.1 The Assisting Party shall charge fees for the provision of Fire Services hereunder, in accordance with the charges adopted by bylaw by the council of the Assisting Party, it being provided that the fees charged by the Town and the participating Municipalities may be different.
- 7.2 It is acknowledged that Service Charges may be reviewed from time to time by the respective councils of the Town and participating Municipalities. Service Charges may be amended during the currency of this Agreement, by bylaw. Upon changing Service Charges, the party making the change shall immediately notify the other parties and shall furnish participating Municipalities with a copy of the bylaw effecting such changes.
- 7.3 Following the provision of Fire Services the Assisting Party shall prepare and deliver to the Requesting Party an itemized invoice for payment. The Requesting Party shall remit payment of the amount so billed within 30 days of receipt of invoice. Failing payment as required, the Requesting Party shall pay interest on the debt or such portion thereof as remains unpaid, at the prime rate of interest of the Bank of Canada plus two (2%) per cent, such interest to be calculated from the date payment is overdue to the date of payment in full.

#### **8.0 EMERGENCY MEASURES**

- 8.1 The provisions of this Agreement are not in lieu of plans made in respect of emergency measures nor does this agreement derogate from the duty of the Parties hereto to follow protocols and lawfully report to authorities and agencies in cases of discharges of pollutants, spills or discharges of hazardous materials, hazardous waste materials, mishaps in the transportation of dangerous goods and incidents of like nature.

#### **9.0 INSURANCE**

- 9.1 The Parties each covenant and agree that they shall carry property insurance covering their respective equipment and comprehensive general liability insurance to commercially reasonable limits.

#### **10.0 MUTUAL RELEASES**

- 10.1 Each Party agrees to remise and release the other Party in respect of damage to or loss of property and in respect of personal injury (including death) occurring in the course of requesting or providing assistance under this agreement, and each expressly waives any cause of action in respect of such loss or injury as against the other Party, howsoever arising.

**11.0 INDEMNIFICATION**

11.1 The Parties expressly covenant and agree that the Requesting Party shall, in respect of third party claims of any nature arising from the provision of Fire Services by the Assisting Party under this agreement, indemnify and hold harmless and keep indemnified and held harmless the Assisting Party from and against all loss, costs, claims, expense, demands, claims, actions and causes of action asserted by third parties and in any way arising from performance or non-performance under this Agreement by the Assisting Party. The within covenants of indemnity shall survive the termination of this Agreement with respect to any cause of action arising during the currency hereof.

**12.0 TERMINATION**

12.1 Any Party hereto may terminate this agreement upon sixty (60) days' written notice to such effect.

**13.0 GENERAL AND MISCELLANEOUS**

13.1 The captions, section numbers, article numbers and Table of Contents (if any) appearing in this Agreement are inserted as a matter of convenience only and in no way define, limit, construe or describe the scope or intent of such clauses or articles and such captions, section numbers, article numbers and Table of Contents shall not in any way other than for reference purposes affect the interpretation or construction of this Agreement.

13.2 This Agreement shall be governed by and construed in accordance with the laws of the Province of Saskatchewan.

13.3 Subject to the provisions hereof for the revision of fees, this Agreement may not be modified or amended except in an instrument in writing signed by the Parties hereto.

13.4 The words "hereof, "herein" and "hereunder" and similar expressions used in any section or subsection of this Agreement or the Schedules relate to the whole of this Agreement and not to that section or subsection only unless otherwise expressly provided. The words "the Town" and "participating Municipalities" shall mean respectively "the Town, its successors and/or assigns" and "participating Municipalities, its successors and/or assigns".

13.5 If for any reason any term, covenant or condition of this Agreement, or the application thereof to any person or any circumstance, is to any extent held or rendered unenforceable or illegal then such term, covenant or condition:

- a) is and is deemed to be independent of the remainder of the Agreement and to be severable and divisible there from and its unenforceability or illegality does not affect, impair or invalidate the remainder of the Agreement or any part thereof; and
- b) continues to be applicable to and enforceable to the fullest extent permitted by law against any person and circumstance other than those to whom it has been held or rendered unenforceable or illegal.

Neither Party is obliged to enforce any term, covenant or condition in this Agreement against any person, if, or to the extent by doing so, such Party is caused to be in breach of any laws, regulations or enactments from time to time in force.

13.6 No waiver shall be inferred or implied by any forbearance by either Party hereto or anything done or omitted to be done by a Party with respect to a default, breach or non-observance save only an express waiver in writing and then only to the extent expressly stipulated and necessary to give effect to such express waiver. A waiver by either Party of any breach of any term, covenant or condition herein contained shall not be and shall be deemed not to be a waiver of any continuing or subsequent breach of such term, covenant or condition (except as specifically expressed in writing to be so) or of that Party's rights hereunder or of any other term, covenant or condition herein contained. Without limiting the generality of the foregoing the subsequent acceptance of payment by a party is not and is deemed not to be a waiver of any preceding breach or continuing breach by the other party of any term, covenant or condition of this Agreement, regardless of knowledge of any such preceding breach at the time of acceptance of such payment.

