



Town of Unity, Saskatchewan Emergency Measures Organization (EMO) Plan

Date: Accepted by Unity Town Council : March 25th, 2014

Amended by Unity Town Council (Latest): March 9th, 2021

Copy # _____

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 - Hazard Contingency Plans
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 - Door-to-Door Evacuation Zone Maps

Amended: March 9th, 2021

Distribution List (Name and Plan #)

Emergency Plans are numbered to coincide with specific departments or agencies, when an individual relinquishes the position the copy of the Emergency Plan should be returned and passed onto their replacement.

- Mayor Sharon Del Frari - 1
- Councillor Bob Abel - 2
- Ashley Hamilton - 3
- 4
- 5
- 6
- Councillor Brent Weber- 7
- CAO Aileen Garrett -8
- EMO Coordinator Carey Baker- 9
- EMO Member Sergeant Grant Rusk- 10
- EMO Member Fire Chief Leroy Timmermans- 11
- EMO Member RM Round Valley Rhonda Brandle- 12
- EMO Member RM Round Valley Merv Bosch- 13
- 14
- SHA - 15
- Wilkie Mutual Aid- 16
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- EMO Member Unity EMS EMT-A Coordinator Leah Du Rose - 19
- EMO Member- Aaron Agar- 20
- Director of Public Works- Jake Senger- 21

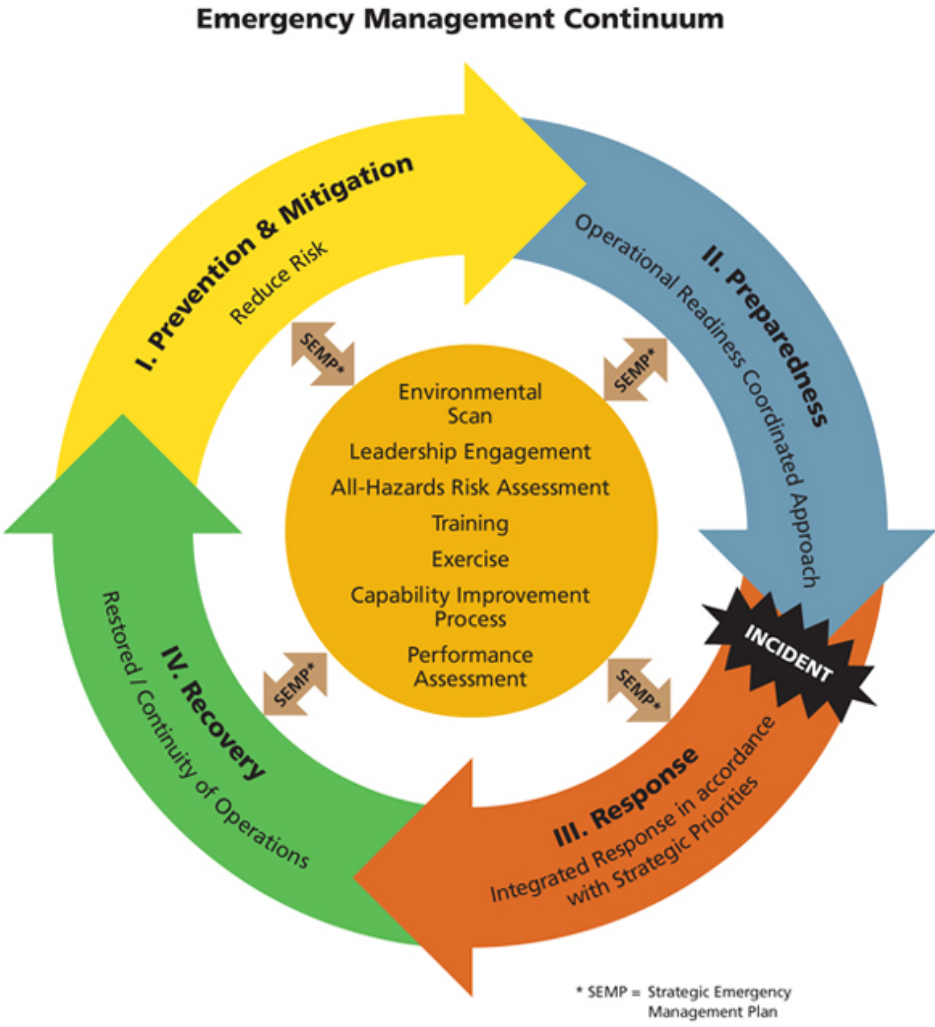
Date Amended: April 21, 2016

January 18, 2017

March 9th, 2021

Introduction

Authority – Section 9 of the Emergency Planning Act, 1989, dictates that every municipality shall establish an Emergency Measures Organization (EMO), appoint an EMO Coordinator, establish an EMO Committee, and establish an EMO Plan. Bylaw No. 805-P-04 of the Town of Unity is a bylaw to establish an emergency measures organization. See attachments for copies of the Act and Bylaw.



Amended:

Hazard Analysis

HIGH IMPACT/RISK

Weather Related Incident

Dangerous Goods Incident

Rail Incident

MID IMPACT/RISK

Fire/Explosion

Epidemic/Mass Illness

LOWER IMPACT/RISK

Utility/Water Shortage/Failure

Flooding

Air Quality

Food/Water Contamination

Lost Persons

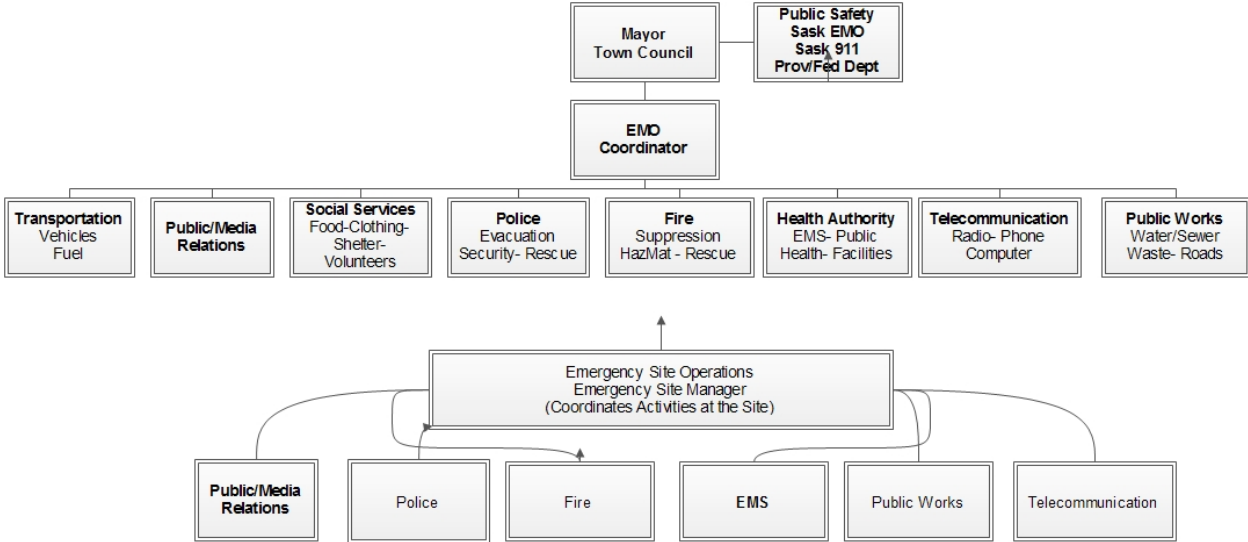
Air Accident

Bus/Multiple Vehicle Accident

DETAILED CONTINGENCY PLANS IN ATTACHMENTS

Amended:

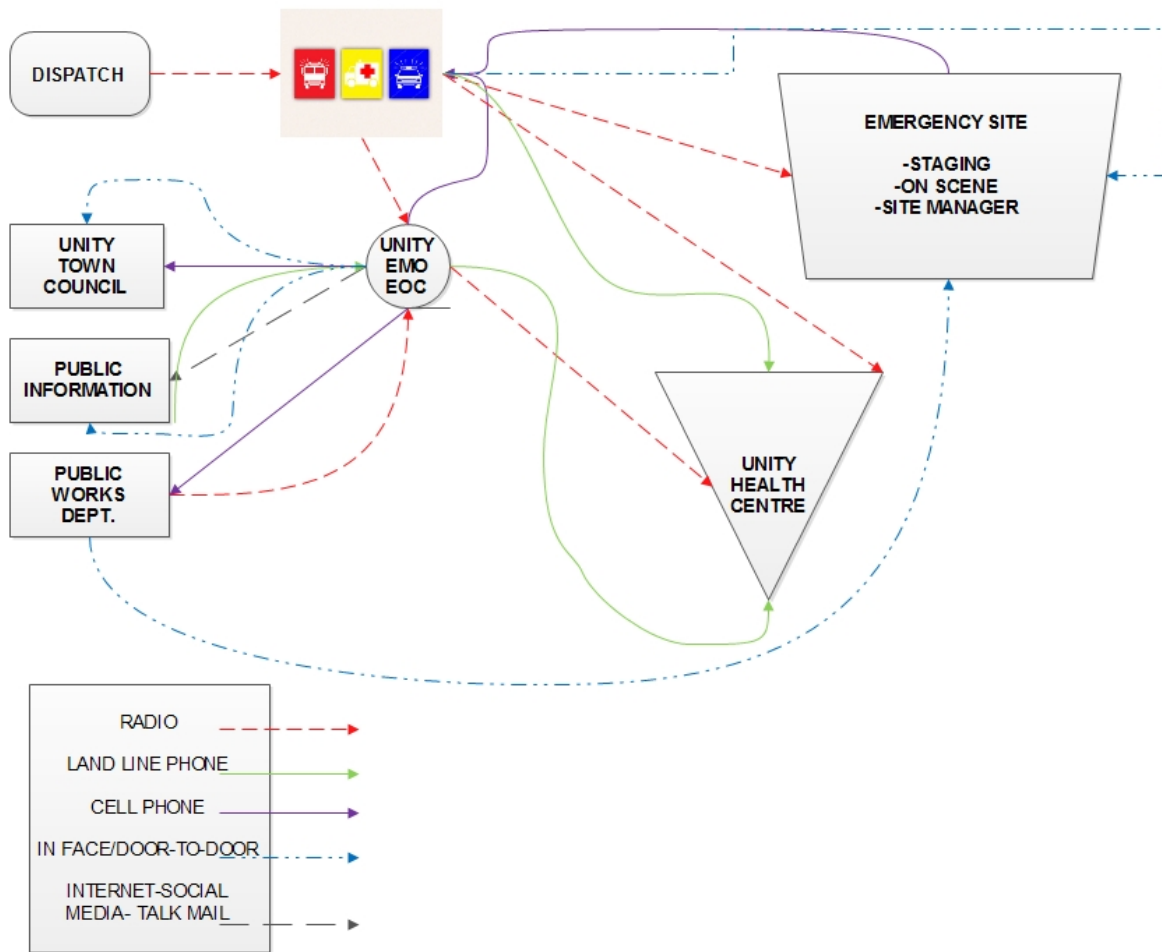
MANAGEMENT STRUCTURE



Amended:

EMERGENCY INCIDENT COMMUNICATION SYSTEM

UNITY EMERGENCY COMMUNICATIONS



Facebook Post Authorization- Carey Baker/Nicole Headrick

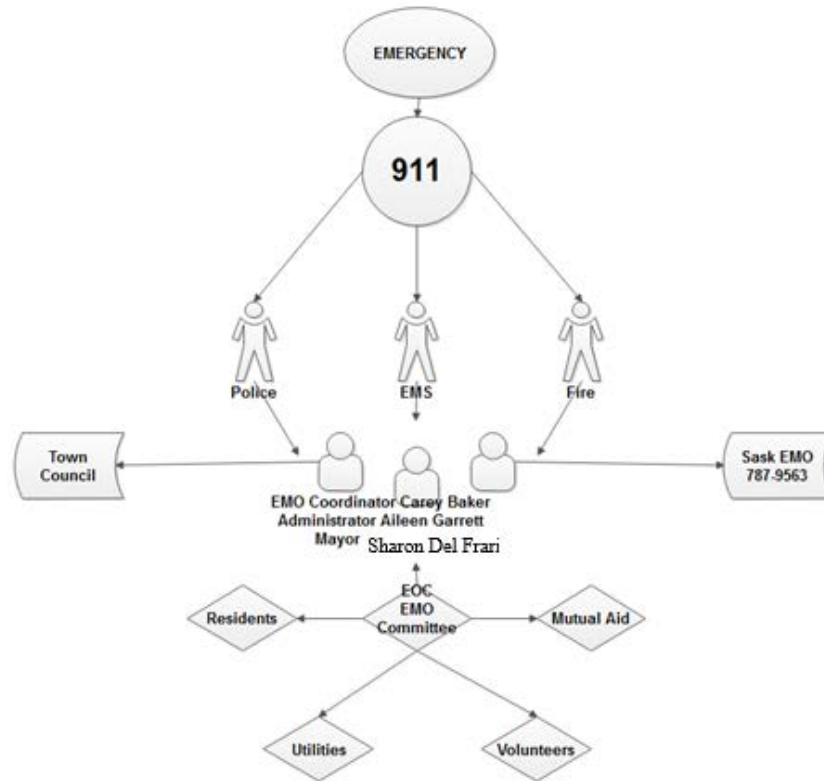
Website Post Authorization- Carey Baker/Nicole Headrick

