



Town of Strasbourg EMERGENCY MEASURES PROCEDURES PLAN

To serve local responses for
the Town of Strasbourg.

Original approval February 5, 2025
Resolution #36/2025

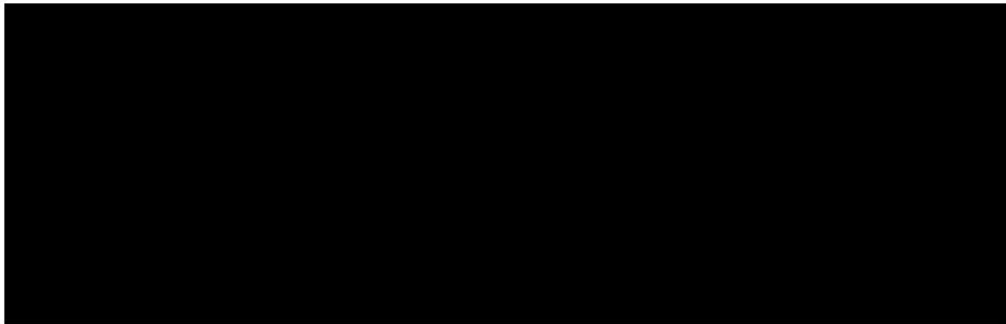
Last Updated: January 2025
Associated Bylaw: Bylaw #450/24



COMMITTEE MEMBERS

EMO Coordinator - Bernie Josephson
Public Information Officer - Lorne Gottselig
Liaison Officer - Rick Schulz (Town Representative)
Operations Chief - Ron Griffin
Logistics/Finance & Admin Chief - Jennifer Gritzfeld (CAO)

*As per Bylaw #450/24, the Local EMO Committee must consist of the CAO
and at least one representative from Town Council*



FREQUENTLY USED TERMS AND ACRONYMS

AAR - After Action Report
Battle Box - Easily transported container, which holds items likely to be needed in setting up and running an EOC
EMO - Emergency Management Organization
EOC - Emergency Operations Center
Hot Wash - Conducted immediately after the EOC function is terminated. EOC personnel provide immediate feedback, review events or key decisions, describe lessons learned and identify barriers/gaps in the response
IAP - Incident Action Plan
ICS - Incident Command System
LSREMO - Living Sky Regional Emergency Measures Organization
SITREP - Situation Report

Master copy of this plan is located at the Strasbourg Town Office.



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**TOWN OF STRASBOURG
EMERGENCY MANAGEMENT PLAN**

This plan will be used by the Town of Strasbourg in the case of an event impacting the Town that is serious enough to activate an Emergency Operations Centre (EOC).

**TRIGGER CRITERIA
LOCAL RESPONSE**

The local municipal authority or Emergency Management Coordinator shall use the considerations listed on page 6 to determine the severity and impact of the event and its potential for worsening or extending over a long period of time. This consideration may require a local EOC to be triggered to manage the response.

**TRIGGER CRITERIA
REGIONAL RESPONSE**

The Living Sky Regional Emergency Management Organization (LSREMO) consists of representatives from:

- Town of Strasbourg
- Town of Southey
- Town of Govan
- RM of Last Mountain Valley No. 250
- RM of Longlaketon No. 219
- RM of McKillop No. 220
- Village of Bulyea
- Village of Duval
- Village of Earl Grey
- Village of Sifton
- Village of Craven
- Resort Village of Kannata Valley
- Resort Village of Island View

In addition to the considerations on page 6, the LSREMO member, municipal Heads of Council, or Emergency Management Coordinators shall use the following criteria to implement the Living Sky Regional Emergency Plan and activate an Emergency Operations Centre (EOC):

- If two (2) or more Municipalities are affected; or
- If there is a large-scale emergency in any one (1) Municipality; or
- Upon request by any one (1) Municipality.



NOTIFICATION

A member of the EMO for the Town of Strasbourg is notified of an emergency by any of the following:

- PSAP-911 (Public Service Answering Point)
- RCMP
- Local Fire Department
- Emergency Medical Services
- Local Public Works or Maintenance
- Local Industries or Stakeholders
- Local Citizens or Ratepayers

Based on available information, the EMO Coordinator or elected official will quickly consider the threat and determine if:

- A **local municipality Emergency Plan** and a local EOC should be triggered; or
- A **regional emergency response** is required and a regional EOC activated following the Living Sky Regional Emergency Plan.

Points to **consider at the notification stage** are:

- The safety, welfare, and capability of people, transients, critical infrastructure, and essential services including emergency response agencies, power, water, natural gas, access routes, and egress routes;
- Is there potential for the situation to worsen or continue for an extended period of time?
- What are the current and forecasted weather conditions?
- Is there the need, or is there potential, for evacuation or shelter-in-place?
- Is there the requirement, or potential, for multi-jurisdictional response and coordination with provincial departments or industry?
- Is there the requirement, or potential, for making a Declaration of Local Emergency? Is there a requirement, or potential, for activating mutual aid and/or emergency social services?

Once triggered, the available EMO Coordinator(s) and team members would attend to the determined location of the EOC as quickly as possible.

Decisions would be made by the EOC Manager as to how to assign roles in the EOC and quickly convene the Initial Planning Meeting.



TOWN OF STRASBOURG NOTIFICATION ACTIVATION FAN OUT

EMERGENCY

9-1-1 CALL CENTRE – PUBLIC SAFETY ANSWERING POINT

STRASBOURG FIRE DEPT

STRASBOURG RCMP

STRASBOURG EMS

EMERGENCY OPERATIONS CENTRE TEAM

EMERGENCY COORDINATOR - BERNIE JOSEPHSON

PUBLIC INFORMATION OFFICER - LORNE GOTTSSELIG

LIAISON OFFICER (TOWN REPRESENTATIVE) – RICK SCHULZ

OPERATIONS SECTION CHIEF – RON GRIFFIN

LOGISTICS/FINANCE & ADMIN SECTION CHIEF – JENNIFER GRITZFELD

THE EOC TEAM MAY NOTIFY & INCLUDE:

TOWN OFFICE STAFF

CAO - JENNIFER GRITZFELD

ASST ADMIN - CRYSTAL
MYTOPHER -

OFFICE CLERK - TRACY
EDWARDS -

TOWN PUBLIC WORKS STAFF

FOREMAN - TYLER HILDERMAN

ASST FOREMAN - KEITH
HILDERMAN -

PW OPERATOR - ROB GWILLIM -

TOWN COUNCIL

MAYOR - KELVIN
SCHAPANSKY -

COUNCILLOR - PETER BARRY

COUNCILLOR - SHERRY
BURGESS -

COUNCILLOR - VICKI
CORNWELL -

COUNCILLOR - LORNE
GOTTSSELIG (202) 705-7000

COUNCILLOR - RICK SCHULZ

COUNCILLOR - RODGER
YAUCK -

RESIDENTS OF STRASBOURG

SK PUBLIC SAFETY AGENCY -

LAST MOUNTAIN PIONEER
HOME - RACHEL TILSON

WILLIAM DERBY SCHOOL -
KAMILLE LECH, PRINCIPAL

STRASBOURG HEALTH
CENTRE -

PUBLIC HEALTH



NOTIFICATION/ACTIVATION FAN-OUT

LOCAL RESPONSE

When an authorized individual decides to activate a local EOC, the Local Emergency Measure (EMO) Coordinator shall be notified and the Phone Fan-out initiated.

Based on available information, the EMO Coordinator must select the nearest suitable Primary EOC that is outside the 'Hot Zone' and inform their points of contact with a short statement of details.

EOC LOCATIONS

PRIMARY	SECONDARY	ALTERNATE
TOWN OFFICE 200 Mountain Street	REC CENTRE (Rink) 301 Erickson Road	MEMORIAL HALL 113 Pearson Street

Back-up and/or alternate personnel should be identified and notified for every essential EOC position. Identifying back-up and alternate individuals will ensure availability of EOC personnel and allow for relief should the emergency continue for a length of time.

Information to provide the EOC personnel on initial contact:

- Brief description and location of the emergency;
- Identity of who authorized the EOC activation;
- Identify the EOC location and to whom they should report;
- Transportation information (road closures and/or use of specified routes);
- Reminder to bring any necessary supplies and required reference material (such as this Plan);
- Reminder to report back to caller with the number of personnel contacted and not contacted from the Phone Fan-Out.