13.7 Notwithstanding anything to the contrary contained in this Agreement, if either the Town or any of the participating Municipalities is bona fide delayed or hindered in or prevented from performance of any term, covenant or act required in this Agreement by reason of strikes, lockouts, labour trouble, inability to procure materials, government intervention or other casualty or contingency beyond the reasonable control of the Party who is by reason thereof delayed in the performance of such Party's covenants and obligations under this Agreement in circumstances where it is not within the reasonable control of such Party to avoid such delay, excluding any insolvency, lack of funds or other financial cause of delay (hereinafter referred to as "Unavoidable Delay"), such performance shall be excused for the period of the delay and the period within which performance is to be effected shall be extended by the period of such delay.

13.8 Any notice or demand required or permitted to be given to all affected Parties hereto pursuant to this Agreement (excluding requests for assistance contemplated in section 3) shall be in writing

and may be delivered to the Party in person (or to its authorized agent) or by sending it by prepaid registered mail, addressed:

*In the case of the Town, to:* **Town of Lumsden  
P.O. Box 160  
Lumsden, SK S0G 3C0**

*And in the case of the participating Municipalities see signing section of agreement.*


or to such alternate address in Saskatchewan as either Party may by notice from time to time advise any such notice, demand, request or consent is conclusively deemed to have been given or made on the day upon which such notice, demand, request or consent is delivered, or, if mailed, then forty-eight (48) hours following the date of mailing, as the case may be, and any time period referred to therein commences to run from the time of delivery or forty-eight (48) hours following the date of mailing, as the case may be. If postal service is interrupted or substantially delayed, any notice, demand, request or other instrument shall be hand-delivered.

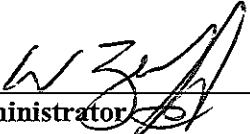
13.9 Time is of the essence of this Agreement and of every part thereof.

13.10 This agreement shall be binding upon and enure to the benefit of the Parties, their respective successors and representatives.

**THIS AGREEMENT executed the day and date first above written by the affixing of the appropriate signatures for all parties.**

**TOWN OF LUMSDEN**

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Administrator

**P.O. Box 10  
Regina Beach, SK  
S0G 4C0**

**TOWN OF REGINA BEACH**

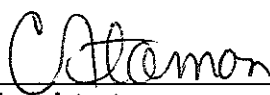
  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Administrator