Town of Unity Notification (text, email, call)- Carey Baker/Nicole Headrick

SaskAlert Call-In Notification Authorization- Carey Baker/Rhonda Brandle

Amended: March 9th, 2021

EMERGENCY NOTIFICATION SYSTEM



Sask EMO- 1-306 - 787-9563

Police- Grant Rusk

Fire- Leroy Timmermans

EMS- Leah Du Rose

EMO Coordinator- Carey Baker

CAO- (Alt/Assist EMO Coordinator) Aileen Garrett

Mayor- Sharon Del Frari

RM of Round Valley Reeve- Brad Ireland

Mutual Aid- Wilkie – Wilkie Town Office: Lana Gerein

Public Works- Jake Senger

Dangerous Goods Incident- Canutec - *666 or 1-613-996-6666

Spill Control- 1-800-667-7525

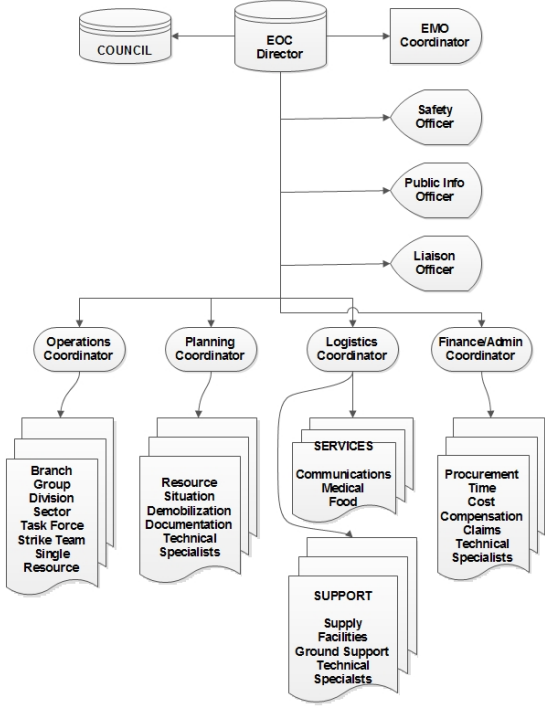
Red Cross – 1-888-800-6493

Telecommunications: Sasktel – 1-800-727-5835

Amended: January 18, 2017

March 9, 2021

EMERGENCY OPERATIONS CENTRE (EOC)



Main Location

#2-100 1st Ave W- Town Office: Council Chambers

- EOC Kit/MAPS- located in Economic Development Office
- P25 Radio- located in Economic Development Office
- wifi- passcode
- Additional rooms- Committee Room, Economic Development lobby, Library

Alternate Location(s)

- a) Curling Arena Lounge- 7th Ave E
- b) North West Terminal Board Room
- c) Trans Gas Meeting Room
- d) Town of Wilkie Council Chambers

Amended: April 21, 2016
March 9, 2021

DECLARATION OF EMERGENCY



See Bylaw No 805-P-04 (Town of Unity Emergency Measures) Appendix A for Quorum Resolution, and Appendix B for Absence of Quorum Resolution in Attachments. ****CALL 1-800-667-9660 TO ANNOUNCE DECLARATION****

Amended: March 9, 2021

ATTACHMENTS

- Town of Unity EMO Bylaw- Resolutions
- Mutual Aid Agreements
- Emergency Planning Act
- Emergency Contact and Resource List
- EMO Committee
- EOC Job Descriptions
- Hazard Contingency Plans
- Shelter in Place/Evacuation Plans
- Door-to-Door Evacuation Zone Maps

BYLAW NUMBER 805-P-04
OF THE TOWN OF UNITY
IN THE PROVINCE OF SASKATCHEWAN

A Bylaw to establish an emergency measures organization.

NOW, THEREFORE, THE MUNICIPAL COUNCIL OF THE TOWN OF UNITY IN OPEN COUNCIL DULY ASSEMBLED ENACTS AS FOLLOWS:

1. The Council shall establish a Local Emergency Measures Organization to deal with any emergency or disaster that may occur.
2. The Council shall appoint a person as a Local Emergency Measures Co-ordinator; and
3. The Council shall establish a Local Emergency Planning Committee composed of:
 - a. the Emergency Measures Co-ordinator appointed in clause 2. And
 - b. any other persons Council considers necessary.
4. The Emergency Measures Co-ordinator is the Chairperson of the Local Emergency Planning Committee.
5. The Town of Unity shall provide funding as deemed necessary and appropriate in the establishment and maintenance of the Emergency Measures Organization.
6. The Council may enter into agreements with other Municipalities for the purpose of jointly establishing and operating a Mutual Aid Area Emergency Measures Organization.
7. That Bylaws 309-P-87 be repealed.
8. This bylaw shall have full force and effect upon the date of final reading thereof.

MAYOR

TOWN ADMINISTRATOR

SCHEDULE "A"
TO BYLAW 804-P-04

QUORUM OF COUNCIL AVAILABLE

DECLARATION OF A LOCAL EMERGENCY 1

RESOLUTION NO. _____. Date: _____

TOWN OF UNITY

Moved by Alderman _____

Seconded by Alderman _____

WHEREAS the Town of Unity is encountering _____

that requires prompt action to prevent harm or damage to the safety, health or welfare of persons located within the boundaries, of the Town of Unity and to prevent damage to property within those boundaries.

THEREFORE BE IT RESOLVED THAT pursuant to Section 20 of *The Emergency Planning Act*, Chapter. E-8.1 of the Statutes of Saskatchewan, the Council of the Town of Unity declares that a local emergency exists, _____ of the _____ of _____ .
From this _____ day of _____, 20__ to the _____ day of _____, 20__ .

IN WITNESS WHEREOF of the Council of the Town of Unity has by resolution carried, declared this local emergency this _____ day of _____, 20__.

The Town of Unity

Per: _____

(Print Name)

TERMINATION OF LOCAL EMERGENCY 1

PURSUANT to Section 23 of *The Emergency Planning Act, 1989*, the Council of the Town of Unity declares that the Local Emergency is terminated in the Town of Unity.

Dated this _____ day of _____, 20__.

Moved by Alderman _____

Seconded by Alderman _____

Per: _____

(Print Name)

SCHEDULE "B"
TO BYLAW 804-P-04

ABSENCE OF A QUORUM OF COUNCIL

DECLARATION OF A LOCAL EMERGENCY 2

RESOLUTION NO. _____

TOWN OF UNITY

Date: _____

WHEREAS the Town of Unity is encountering _____

that requires prompt action to prevent harm or damage to the safety, health or welfare of persons located within the boundaries, of the Town of Unity and to prevent damage to property within those boundaries.

AND WHEREAS these _____

conditions present such an extreme emergency within the Town of Unity that there is not sufficient time to convene a regularly constituted meeting of the Council of the Town of Unity but rather this emergency compels me to respond to this emergency immediately on behalf of the Town of Unity.

THEREFORE pursuant to Section 20 of *The Emergency Planning Act, 1989*, Chapter. E-8.1 of the Statutes of Saskatchewan, I, Mayor _____, of the Town of Unity declare that a local emergency exists, in the Town of Unity, from this _____ day of _____, 20____ to the _____ day of _____, 20_____.

The Town of Unity

Per: _____

_____ of the Town of Unity.
(Print Name)

TERMINATION OF LOCAL EMERGENCY 2

PURSUANT to Section 23 of *The Emergency Planning Act, 1989*, the Council of the Town of Unity declares that the Local Emergency is terminated in the Town of Unity.

Dated this _____ day of _____, 20_____.

Moved by Alderman _____

Seconded by Alderman _____

Per: _____

_____ (Print Name)

NEWS RELEASE

DECLARATION OF LOCAL EMERGENCY

NEWS RELEASE

The Town of Unity has declared a Local Emergency, due to _____

as of _____ of _____, 20____ at _____.
(time)

This Declaration of Local Emergency is authorized under the Province of Saskatchewan's Emergency Planning Act.

The citizens of the Town of Unity are asked to obey all laws, regulations and orders, for the duration of the emergency. Your co-operation with emergency response personnel will greatly assist in recovering from this emergency. This Declaration requires that these personnel will discharge their duties as required.

END OF NEWS RELEASE

THIS AGREEMENT made this 24th day of Sept. A.D., 2013

BETWEEN:

Town of Unity

A municipal corporation in the Province

of Saskatchewan

and

Town of Wilkie

A municipal corporation in the Province

of Saskatchewan

WHEREAS:

- A. The Town of Unity and the Town of Wilkie exist in close proximity; and:
- B. The Town of Unity and the Town of Wilkie operate fire departments and provide certain suppression, rescue, and/or dangerous goods services to their respective populations; and:
- C. The Parties mutually acknowledge that each may not in all cases be able to respond with sufficient resources to calls for Fire Services from within their jurisdictions, and the Councils of the Town of Unity and Town of Wilkie deem it expedient and in the public's best interest to agree between them that the Parties may provide aid, each to the other, in such circumstances; and
- D. The Parties are empowered pursuant to Sec. 42 of the Municipalities Act, 2006 to enter into agreement with other municipalities for the furnishing of firefighting services and fire-fighting equipment beyond their boundaries, on any terms that may be agreed upon; and
- E. The Parties wish to agree herein to terms upon which fire-fighting services and equipment may be provided:

NOW THEREFORE THIS AGREEMENT WITNESSES:

SECTION 1: DEFINITIONS

1.1 The following words and phrases shall have the meanings ascribed to them in this Section 1 for the purposes of this agreement;

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

Per Incident Charge(s)- means those charges for the provision of Fire Services set forth in Section hereto, which charges may be adopted and which may be amended from time to time by bylaw of the Council of each Party.

Fire Services- means fire-fighting, rescue and/or dangerous goods assistance and other mishaps which may occur in any municipality from time to time.

Fire Services Agreement- means an agreement between either Party hereto and another municipality by which certain fire-fighting and other services are provided to that municipality, but excludes mutual aid agreements between municipalities.

Fire Chief- for the purposes of Section 6 & 7 of this agreement, means the Chief of the Assisting Party or the Requesting Party, as the case may be, and includes other personnel as are authorized by their department policy to request or extend aid under this agreement.

Incident Command Procedures- means those procedures for the establishment and transferring of command over fire-fighting and related services at the scene of an emergency response as described in Section 4 of this agreement.

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

SECTION 2: TERM OF AGREEMENT

2.1 This agreement shall be in force and effect from the effective date, and shall continue in effect until terminated by either Party in accordance with the provisions of Section 13.

2.2 The effective date shall be the date upon which the last Party executes this agreement, following ratification hereof by bylaw of the Councils of each Party.

SECTION 3: FIRE SERVICE MUTUAL AID

3.1 As and from the effective date; each Party hereto may request Fire Services from the other Party and such Fire Services, if given, shall be requested and extended in accordance with and subject to the terms and conditions set forth in this agreement.

3.2 Fire Services may be requested either where the Requesting Party is unable to respond to a call within its jurisdiction or is unable to respond with sufficient manpower or equipment, in the opinion of the Requesting Party. In addition to the above, Fire Services may be extended without request if the Party that holds primary responsibility for the jurisdiction in which an emergency is taking place is unable to be contacted.

3.3 Where the Requesting Party is privy to a Fire Services Agreement, the geographic area covered in the Fire Services Agreement shall for the purposes hereof be deemed to be within the jurisdiction of the Requesting Party, without inquiry by the Assisting Party. In such cases the Requesting Party shall be principally liable for the payment of the service charges of the Assisting Party whether or not the municipality receiving aid under the Fire Services Agreement disputes such charges.

SECTION 4: JURISDICTION AND COMMAND

4.1 Where the Requesting Party has been unable to respond to a call for Fire Services, the Assisting Party shall have command of the response and shall provide Fire Services in accordance with all applicable policies, operating procedures, directives, manuals, and/or practices of the Assisting Party.

4.2 Where the Requesting Party requests assistance but has responded or intends to respond to a separate call, the first Party on the scene shall establish a command, and shall retain jurisdiction and command over Fire Services unless command is formally turned over to the other Party in accordance with appropriate Incident Command Procedures.

SECTION 5: EFFECT OF COMMAND

5.1 The Party which establishes or assumes command may direct the other Party in accordance with the policies, procedures, practices, and methodologies adopted or followed by the commanding Party.

5.2 The Party subject to the commands of the other shall respond to such command whether or not such commands are in accordance with policies, procedures, practices and methodologies adopted or followed by the subordinate Party.

5.3 Nothing set forth in subsections 5.1 or 5.2 above shall require the subordinate Party to act or suffer or permit any action which may be contrary to law or which places personnel or equipment of that Party unduly at risk.

SECTION 6: ASSISTANCE DISCRETIONARY

6.1 The Parties acknowledge that each has a primary obligation to provide Fire Services within the boundaries of its own municipality and/or Fire Protection District, and that the provision of aid to the Requesting Party may not be advisable, on a call by call basis, having regard to such factors as the state of available resources, the nature of the incident giving rise to the request for aid, the travelling distance involved, and the existence or apprehension of emergencies or potential

emergencies within the Assisting Party's municipality. Accordingly, the Fire Chief of a Party that receives a request to assist another Party shall have the sole and unfettered discretion to decline to authorize Fire Services to the Requesting Party and may exercise such discretion without stating reasons. Further, the Assisting Party may divert personnel and equipment to another scene notwithstanding a response in aid of the Requesting Party or may withdraw from a scene, whether or not the Assisting Party is in command thereof, if in the sole discretion of the Fire Chief of the Assisting Party another alarm, emergency or location should be afforded a higher priority, and may exercise such discretion without stating reasons.