EXAMPLE OF INFORMATION STATEMENT

"This is the Town of Strasbourg Emergency Operations Centre calling. (Description of event) occurred at (time) hours at (location), affecting (# of people, services, size of area, etc.). (Police, Fire, EMS, Public Works, other agencies, etc.) are responding. (Local Authority) directed implementation of the emergency plan and we are activating the (primary/secondary) EOC at (location). All roads are open at this time. Please call your assigned fan-out EOC team members to relay this message and get back to me first with the results.

***** Working copy in the Standard Operation of Procedures *****



EMERGENCY OPERATIONS CENTRE LOCATIONS

Strasbourg	Location	Key Access	Back-up Power	Communications
Primary	Town Office	Yes	No	Fibre Optic Internet, Landline, Fax
Secondary	Rec Centre	Yes	No	Co-ax Internet, Landline, TV
Alternate	Memorial Hall	Yes	No	Fibre Optic Internet

BATTLE BOX LOCATIONS

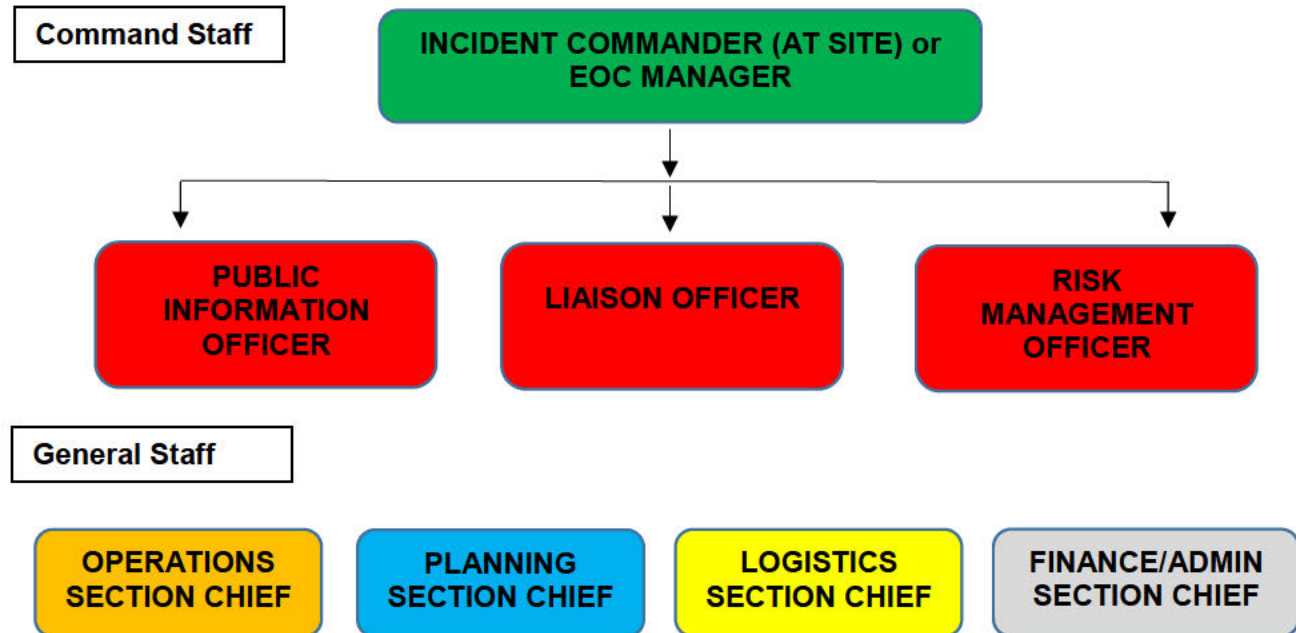
The EOC Battle Box and other portable resources will be securely stored at the location indicated below. If a regional response is required, Battle Boxes should be brought to the site of the EOC.

Strasbourg	Battle Box Location	Phone Number For Access
Primary	Town Office Storage Room (keyed). [REDACTED]	[REDACTED] – Town Office [REDACTED] – CAO Cell [REDACTED] – EMO Coordinator
Secondary	Strasbourg Recreation Centre	[REDACTED] – Manager Cell



INCIDENT COMMAND SYSTEM

The EOC follows the Incident Command System (ICS) for a standardized approach to emergency management. Emergency staff are identified by coloured vests or armbands and have a single scope of duties to manage during an emergency.



Colour Coded ICS Structure aids in the identification of roles/sections within the EOC and helps maintain order and focus. Vests are included in the Battle Box.

Command Staff includes:

- Incident Commander (on site) or EOC Manager (in EOC) (Green)
- Public Information Officer (Red)
- Liaison Officer (Red)
- Risk Management Officer (Red)

General Staff includes:

- Operations (Orange)
- Planning (Blue)
- Logistics (Yellow)
- Finance/Admin (Grey)



ROLES AND RESPONSIBILITIES

IMMEDIATE ACTIONS INITIAL PLANNING MEETING

- EOC Manager needs to establish communication with site and gather as much current, relevant information as quickly as possible. Information needs to be verified by Incident (Site) Commander.
- EOC Manager assigns EOC roles to EOC Team members present, if that has not already been actioned.
- EOC Manager gathers EOC Team members and provides current situation report (SITREP).
- EOC Manager chairs the Initial Action Planning Meeting and assigns a SCRIBE. Based on information provided, Team members brainstorm objectives and Scribe lists them on a board visible to all. Team collectively prioritizes objectives and sets a time when each objective should be met. (NOTE: Although protection of human life is the top priority in any emergency, there may be a fire or other hazard that must be dealt with before search/rescue operations can commence. As a result, Priority #1 Objective may be to 'extinguish fire' and Priority #2 Objective might be to 'rescue victims').
- Regarding the list of objectives, the EOC Manager assigns identified tasks and available resources to the EOC Section Chiefs. The Scribe passes information regarding objectives, priorities and assigned tasks/resources to the Planning Section Chief for production of the Incident Action Plan.
- The Operational Period will be determined by the time set to achieve the top priority objective(s). A New Operation Period commences when objectives are met or priorities change. Planning Meetings will be required to determine strategies and resources required. Initially, Operation Briefings and Planning Meetings may be required frequently (possibly every 30 minutes) as additional information becomes available or the situation changes. As the situation stabilizes, the briefings and Planning Meetings will become less frequent.

COUNCIL MEMBERS

Council members will perform the following duties:

- Provide policy and direction to the EOC Manager;
- Set expenditure limits;
- Authorize the EOC Manager to formally request outside support and resources that are not covered by the Living Sky Regional Mutual Aid Agreement;
- Authorize "State of Local Emergency" declaration; and,
- Authorize "State of Local Emergency" termination.

MAYOR

Mayor will perform the following duties:

- Provide policy and direction to the EOC Manager;
- Set expenditure limits;
- Formally request outside support and resources (e.g. provincial and federal support);
- Authorize "State of Local Emergency" declaration;
- Authorize "State of Local Emergency" termination;
- Provide direction for public information; and



- Act as a spokesperson in collaboration with the Public Information Officer.

EOC PHASES FOR ELECTED OFFICIALS

Activation Phase	<ul style="list-style-type: none"> • Convene as the EOC Policy Group at the EOC or designated site as recommended by the EOC Manager. • Obtain current situation status and a briefing on priority actions (taken and outstanding) from the EOC Manager.
Operational Phase	<ul style="list-style-type: none"> • Examine the need for new or temporary policies, as required, to support response operations. • Consult with the EOC Manager to determine appropriate expenditure limits. • Prepare for and participate in media briefings. • Ensure adequate public information materials are being issued from the EOC. • Consult with EOC Manager and/or legal advisors regarding any potential legal issues and recommended courses of action. • Consult with the EOC Manager to determine the need for extraordinary resources and/or outside assistance. • Consult with EOC Manager to determine the need for a Declaration and Termination of the "State of Local Emergency." • Keep apprised as to the status of the emergency event by reviewing the EOC situation reports.
Demobilization Phase	<ul style="list-style-type: none"> • Proclaim termination of the emergency response and have EOC proceed with recovery efforts. • Ensure all paperwork has been forwarded to the Planning Section (Documentation Unit) in the planning department. • Provide input into the after-action report. Participate in formal post-operational debriefs. • Recognize EOC staff members and response personnel for their efforts.