**P.O. Box 248  
Southey, SK  
S0G 4P0**

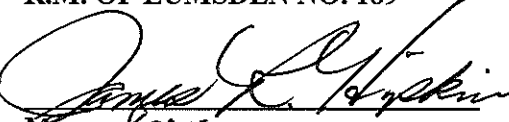
**TOWN OF SOUTHEY**

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Administrator

**P.O. Box 160  
Lumsden, SK  
S0G 3C0**

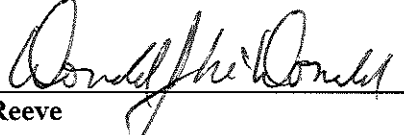
**R.M. OF LUMSDEN NO. 189**

  
\_\_\_\_\_  
Mayor **KEEVE**

  
\_\_\_\_\_  
Administrator

**P.O. Box 67  
Bethune, SK  
S0G 0H0**

**RURAL MUNICIPALITY OF DUFFERIN No. 190**

  
\_\_\_\_\_  
Reeve



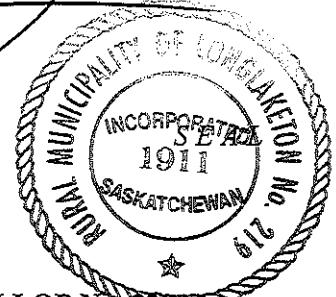
*[Signature]*  
Administrator

P.O. Box 100  
Earl Grey, SK  
S0G 1J0

RURAL MUNICIPALITY OF LONGLAKETON No. 219

*[Signature]*  
Reeve

*[Signature]*  
Administrator

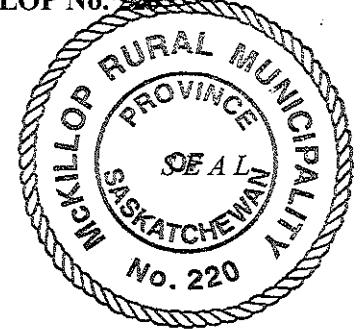


P.O. Box 369  
Strasbourg, SK  
S0G 4V0

RURAL MUNICIPALITY OF MCKILLOP No. 220

*[Signature]*  
Reeve

*[Signature]*  
Administrator

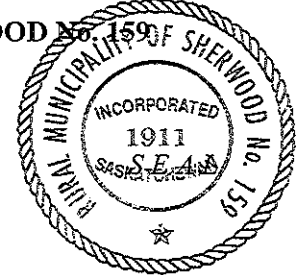


1840 Cornwall St.  
Regina, SK  
S4P 2K2

RURAL MUNICIPALITY OF SHERWOOD No. 159

*[Signature]*  
Reeve

*[Signature]*  
Administrator

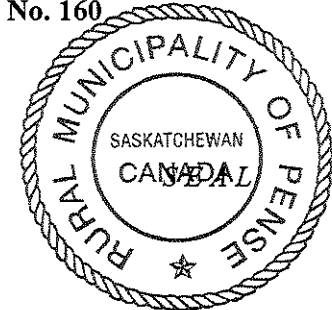


P.O. Box 190  
Pense, SK  
S0G 3W0

RURAL MUNICIPALITY OF PENSE No. 160

*[Signature]*  
Reeve

*[Signature]*  
Administrator



P.O. Box 125  
Pense, SK  
S0G 3W0

VILLAGE OF PENSE

*[Signature]*  
Mayor

*[Signature]*  
Administrator

SEAL

1050 Grand Avenue  
Buena Vista, SK  
S2V 1A2

VILLAGE OF BUENA VISTA

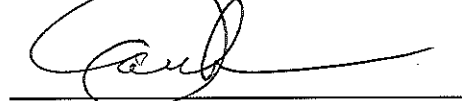
*[Signature]*  
Mayor

*[Signature]*  
Clerk

SEAL

P.O. Box 209  
Bethune, SK  
S0G 0H0

VILLAGE OF BETHUNE

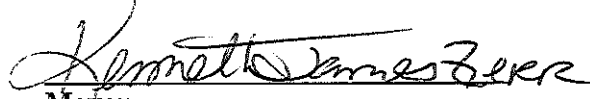
  
\_\_\_\_\_  
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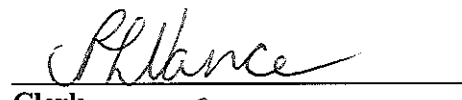
  
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Clerk

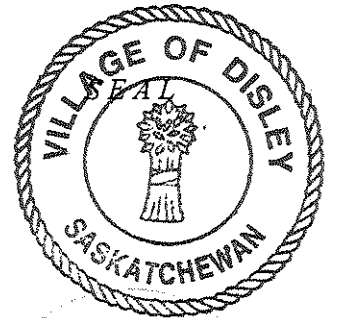


P.O. Box 184  
Bethune, SK  
S0G 0H0

VILLAGE OF DISLEY

  
\_\_\_\_\_  
Mayor

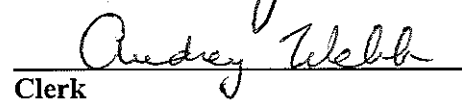
  
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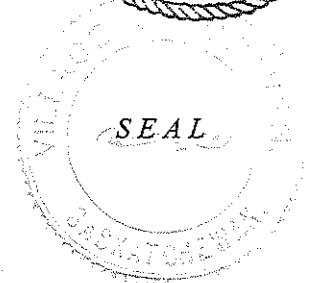


P.O. Box 30  
Craven, SK  
S0G 0W0

VILLAGE OF CRAVEN

  
\_\_\_\_\_  
Mayor

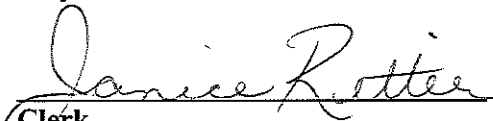
  
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Clerk



P.O. Box 1  
Silton, SK  
S0G 4L0

VILLAGE OF SILTON

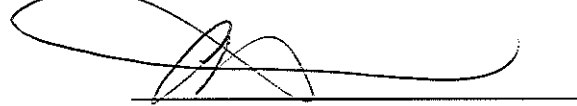
  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Clerk

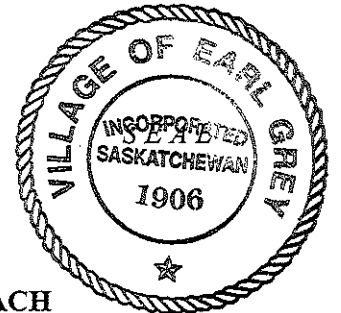


P.O. Box 100  
Earl Grey, SK  
S0G 1J0

VILLAGE OF EARL GREY

  
\_\_\_\_\_  
Mayor

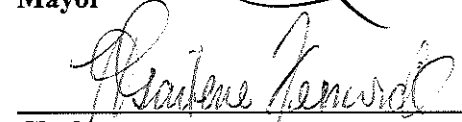
  
\_\_\_\_\_  
Administrator



3127 E Regdall Rd.  
2648 Wascana St.  
Regina, SK  
~~S4S 0L8~~ S4V 2Y9

RESORT VILLAGE OF LUMSDEN BEACH

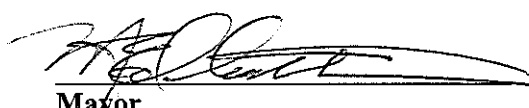
  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Clerk

SEAL

P.O. Box 220  
Silton, SK  
S0G 4L0

RESORT VILLAGE OF SASKATCHEWAN BEACH

  
\_\_\_\_\_  
Mayor


  
\_\_\_\_\_  
Clerk



P.O. Box 166  
Silton, SK  
S0G 4L0

RESORT VILLAGE OF KANNATA VALLEY

  
Mayor

  
Clerk

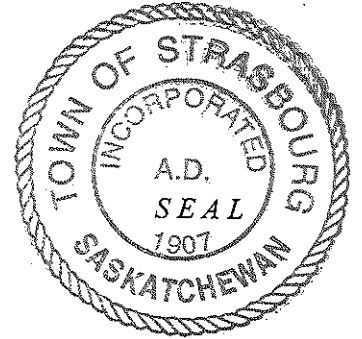


P.O Box 369  
Strasbourg, SK  
S0G 4V0

TOWN OF STRASBOURG

Carol Schuttz  
Mayor

Barbara Truffer  
Administrator



**APPENDIX 8**

**EMERGENCY PLANNING ACT, 1989**

# *The Emergency Planning Act*

*being*

[Chapter E-8.1](#) of the *Statutes of Saskatchewan, 1989-90* (effective November 1, 1989) as amended by the *Statutes of Saskatchewan, 1992, c.A-24.1*; *1993, c.4*; *1998, c.P-42.1*; *2002, c.C-11.1*; and *2003, c.29*.