6.2 Notwithstanding anything to the contrary in this agreement, the Assisting Party shall under no circumstances be liable for any damages or injury for failing to respond to any call or for delay in responding to any call or as a result of the failure of the equipment to attend to the incident scene.

SECTION 7: PROCEDURES FOR REQUESTS

7.1 The Fire Chief of the Requesting Party shall have and is hereby granted full and sufficient authority to request Fire Services from the Assisting Party.

7.2 The Fire Chief of the Assisting Party shall have and is hereby granted full and sufficient authority to provide, or, in his discretion, to decline to provide Fire Services to the Requesting Party.

7.3 The Fire Chief of the Assisting Party is further authorized to dispatch such personnel and equipment as can be allocated, in his judgement, for the response, and may do so without verifying the bona fides of the call or the alarm giving rise to the request. The Parties agree to cooperate in establishing protocols for confirming the identity of the caller on behalf of the Requesting Party so as to preclude so far as possible requests for assistance being made under false pretences.

SECTION 8: PER INCIDENT CHARGE

8.1 The Assisting Party may charge fees as described in Appendix 1.0 attached to and forming part of this agreement.

8.2 It is acknowledged that Per Incident Charges are reviewable from time to time by the respective Councils of the Parties. Fees may be amended, by bylaw, on or before April 1st, for the ensuing year, for so long as this Agreement remains in force. Per Incident Charges so approved shall be annexed to this agreement in place of those fees in Appendix 1.0.

8.3 Following the provision of Fire Services, the Assisting Party shall prepare and deliver to the Requesting Party an itemized invoice for payment, in accordance with rates set forth in Appendix 1.0, and the Per Incident Charge shall constitute a debt of the Requesting Party. The Requesting Party shall remit payment of the amount so billed within 30 days of receipt of the invoice. Failing payment as required, the Requesting Party shall pay interest on the debt or such portion thereof as remains unpaid, will have an interest charged at 1.25% per month (15% per annum).

SECTION 9: EMERGENCY MEASURES

9.1 The Parties acknowledge that each has an Emergency Measures Plan in effect in accordance with The Emergency Planning Act, 1989. The provision of this agreement is not in lieu of plans made in respect of emergency measures nor does this agreement derogate from the duty of the Parties hereto to follow protocols and lawfully report to authorities and agencies in the case of discharges of pollutants, spills or discharges of hazardous materials, hazardous waste, disaster in the transportation of dangerous goods and incidents of the like.

SECTION 10: INSURANCE

10.1 Each Party hereto shall obtain and keep in force all risk property insurance covering, on an appraised cost basis, vehicles and equipment which may be employed in the provision of assistance under this agreement.

10.2 Each Party hereto shall obtain and keep in force Comprehensive Liability Insurance covering the operations of its fire department, including unlicensed vehicles, in an amount not less than \$5,000,000 per occurrence.

SECTION 11: MUTUAL RELEASES

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

SECTION 12: INDEMNIFICATION

12.1 The Parties expressly covenant and agree that the Requesting Party shall, in respect of third party claims of any nature arising from the provision of Fire Services by the Assisting Party under this agreement, indemnify and hold harmless and keep indemnified and held harmless the Assisting Party from and against all losses, claims, costs, expenses, demands, action and causes of action (hereinafter in this Article 12 called "costs") asserted by third parties, save and except and this covenant of indemnity expressly excludes, such costs or portions of costs as are attributed to the negligence or breach of covenant herein committed by the Assisting Party, its officers, employees and/or volunteers. Notwithstanding termination of this agreement in accordance with Article 13, the covenant of indemnity shall apply to such costs as arise in consequence of the provision of Fire Services by the Assisting Party during the currency of the Agreement.

SECTION 13: TERMINATION

13.1 Either Party hereto may terminate this agreement upon thirty (30) days written notice to such effect delivered to the other Party.

SECTION 14: GENERAL AND MISCELLANEOUS

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

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

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

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

a) is and is deemed to be independent of the remainder of the Agreement and to be severable and divisible therefrom and its unenforceability or illegality does not affect, impair, or invalidate the remainder of the Agreement or any part thereof; and

b) continues to be applicable to and enforceable to the fullest extent permitted by law against any person and circumstance other than those to whom it has been held or rendered unenforceable or illegal.

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

14.5 No waiver shall be inferred or implied by any forbearance by a Party hereto or anything done or omitted to be done by a party with respect to a default, breach, or nonobservance except only an express waiver in writing and then only to the extent expressly stipulated and necessary to give effect to such express waiver.

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

14.7 Any notice or demand required or permitted to be given to either party hereto pursuant to this Agreement (excluding requests for assistance contemplated in Section 3) shall be in writing and may be delivered. If mailed to the party in person (or agent) or by sending it by prepaid registered mail addressed to the other Party or to such alternate addresses as either party may be notice from time to time advise, and if mailed as aforesaid shall be deemed to be given three (3) days following the date of such mailing. Any such notice, demand, request, or consent is conclusively deemed to have been given or made on the day upon which it is delivered, or, if mailed and postal service is interrupted or substantially delayed, any notice, demand, request, or other instrument shall be delivered only in person to the other party.

14.8 Time is of the essence of the Agreement and of every part thereof.

14.9 This Agreement shall be binding upon and endure to the benefit of the Parties, their respective successors and representatives.

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



THE TOWN OF UNITY

Debra Mulgan

MAYOR

Alex Barrett

ADMINISTRATOR

THE TOWN OF WILKIE

[Signature]

MAYOR

Jane Green

ADMINISTRATOR

APPENDIX 1.0 : PER INCIDENT CHARGES

TOWN OF UNITY

Rural #1

\$500 – 1st Hour

\$150- per hour after 1st Hour

Rural #2- Peterbuilt

\$500- 1st Hour

\$150- per hour after 1st Hour

Rural #3

\$100- per hour

Rescue Van

\$800- per hour if Jaws are used

\$625- per hour for vehicle fires

\$100- per hour used to haul personnel or equipment

Firefighter Wages

\$22 per hour, minimum 3 hour charge

TOWN OF WILKIE

Engine/Pumper

\$700 – 1st Hour

\$200 – per hour after 1st Hour

Water Hauler

\$200 per hour

Rescue Van

\$200 – 1st Hour

\$50 – per hour after 1st Hour

Jaws of Life

\$350

Firefighter Wages

\$24 per hour, minimum 3 hour charge

Other

Class A Foam - \$30 per gallon

Dry Fire Extinguishers \$20 each

The Emergency Planning Act

being

Chapter E-8.1 of the *Statutes of Saskatchewan, 1989-90* (effective November 1, 1989) as amended by the *Statutes of Saskatchewan, 1992, c.A-24.1; 1993, c.4; 1998, c.P-42.1; 2002, c.C-11.1; 2003, c.29; and 2013, c.R-9.11.*

NOTE:

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

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CHAPTER E-8.1

An Act respecting Emergencies

PART I

Title and Interpretation

Short title

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

Interpretation

2 In this Act:

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

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

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

PART II Emergency Planning

Saskatchewan Emergency Planning established

- 3(1) Saskatchewan Emergency Planning is continued as a unit of the department to be known as the Saskatchewan Emergency Management Organization.
- (2) The minister may designate an employee of the department as the chief of emergency management.
- (3) Any officers or other employees that are considered necessary for the purposes of this Act and the regulations may be employed pursuant to *The Public Service Act, 1998*.
- (4) The chief of emergency management and the officers and employees employed for the purposes of this Act and the regulations shall perform the duties assigned to them by this Act, the regulations and the minister, and may exercise the powers given to them by this Act and the regulations.

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

Committee established

- 4(1) The provincial planning committee is established, consisting of those members that may be appointed by the Lieutenant Governor in Council.
- (2) Any members of the provincial planning committee who are not employed by a department or agency of the Government of Saskatchewan or a Crown corporation are entitled to remuneration for their services as members and for any expenses they incur while acting as members in accordance with rates fixed by the minister.

EMERGENCY PLANNING

c. E-8.1

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

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

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

Duties of committee

5 The provincial planning committee shall:

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

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

Emergency planning districts

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

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

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

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

Emergency planning district committees

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

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

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

c. E-8.1**EMERGENCY PLANNING**

(3) Every:

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

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

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

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

Duties of district committee

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

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

Local emergency plans

9(1) Every local authority shall:

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

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

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

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

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

Duty of local authorities

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

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

Mutual aid areas

11(1) In this section:

- (a) “**regional park**” means a regional park established or continued pursuant to *The Regional Parks Act, 2013*;
 - (b) “**regional park authority**” means a regional park authority constituted or continued pursuant to *The Regional Parks Act, 2013*.
- (2) For the purposes of establishing a mutual aid area, a local authority may enter into agreements with all or any of the following:
- (a) other local authorities;
 - (b) regional park authorities;
 - (c) the member of the Executive Council responsible for the administration of *The Parks Act*.
- (3) The purpose of establishing a mutual aid area is to pool the resources of local authorities, regional park authorities and the Crown in right of Saskatchewan in order to improve their emergency response capabilities with respect to regional parks, provincial parks designated pursuant to *The Parks Act* and municipalities located within the mutual aid area.
- (4) Subject to the limitations set out in *The Government Organization Act*, the member of the Executive Council responsible for the administration of *The Parks Act* may enter into agreements with local authorities and regional park authorities for the purposes of establishing a mutual aid area.

1993, c.4, s.7; 2013, c.R-9.11, s.34.

Regulations

12 The Lieutenant Governor in Council may make regulations:

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

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

Minister's powers and duties**13** The minister may:

- (a) review and:
 - (i) approve; or
 - (ii) require modification of;

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

that is or may create a hazard to persons or property, to develop a plan and program in conjunction with local authorities to remedy or alleviate the hazard and to meet any emergency that may arise from the hazard.

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

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

Protection from action

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

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

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

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

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

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

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

Offence

16 Any person who:

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

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

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

PART III
State of Emergency

Emergency declaration

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

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

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

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

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

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

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

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

Powers of minister in an emergency

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

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

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

Termination of emergency declaration

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

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

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

(2) Immediately after:

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

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

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

Local emergency declaration

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

(2) Where:

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

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

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

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

(4) Immediately after the making of a local emergency declaration, the local authority shall cause the details of the declaration to be published by any means of communication that it considers is most likely to make those details known to the majority of the population of the area of the municipality affected by the contents of the declaration.

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

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

Powers of local authority**21(1)** On the making:

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

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

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

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

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

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

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

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

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

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

Expiry, renewal and cancellation

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

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

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

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

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

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

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

Termination of a local declaration

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

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

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

(2) Immediately when:

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

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

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

Dispute to compensation

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

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

PART III.1

Disaster Assistance Program

Regulations

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

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

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

1993, c.4, s.12.

PART IV Repeal and Coming into Force

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

25 *The Civil Defence Act* is repealed.

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

Coming into force

26 This Act or any provision of this Act comes into force on a day or days to be fixed by proclamation of the Lieutenant Governor.

1989-90, c.E-8.1, s.26.

Attachment- Town of Unity EMO Plan

TOWN OF UNITY EMO COMMITTEE

[Home](#)

[Cell](#)

[Email](#)

EMO Coordinator- Carey Baker

CAO- Aileen Garrett

Mayor- Sharon Del Frari

Councillor- Bob Abel

Sergeant Grant Rusk

Chief Leroy Timmermans

SHA - Jaymie Middleton

RM- Rhonda Brandle

RM- Merv Bosch

EMS Leah Du Rose

Ashley Hamilton

Amended:

April 21, 2016

January 18, 2017

February 27th, 2019

March 9th, 2021

EOC Job Descriptions

MAYOR AND COUNCIL

- Will NOT be a part of the EOC.
- Assists to implement to EMO Plan.
- May declare an Emergency.
- Consults with EOC Director to activate the EOC.
- Mayor will be available to media and will coordinate all media interviews and prepared releases with EOC Director and Public Information Officer.

Amended:

EOC Job Descriptions

EOC DIRECTOR

- Communicate with First Responders
- Communicate with Mayor/Council
- Communicate with EMO Coordinator
- Initial Call-out/Contact EOC Team
- Activate EOC
- Initially performs all organization duties (operations, planning, logistics)
- Initially performs all staff duties (safety, liaison, information officer)
- Advise Council on Emergency Declaration
- Advise Council on appointing Emergency Site Manager
- Implement Emergency Plan
- Request Mutual Aid (if required)
- Review and authorize media releases
- Coordinate all EOC activities
- Logs all activities and decisions

Amended:

EOC Job Descriptions

EMERGENCY (EMO) COORDINATOR

- Assists the EOC Director
- Prepares work stations for EOC Team
- Provides Resource Lists
- Mobilizes and Coordinates Volunteers
- Liaises with Government Agencies
- Post-emergency reporting
- Amends Emergency Plan
- Logs all actions and decisions

Amended:

EOC Job Descriptions

SAFETY OFFICER

- Makes plans to assure safety and security of EOC and related decisions
- Minimizes business and community losses
- Reduces impact on victims
- Safety Officer has the authority to halt all or any unsafe condition, notifying the EOC Director of actions taken.
- Logs all actions and decisions

Amended:

EOC Job Descriptions

LIASION OFFICER

- Point of contact for all agencies and companies
- Keeps supporting agencies aware of incident status
- Participates in EOC Meetings to report on current resource status including limitations and capabilities of assisting agencies.
- Logs all actions and decisions

EOC Job Descriptions

PUBLIC INFORMATION OFFICER

- Central point to distribute information
- Functions include media relations, public information, and internal sharing of information
- Monitors the media
- Monitors public reaction
- Provides timely reports for public including Emergency declarations or other emergency information.
- Establishes media facilities
- Establishes a public inquiry system
- Any and all Media Releases and other Public Information MUST be authorized by the EOC Director.
- Logs all actions and decisions

EOC Job Descriptions

OPERATIONS COORDINATOR

- Provides situation and resource information to the Planning Coordinator.
- Coordinates critical services and resources if more than 1 site, regional, or area is involved.
- Coordinates activities of the functional branches assigned to operations (i.e. Fire, Police, EMS, Public Works).