GENERIC EOC CHECKLIST FOR ALL POSITIONS

ACTIVATION PHASE

- Check in with the EOC Manager or Personnel Unit (in Logistics) upon arrival at the EOC.
- Obtain current situation status, role assignment and appropriate colored vest identifier.
- Determine current status of your unit activities and personnel.
- Assign specific duties to your staff and supervise staff
- Set up your workstation and review your Position Checklist and forms.
- Establish and maintain a Position Log that chronologically describes the actions you take during your shift.
- Determine your resource needs such as a computer, phone, fax, stationery, plan copies and other reference documents.
- Request additional resources as needed.
- Participate in any facility/safety orientations as required.
- Use plain language and ICS terminology in all communications, radio/phone, etc.

DEMOBILIZATION PHASE

- Deactivate your assigned position and close out logs when authorized by the EOC Manager or designate.
- Complete all required forms, reports, and other documentation. All forms and paperwork should be submitted through your supervisor to the Planning Section (Documentation Unit), as appropriate, prior to your departure.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave. Return any communications equipment or other materials specifically issued for your use.
- Leave a forwarding phone number where you can be reached.
- Follow EOC checkout procedures. Return to Personnel Unit (in Logistics) to sign out. Be prepared to provide input to the After Action Report (AAR)
- Upon request, participate in formal post-operational debriefs.



EOC MANAGER CHECKLIST

REPORTS TO

- Affected member municipalities and their elected officials.

RESPONSIBILITIES

- Overall management of the incident/planned event and supervise the EOC positions reporting to the EOC.
- Establish appropriate staffing level for the EOC and continuously monitor organizational effectiveness, ensuring appropriate modifications occur as necessary.
- In conjunction with the Incident Commander(s), EOC General Staff and EOC Management Staff, set priorities for response efforts in the affected area, adhering to the ICS planning process and planning cycle.
- Provide support to local authorities and provincial agencies and ensure that all action items are accomplished.
- Ensure inter-agency coordination is accomplished within the EOC.
- Direct, in consultation with the Information Officer, and Council, appropriate emergency public information actions using the best methods of broadcasting.
- Approve the issuance of press releases, and other public information materials as required.
- Liaise with policy groups and/or elected officials.
- Ensure risk management principles and procedures are applied for all EOC activities.

ACTIVATION PHASE

- Obtain briefing from available sources.
- Mobilize appropriate personnel for the initial activation of the EOC via Phone Fan-Out
- Respond immediately to EOC location and determine operational status.
- Follow the ICS Command Structure:
 - Determine the required sections (operations, plans, logistics, finance/administration).
 - Assign section chiefs.
 - Ensure chiefs are staffing their sections as required.
- Determine management staff positions (e.g. information officer, liaison officer, risk management officer) and ensure they are filled as soon as possible. If there are not sufficient personnel available, the EOC Manager shall be responsible for these functions.
- Post the EOC organization chart and direct arriving team members to their assigned roles.
- Establish communications with the Site and obtain current situation report (SITREP).
- Conduct an Initial Action Planning Meeting ASAP ensuring all section chiefs, management staff, and other key agency representatives are in attendance.
- Establish initial objectives and priorities for the EOC based on the current status and information obtained from the EOC Incident Commander(s).
- In coordination with management staff, identify priorities and management function objectives for the Initial Action Planning Meeting.
- Schedule the next EOC Action Planning Meeting and have the planning chief prepare the agenda.
- Consult with the liaison officer and general staff to determine what representation is needed at the EOC from other emergency response agencies.
- Assign the liaison officer to coordinate outside agency response to the EOC.
- Obtain personal telecommunications equipment, if required.



OPERATIONAL PHASE

- Oversee the functions and operations of the EOC providing advice and direction to section chiefs as required.
- Ensure the EOC is manned to an appropriate level.
- Expand EOC and ICS organization as required.
- Thin-out EOC manning when possible, and ensure a shift rotation and rest schedule are in place.
- Ensure the efficient and effective flow of information within the EOC.
- Ensure incoming information and requests are directed into the appropriate section.
- Delegate and assign tasks to appropriate section chiefs.
- Ensure resources requests are prioritized and tracked – action items need to be actioned.
- Monitor general staff activities to ensure that all appropriate actions are being taken and documented.
- Ensure that EOC priorities and objectives are decided and communicated to all.
- In conjunction with the information officer, review media releases for final approval following the agreed-to procedure for the municipality for information releases and media briefings.
- Ensure the liaison officer is providing and maintaining effective inter-agency coordination.
- Ensure the planning section facilitates ongoing Action Planning Meetings.
- Review, approve and authorize the planning section chief's EOC Action Plan.
- Conduct periodic briefings with the EOC Management Team to ensure response priorities and objectives are current and appropriate.
- Establish and maintain contact with adjacent jurisdictions/agencies.
- Conduct periodic briefings for elected officials.
- Brief and advise elected officials on any requirements for making a Declaration of State of Local Emergency.
- Document all decisions/approvals.
- Approve resource requests not included in the action plan as required.
- Appoint an EOC Deputy Manager if required, and assign specific tasks and special projects to that individual.
- Monitor the health and welfare of EOC staff. Foster an atmosphere free of discrimination, sexual harassment, and any other forms of inappropriate behaviour.
- Mediate and resolve any personnel conflicts.
- Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

DEMOBILIZATION PHASE

- Authorize demobilization of sections, branches and units when they are no longer required. Ensure that any open actions not yet completed will be handled after demobilization.
- Ensure that all required forms or reports are completed prior to demobilization.
- Ensure that an EOC AAR is prepared in consultation with the planning section and EOC Management Team.
- Terminate emergency response and proceed with recovery operations.
- Deactivate EOC when emergency event no longer requires EOC support.
- Ensure all other facilities and agencies are notified of deactivation.



PUBLIC INFORMATION OFFICER CHECKLIST

REPORTS TO

- EOC Manager/Deputy Manager.

RESPONSIBILITIES

- Serve as the coordination point for all public information, media relations and internal information sources for the EOC.
- Coordinate and supervise all staff assigned as EOC Assistant Information Officers and their activities.

PUBLIC INFORMATION

- Ensure the public within the affected area received complete, accurate, timely and consistent information about life safety procedures, public health advisories, relief, and assistance programs.
- Ensure that a Public Information Service (e.g. hotline, info centre) is established for the public to access helpful information and advice.
- Provide call-takers with timely and accurate messaging sheets so that they offer only confirmed and approved information.

MEDIA RELATIONS

- Serve as the coordination point for all media releases for the EOC.
- Coordinate media releases with officials representing other affected emergency response agencies.
- Develop the format for press conferences and briefings in conjunction with the EOC Manager.
- Maintain a positive relationship with the media representatives, monitoring all broadcasts and written articles for accuracy.

INTERNAL INFORMATION

- In consultation with EOC Manager and EOC Liaison Officer, coordinate VIP and visitor tours.
- Develop helpful messaging sheets and/or Frequently Asked Questions (FAQ) sheets and answers to ensure consistent and accurate information sharing among staff.
- Maintain a website established with EOC information.
- Liaise with the EOC Information Officers at site(s), other EOC locations and other external agencies.
 - Establish liaison with the provincial Corrections and Public Safety (CPS) Communications (media specialists) staff.

ACTIVATION PHASE

- Determine staffing requirements and make required personnel assignments for an information section.
- Assess information skill areas required in the EOC such as writing, issues management, media relations, event planning, etc.



OPERATIONAL PHASE

- Obtain policy guidance and approval from the EOC Manager regarding all information to be released to the media and the public.
- Refer to the jurisdiction's emergency information plan and public information officer operational guidelines, sample forms, templates and other information materials.
- Keep the EOC Manager advised of all unusual requests for information and of all major critical or unfavorable media comments.
- Recommend procedures or measure to improve media relations.
- Coordinate with the planning section and identify a method for obtaining and verifying significant information as it develops.
- Develop and publish a media briefing schedule to include: location, format, and preparation/distribution of handout materials.
- Implement and maintain an overall information release program.
- Establish an EOC Media Information Centre providing necessary space, materials, telephones, and electricity.
- Maintain up-to-date status boards and other references at the media information centre.
- Establish an EOC Public Information Service and/or call centre to handle public inquiries and provide emergency support information.
- Consult with logistics section for communication equipment needs and set-up.
- Interact with other EOCs and obtain information relative to public information operations.
- Establish distribution lists for recipients of all public information releases. Include EOC Site Information Officers, other EOC's Information Officers, local authorities, elected officials, the public information hotline, etc.
- In coordination with other EOC sections and as approved by the EOC Manager, issue timely and consistent advisories and instructions for life, safety, health and assistance for the public.
- Liaise with the EOC Risk Management Officer to check for any potential liability or safety concerns.
- At the request of the EOC Manager, prepare media briefings for elected officials and provide other assistance as necessary to facilitate their participation in media briefings and press conferences.
- Ensure that adequate staff is available at incident sites to coordinate and conduct tours of the disaster area(s) when safe.
- Arrange, through the logistics and finance/administration sections, the appropriate staffing and telephones to efficiently handle incoming media and public calls.
- Maintain a Disaster Assistance Information Directory with numbers and locations to obtain food, shelter, supplies, health services, etc.
- Develop message statements for EOC staff and the call takers of the information hotline.
- Ensure that announcements, emergency information and materials are translated and prepared for special populations (non-English speaking, hearing impaired, etc.).
- Monitor all media using information to develop follow-up news releases and rumour control, consult with Risk Management Officer on appropriate wording and actions to take on correcting false or erroneous information.
- Ensure that file copies are maintained with information released. Promptly provide copies of all media releases to the EOC Manager.
- Conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.