**NOTE:**

This consolidation is not official. Amendments have been incorporated for convenience of reference and the original statutes and regulations should be consulted for all purposes of interpretation and application of the law. In order to preserve the integrity of the original statutes and regulations, errors that may have appeared are reproduced in this consolidation.

APPENDIX 8  
EMERGENCY PLANNING ACT

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APPENDIX 8  
EMERGENCY PLANNING ACT

**CHAPTER E-8.1**

An Act respecting Emergencies

PART I

**Title and Interpretation**

**Short title**

**1** This Act may be cited as *The Emergency Planning Act*.

**Interpretation**

**2** In this Act:

- (a) **“chief of emergency management”** means the chief of emergency management designated pursuant to section 3;
- (a.1) **“district committee”** means the district committee of an emergency planning district required pursuant to subsection 7(1);
- (a.2) **“department”** means the department over which the minister presides;
- (b) **“emergency”** means:
  - (i) a calamity caused by:
    - (A) accident;
    - (B) act of war or insurrection;
    - (C) terrorist activity as defined in the *Criminal Code*;
    - (D) forces of nature; or
  - (ii) a present or imminent situation or condition, including a threat of terrorist activity as defined in the *Criminal Code*, that requires prompt action to prevent or limit:
    - (A) the loss of life;
    - (B) harm or damage to the safety, health or welfare of people; or
    - (C) damage to property or the environment;
- (c) **“emergency declaration”** means an order of the Lieutenant Governor in Council made pursuant to subsection 17(1);
- (d) **“emergency planning district”** means an emergency planning district established pursuant to section 6;
- (e) **Repealed.** 1993, c.4, s.3.
- (f) **Repealed.** 1993, c.4, s.3.

APPENDIX 8  
EMERGENCY PLANNING ACT

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EMERGENCY PLANNING

- (g) “**local authority**” means the council of a municipality;
- (h) “**local emergency declaration**” means a local emergency declaration made pursuant to section 20;
- (i) “**minister**” means the member of the Executive Council to whom for the time being the administration of this Act is assigned;
- (j) “**municipality**” includes the Saskatchewan portion of the City of Lloydminster;
- (k) “**mutual aid area**” means a mutual aid area established pursuant to section 11;
- (l) **Repealed.** 1993, c.4, s.3.
- (m) “**provincial planning committee**” means the provincial planning committee established pursuant to section 4;
- (n) “**Saskatchewan Emergency Management Organization**” means the unit of the department continued pursuant to section 3.

1989-90, c.E-8.1, s.2; 1993, c.4, s.3; 2002,  
c.C-11.1, s.381; 2003, c.29, s.18.

PART II  
**Emergency Planning**

**Saskatchewan Emergency Planning established**

3(1) Saskatchewan Emergency Planning is continued as a unit of the department to be known as the Saskatchewan Emergency Management Organization.

(2) The minister may designate an employee of the department as the chief of emergency management.

(3) Any officers or other employees that are considered necessary for the purposes of this Act and the regulations may be employed pursuant to *The Public Service Act, 1998*.

(4) The chief of emergency management and the officers and employees employed for the purposes of this Act and the regulations shall perform the duties assigned to them by this Act, the regulations and the minister, and may exercise the powers given to them by this Act and the regulations.

1993, c.4, s.4; 1998, c.P-42.1, s.42; 2003, c.29,  
s.19.

**Committee established**

4(1) The provincial planning committee is established, consisting of those members that may be appointed by the Lieutenant Governor in Council.

(2) Any members of the provincial planning committee who are not employed by a department or agency of the Government of Saskatchewan or a Crown corporation are entitled to remuneration for their services as members and for any expenses they incur while acting as members in accordance with rates fixed by the minister.

APPENDIX 8  
EMERGENCY PLANNING ACT

5

EMERGENCY PLANNING

c. E-8.1

(3) The chief of emergency management is the chairperson of the provincial planning committee.

(4) If the chief of emergency management is absent or unable to perform the duties of the chairperson for any reason, the minister may appoint another person to act as chairperson in the place of the chief of emergency management until the chief of emergency management returns or is able to perform the duties of chairperson, as the case may be.

1989-90, c.E-8.1, s.4; 1993, s.4, s.5; 2003, c.29,  
s.20.

**Duties of committee**

**5** The provincial planning committee shall:

- (a) prepare an emergency plan for Saskatchewan, for approval by the minister, governing:
  - (i) the provision of necessary services during an emergency; and
  - (ii) the procedures under and the manner in which persons will respond to an emergency; and
- (b) advise the minister respecting emergency planning matters.

1989-90, c.E-8.1, s.4.

