

TOWN OF LUMSDEN

Emergency Measures Organization

EMO Plan

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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.

Emergency Management & Fire Safety:

5th Floor - 1855 Victoria Avenue,

Regina, SK S4P 3T2

(306) 787-3774

1-866-757-5911

SECTION 3

LOCAL AUTHORITY CONTACT INFORMATION

		<u>Home Phone</u>	<u>Cellular Phone</u>
Mayor	Bryan Matheson		
Councilors:	Rhonda Phillips Jane Cogger Verne Barber Dave Cameron Wes Holbetz Byrom Tumbach		

Emergency Control Group

Mayor:	Bryan Matheson
E.M.O. Coordinator:	Rhonda Phillips
E.M.O. Alternate:	Jane Cogger
R.C.M.P.:	Sgt. John Armstrong
Fire Chief:	Jeff Carey
Deputy Fire Chiefs:	Dan Carey Preston Eckert
Town CAO/Operations Officer:	Darcie Cooper
Town Doctor:	Susan MacDonald
Public Works Foreman:	Jeff Carey
Resource Coordinator:	Allan Pridell
Utilities Foreman:	Dave Cherney
Social Services:	Erica Schenk
Asst. Admin./IT:	Krystal Strong

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 or alternate location – (Water Treatment Plant, Centennial Hall, School 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:

Mayor – Bryan Matheson
E.M.O. Coordinator – Rhonda Phillips
R.C.M.P. Detachment - Sgt. John Armstrong
Fire Chief – Jeff Carey
Deputy Fire Chiefs – Dan Carey, Preston Ekert
Operations Officer - Town CAO – Darcie Cooper
Town Doctor - Dr. Susan MacDonald
PW Foreman – Jeff Carey
Utilities Forman – Dave Cherney
Social Services - Erica Schenk
Resource Coordinator – Allan Priddell
Asst. Admin/ IT – Krystal Strong

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 and as determined by the Emergency Control Group).
- b) Declare that the emergency has terminated (Council may also terminate emergency).
- c) Notify the Saskatchewan EMO of the declaration of emergency.
- d) Ensure the members of Council are advised of declaration and termination of an emergency, and are kept informed of the 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) Chair meetings of the Emergency Control Group (ECG).
- d) Keep Mayor and Council informed of developments, as they occur and ensure all instructions from the Mayor and Council are carried out.
- e) Direct Emergency Control Group activities.
- f) Ensure annual updating of the Emergency Plan.
- g) Provide or request mutual aid when required.
- h) Alert and coordinate the response of volunteer organizations.
- i) Maintain a log of all actions taken.
- j) Inform the public of the emergency plans of the local government and emergency services.

4) CAO (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 RCMP 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 centers, and ensuring they are adequately staffed.

- (c) Liaison with the RCMP with respect to the pre-designation of evacuee centers which can be opened on short notice.
- (d) Liaison with the Medical Officer on areas of mutual concern regarding operations in evacuees centers.
- (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. John Armstrong

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
- 2002 F550 Rapid Response Unit: 300 Gals 100 GPM, 150 PSI
- 1994 Saulsbury: 1750 Gals/min, 800US Gals, 150 PSI

Portable Pumps - 3 - 1982 Monarch 2 inch
- 2002 Honda 2 inch

Hose - 8

- 65 mm (2 1/2") double jacket - 2000 feet
- single jacket - 50 feet
- 38 mm (1 1/1") double jacket - 900 feet
- single jacket - 200 feet
- 4½ inch IHC hard suction - 32 feet
- 5 inch Bickle hard suction - 32 feet
- 2½ inch hard suction - 16 feet
- 2½ inch soft suction - 100 feet

Hose Reel -1 1 inch I.H.C. - 200 feet

Nozzles -14

- 1 inch - 5
- 1½ inch - 5
- 2½ inch - 6

Fire Extinguishers – 8

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

Ladders – 7

- Extension 24 ft. – 2
- 40 ft. – 1
- Roof 12 ft. – 2
- Other: 10 ft. wood – 1
10 ft. aluminum - 1

Other Equipment

Axes	4 pick heads	Hose spanners	7
Bolt cutters	2	Hose Washer	1
Claw tool	2	Hydrant wrenches	4
Crow bar	2	Lanterns	6
Chains	2 - 30 ft.	Pike poles	2 - 12 ft.
Double Male & Female	4	Ropes	1 - ¾ inch x 30 ft.
Fire brooms	4	Shovels	8
First Aid Kits	2	Strainers	2
Foam eductor	2	Wye connectors	2 – 2 ½" x 1 ½" x 1 ½"
Gate valves	2	Stretchers	2
Hose clamps	1		
Cut-off Saw	1		

Personnel Protection

Footwear	20 fire rated rubber boots
Helmets	20 - Chieftain new style 16 - old style
Coats	20
Pants	20
Gloves	20
Scott Air Packs	6 8 - spare cylinders 6 - MSA Air Packs 3 - spare cylinders

Alert System

Pager System

3 hp. Siren (not hooked up)

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

Hydrants: 53 at 600 ft. spacing.