DEMOBILIZATION PHASE

- Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.
- Assist EOC Manager with demobilization procedures and contribute items of interest to the EOC AAR.



LIAISON OFFICER CHECKLIST

REPORTS TO

- EOC Manager/Deputy Manager.

RESPONSIBILITIES

- The EOC Liaison Officer functions as a point of contact for, and interaction with, representatives from other agencies arriving at the EOC.
- Liaise with Saskatchewan Public Safety Agency (SPSA) and involved ministries, agencies, organizations, and industry not represented in the EOC including:
 - Saskatchewan Provincial Safety Agency (SPSA) from Vital Services Directory (VSD)
 - Strasbourg Fire Department
 - Coordinate fire suppression, dangerous goods and rescue (except ground search and rescue).
 - Activate the Fire Mutual Aid system if required.
 - Assist with the evacuation of people.
 - Regional Health Authority-Ambulance from VSD
 - Provide emergency medical services on site.
 - Advise EOC on related public health issues.
 - Activate EMS Mutual Aid system if required.
 - RCMP from VSD
 - Provide emergency site security (establish inner and outer perimeter of emergency site).
 - Assist in traffic and crowd control.
 - Coordinate search and rescue activities.
 - Assist with evacuations.
 - Advise medical examiner in the event of a fatality.
 - William Derby School Contact from VSD.
 - Last Mountain Pioneer Home Contact from VSD.
 - Public Health (for health concerns only) from VSD.
- Coordinate agency representatives for the EOC as required to ensure adequate EOC structure and to fill all necessary roles and responsibilities as directed by the EOC Manager to enable the EOC to function effectively and efficiently.
- Assist and serve as an advisor to the EOC Manager and EOC Management Team as needed, providing information and guidance related to the external functions of the EOC.
- Assist the EOC Manager in ensuring proper procedures are in place for directing agency representatives, communicating with elected officials, and conducting VIP/visitor tours.
- Liaise with local authorities of other EOCs, provincial and federal organizations, communicating EOC guidelines, directives, action plans, and situation information.

ACTIVATION PHASE

- Report to the EOC and obtain situation status and response priorities from EOC Manager/Deputy Manager.
- Ensure that an EOC staff check-in procedure is established immediately.
- Ensure registration procedures are established for outside agencies working within the EOC.
- Assist the EOC Manager in determining appropriate staffing for the EOC. Ensure that an EOC organization and staffing chart is posted and updated.



- Provide assistance and information to general staff regarding staffing EOC sections.
- Ensure that agency representatives' telephone and/or radio communications are established and functioning.
- Obtain personal telecommunications equipment.

OPERATIONAL PHASE

- Assist the EOC Manager and EOC Management Team in developing overall EOC priorities as well as priorities for the initial action plan.
- Provide external and non-represented agencies information to the EOC Planning Section to assist in the development, continuous updating and implementation of an EOC Action Plan.
- Provide general advice and guidance to agencies and EOC staff.
- Ensure that all notifications are made to agencies not represented in the EOC.
- Ensure that communications with appropriate external non-represented agencies (such as utilities, transportation, volunteer organizations, private sector, etc.) is established and maintained.
- Assist EOC Manager in preparing for and conducting briefings with the EOC Management Team, elected officials, media and general public.
- Prepare external non-represented agency information for briefings with the EOC Management Team.
- Ensure that operational priorities and objectives identified in the EOC Action Plan are communicated to external non-represented agencies.
- Facilitate completion of situation reports with external non-represented agencies and forward to the EOC Planning Section.
- Advise the EOC Manager of critical information and requests contained within agency situation reports.
- Forward approved EOC SITREP to non-represented agencies as requested.
- In consultation with the EOC Information Officer conduct tours as requested.
- Provide assistance with shift change activity.

DEMOBILIZATION PHASE

- Notify external non-represented agencies in the EOC of the planned demobilization as appropriate.
- Assist with the deactivation of the EOC at the designated time.
- Assist the EOC Manager with recovery operations and assist with preparation of the AAR.



RISK MANAGEMENT OFFICER CHECKLIST

REPORT TO

- EOC Manager/Deputy Manager.

RESPONSIBILITIES

- **Risk Management** – monitors situations for risk exposure and ascertains probabilities and potential consequences of future events.
- **Safety** – provide advice on safety issues. The EOC Risk Management Officer has the authority to halt or modify all unsafe operations within or outside the scope of the EOC Action Plan, notifying the EOC Manager of actions taken. It is recommended that a safety specialist be appointed to this role who is familiar with all aspects of safety and relevant legislation.
- **Security** – ensure that appropriate security measures have been established to allow for only authorized access to the EOC facility and documentation.

ACTIVATION PHASE

- Tour the entire facility area and determine the scope of ongoing and future operations.
- Monitor set-up procedures for the EOC ensuring that proper safety regulations are adhered to.
- Oversee that security checkpoints have been established at all EOC entrances to allow only authorized personnel access to the EOC, including staff sign-in and identification procedures.

OPERATIONAL PHASE

- **Risk Management**
 - Establish and maintain position log and other necessary files.
 - Assess damage and loss, working with the planning section and the compensation and claims unit in finance/administration.
 - Identify and document risk and liability issues keeping the EOC Planning Section Chief advised at all times.
 - Gather and organize evidence of safety briefings and procedures that may be more difficult to obtain later in order to assist all EOC organizations in legal defense if needed.
 - Advise EOC members on safety and risk management issues.
 - Assist the EOC Manager is reviewing press releases, public alerts, warnings and public information materials from a risk management/safety perspective.
 - Evaluate situation and advise the EOC Manager of any conditions or actions that might result in liability (e.g. oversights, improper response actions, etc.) and identify potential claimants and the scope of their needs and concerns.
 - Advise on actions to reduce loss and suffering and, when appropriate, proactively support response and recovery objectives.
 - Ensure the Planning Section (Documentation Unit) is secure and operating effectively and advise on the types of information to collect and address confidentiality concerns.
- **Safety**
 - Work with all EOC personnel to become familiar with any hazardous conditions in the facility. Conduct regular inspections of the facility and advise EOC Manager of any special safety requirements.



- Provide guidance to EOC staff regarding actions to protect themselves from the emergency event and related hazards such as smoke from a wildfire or aftershocks from an earthquake.
- Coordinate with finance/administration on any EOC personnel injury claims or records preparation as necessary for proper case evaluation and closure.
- **Security**
 - Monitor security checkpoints and EOC facility access.
 - Address any security issues with the EOC Manager recommending improvements where necessary.

DEMOBILIZATION PHASE

- Assist the EOC Manager in the de-activation activities including:
 - Collection of all relevant papers and electronic records to the Planning Section (Documentation Unit).
 - Collection of all materials necessary for post-operation reporting procedures.
 - Assist with the deactivation of the EOC at designated time and assist the EOC Manager in preparing the AAR.



OPERATIONS SECTION CHIEF CHECKLIST

REPORTS TO

- EOC Manager/Deputy Manager.

RESPONSIBILITIES

- Ensure that the operations coordination function is carried out including coordination of response for all operational functions assigned to the EOC.
- Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.
- Establish the appropriate level of branch and unit organization within the EOC Operations Section, continuously monitoring the effectiveness and modifying accordingly.
- Maintain a communications link between incident commander(s), Site(s) and the EOC for the purpose of coordinating the overall response, resource requests and event status information.
 - If the Strasbourg EOC Telecommunications Specialist is available, delegate as required. Ensure that the EOC Planning Section is provided with branch status reports and major incident reports.
- Conduct periodic operations briefings for the EOC Manager and EOC Management Team as required. Supervise the EOC Operations Section.