**Emergency planning districts**

**6(1)** The Lieutenant Governor in Council may establish, by order, emergency planning districts for the purpose of organizing intermunicipal emergency planning, training, assistance and emergency operations programs.

(2) The Lieutenant Governor in Council, by order, may:

- (a) amend the boundaries of any emergency planning district;
- (b) establish new emergency planning districts; or
- (c) do both of the things mentioned in clauses (a) and (b).

1989-90, c.E-8.1, s.6.

**Emergency planning district committees**

**7(1)** Every emergency planning district shall have a district committee composed of:

- (a) those persons appointed by local authorities pursuant to subsection (2);  
and
- (b) those persons appointed pursuant to subsection (3).

(2) Every local authority of a municipality located within an emergency planning district shall appoint a representative to be a member of the district committee.

APPENDIX 8  
EMERGENCY PLANNING ACT

6

**c. E-8.1**

EMERGENCY PLANNING

(3) Every:

- (a) department and agency of the Government of Saskatchewan; and
- (b) every Crown corporation;

that is designated by the Lieutenant Governor in Council shall appoint a representative to be a member of the district committee.

(4) The chief of emergency management, or any member of the district committee designated by the chief of emergency planning, is the chairperson of the district committee.

1989-90, c.E-8.1, s.7; 1993, c.4, s.6; 2003, c.29,  
s.21.

**Duties of district committee**

**8** Every district committee, with the consent of the local authorities, may assist in the formulation of the emergency plans of the local authorities of municipalities situated within the emergency planning district.

1989-90, c.E-8.1, s.8.

**Local emergency plans**

**9(1)** Every local authority shall:

- (a) establish a local emergency measures organization;
- (b) appoint a person as a local emergency measures co-ordinator; and
- (c) establish a local emergency planning committee composed of:
  - (i) the emergency measures co-ordinator appointed pursuant to clause (b); and
  - (ii) any other persons the local authority considers necessary.

(2) The emergency measures co-ordinator is the chairperson of the local emergency planning committee.

(3) Every local emergency planning committee shall establish a municipal emergency plan governing:

- (a) the provision of necessary services during an emergency; and
- (b) the procedures under and the manner in which persons will respond to an emergency.

1989-90, c.E-8.1, s.9.

**Duty of local authorities**

**10** Every local authority shall at all times be responsible for the direction and control of the local authority's emergency response unless the minister assumes direction and control pursuant to clause 18(1)(c).

1989-90, c.E-8.1, s.10.

**Mutual aid areas**

11(1) In this section:

- (a) “**regional park**” means a regional park established pursuant to *The Regional Parks Act, 1979*;
- (b) “**regional park authority**” means a regional park authority constituted or continued pursuant to *The Regional Parks Act, 1979*.

(2) For the purposes of establishing a mutual aid area, a local authority may enter into agreements with all or any of the following:

- (a) other local authorities;
- (b) regional park authorities;
- (c) the member of the Executive Council responsible for the administration of *The Parks Act*.

(3) The purpose of establishing a mutual aid area is to pool the resources of local authorities, regional park authorities and the Crown in right of Saskatchewan in order to improve their emergency response capabilities with respect to regional parks, provincial parks designated pursuant to *The Parks Act* and municipalities located within the mutual aid area.

(4) Subject to the limitations set out in *The Government Organization Act*, the member of the Executive Council responsible for the administration of *The Parks Act* may enter into agreements with local authorities and regional park authorities for the purposes of establishing a mutual aid area.

1993, c.4, s.7.

**Regulations**

12 The Lieutenant Governor in Council may make regulations:

- (a) assigning to departments or agencies of the Government of Saskatchewan or Crown corporations all or any part of the responsibility imposed by this Act on the provincial planning committee for the preparation of all or any part of plans or arrangements to deal with emergencies;
- (b) delegating to any person or committee appointed pursuant to this Act any of the powers vested by this Act in the minister;
- (c) **Repealed.** 1993, c.4, s.8.
- (d) prescribing any other matter or thing that the Lieutenant Governor in Council considers necessary with respect to emergency planning.

1989-90, c.E-8.1, s.12; 1993, c.4, s.8.

APPENDIX 8  
EMERGENCY PLANNING ACT

8

c. E-8.1

EMERGENCY PLANNING

**Minister's powers and duties**

**13** The minister may:

- (a) review and:
  - (i) approve; or
  - (ii) require modification of;  
any emergency plan prepared by the provincial planning committee pursuant to clause 5(a);
- (b) for the purposes of this Act, enter into agreements with:
  - (i) the Government of Canada;
  - (ii) the government of any other province or territory of Canada; or
  - (iii) any agency of a government mentioned in subclause (i) or (ii) that deals with emergency plans;
- (c) make surveys and studies to identify and record actual and potential hazards that may cause emergencies;
- (d) **Repealed.** 1993, c.4, s.9.
- (e) enter into agreements with and make payments to persons, associations or bodies for the provision of services in the development or implementation of emergency plans prepared pursuant to this Act;
- (f) conduct public information programs relating to the prevention and reduction of damage in emergencies;
- (g) subject to the regulations, delegate in writing to the chief of emergency management any powers vested in or duties imposed on the minister by this section;
- (h) where, in the opinion of the minister, a procedure contained in an emergency plan prepared pursuant to this Act is insufficient to meet the emergency at hand, establish any procedure that the minister considers necessary for the prompt and efficient implementation of that plan;
- (i) require any person:
  - (i) who is engaged or may be engaged in any operations;
  - (ii) who is utilizing or may be utilizing any process;
  - (iii) who is using any property in any manner; or
  - (iv) on whose real property there exists or may exist any condition;  
that is or may create a hazard to persons or property, to develop a plan and program in conjunction with local authorities to remedy or alleviate the hazard and to meet any emergency that may arise from the hazard.