Amended:

EOC Job Descriptions

PLANNING COORDINATOR

- Responsible for organizing:
 - a) Resources
 - b) Documentation
 - c) Advance Planning
 - d) Demobilization
 - e) Recovery
 - f) Technical specialists

- Facilitates Planning Meetings

Attachment- Town of Unity EMO Plan

EOC Job Descriptions

LOGISTICS COORDINATOR

- Develops and implements parts of the EMO/EOC Plan
- Activates and supervises units in the Logistics Branch.
- Ensures comfort, health and personal needs

Amended:

EOC Job Descriptions

FINANCE/ADMIN COORDINATOR

- Ensures financial records are maintained.
- Ensures collection of personnel records
- Ensures damage claims are documented (including workers compensation claims)
- Ensures documents initiated at the incident and the EOC are properly prepared and completed

Amended:

HAZARD CONTINGENCY

WEATHER RELATED INCIDENT

Immediate/Short Term (i.e. Tornado/Plow wind)

- Consult with weather information/Environment Canada
- Consult with First Responders
- Implement relevant/required portions of EMO Plan
- If incident is imminent take immediate action
- Communicate with Public – Twitter, Facebook, e-subscriber list, public notification system, media
- Contact Fire Chief to sound Town siren

Suggested Message- “A weather-related incident may occur. Take shelter immediately and retain your home emergency kit. It is best to take shelter in basements or inner hallways without windows. We will contact you with more information as soon as possible”

- Determine additional course of action post-event

Prolonged (i.e. snow storm, roads/utilities)

- Consult with weather information/Environment Canada
- Consult with First Responders/Public Works
- Implement relevant/required portions of EMO Plan
- Refer to Emergency Contact and Resource List to address situation or mitigate damage
- Communicate with Public – Twitter, Facebook, e-subscriber list, public notification system, Talk Mail, media
- Determine additional course of action post event

HAZARD CONTINGENCY DANGEROUS GOODS INCIDENT

- Consult with Local First Responders
- Product information and emergency response instruction can be found on the vehicle/vessel.
- Refer to Transport Canada Emergency Response Guidebook
- Consult with First Responders/Public Works
- Implement relevant/required portions of EMO Plan
- Refer to Emergency Contact and Resource List to address situation or mitigate damage

SPECIFIC CONTACTS TO ADVISE OF SPILL OR INCIDENT

Sask EMO- 1-306-787-9563

Sask Environment Spill Control 1-800-667-7525

Transport Canada CANUTEC 1-613-996-6666

- Communicate with Public – Twitter, Facebook, e-subscriber list, public notification system, Talk Mail, media
- If required and advised to do so, implement 'Shelter-In-Place' advisement
- Suggested Message- "A hazardous material incident has occurred. Please take shelter and remain in place. Close all windows and doors, turn off all fans and air conditioning, seal windows and doors if possible."
- Determine additional course of action post event

HAZARD CONTINGENCY

RAIL INCIDENT

- Consult with Local First Responders
- If required contact the appropriate rail agency listed below:

<p>-Near Unity Northwest Intersection (Cemetery/Landfill area) CPR 1-800-716-9132 Crossing No. 22625</p> <p>-Near Unity Northeast Intersection (to Cut Knife/Hwy 21) CPR 1-800-716-9132 Crossing No. 22624</p> <p>-Near Unity East Intersection (Subway/Hwy 14) CNR 1-800-465-9239 Mile 57.07 Wainwright Sub</p> <p>-Near Unity West Entrance (Hospital crossing) CNR 1-800-465-9239 58.36 Wainwright Sub</p>

- Contact Transport Canada CANUTEC 1-613-996-6666
- Implement relevant/required portions of EMO Plan
- Refer to Emergency Contact and Resource List to address situation or mitigate damage
- If required assist lead agency with perimeter control or on any evacuation required (see Door-to-Door Evacuation Zone Maps).
- Communicate with Public – Twitter, Facebook, e-subscriber list, public notification system, Talk Mail, media
- Determine additional course of action post event

HAZARD CONTINGENCY

FIRE/EXPLOSION

- Consult with Local First Responders
- Implement relevant/required portions of EMO Plan
- Review agreement, contact and request Mutual Aid if Fire Chief and Mayor/Council request
- Communicate with Public – Twitter, Facebook, e-subscriber list, public notification system, Talk Mail, media
- If required assist lead agency with perimeter control or on any evacuation required (see Door-to-Door Evacuation Zone Maps).
- Determine additional course of action post event

HAZARD CONTINGENCY EPIDEMIC/MASS ILLNESS

- Consult with Heartland Health Region and Public Health Nurses/Staff.
- Consult with Local First Responders
- Implement relevant/required portions of EMO Plan.
- Assist to implement Heartland Health Region Pandemic/Epidemic Plan.
- Communicate with Public – Twitter, Facebook, e-subscriber list, public notification system, Talk Mail, media
- Determine additional course of action post event

HAZARD CONTINGENCY

UTILITY - WATER FAILURE/SHORTAGE

- Consult with relevant Utility Agency (i.e. Unity Public Works, Sask Power, Sask Energy).
- Consult with Local First Responders
- Implement relevant/required portions of EMO Plan.
- Communicate with Public – Twitter, Facebook, e-subscriber list, public notification system, Talk Mail, media
- If required assist lead agency with evacuation (see Door-to-Door Evacuation Zone Maps).
- Determine additional course of action post event

HAZARD CONTINGENCY FLOODING

- Consult with Unity Public Works.
- Consult with Local First Responders
- Implement relevant/required portions of EMO Plan.
- Communicate with Public – Twitter, Facebook, e-subscriber list, public notification system, Talk Mail, media
- If required assist lead agency with evacuation (see Door-to-Door Evacuation Zone Maps).
- Record individual household reports for Provincial Disaster Assistance Program (PDAP)
- Determine additional course of action post event

HAZARD CONTINGENCY

AIR QUALITY

- Consult with Local First Responders
- Implement relevant/required portions of EMO Plan.
- Communicate with Public – Twitter, Facebook, e-subscriber list, public notification system, Talk Mail, media
- If required assist lead agency with evacuation (see Door-to-Door Evacuation Zone Maps).
- If required and advised to do so, implement 'Shelter-In-Place' advisement:
Suggested Message- "Unity's Air Quality has been compromised. Please take shelter and remain in place. Close all windows and doors, turn off all fans and air conditioning, seal windows and doors if possible."
- Determine additional course of action post event

HAZARD CONTINGENCY

FOOD/WATER CONTAMINATION

- Consult with Heartland Health Region and Public Health Nurses/Staff/Inspector.
- Consult with Saskatchewan Environment and Saskatchewan Health
- Consult with Local First Responders
- Implement relevant/required portions of EMO Plan.
- Communicate with Public – Twitter, Facebook, e-subscriber list, public notification system, Talk Mail, media
- Determine additional course of action post event

HAZARD CONTINGENCY

LOST PERSONS

- Consult with Local First Responders
- Implement relevant/required portions of EMO Plan.
- Communicate with Public – Twitter, Facebook, e-subscriber list, public notification system, Talk Mail, media
- Assist with volunteers and search and rescue as required.
- Determine additional course of action post event

HAZARD CONTINGENCY

AIR ACCIDENT

- Consult with Local First Responders
- Consult with Unity Airport representatives
- Consult with appropriate Provincial and Federal Agencies (i.e. Sask Ministry of Highways and Infrastructure, Transport Canada)
- Implement relevant/required portions of EMO Plan.
- Communicate with Public – Twitter, Facebook, e-subscriber list, public notification system, Talk Mail, media
- If required assist lead agency with perimeter control or on any evacuation required (see Door-to-Door Evacuation Zone Maps).
- Determine additional course of action post event