ACTIVATION PHASE

- Ensure that the EOC Operations Section is set up properly and that appropriate personnel, equipment and supplies are in place including telecommunications, maps and status boards.
 - EOC Telecommunications Specialist duties:
- Establish necessary communications between the EOC and the emergency site.
- Establish necessary communication between the SaskTel EOC and the emergency site by:
 - Contact the Provincial Emergency Communications Center (PECC) at (306) 953-4284 or by using the Fire Dept. P25 radios (PECC has a hotline to SaskTel 24/7).
 - Once SaskTel has activated their EOC, they can be called if necessary at 306-695-4284.
 - If required, arrange for additional phone lines or cellphones and /or radios through the PECC.
 - If there is known physical damage to SaskTel's equipment or to the cell tower, inform them ASAP with a description of damage as this will speed the repair process assist the Strasbourg EOC.
- Obtain a preliminary situation briefing from EOC Manager, EOC Planning Chief or other EOC management staff as appropriate.
- Based on the situation, activate appropriate branches based on functions or geographical assignments within the section:
 - Fire
 - EMS
 - Police
 - Utilities
 - Public Works-accessed through Strasbourg Public Works Manager or delegate
 - Assist in the disconnecting of utilities, or liaison with Utilities Companies:



- Water, sewer, power, gas, telephone, etc.
 - Restore essential services
 - Health
 - Emergency Social Services
 - Activate Emergency Social Services Plan Ensure the needs of Evacuees are met:
 - Accommodations
 - Food
 - Registration and Inquiry
 - Personal Services
 - Clothing
 - Ensure the Reception Centre(s) are set up.
 - Coordinate volunteer organizations, who may be involved in above activities.
 - Assist reception communities in any way possible.
 - Air Operations
 - Environmental
 - Special Operations
 - Engineering
- Establish radio or cell-phone communications with other EOCs operating in the region and coordinate accordingly.
- Request additional personnel for the section from the finance/administration unit as necessary to maintain 24-hour staffing capabilities.
- Confer with the EOC Manager to ensure that the planning and logistics sections are staffed at levels necessary to provide adequate information and support for operations.
- Coordinate with the EOC Liaison Officer regarding the need for agency representatives in the operations section.
- If radios are being utilized between site and the EOC, obtain a current communications status briefing from the logistics section.
- Ensure that there is adequate equipment and frequencies available.
- Based on the situation known or forecasted, determine likely future needs of the operations section. Identify key issues currently affecting the operations section; meet with section personnel and determine appropriate section objectives for the first operational period.
- Review responsibilities of branches operating within the section; develop a plan/process detailing strategies for carrying out operations objectives.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur; consider options and actions to mitigate and respond.

OPERATIONAL PHASE

- Ensure that all section personnel are maintaining their individual position logs and other paperwork as required.
- Conduct periodic briefings and work to reach consensus among operations staff on objectives for each operational period.
- Ensure that all media contacts are referred to the EOC Information Officer.
- Prepare for and participate in the EOC Manager's Action Planning meetings and other relevant EOC Management Team meetings.
- Provide the EOC Planning Section Chief with the operations section's objectives prior to each EOC Action Planning Meeting.
- Work closely with each EOC Operations Branch Coordinator to ensure that the operations



section objectives as defined in the current action plan are being addressed.

- Ensure that situation and resources information is provided to the appropriate units in the planning section on a regular basis or as the situation requires, including branch status reports and new incoming incident reports.
- Ensure that intelligence information from branch coordinators is made available to the planning section in a timely manner.
- Ensure that the branches coordinate all resource needs through the logistics section.
- Authorize resource requests and forward extraordinary needs and/or critical resource requests to the EOC Manager for approval.
- Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section (e.g. notification of emergency expenditures and daily time sheets).
- Brief the EOC Manager and other EOC Management Team members on all major incidents.
- Brief branch coordinators and section staff periodically on any updated information you may have received and share status information with other sections as appropriate.

DEMOBILIZATION PHASE

- Deactivate branches and any organizational elements when no longer needed.
- Ensure that all paperwork is complete and logs are closed and sent to the Planning Section (Documentation Unit).
- Ensure that any open actions are assigned to appropriate agency and/or EOC staff.
- Deactivate the EOC Operations Section and close-out logs when authorized by the EOC Manager.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the EOC AAR.



PLANNING SECTION CHIEF CHECKLIST

REPORTS TO

- EOC Manager/Deputy Manager.

RESPONSIBILITIES

- Ensures that the following responsibilities of the Planning Section are addressed as required:
 - Collect, analyze and display situational information.
 - Prepare periodic SITREPs.
 - Prepare and distribute EOC Incident Action Plan and facilitate action planning process.
 - Track resources.
 - Conduct advance planning activities and report.
 - Document and maintain files on all EOC activities.
 - Provide technical support services to the various EOC sections and branches.
- Establishes the appropriate level of organization for the EOC Planning Section.
- Exercises overall responsibility for the coordination of branch/unit activities within the section.
- Keeps the EOC Manager informed of significant issues affecting the EOC Planning Section.
- In coordination with other Section Chiefs, ensures that Status Reports are completed and utilized as a basis for EOC Situation Reports and EOC Action Plans.

ACTIVATION PHASE

- Report to the EOC facility and obtain a briefing from the EOC Manager.
- Ensure that the EOC Planning Section is set-up properly and that appropriate personnel, equipment and supplies are in place including maps, logs and status boards.
- Based on the situation, activate units within the EOC Planning Section as needed and designate leaders for each unit:
 - Situation unit
 - Documentation unit
 - Resources unit
 - Advance Planning unit
 - Demobilization unit
 - Recovery unit
 - Technical Specialists unit
- Request additional personnel for the section from logistics as necessary to maintain a 24-hour operation.
- Meet with EOC Operations Section Chief; obtain and review any major incident reports.
- Review responsibilities of units in EOC Planning Section and develop plans for carrying out all responsibilities.
- Make a list of key issues to be addressed by the planning unit.
- In consultation with section staff, identify objectives to be accomplished during the initial operational period.
- Keep the EOC Manager and EOC Management Team informed of significant events.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur, consider options for mitigation or response.



OPERATIONAL PHASE

- Ensure that planning position logs and other necessary files are maintained.
- Ensure that the Planning Section (Situation Unit) is maintaining current information for the EOC SITREP.
- Ensure major incident reports and branch status reports are completed by the operations section and are accessible to the planning section.
- It is recommended to assign an EOC Planning section member for liaison duties with the EOC Operations Section.
- Ensure that an EOC SITREP is produced, approved and distributed to EOC sections at least once, prior to the end of the operational period (others may be produced as directed by the EOC Manager).
- Ensure that all status boards and other displays are kept current and that posted information is neat and legible.
- Ensure that the EOC Information Officer has immediate and unlimited access to all status reports and displays.
- Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods.
- Chair the EOC Action Planning meetings approximately two (2) hours before the end of each operational period.
- Ensure that objectives for each section are completed, collected and posted in preparation for the next EOC Action Planning Meeting.
- Ensure that the EOC Incident Action Plan (IAP) is completed and distributed prior to the start of the operational period to which it applies.
- Work closely with each branch/unit within the planning section to ensure the section objectives as defined in the current EOC Action Plan are being addressed.
- Ensure that the Advance Planning Unit develops and distributes a report which highlights forecasted events or conditions likely to occur beyond the forthcoming operational period – particularly those situations which may influence the overall priorities of the EOC.
- Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC as required.
- Provide technical services such as environmental advisors and other technical specialists to all EOC sections as required.
- Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section.
- Ensure the Risk Management Officer is involved in Action Planning process.

DEMOBILIZATION PHASE

- Ensure Demobilization Plan for the EOC is complete, approved by the EOC Manager and distributed to all EOC sections.
- Oversee preparation of the EOC AAR by the Recovery Unit.
- Determine demobilization status of all Planning Units and advise the EOC Manager.
- Complete all logs and documentation and forward to Documentation Unit.
- Ensure any open actions are assigned to appropriate Planning staff or other EOC sections to follow-up on.
- Ensure that all expenditures and financial claims have been coordinated through the Finance/Administration Section.
- Review EOC AAR prior to submitting to the EOC Manager and EOC Management Team for approval.