1989-90, c.E-8.1, s.13; 1993, c.4, s.9; 2003, c.29,  
s.22.

**14 Repealed.** 1993, c.4, s.10.

**Protection from action**

**15(1)** Where a state of emergency is declared to exist by the Government of Canada, an emergency declaration is made or a local emergency declaration is made:

- (a) the minister;
- (b) the chief of emergency management;
- (c) the Saskatchewan Emergency Management Organization;
- (c.1) the department;
- (d) the provincial planning committee or members of the provincial planning committee;
- (e) local authorities and members of local authorities; and
- (f) persons appointed by the minister or local authorities to carry out measures relating to emergencies;

are not liable with respect to damage caused through any actions taken in good faith pursuant to this Act, the regulations or any order made pursuant to this Act.

(2) The orders, decisions or actions of any of the persons mentioned in subsection (1) shall be final and shall not be reviewed or restrained by:

- (a) injunction;
- (b) prohibition;
- (c) mandamus;
- (d) *certiorari*; or
- (e) otherwise by any court.

(3) Notwithstanding subsection (1), the persons mentioned in that section are liable for gross negligence in carrying out their duties under this Act, the regulations or any order made pursuant to this Act.

1989-90, c.E-8.1, s.15; 1993, c.4, s.11; 2003,  
c.29, s.23.

**Offence**

**16** Any person who:

- (a) contravenes this Act, the regulations or any order made pursuant to this Act; or
- (b) interferes with or obstructs any person in the exercise of any power conferred or the performance of any duty imposed by this Act, the regulations or any order made pursuant to this Act;

is guilty of an offence and liable on summary conviction to a fine of not more than \$2,000 in the case of an individual and not more than \$10,000 in the case of a corporation.

1989-90, c.E-8.1, s.16.

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PART III  
State of Emergency

**Emergency declaration**

17(1) When the Lieutenant Governor in Council is satisfied that an emergency exists or may exist in all or any part of Saskatchewan, the Lieutenant Governor in Council, by order, may make an emergency declaration relating to all or any part of Saskatchewan.

(2) In an emergency declaration the Lieutenant Governor in Council shall identify:

- (a) the nature of the emergency; and
- (b) the area of Saskatchewan in which the emergency exists.

(3) Immediately after the making of an emergency declaration, the minister shall cause the details of the declaration to be published by any means of communication that the minister considers is most likely to make those details known to the majority of the population of the area affected by the contents of the declaration.

(4) An emergency declaration expires at the end of 14 days from the time the declaration was made unless it is earlier renewed pursuant to subsection (5).

(5) The Lieutenant Governor in Council may renew an emergency declaration at any time prior to the expiration or termination of the declaration.

(6) Subsections (2) to (4) and section 19 apply, with any necessary modification, to any renewal of an emergency declaration.

1989-90, c.E-8.1, s.17.

**Powers of minister in an emergency**

18(1) On the making of an emergency declaration or a renewal of an emergency declaration and for the duration of the state of emergency, the minister may:

- (a) put into operation any emergency plan or program that the minister considers appropriate;
- (b) authorize or require a local authority to put into effect any emergency plan for the municipality;
- (c) assume direction and control of the emergency response of a local authority;
- (d) acquire or utilize any real or personal property that the minister considers necessary to prevent, combat or alleviate the effects of an emergency;
- (e) authorize any qualified person to render aid of a type that the person is qualified to provide;
- (f) control or prohibit travel to or from any area of Saskatchewan;
- (g) provide for the restoration of essential facilities and the distribution of essential supplies;

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- (h) provide, maintain and co-ordinate emergency medical, welfare and other essential services in any part of Saskatchewan;
  - (i) cause the evacuation of persons and the removal of persons or live stock and personal property from any area of Saskatchewan 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;
  - (j) authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan;
  - (k) cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of the emergency, to attempt to forestall its occurrence or to combat its progress;
  - (l) procure or fix prices for food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within any part of Saskatchewan for the duration of the state of emergency;
  - (m) conscript persons needed to meet an emergency; and
  - (n) do all acts and take all proceedings that are reasonably necessary to meet the emergency.
- (2) Subject to the approval of the Lieutenant Governor in Council, where:
- (a) the minister acquires or utilizes real or personal property pursuant to subsection (1); or
  - (b) any real or personal property is damaged or destroyed due to an action of the minister in preventing, combating or alleviating the effects of an emergency;
- the minister shall cause compensation to be paid for the acquisition, utilization, damage or destruction.
- (3) The Lieutenant Governor in Council may make regulations prescribing any matter the Lieutenant Governor in Council considers necessary to carry out any of the matters mentioned in subsection (1).
- (4) On the making of an emergency declaration all persons and agencies involved in the implementation of emergency plans shall comply with any directions of the minister.