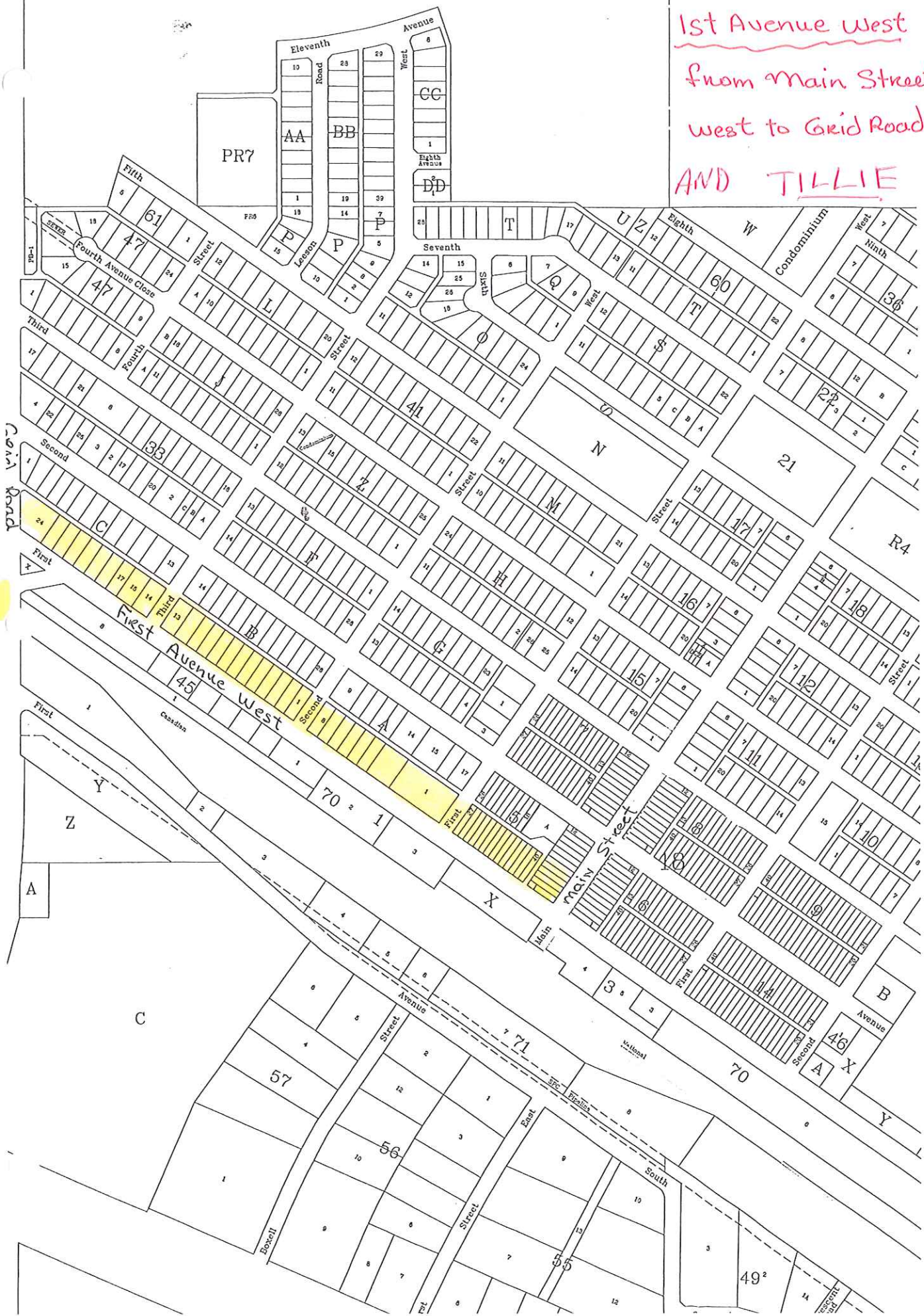
HAZARD CONTINGENCY

BUS/MULTIPLE VEHICLE ACCIDENT

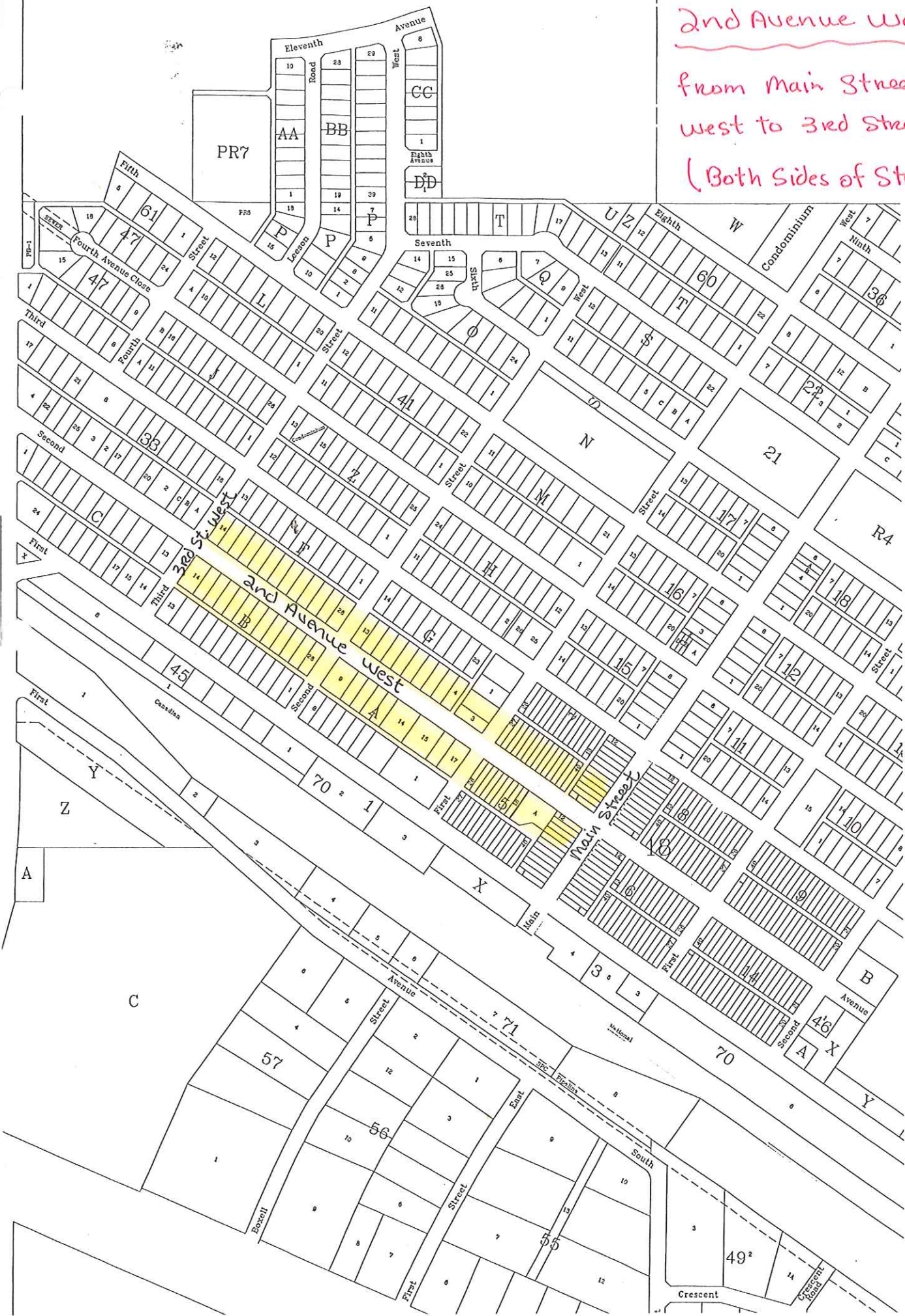
- Consult with Local First Responders
- Implement relevant/required portions of EMO Plan.
- Communicate with Public – Twitter, Facebook, e-subscriber list, public notification system, Talk Mail, media
- Determine additional course of action post event



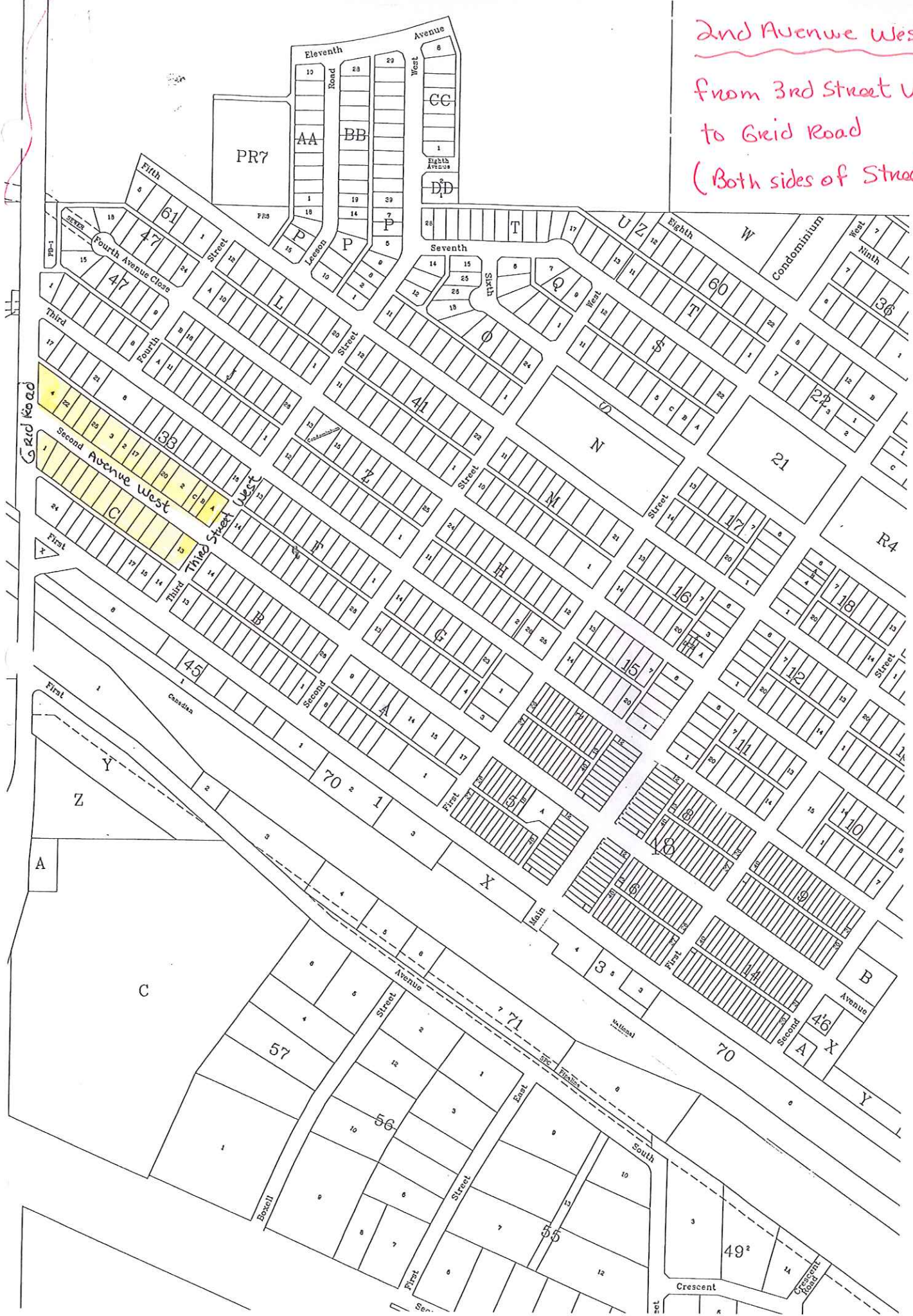
1st Avenue West
from Main Street
west to Grid Road
AND TILLIE



2nd Avenue West
from Main Street
west to 3rd Street West
(Both Sides of Street)



2nd Avenue West
from 3rd Street West
to Grid Road
(Both sides of Street)



3rd Avenue West
from Main Street West
to 3rd Street West
(both sides of Street)

~~Edith~~
Yvonne



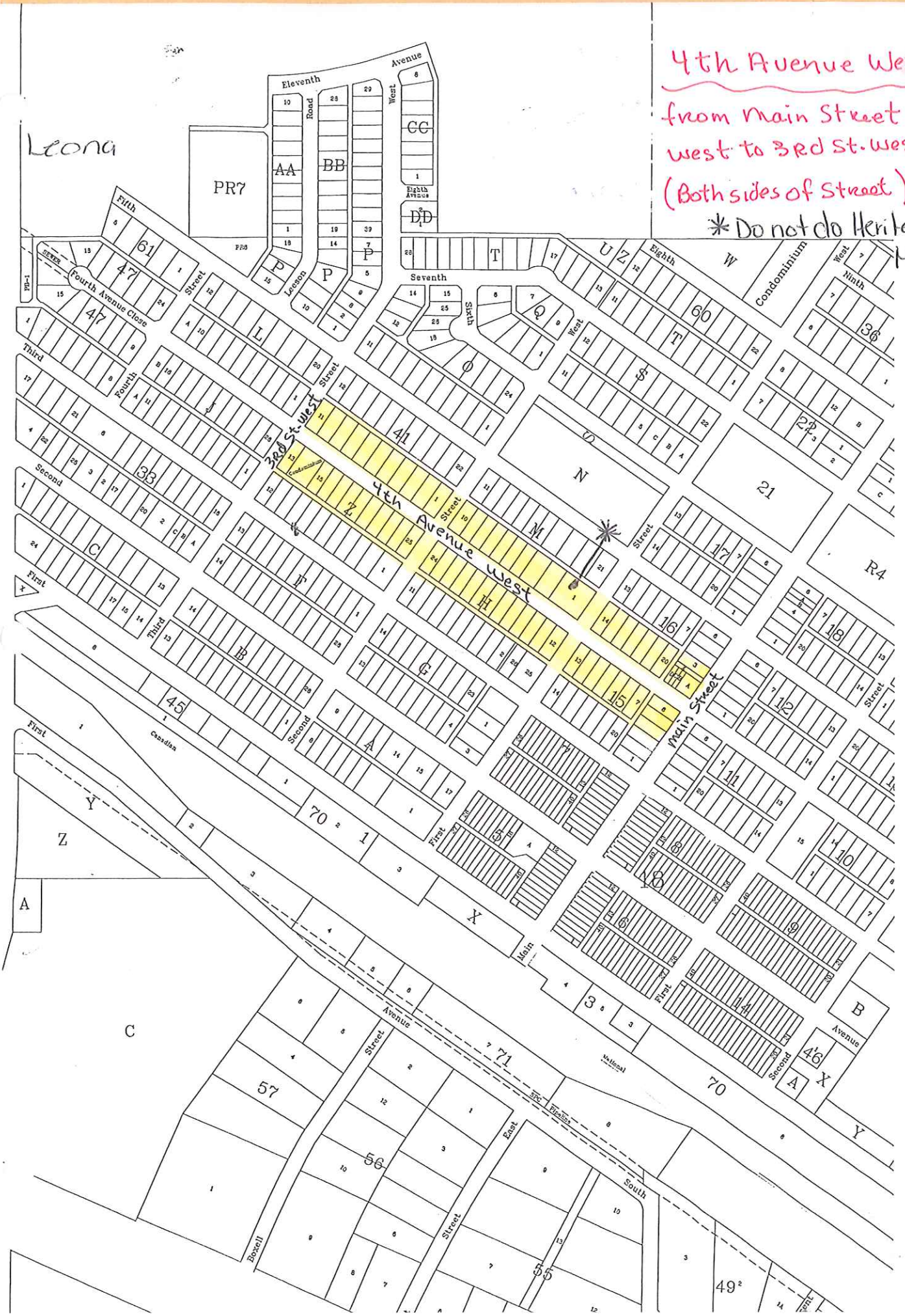
3rd Avenue West
 From 3rd Street West to
 Grid Road. (both sides
 of street)



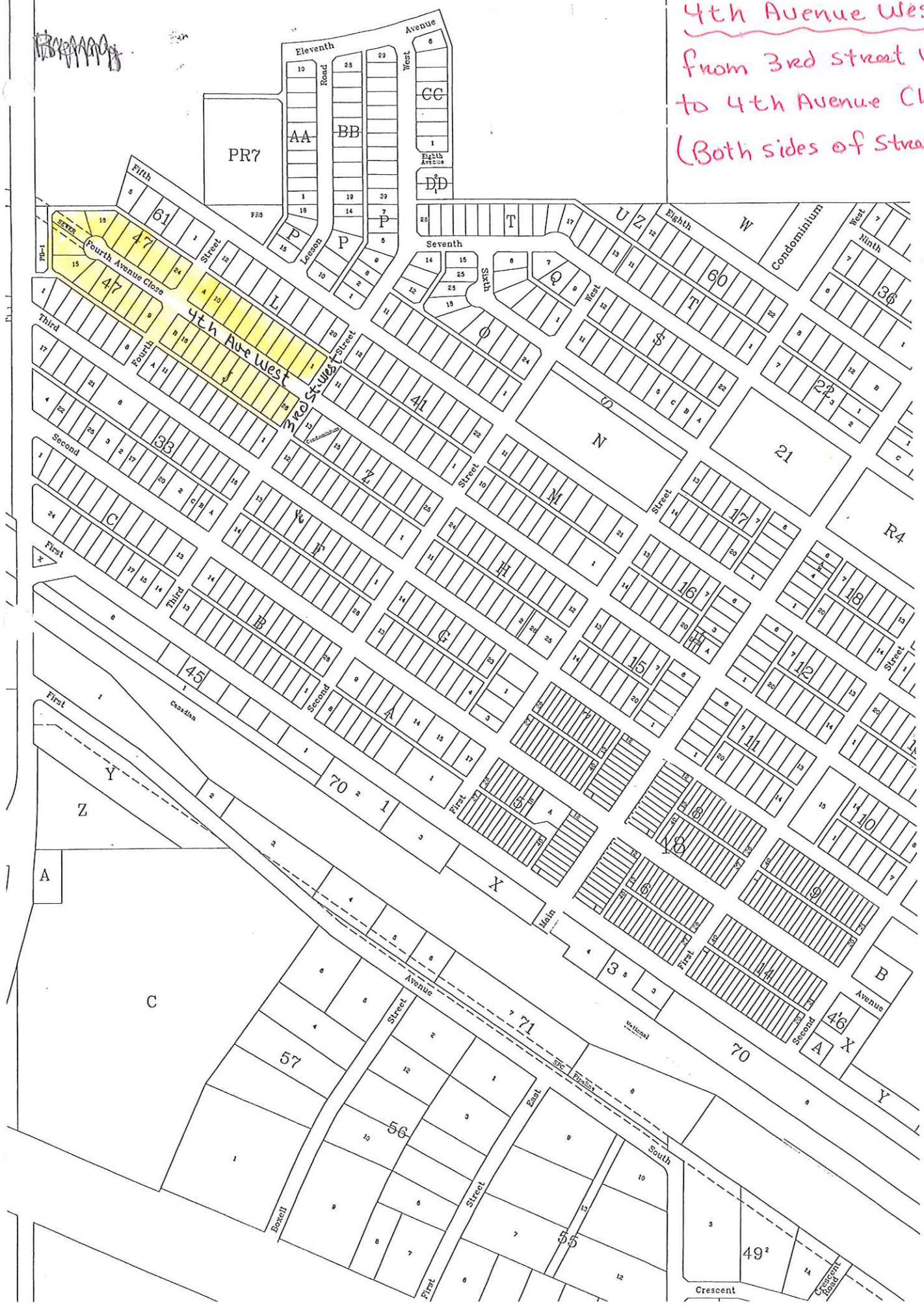
Leona

4th Avenue West
from Main Street
west to 3rd St. West
(Both sides of Street)