FIRE DEPARTMENT MANPOWER

FIRE CHIEF: Jeff Carey
DEPUTY: Preston Ekert
DEPUTY: Dan Carey
Mike Darr
Preston Eckert
Dave Cherney
Shaun Jenkins
Troy Kelln
Kyle McKinnon
Ron Oschanney
Terrance Renkas
Luke Sitter
Lance Whitteron
Aaron Wingfield
Dallas Simmons

Town Public Works Dept. (306) 731-8024
Town Utilities Dept. (306) 731-7748

Emergency Response Vehicle
RCMP Lumsden
Regina Fire Department
Sask Power Office

(306) 731-4270
(306) 777-7846
310-2220

Village of Craven
Village of Silton
Fire Inspector:

(306) 731-3353
(306) 731-3007/3809/2702/3058
(306) 787-4333

SECTION 7

CRITICAL INCIDENT STRESS MANAGEMENT (CISM) COORDINATOR

Patty Stewart McCord

Responsibilities

- Informational support for EMO Coordinator, PIO, RCMP, and Social Services Coordinator to assure critical incident stress management, (psychological and emotional support services), are in place for those experiencing adverse reactions to the crisis.
- Monitor emergency operations center activities and emergency responders:
 - Provide information on self care and stress management at briefings (either press or community meetings)
 - Be available to provide psychological support services when needed for emergency responders and community members.
 - Possible support interventions may include:
 - Demobilizations for emergency responders
 - Crisis Management Briefings
- For the community members:
 - Monitor and assess situations as they unfold
 - May work within the press briefings by PIO or general public meetings to provide information on critical incident stress management, self care and healthy coping
 - Facilitate large and small group crisis interventions with other trained CISM team members when appropriate
 - Crisis Management Briefings
 - Other support actions as required
 - Is part of the support network with Victim Services, Salvation Army, Red Cross and other support agencies during a crisis
- CISM Response will be gauged by the needs of the situation and those involved. If a broader response is warranted the CISM Coordinator will discuss options within the EOC meeting before making a final decision.

EQUIPMENT

Handouts

Refreshments for after the group interventions or public meetings

SECTION 8

EMERGENCY MEDICAL AID AND HEALTH COORDINATOR

Dr. Susan MacDonald

Dr. Rob McDougall (Alternative)

Dr. Ted Lembke (Alternative)

SUMMARY OF RESPONSIBILITIES

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

AMBULANCE

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

DRUG SUPPLIES

Lumsden Drugs (306)731-2464

MINISTRY OF HEALTH

Chief Medical Health Officer of Saskatchewan:

Dr. Saqib Shahab

(306) 787-4722

Health Inspectors:

1-306-766-7705

ADDITIONAL TRAINED PERSONNEL

Dr. Ken Goldie (chiropractor)

Dr. Doug Pattison (chiropractor)

NURSES (R.N.)

Wendy James

Penny Schneider (retired)

Barbara Omoth

Cathy Harrison

Betty Anne Sinclair

Liz McDougall

Karen Goldie (retired)

Terry McDougall

Norma Luhning

Liz McDonald

Cheryl Kelln

Joan Mortimer

Barb Hamilton (retired)

Diane Worley (retired)

Sherry Park

Sandy Lipp

Cathy Peters

Tina King

Susan Steadman

Lisa Gravelle

FIRST RESPONDERS

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

Maxine Koskie

Penny Tomkins

Nancy Cherney

Scott Peters

Stacey McPeck

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 9

SOCIAL SERVICE COORDINATOR

Erica Schenk

SUMMARY OF RESPONSIBILITIES

- Notify Saskatchewan Department of 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, (ie. 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	Jean-Pierre Hunter	(306) 731-2303
	Ken & Sheila Bell	(306) 731-2609
Lumsden Legion	Chris Valgardson	(306) 731-3018
	Larry Skidmore	(306) 731-2591
United Church Women	Rita Baker	(306) 543-5089
Catholic Church Women	Charlene Gyug	(306) 731-3563
Anglican Church Women	Louise Holloway	(306) 731-3171
Lutheran Church Women	Gladys Zubot	(306) 731-2645