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**Termination of emergency declaration**

19(1) When, in the opinion of the Lieutenant Governor in Council:

- (a) an emergency no longer exists in an area with respect to which an emergency declaration was made; or
- (b) it is in the public interest that an emergency declaration be terminated in an area with respect to which an emergency declaration was made;

the Lieutenant Governor in Council shall make an order terminating the emergency declaration with respect to that area.

(2) Immediately after:

- (a) an order is made pursuant to subsection (1); or
- (b) the emergency declaration expires pursuant to subsection 17(4);

the minister shall cause the details of the termination or expiry, as the case may be, to be published by any means of communication that the minister considers is most likely to make those details known to the majority of the population of the area affected by the contents of the order or expiry, as the case may be.

1989-90, c.E-8.1, s.19.

**Local emergency declaration**

20(1) At any time when a local authority is satisfied that an emergency exists or may exist, in all or any part of the municipality, it may by resolution make a local emergency declaration relating to all or any part of the municipality.

(2) Where:

- (a) it is not possible to assemble a sufficient number of members of a local authority to pass a resolution pursuant to subsection (1); and
- (b) a member of the local authority reasonably believes that:
  - (i) a local emergency exists; and
  - (ii) the emergency requires immediate action;

a member of the local authority may make a local emergency declaration on behalf of the local authority.

(3) In a local emergency declaration, the local authority shall identify:

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

(4) 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.

(5) Where a local authority makes a local emergency declaration, the local authority shall immediately on making the declaration forward a copy of the declaration to the minister.

1989-90, c.E-8.1, s.20.

**Powers of local authority**

**21(1) On the making:**

- (a) of a local emergency declaration, or a renewal of a local emergency declaration pursuant to subsection 22(2) and for the duration of the state of emergency the local authority may:
  - (i) put into operation any emergency plan or program that the local authority considers appropriate;
  - (ii) acquire or utilize any real or personal property that the local authority considers necessary to prevent, combat or alleviate the effects of an emergency;
  - (iii) authorize any qualified person to render aid of a type that the person is qualified to provide;
  - (iv) control or prohibit travel to or from any area of the municipality;
  - (v) provide for the restoration of essential facilities and the distribution of essential supplies;
  - (vi) provide, maintain and co-ordinate emergency medical, welfare and other essential services in any part of the municipality;
  - (vii) cause the evacuation of persons and the removal of persons or live stock 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;
  - (viii) authorize the entry into any building or on any land, without warrant, by any person when necessary for the implementation of an emergency plan;
  - (ix) 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;
  - (x) conscript persons needed to meet an emergency; and
  - (xi) do all acts and take all proceedings that are reasonably necessary to meet the local emergency; and
- (b) of an emergency declaration pursuant to section 17 and for the duration of the state of emergency, the local authority may:
  - (i) cause any emergency plan to be put into operation; and
  - (ii) exercise any power given to the minister pursuant to subsection 18(1) in relation to the part of the municipality affected by the declaration.

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- (2) Subject to the approval of the Lieutenant Governor in Council, where:
- (a) the local authority acquires or utilizes real or personal property pursuant to subsection (1); or
  - (b) any real or personal property is damaged or destroyed due to an action of the local authority in preventing, combating or alleviating the effects of an emergency;

the local authority shall cause compensation to be paid for the acquisition, utilization, damage or destruction.

(3) Subject to subsection (4), a local authority may, within 60 days after the making of a local emergency declaration, borrow any moneys necessary to pay expenses caused by the emergency including payment for the services provided by the Government of Saskatchewan or by the Government of Canada when the services were provided at the request of the local authority.

(4) The power to borrow moneys pursuant to subsection (3) is exercisable only by bylaw of the local authority that is approved by:

- (a) the minister; and
- (b) the Saskatchewan Municipal Board, where required by *The Municipal Board Act* or any other Act governing the local authority;

within the 60-day limit prescribed in subsection (3).

(5) Notwithstanding any other Act or law, the assent of electors is not required for a bylaw mentioned in subsection (4).

(6) A local authority may delegate to any person or category of persons any of the powers that are or may be conferred or duties that are or may be imposed on it pursuant to this Act except the power to make a local emergency declaration.

1989-90, c.E-8.1, s.21.

**Expiry, renewal and cancellation**

**22(1)** A local emergency declaration expires at the end of seven days from the time the declaration was made unless it is earlier renewed pursuant to subsection (2).

(2) The Lieutenant Governor in Council may renew a local emergency declaration at any time prior to the:

- (a) expiration of the declaration pursuant to subsection (1);
- (b) cancellation of the declaration pursuant to subsection (4); or
- (c) the termination of the declaration pursuant to section 23.

(3) Subsections 20(3), 20(4), 22(1) and section 23 apply, with any necessary modification, to a renewal of a local emergency declaration.

(4) The Lieutenant Governor in Council may cancel a local emergency declaration or a renewal of that declaration at any time the Lieutenant Governor in Council considers appropriate in the circumstances.

(5) A local emergency declaration made by a local authority ceases to be of any force or effect on the making of an emergency declaration by the Lieutenant Governor in Council pursuant to section 17 relating to the same area of the municipality.

1989-90, c.E-8.1, s.22.