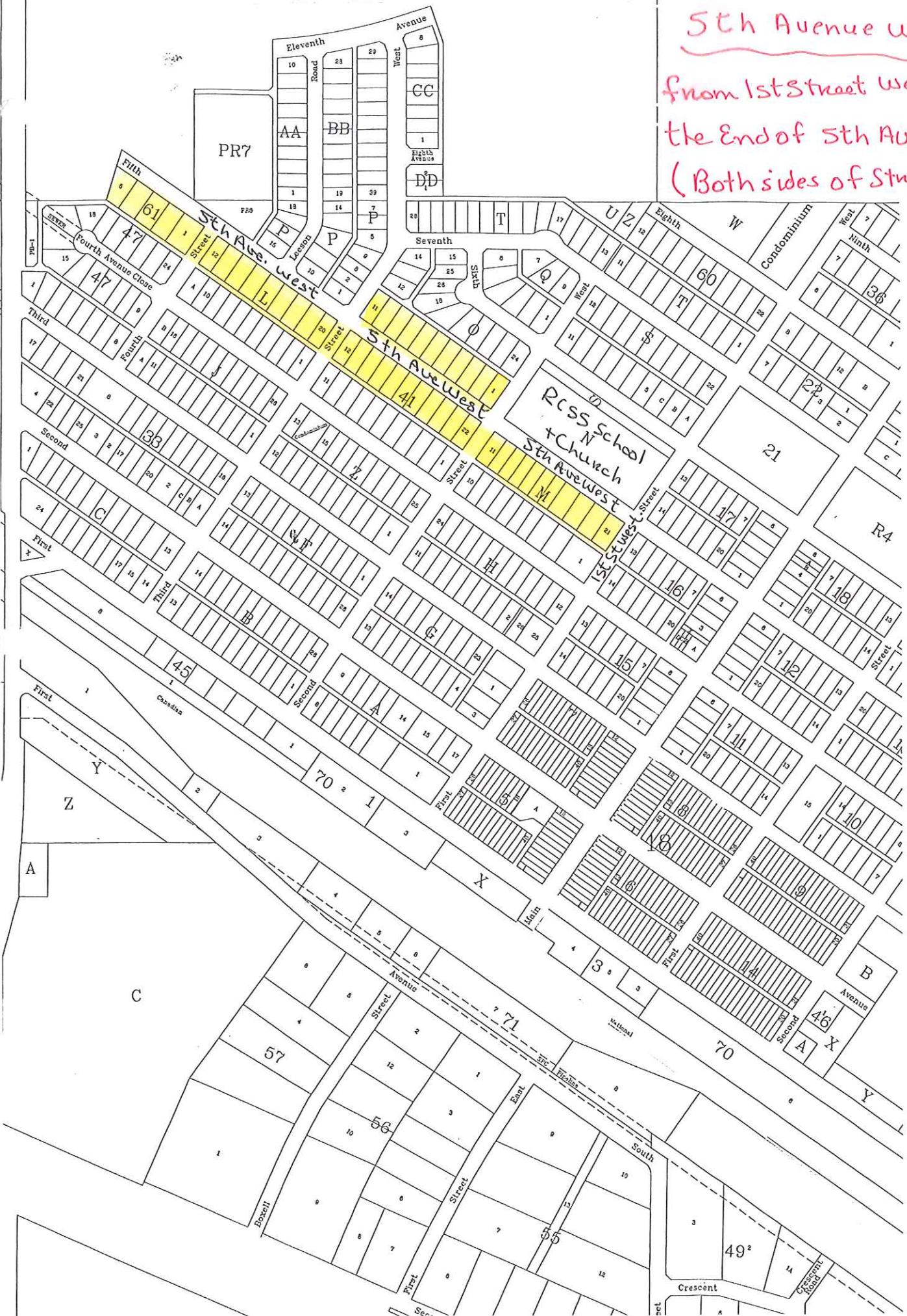
* Do not do Heritage
Manor



4th Avenue West
from 3rd street west
to 4th Avenue Close
(Both sides of street)



5th Avenue West
from 1st Street West to
the End of 5th Ave West
(Both sides of Street)

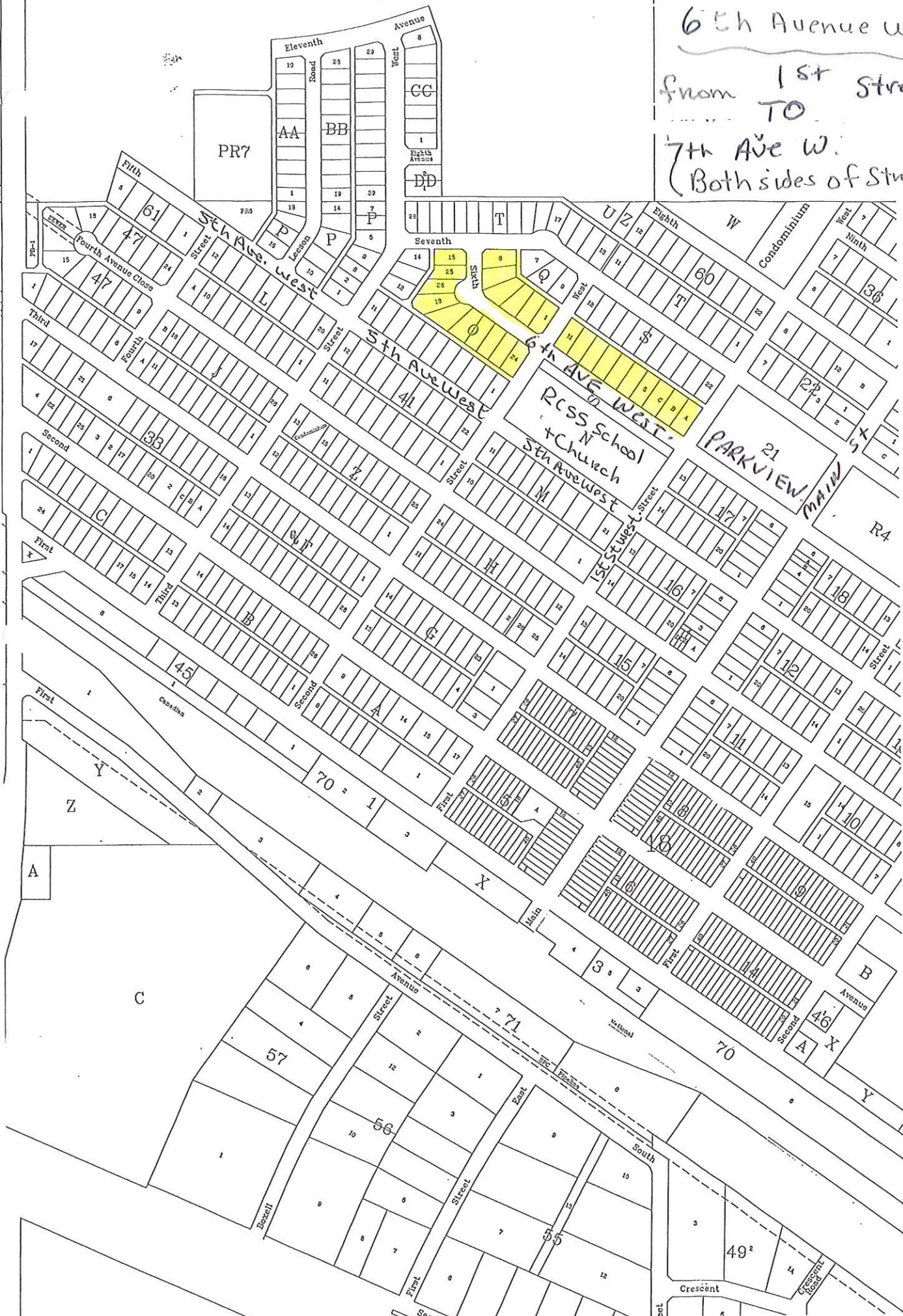


PARKVIEW

5th Avenue West
Main Street - west to
1st Street west on
5th Ave. W + 6th Ave W
(both sides of street)



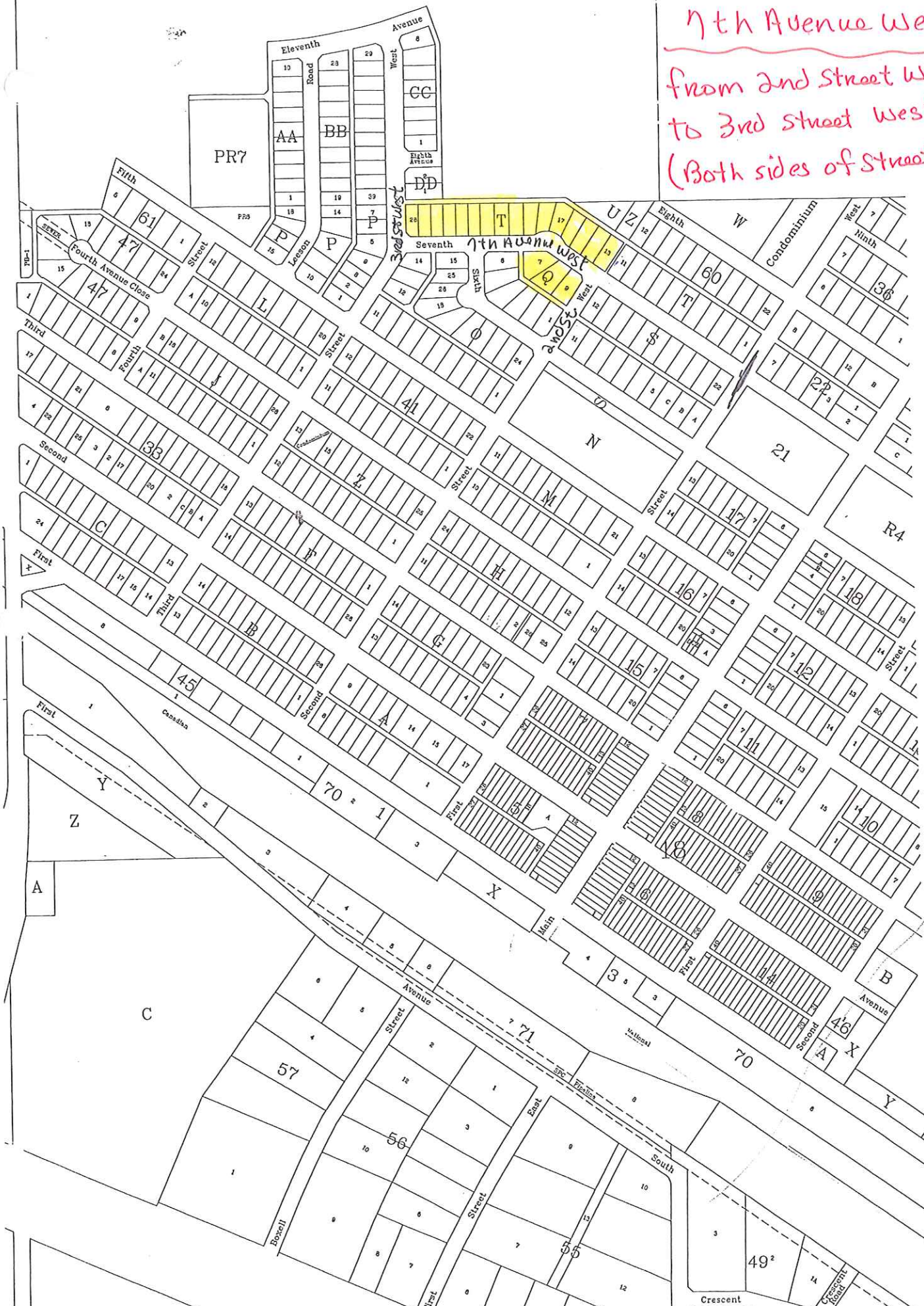
6th Avenue West
from 1st Street W.
TO
7th Ave W.
(Both sides of Street)