LOGISTICS SECTION CHIEF CHECKLIST

REPORTS TO

- EOC Manager/Deputy Manager.

RESPONSIBILITIES

- Ensure the logistics function is carried out in support of the EOC. This function includes providing telecommunication services and information technology, locating or acquiring equipment, supplies, personnel, facilities and transportation as well as arranging for food, lodging and other support services as required both for the EOC and site requirements.
- Establish the appropriate level of branch and/or unit staffing within the logistics section, continuously monitoring the effectiveness of the organization and modifying as required.
- Ensure section objectives as stated in the EOC AP are accomplished within the operational period or within the established time frame.
- Coordinate closely with the Operations Section Chief to establish priorities for resource allocation within the operational area.
- Keep the EOC Manager informed of all significant issues relating to the Logistics Section. Ensure critical resources are allocated according to the EOC AP policy, priorities and direction. Arrange for the provision of food and lodging for the EOC and site personnel.
- Supervise the Logistics Section.

ACTIVATION PHASE

- Ensure the Logistics Section is set-up properly and that appropriate personnel, equipment and supplies are in place including maps, status boards, vendor references, and other resource directories.
- Based on the situation, activate branches/units within the section as needed and designate branch and unit leaders for each element:
 - EOC Support Branch
 - Facilities unit
 - Security unit
 - Clerical unit
 - Information Technology Branch
 - Communications unit
 - Computer systems unit
 - Supply unit
 - Ensure resources are available when requested.
 - Local equipment, barricades, supplies, etc.
 - Coordinate purchases, rentals, leases of equipment and maintain records of same.
 - Transportation unit
 - Personnel unit
- Mobilize sufficient section staffing for 24-hour operations.
- Establish communications with the Logistics Section at the Site.
- Advise units within the Logistics Section to coordinate with appropriate branches in the Operations Section to prioritize and validate resource requests from Incident Commander(s). This should be done prior to acting on a request.
- Meet with the EOC Manager and EOC Management Team to identify immediate resource needs.



- Meet with the Finance/Administration Section Chief and determine the level of purchasing authority for the Logistics Section.
- Assist unit leaders in developing objectives for the Logistics Section as well as plans to accomplish their objectives within the first operational period, or in accordance with the EOC AP.
- Adopt a proactive attitude, thinking ahead, anticipating situations and problems before they occur, considering solutions and options.

OPERATIONAL PHASE

- Ensure that Logistic Section position logs and other necessary files are maintained.
- Meet regularly with section staff and work to reach consensus on Logistics Section objectives for forthcoming operational periods.
- Provide the Planning Section Chief with the Logistics Section objectives at least 30 minutes prior to each EOC Action Planning Meeting.
- Attend and participate in EOC Action Planning Meetings.
- Provide periodic Section Status Reports to the EOC Manager and Planning Section (Situation Unit).
- Ensure that the Supply Unit coordinates closely with the Purchasing Unit in the Finance/Administration Section and that all required documents and procedures are completed and followed.
- Ensure Supply and Personnel Units coordinate relevant activities with appropriate functional branch coordinators in the various EOC sections.
- Ensure that transportation requirements in support of response operations are met:
 - Arrange transportation as required.
 - Direct transportation resources as required, i.e. buses, boats and aircraft (consider mutual aid).
 - Coordinate traffic routing/re-routing (in consultation with Sask. Highways & Police)
 - Ensure that all requests for facilities and facility support are addressed.
- Ensure that all resources are tracked and accounted for in cooperation with the Planning Section (Resource Unit) as well as resources ordered through mutual aid.
- Provide section staff with information updates via section briefings.
- Provide your relief with a briefing at shift change advising of all ongoing activities and branch objectives for the next operational period and any other pertinent information.

DEMOBILIZATION PHASE

- Identify high-cost resources that could be demobilized early and advise other section chiefs.
- Ensure coordination with Operations Section before commencing demobilization.
- Determine demobilization status of the Logistics Section and advise the EOC Manager.
- Complete all logs and documentation and forward to the Planning Section (Documentation Unit).
- Ensure any open actions are assigned to appropriate Logistics Section staff or other EOC sections for follow-up.
- Ensure that all expenditures and financial claims have been coordinated through the Finance/Administration Section.
- Provide input towards the EOC AAR.



FINANCE/ADMINISTRATION SECTION CHIEF CHECKLIST

REPORTS TO

- EOC Manager/Deputy Manager.

RESPONSIBILITIES

- Ensure that all financial records are maintained throughout the event or disaster.
- Ensure that all on-duty time is recorded and collected for all personnel.
- Ensure there is a continuum of payroll process for all employees responding to the event of disaster.
- In consultation with EOC Manager determine spending limits, if any, for Logistics, Operations and Management staff.
- Ensure that Workers' Compensation claims resulting from the response are processed within a reasonable time given the nature of the situation.
- Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.
- Activate units within the Finance/Administration Section as required, monitor section activities continuously, and modify the organization as needed.
- Supervise the Finance/Administration Section.

ACTIVATION PHASE

- Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment and supplies are in place.
- Based on the situation, activate Units within the Section, as needed, and designate Unit Coordinators for each element:
 - Time Unit
 - Purchasing Unit
 - Compensation and Claims Unit
 - Cost Unit
- Ensure that sufficient staff is available for a 24-hour schedule or as required.
- Consult with EOC Manager for spending limits.
- Meet with the Logistics and Operations Section Chiefs and review financial and administrative requirements and procedures; determine the level of purchasing authority to be delegated to each.
- Meet with all Unit Coordinators and ensure that responsibilities and procedures are clearly understood.
- In conjunction with Unit Coordinators, determine the initial Finance/Administration Action Planning objectives for the first operational period.
- Notify the EOC Manager when the Finance/Administration Section is operational.
- Adopt a proactive attitude, thinking ahead, anticipating situations and problems before they occur and considering options for mitigation or response.

OPERATIONAL PHASE

- Ensure that Finance/Administration position logs and other necessary files are maintained.
- Ensure that displays associated with the Finance/Administration Section are current, and that information is posted in a legible and concise manner.
- Participate in all Action Planning Meetings.
- Provide cost estimates to Action Planning Process.



- Brief all Unit Coordinators and ensure they are aware of the EOC priorities particularly those affecting the Finance/Administration Section as defined in the Action Plan.
- Keep the EOC Manager, EOC Management Team and elected officials aware of the current fiscal situation and other related matters on an on-going basis.
- Ensure that the Cost Unit maintains all financial records throughout the event or disaster. Ensure that the Time Unit tracks and records all agency staff time.
- In coordination with the Logistics and Operations Sections, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.
- Ensure that the Compensation and Claims Unit processes all Workers' Compensation claims resulting from the disaster in a reasonable timeframe given the nature of the situation.
- Ensure that the Time Unit processes all time sheets and travel expense claims promptly.
- Ensure that all cost documentation is accurately maintained by the Cost Unit during the response.

DEMOBILIZATION PHASE

- Determine demobilization status of the Finance/Administration Section and advise the EOC Manager.
- Ensure that all expenditures and financial claims have been processed and documented (Documentation Unit).
- Ensure any open actions are assigned to appropriate Finance/Administration staff or other EOC sections for follow up.
- Provide input towards the EOC AAR.



COMMUNICATIONS

BETWEEN EOC AND OUTSIDE AGENCIES OR PERSONNEL

The primary method of communication should be a landline wherever and whenever possible. Cellular phones should be used as an alternate method of communication.

Other communication options to consider:

- HAM radio
- A runner with a vehicle

BETWEEN EOC AND SITE(S)

The primary method of communication should be Motorola FM hand-held radios. An alternate method of communication can be P25 radios set on ProvFire or channel assigned by dispatch.