**Termination of a local declaration**

**23(1)** When, in the opinion of the local authority:

- (a) an emergency no longer exists in an area with respect to which a local emergency declaration was made; or
- (b) it is in the public interest that a local emergency declaration be terminated in an area with respect to which a local emergency declaration was made;

the local authority shall terminate the local emergency declaration with respect to that area.

(2) Immediately when:

- (a) a termination has been made pursuant to subsection (1); or
- (b) the local emergency declaration:
  - (i) expires pursuant to subsection 22(1); or
  - (ii) is cancelled pursuant to subsection 22(4);

the local authority shall cause the details of the termination, expiration or cancellation, as the case may be, to be published by any means of communication that the local authority considers most likely to make those details known to the majority of the population of the area affected by the contents of the termination, expiration or cancellation, as the case may be.

1989-90, c.E-8.1, s.23.

**Dispute to compensation**

**24** If any dispute arises concerning the amount of compensation payable pursuant to subsections 18(2) or 21(2), the parties to the dispute shall settle the matter by arbitration in accordance with *The Arbitration Act, 1992*.

1989-90, c.E-8.1, s.24; 1992, c.A-24.1, s.61.

PART III.1  
**Disaster Assistance Program**

**Regulations**

**24.1(1)** The Lieutenant Governor in Council may make regulations:

- (a) establishing a program of disaster assistance;
- (b) defining the meaning of “**disaster**” for any disaster assistance program established pursuant to clause (a);
- (c) prescribing categories of persons eligible for disaster assistance and prescribing different disaster assistance for each category and excluding various categories from all or any type of disaster assistance;

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EMERGENCY PLANNING

- (d) prescribing the maximum amount of disaster assistance available to persons eligible for disaster assistance or categories of those persons;
  - (e) prescribing categories of property that are covered or excluded from disaster assistance;
  - (f) prescribing the terms and conditions under which an application for disaster assistance may be made and the manner in which the application shall be made;
  - (g) governing the designation of eligible assistance areas;
  - (h) prescribing the procedures to be followed in taking and processing applications for disaster assistance;
  - (i) authorizing the payment of disaster assistance in accordance with and on the terms and conditions of any agreement between the Government of Canada and the Government of Saskatchewan respecting disasters;
  - (j) delegating to the minister the authority to:
    - (i) declare areas as eligible assistance areas;
    - (ii) determine the forms and manner of applying for disaster assistance;
    - (iii) extend the time for applying for disaster assistance;
    - (iv) enter into or amend any agreement between the Government of Canada or the Government of Saskatchewan respecting disasters and disaster assistance;
  - (k) respecting terms and conditions pursuant to which disaster assistance is subject;
  - (l) respecting any other matter or thing that the Lieutenant Governor in Council considers necessary for the purposes of this Part.
- (2) A regulation made pursuant to subsection (1) may be made retroactive to the date that this Part came into force.

1993, c.4, s.12.

PART IV  
**Repeal and Coming into Force**

**R.S.S. 1978, c.C-12 repealed**

**25** *The Civil Defence Act* is repealed.

1989-90, c.E-8.1, s.25.

**APPENDIX 9**

**EMO PLAN DISTRIBUTION LIST**

<b>COPY</b>	<b>NAME</b>	<b>POSITION</b>
1	Bryan Matheson	Mayor
2	Thomas McCord	EMO Coordinator
3	Patty Stewart McCord	EMO & Public Information Coordinator
4	Louise Holloway	EMO Coordinator (Alternate)
5	Wayne Zerff	Town Administrator
6	Dan Kirby	Town Councillor
7	Jayne Leibel	Town Councillor
8	Doug Mader	Town Councillor
9	Rhonda Phillips	Town Councillor
10	Sid Sikorski	Town Councillor
11	Al Sulma	Town Councillor
12	Sgt. Craig Clearing	R.C.M.P. Lumsden Detachment
13-14	Jeff Carey	Chief-Fire Department & Public Works Foreman
15	Dave Cherney	Utilities Foreman
16	Erica Schenk	Social Services Coordinator
17	Allan Priddell	Resource & Emergency Op's Centre Coordinator
18	Bob Klisowski	SaskPower Coordinator
19	Susan MacDonald	Emergency Medical & Health Coordinator
20	Dave Lang	Sask Energy Coordinator
21	Dwayne Schimtz	SaskTel Coordinator
22	Maxine Koskie	Manpower Coordinator
23	Karen Ryan	First Responder Coordinator
24	Ken Ulmer	Transportation, Equipment & Supplies Coordinator
25	Saskatchewan E.M.O.	-
26-30	Spares	(Town Office copies & EMO Kit copies)

**APPENDIX 10**

**MEDIA CONTACT LIST**

APPENDIX 10

**MEDIA CONTACT LIST**

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Ted Farr	V/P of News Talk Programming (934-2222)	
CC (Wayne Whitten)	Z99 Morning Host	
Lori Lindsay	Z99 Morning Host	
Buzz (Bruce Elliott)	Z99 Morning Host	
Dave Arnold	Morning Host Newstalk 980	
John Gormley	Host Newstalk 980 John Gormley Show	
	Newstalk 980 Murray Wood Show	
Patrick Book	City Hall Reporter	
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