EQUIPMENT

Food:

Lumsden Supermarket Ltd.	Darrell & Angelique Haysom	(306) 731-3565/2624
Lumsden Valley Restaurant	Bill Kiriazopoulos	(306) 731-3126
Jerky Boys Meats	Trevor Labbee	(306) 731-1499
Lumsden Subway	Debbie Schick	(306) 731-3650
Linda's Place	Linda	(306) 731-3553
Lumsden Hotel	Dan Taylor	(306) 731-2381
4 th & James Bakery	Lasja Matheson	(306) 731-3552
Heritage Home Administrator	Sara Cockwill	(306) 731-2247

SECTION 10

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. (306) 721-2466

TOWN SUPERVISOR AND EMPLOYEES

Public Works Foreman:	Jeff Carey	(306) 731-8024
Utilities Foreman:	Dave Cherney	(306) 731-7748
Employees:	Barry McGill	
	Lance Whitteron	
	Cory Danyliw	
	Gerry Beaurivage	
	Brock Eadie	

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	1
Front end loader	1
Motor grader	1
Caterpillar Crawler	1
Skid Steer	1
Forklift	1
Pumps	5 (different sizes)

Hand tools variety (e.g. shovels, crow bars, etc.)

Valve keeper 1

Tow chains and ropes

Jacks and blocks

Water tanks

Sandbags 5000

Steamer

SECTION 11

EMERGENCY OPERATION CENTRE

Allan Priddell

Place: Council Chambers, or alternative location based on circumstances

Alternates: Centennial Hal
Water Treatment Plant
Elementary School or High School
Or other designated location

Phone numbers: Elementary School (306) 731-3338 or 2297
High School (306) 731-2262 or 2275
Highways Yard (306) 731-2520
Water Treatment Plant (306) 731-2404 x2239

Space requirements:

- A room where the Emergency Control Group can meet and area for volunteers
- 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.

Facilities which may be required:

- Back-up power source (propane or diesel 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 12

PUBLIC INFORMATION COORDINATOR (MEDIA)

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 items 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

<i>T.V.:</i>	<i>Contact Name</i>	<i>Newsroom</i>	<i>Switchboard</i>
CBC	Bob Rankin	(306) 347-9651	(306) 347-9540
CTV, CKCK	Carl Worth	(306) 569-6400	(306) 569-2000
Access Comm.	Sherry Burgess	(306) 565-5389	(306) 569-3510
Global	Brent Williamson	(306) 775-4040	(306) 775-4000

<i>Radio:</i>	<i>Contact Name</i>	<i>Newsroom</i>	<i>Switchboard</i>
CBC	Pat Hume	(306) 347-9691	(306) 347-9540
CKCK	Ross Wotten	(306) 757-3808	(306) 522-8591
CKIT	"	"	"
CKRM	Craig Wallebeck	(306) 546-6298	(306) 546-6200
CFMO	"	"	"
CHAB	Rob Carnie	(306) 693-6397	(306) 694-0800
CJME	Bob Richards	(306) 757-6397	(306) 569-1300
CIZI	"	"	"
Rawlco (15 Stations)		(306) 546-6397	(306) 525-0000

<i>Newspapers:</i>			
Waterfront Press	c/o Star News	(306) 731-3143	
Regina Leader-Post	Al Driver	(306) 781-5300	(306) 781-5211
Regina Sun News	Foster Barnsley	(306) 781-5493	(306) 781-5493
Canadian Press	Tim Cook	(780) 428-6107	(306) 585-1011
Broadcast News	Jay Branch	(780) 428-6107	(306) 585-1011
Star Phoenix	Steven Gibb	(306) 657-6231	(306) 657-6397
Prairie Dog Mag.	Stephen Whitworth	(306) 757-8522	(306) 757-8522
MJ Times Herald	Lesley Sheppard	(306) 692-6441	(306) 692-6441

SECTION 13

COMMUNICATIONS & SASKTEL

Dwayne Schmitz

RESPONSIBILITIES:

Contact Sask. Tel to ensure adequate communications are available. To ensure proper communications are set up both technical and human.

To 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.