Other communication options to consider:

- Cellular phone
- A runner with a vehicle
- SaskAlert

Local media can be contacted during an emergency for public information and awareness:

Regina Leader Post	(306) 781-5211 Press 3 for Newsroom
CBC Regina	(306) 347-9666 sasknews@cbc.ca
Global Regina	(306) 775-4000 Press 2 for Newsroom regina@globalnews.ca
Pure Country 92.7 FM	(306) 337-2850 or SMS Text Line 54321
Rawlco Radio (Z99/CJME/Jack FM)	(306) 546-6397 or (306) 525-0000
Harvard Media (620 CKRM)	(306) 546-6200



RESOURCES LIST

EQUIPMENT/RESOURCES STAGING AREAS

Town of Strasbourg	Location	Secure (Y/N)	Key Access
Primary	Town Shop	Yes	Yes
Secondary	Rec Centre	Yes	Yes
Alternate	Strasbourg Memorial Hall	Yes	Yes

KEY HOLDER CONTACT LIST

Location	Name	Title	Primary Contact
Town Office	Jennifer Gritzfeld Bernie Josephson	CAO EMO Coordinator	
Strasbourg Memorial Hall	Jennifer Gritzfeld	CAO	
Town Shop	Tyler Hilderman	Town Foreman	
Rec Centre	Jocelyn Turrell	Manager	



EVACUATION PLAN/SHELTER-IN-PLACE

EVACUATION PLAN

TYPES OF EVACUATION

- **Partial:** a portion of the community is evacuated based on geographical proximity to threat.
- **Total:** the entire community is evacuated.
- **Selective:** a targeted portion of population is evacuated (e.g. seniors, health risks, mobility challenged, etc.)

EVACUATE WHEN

- There is imminent or probable threat to safety and welfare of people;
- The environment is safe to do so; and/or,
- Expected effects will be long term (more than 12 hours).

PLANNING AND EXECUTION

- **Communication:** ensure there are means of warning individuals of an evacuation, a signal to evacuate, and a signal for when it is safe to return
- **Warning:** platforms include radio, television, SaskAlert, media, social media, phone, fliers, door-to-door, wallet cards.
- **Notification/Signal:** loud hailer, siren (unique wail or blasts), door-to-door.
- **Sequencing/Priority:** prioritize who evacuates first, second, etc.
- **What to Take:** prepare for a minimum of 72 hours
 - **Medications:** prescriptions or other
 - **Clothing:** two changes of clothing per person
 - **Toys:** one or two SMALL favorite toys per child
 - **Identification:** one piece of photo ID per person
 - **Money:** \$50 cash per family
- **Where to go:** muster point(s) for transportation, reception centre(s)
- **Routes:** need to identify safe routes and traffic control measures
- **Registration:** Red Cross is a good organization to employ for manning Registration and Information Desk at Reception Centre. **ALL EVACUEES MUST REGISTER AT THE RECEPTION CENTRE** whether self-evacuating and staying with family/friends or staying at the centre.
- **Animals:** arrangements must be made for sheltering/caring for all types and numbers of animals belonging to evacuees. Animals CAN NOT be allowed in the reception centre(s).
- **Indicators of Evacuated building:** ribbon on front door knob, yellow paper on inside of front window, etc.
- **Security:** local police, hire bonded security company, pairs of volunteers manned with radio on roving picket.



EVACUATION RE-ENTRY GUIDELINES

EMERGENCY STATUS

- If the emergency (fire/flood/train derailment, etc) no longer poses a threat to the community.

HEALTH ASSESSMENT

- The smoke/hazardous material/flood water, etc. does not pose a risk to residents.
- Local health officials are confident there is no danger posed to all community members.
- There are enough medical supplies and staff in the community to provide medical service if needed.

ESSENTIAL SERVICES

- Returning residents have enough safe water to drink and use.
- Power, telephone, sewer and gas services are working in the community.
- 911 is available for residents to call for emergency response agencies to deal with an emergency.

COMMUNITY SERVICES

- Community social and governance support are in place.

SHELTER-IN-PLACE

- Shelter-in-Place when:
 - The outdoor environment is unsafe (e.g. toxic, severe weather, etc); or
 - The anticipated duration of the event is relatively short (e.g. hours as opposed to days).

EXECUTION

- Inform citizens to:
 - Close and lock all windows and exterior doors;
 - Turn off all fans, heating and air-conditioning systems to avoid drawing in air from the outside;
 - Close fireplace dampers;
 - Get your emergency kit and make sure the radio (battery) is working;
 - Go to an interior room that is above ground level (one without windows if possible);
 - In the case of a chemical threat, an above-ground location is preferable because some chemicals are heavier than air and may seep into basements even if the windows are closed.
 - In the case of a tornado, the basement will be the safest location.
 - Using duct or other wide tape, seal all cracks around the door and any vents into the room; and,
 - Continue to monitor your radio or television until you are told all is safe or are advised to evacuate.



RECEPTION CENTRES IN TOWN

Strasbourg	Location	Key Needed
Primary	Strasbourg Memorial Hall	Yes
Secondary	William Derby School	Yes
Alternate	Strasbourg Rec Centre	Yes

RECEPTION CENTRES OUT OF TOWN

Town	Building	Contact	Phone number
Duval	Hall (306) 725-3077	Jeff Jones, Clerk	(306) 725-4152
Bulyea	Hall (306) 725-4852	Darci Lowe, CAO	(306) 725-4936
Silton	Hall (306) 731-3222	Ferne Senft, CAO	(306) 731-3222
Lumsden	Community Center	Chris Exner, Comm. Coord	(306) 533-6147
		Krystal Strong, Asst CAO	(306) 502-2642
		Monica Merkosky, CAO	(306) 435-6609
		Jeff Carey, Town Foreman	(306) 761-8024

RECOVERY PLAN

- A recovery plan includes:
 - Processes for community participation;
 - Identification of responsibilities and tasks of key agencies;
 - Identification of appropriate recovery measures;
 - Appropriate resourcing arrangements;
 - Recovery management structures and management processes;
 - Debris management;
 - Critical Incident Stress Management (CISM);
 - Community event to mark closure;
 - Impact assessment;
 - Resource management;
 - Public information management; and,
 - Withdrawal of services.



TERMINATION OF EOC

The EOC Manager will terminate EOC activities and notify all participants. The requirements of termination must be considered through every stage of EOC response. Close-out, like demobilization, should be a gradual process. The Planning Section Chief or their delegated coordinator will supervise and administer the termination process and stay behind after the EOC is closed, if necessary.

TERMINATION CRITERIA

- Criteria for terminating the EOC include:
 - Individual EOC functions are no longer required;
 - A Declaration of Local Emergency is lifted;
 - Coordination of response activities and/or resources is no longer required; and,
 - Event has been contained and emergency personnel have returned to regular duties.

HOT WASH

A “Hot Wash” should be conducted in the EOC by the EOC Manager, with all EOC team members in attendance, immediately after the EOC function is shut down and is no longer required to support the event. The Hot Wash allows EOC personnel the opportunity to provide immediate feedback. The objective of the Hot Wash is to review events or key decisions that took place during the incident and to provide an opportunity for participants to describe any immediate lessons learned and to identify barriers/gaps in mounting an effective response. Keep the Hot Wash brief (maximum 20-30 minutes).

- Assign a scribe to take notes (can be done on whiteboard, flip charts, computer, handwritten);
- EOC Manager should recap the objectives and major challenges;
- Each participant should be given opportunity to identify up to three major shortfalls and three major triumphs;
- EOC Manager will provide points to consider for the upcoming debrief meeting;
- Be mindful to end the Hot Wash on a positive note and discuss accomplishments;
- Identify the time and location of the upcoming debrief session.



DEBRIEF

The EOC Manager will conduct a debrief meeting with the EOC team no later than two (2) weeks after the termination of the EOC. Consider following the steps outlined below to execute and effective debrief meeting:

- Stress anonymity and that it's okay to speak openly;
- The meeting is not about blame but rather learning for next time;
- State the principles of the debrief:
 - What was supposed to happen?
 - What actually happened?
 - Why were there differences?
 - What did we learn?
 - What happened?
- Construct a timeline on a large whiteboard or other suitable space so everyone can reference it. The Scribe should produce a summary of the debrief. There should be sufficient copies for the EOC team to review. Ensure copies are stored in the Battle Box and review them with the EOC team prior to any future EOC exercises.

DISCUSSION POINTS FOR DEBRIEF

- What were the original event objectives?
- Did the objectives expand beyond the ones that were originally identified?
- Did we meet the objectives?
- Were there any problems encountered? If so, what were they?
- Did those problems get solved? How?
- Was the solution effective?
- Identify triumphs and discuss how we can replicate that success in the future.
- Round-table discussion points:
 - Was your individual role in the process clear to you from the outset?
 - Was the information you required to do your job readily available to you?
 - How effective and efficient was the EOC process?
 - How did you utilize technology during this event?
 - Identify recommendations for the future.

Reminder: End the Debrief meeting on a positive note!

Note: Information regarding where and how to access Critical Incident Stress Management (CISM) or other supports should be circulated at this meeting.