7th Avenue West
from Main Street
West to 2nd ^{Street} Ave West
(Both sides of Street)
+ 2 homes on Main Street

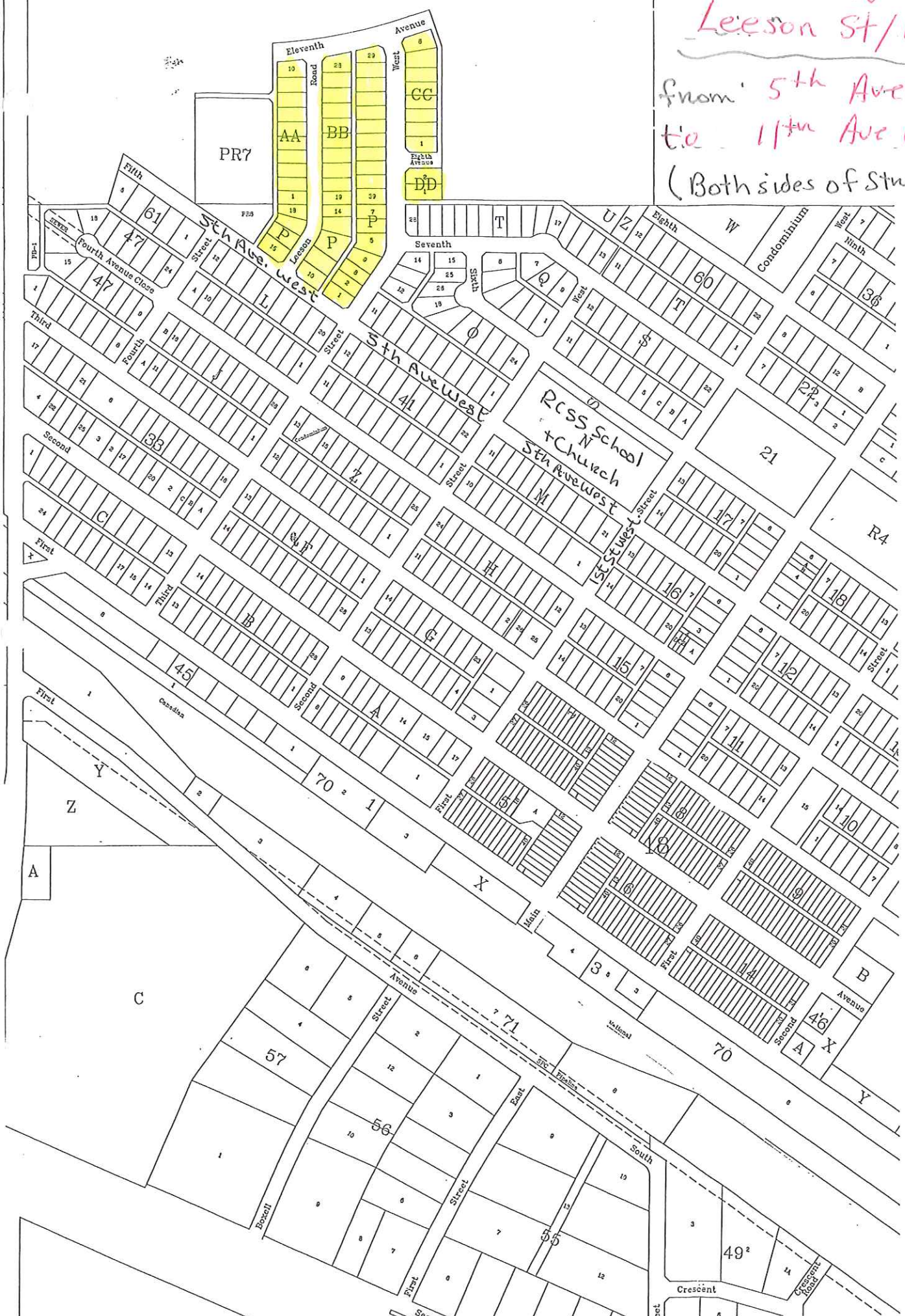


7th Avenue West
from 2nd Street West
to 3rd Street West
(Both sides of Street)



3rd St. W and
Leeson St/Rd.

from 5th Ave W
to 11th Ave W
(Both sides of Street)



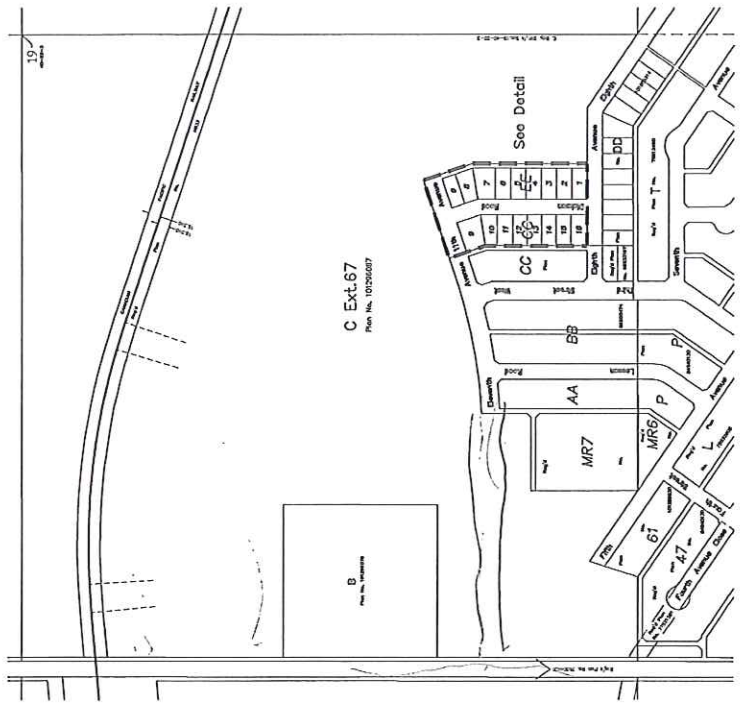
Dickson Rd. (and 8th Ave.)

THE SUBDIVISION SHOWN WITHIN THE BOLD DASHED LINE IS HEREBY APPROVED AS PER THE ATTACHED NOTICE OF DECISION

**PLAN SHOWING
PROPOSED SUBDIVISION
BLOCKS CC AND EE
WITHIN
PARCEL C
PLAN NO. 101296087
S.W.1/4 SEC.19-40-22-W3M**

SCALE 1:1000
BY
J.K. MEYER, S.L.S.
MARCH 3rd, 2006
TOWN OF UNITY
SASKATCHEWAN

Justin Meyer
Justice of the Peace
Saskatchewan Land Surveyor

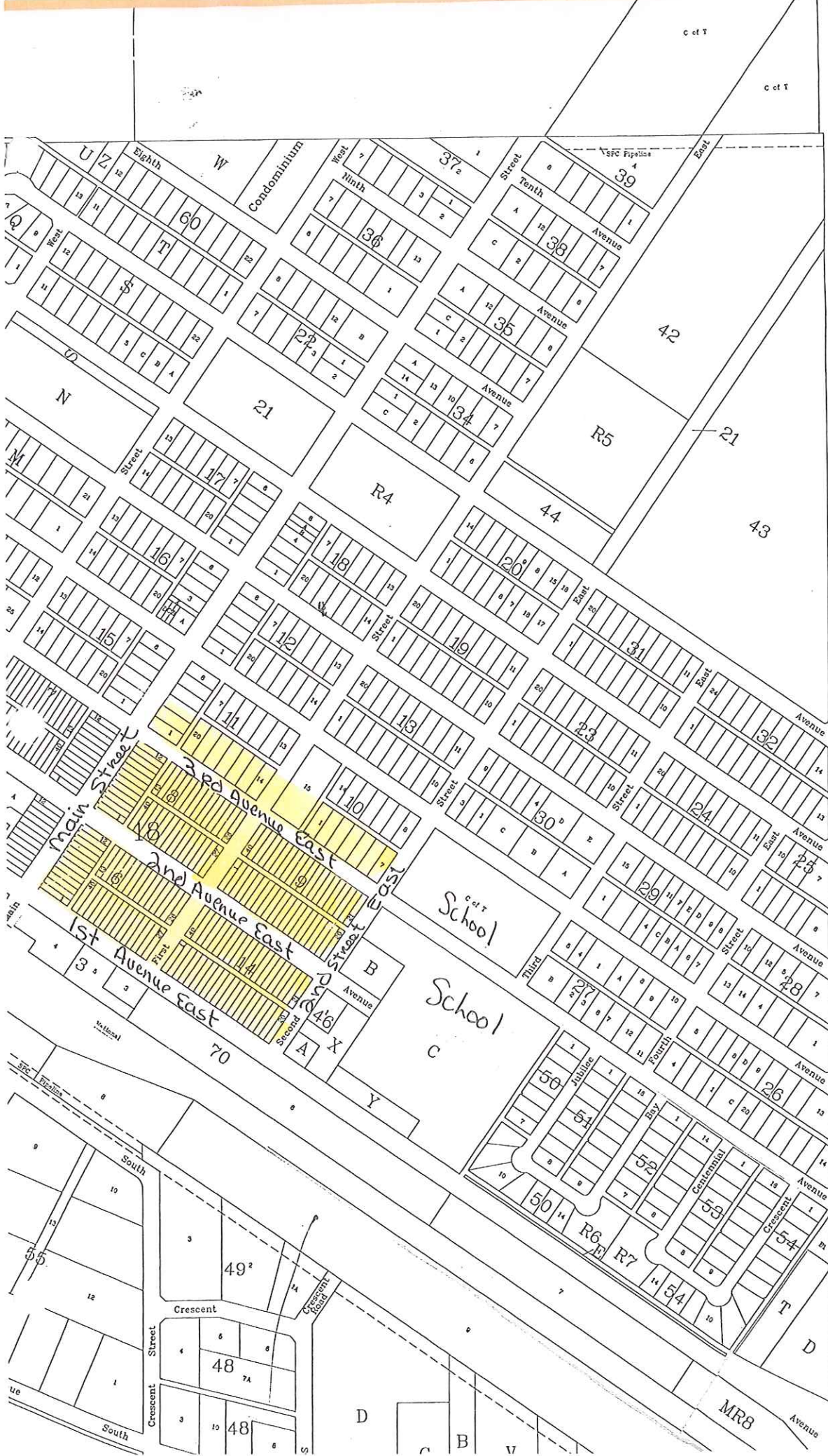


LOCATION PLAN
SCALE 1:5000



Note:
Portion to be approved is outlined in a bold dashed line and contains 2.722 ha (3.25 Ac.) including 1.462 ha (3.46 Ac.) in residential lots. Measurements are in metres and decimals thereof.
Owners: Town of Unity

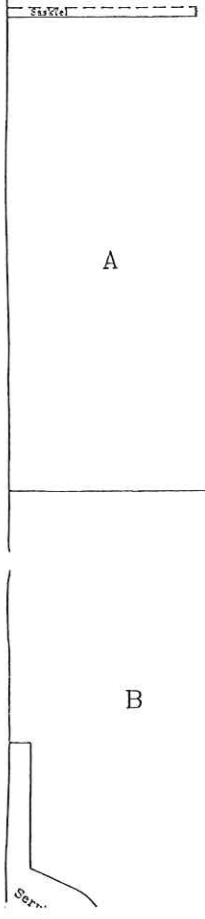
CALTECH SURVEYS LTD
(306) 228-4366 Fax (306) 228-4367