To 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. (306) 731-4270

Town radios (306)731-8024
- fire trucks - gravel truck

Sask. Tel (306) 777-4778

Department of Highways (306) 731-2520

Sask. Power (306) 731-3649

Ham radio operators:
Bert Hamilton (306) 731-2221

ASSISTANT

Town CAO:
Darcie Cooper (306) 731-2404 (office)

SECTION 14

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 fighters – Jeff Carey

Service groups:

Lions Club	Gordon Bonokoski
Legion	Chris Valgardson
High School	Verne Barber
R.M. of Lumsden	Leighton Watts

Volunteer Emergency Equipment List - see Fire Chief section

SECTION 15

SASK POWER & SASK ENERGY

Sask Power – Bob Klisowsky

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

Sask. Power Office (306) 731-4324

Sask Energy (306) 777-9200

Sask Power – Bob Klisowsky

Robin Cuddington (Lumsden)

Chris Kozun (Lumsden)

Sask Energy – Dave Lang

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 16

DEPARTMENT OF HIGHWAYS

Garrett Roberts

RESPONSIBILITIES

- Work with Transportation Coordinator.
- If an emergency 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. – (306) 787-9563. Make sure agreements are ready to enter into. Refer to Appendix 6.

Supervisor of Operations – Dept of Highways: Garrett Roberts

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 17

TRANSPORTATION, EQUIPMENT & SUPPLIES

**Luke Sitter
Ken Ulmer (Alternative)**

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

BOATS & MOTORS

Contacts:

Ken Ulmer (Alternative)

APPENDIX 1

APPENDIX 2

FLOOD CONTROL PLAN

Background: Lumsden has had a history of high water situations with the Qu'Appelle River where emergency dyke and sandbagging has had to occur. The most relevant 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), and the 2011 high water event.

Note * areas of concern:

- 1. Trestle Bridge: Notify CNR if flood forecasts indicate concern, control project operations procedures are necessary.**
- 2. Low area near Centennial Hall, prone to flooding the lower level of the hall.**
- 3. Low area and oxbow surrounding Lumsden Museum, pumping required.**

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 Security Agency, 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 of the following measures:

- Operations and contingency measures.
- Ensure all inspections and maintenance required by the Town and the Water Corporation are made on the dyking 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 ie. flap gates on oxbows and storm drainage and gate at Qu'Appelle Drive west - 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, ie. the highway bridge on Highway No.11 and the James St. Bridge and CNR trestle should be made prior to and during runoff to ensure no flow obstructions exist.

February/March:

- Forecast flows of 170 cubic metres 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 Co-ordinator.
- 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).
- Notify CNR as per agreement dated May 2/77.
- Ensure pumps are in good working order and list availability of backup pumps

March/April:

Note * 5 areas of vulnerability in the dyking system:

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

6. Manhole cover on 7th Avenue, west of Pleasant Street – requires covering during peak water levels.

- 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:

General - 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 Emergency Welfare Services Section 13.

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).

Search and Rescue Regina

Contact: Joe Topuschak (306) 525-1631 Cell: (306) 529-5275

SARR Mailing List:

Search and Rescue

918 Albert Street Unit 247

Regina, Saskatchewan

S4R 2P7

APPENDIX 4

HAZARDOUS MATERIAL

Major fires are under the direction of the Fire Chief and the Local EMO; help would be obtained from the **Regina Fire Department. (306) 777-7846 or (306) 777-7857 (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 Materials Team and E.M.O. may be obtained.

Spill Control Centre 1-800-667-7525

Canutec 1-613-996-6666

CNR 1-800-465-9239

APPENDIX 5

Lumsden & District Heritage Home

10 Aspen Bay 731-2247

**Contacts: Sara Cockwill
or
Heather McLaren**

- 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.

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**

**APPENDIX 8
EMERGENCY PLANNING ACT
1989**

APPENDIX 9

DISTRIBUTION LIST

Copy No.

1.	Bryan Matheson	Mayor
2.	Trevor Grohs	EMO Coordinator
2.A.	Rhonda Phillips	Alt. EMO Coordinator
3.	R.C.M.P.	Lumsden Detachment
4.	Jeff Carey	Fire Department
5.	Darcie Cooper	Town CAO
6.	Susan McDonald	Doctor
7.	Jeff Carey	Public Works
8.	Dave Cherney	Utilities
9.	Erica Schenk	Social Services Coordinator
10.	Dan Kirby	Public Information Coordinator
11.	Resource Coordinator	Allan Priddell
12.	Asst. Admin./IT	Krystal Strong
13.	Bob Klisowsky	SaskPower
14.	Dave Lang	SaskEnergy
15.	Dwayne Schmitz	SaskTel
16.	Garrett Roberts	Department of Highways
17.	Maxine Koskie	Manpower Coordinator
18.	Stacey Riche	First Responder Coordinator
19.	Luke Sitter	Transportation, Equipment & Supplies
20.	Cal Knowles	Sask. Emergency Management & Fire Safety
21-26.	Town Council Members	Six Copies Required