APPENDICES

BATTLE BOX CONTENTS LIST

Primary Location – Town Office

Secondary Location – Strasbourg Recreation Centre

****Note: Items in RED are NOT included in secondary Battlebox**

- 1 copy of Strasbourg Emergency Plan
- 1 copy of Living Sky Regional Emergency Plan
- 1 copy of the Regional Vital Services Directory (VSD)
- 1 copy of the *Saskatchewan Emergency Planning Act*
- 1 copy of Incident Command System (ICS) Guidebook
- 2 copies of the CANUTEC Emergency Response Guidebook (2024 edition)
- Blank copies of Declaration of Local Emergency forms
- Blank copies of Phone Fan Out Information Statement
- Blank copies of Situation Reports (SITREPS)
- Pens, looseleaf, cardstock, sharpies, push pins, **dry erase markers**
- Desktop calculators x 2
- Masking tape
- Lamp-style flashlights x 2
- First aid kit
- 2 large maps (**and aerial photos**) of Strasbourg
- Name tags, desk plate identifiers (tent cards)
- Coloured vests
 - Command
 - EOC Manager - Green x 1
 - Liaison, Information, & Risk Management Officers - Red x 3
 - Operations Chief - **Orange x 2**
 - Planning Chief - **Blue x 2**
 - Logistics Chief - **Yellow x 2**
 - Finance/Admin Chief - **Gray x 1**
- **Digital wall clock and radio (plug-in/battery-powered)**
- **Power bank and power adapter**
- **Batteries – D-Cell, AA, AAA**
- **Laser pointer**
- **Hard hats/bump caps x 2**
- **High-visibility vests x 2**



**EMO COMMITTEE
OPERATIONS & SUPPORT AGENCIES**

EMO COORDINATOR

BERNIE JOSEPHSON

TOWN CHIEF ADMINISTRATIVE OFFICER (LOGISTICS/FINANCE & ADMIN CHIEF)

JENNIFER GRITZFELD

PUBLIC INFORMATION OFFICER

LORNE GOTTSSELIG

LIAISON OFFICER

RICK SCHULZ

OPERATIONS CHIEF

RON GRIFFIN

MAYOR

KELVIN SCHAPANSKY

POLICE REPRESENTATIVE

JESSICA DREGER

REGIONAL HEALTH AUTHORITY (AMBULANCE)

MARJ MOHR

LONDON MOHR

FIRE DEPARTMENT REPRESENTATIVE

GREG YUNG

FIRE HALL

FIRE RADIO

SUPPORT AGENCIES

TOWN PUBLIC WORKS

TYLER HILDERMAN

KEITH HILDERMAN

ROB GWILLIM

SCHOOL REPRESENTATIVE

KAMILLE LECH (Principal)

MARLA KELLN (Vice Principal)

LAST MOUNTAIN PIONEER HOME REPRESENTATIVE

RACHEL TILSON

PUBLIC HEALTH REPRESENTATIVE

SASKATOON HEALTH



TOWN PERSONNEL

CHIEF ADMINISTRATIVE OFFICER

JENNIFER GRITZFELD



ASSISTANT ADMINISTRATOR

CRYSTAL MYTOPHER



OFFICE SERVICES CLERK

TRACY EDWARDS



MAYOR

KELVIN SCHAPANSKY



COUNCILLORS

PETER BARRY



SHERRY BURGESS



VICKI CORNWELL



LORNE GOTTSELIG



RICK SCHULZ



RODGER YAUCK



FIRE CHIEF

GREG YUNG



DEPUTY FIRE CHIEF

JUSTIN KERR



TOWN PUBLIC WORKS

TYLER HILDERMAN (#1)



KEITH HILDERMAN (#2)



ROBERT GWILLIM (#3)





ALERT READY & SASKALERT

ALERT READY

Environment Canada, as well as all provincial and territorial governments have entered into formal agreements with Pelmorex Communications (The Weather Network). A system called Alert Ready enables public safety messages from Authorized Government Agencies to be made available to Broadcasters to issue across the air notifying people of emergency situations.

SASKALERT

SaskAlert is a Saskatchewan public alerting program, which is used to alert the public in real-time of an emergency situation.

TYPES OF ALERTS

- Fire – urban, industrial, wild & forest
- Natural – tornado, flash flood, earthquake & hurricane
- Biological – biological, chemical, radiological & drinking water contamination
- Hazardous – explosive
- Environmental – air quality, falling object
- Terrorist – terrorist threat
- Civil – civil emergency, animal danger, amber alert, 911 service
- Admin – test messages

Five people have been trained as SaskAlert contacts for the Town of Strasbourg.

- Bernie Josephson – EMO Coordinator
- Jennifer Gritzfeld – Town CAO/ Logistics/Finance & Admin Chief
- Lorne Gottselig – Public Information Officer
- Rick Schulz – Liaison Officer
- Ron Griffin – Operations Chief

These individuals will be able to issue alerts that are within their areas of responsibility. Alerts will be issued for any event that has potential of harming people or damaging property.



STANDARD OPERATING PROCEDURE POWER FAILURE

The chair of the Emergency Measures Committee will contact SaskPower for information as to the problem, and the length of time the power is expected to be out. The chair will communicate with the other committee members and Town CAO when that information is obtained. The weather conditions, time of day, and expected return of power will determine if the chair asks the committee to meet. If a meeting is necessary, it would be held at the Town of Strasbourg Fire Hall. If the chair is not available, the Town representative will assume the chair's responsibilities.

SUMMER POWER FAILURE

After a period of **FOUR HOURS** of an unplanned power outage the Emergency Measures Committee members will be contacted by the chair to determine further actions.

WINTER POWER FAILURE

After a period of **TWO HOURS** of an unplanned power outage, the Emergency Measures Committee will be contacted by the chair to determine further actions.

**SaskPower Outage #310-2220
Or
Report on SaskPower app**



STANDARD OPERATING PROCEDURE COMMUNICATIONS FAILURE

In the event of a communications failure (no cell phone voice, texting or messaging, no landline connections and no internet), the following steps should be taken in the Town of Strasbourg.

- Strasbourg EMO Coordinator will meet with EMS and the fire department at the ambulance service base to determine the plan of attack for each department for the current situation.
- If possible, an EMS - P-25 radio can be placed at the Medical Clinic, and another radio placed at the LMPH so contact can be maintained among the three parties.
- Contact the EMO Town Representative to discuss the procedure that will be followed.
- Determine whether all town residents should be alerted. If not, contact should be made with the following groups or places:
 - LMPH (staff and private home care workers)
 - Clinic
 - Town Office
 - Centennial Manor
 - Pearson Street Condo
 - Low Rentals
 - School
 - Daycare
 - Royal Bank
 - Affinity Credit Union
 - Restaurants
 - Diggers
 - Grocery Stores
 - Any other business that may have a number of customers attending

After a THREE HOUR period, the Emergency Measures Committee will meet at the Town Office as a group to decide on direction.



**DECLARATION & TERMINATION
OF A STATE OF LOCAL EMERGENCY**

DECLARATION OF A STATE OF LOCAL EMERGENCY

Whereas an emergency exists in the _____
(name of municipality)
due to _____
(enter a description of the nature of the emergency)

Therefore the Council of the Town of Strasbourg, pursuant to Section 20 of *The Emergency Planning Act, 1989*, declares that a state of local emergency exists or may exist in the

(name of municipality)

(or portion of the named municipality)

Time: _____ Date: _____

Signature(s): _____

TERMINATION OF LOCAL EMERGENCY

PURSUANT to Section 23 of *The Emergency Planning Act, 1989*, The Council

of the _____ of _____ declares that the

Local Emergency is terminated in the _____ of _____.

Dated this _____ day of _____, 20____.

Moved by Councilor _____

Seconded by Councilor _____

Per: _____

(printed name)



PHONE FAN OUT INFORMATION STATEMENT

This is the Town of Strasbourg Emergency Operations Centre calling.

_____ occurred at _____ hours at _____,
(description of event) (time) (location)

Affecting _____. _____
(#of people, services, size of area, etc.) (Police, Fire, EMS, Public Works etc.)

are responding. _____ directed implementation of the
(Local Authority)

Emergency Plan and we are activating the _____ EOC at
(primary/secondary)

_____. All roads are open at this time. Please call your assigned
(location)

Fan-out EOC team members to relay this message and get back to me first with the results.



**SITUATION REPORT
(SITREP)**

What is happening?

Any deaths, injuries, or property damage?

Current activities (what are you doing about it)?

Who is in charge (top 2 names)?