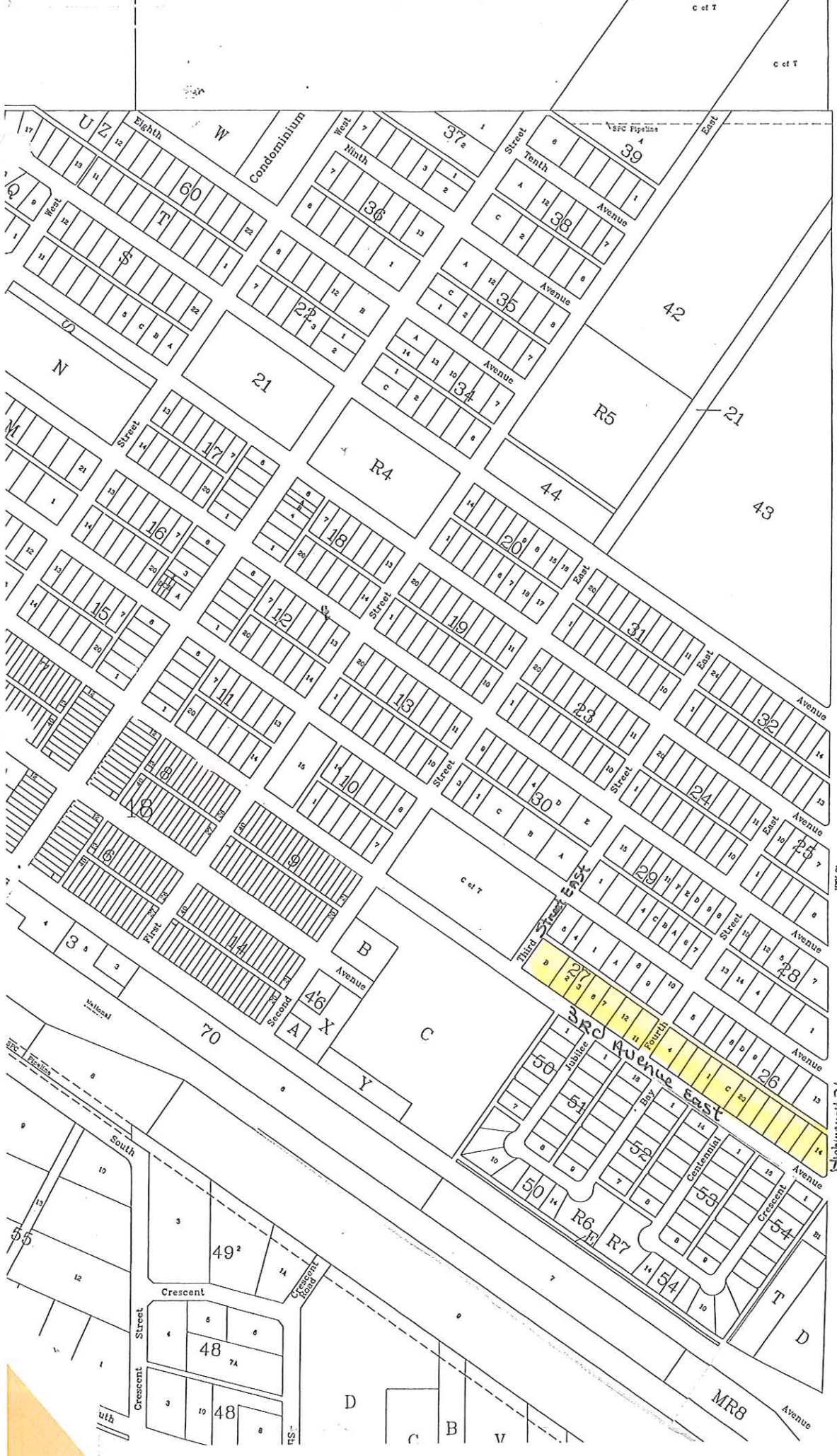


1st Avenue East
 from Main Street
 to 2nd St. East

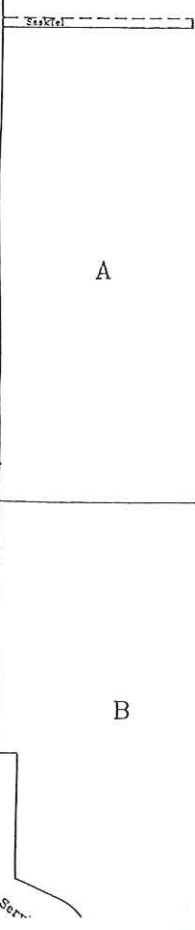
2nd Avenue East
 from Main Street
 to 2nd St. East

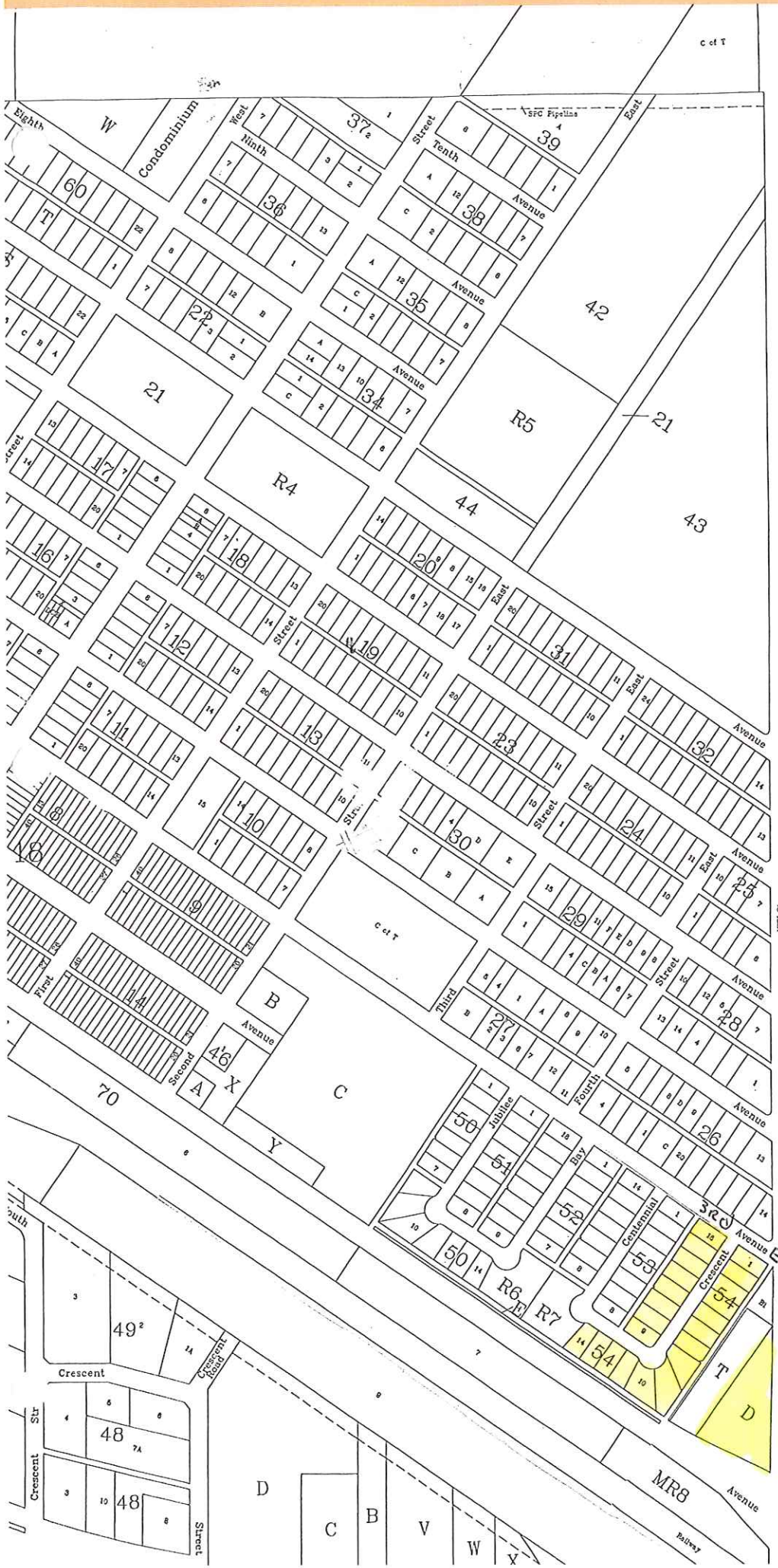
3rd Avenue East
 from Main Street
 to 2nd Street East
 (both sides of
 Street)





3rd Ave East
 From 3rd St E
 to
 Highway #21
 (oneside of street)



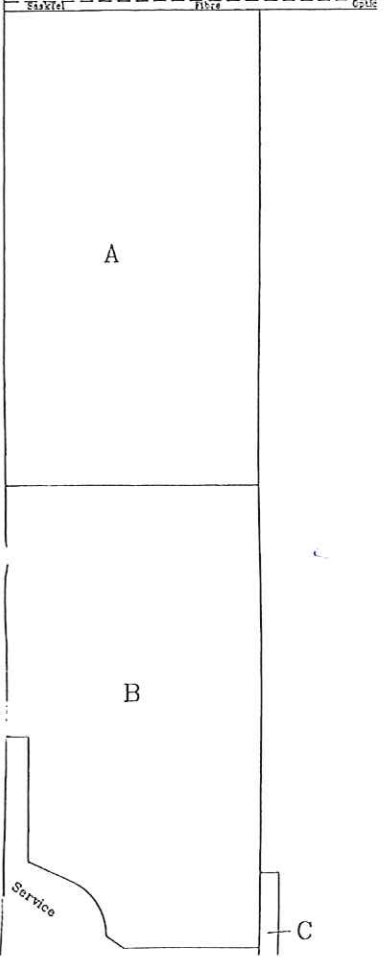


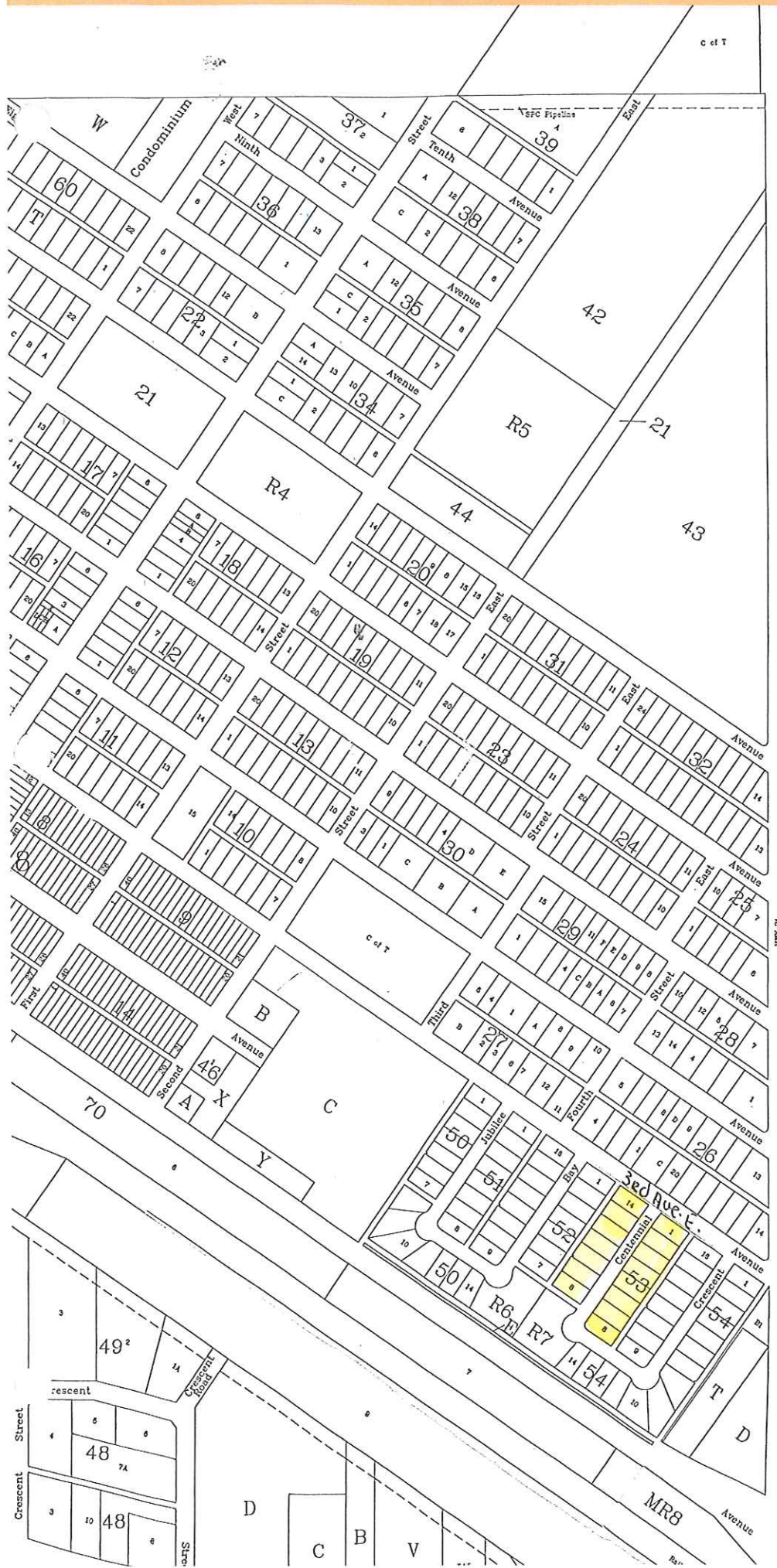
Centennial Cresc

Both Sides
 (Phensa do the houses
 facing 3rd Ave E
 as well)

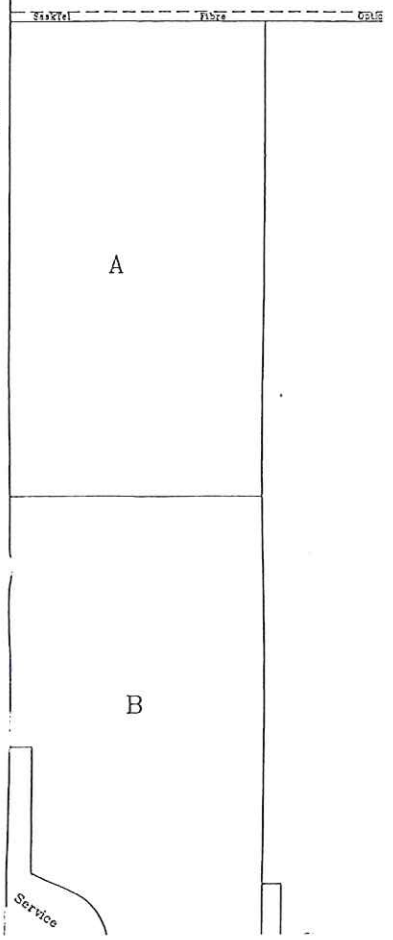
AND.

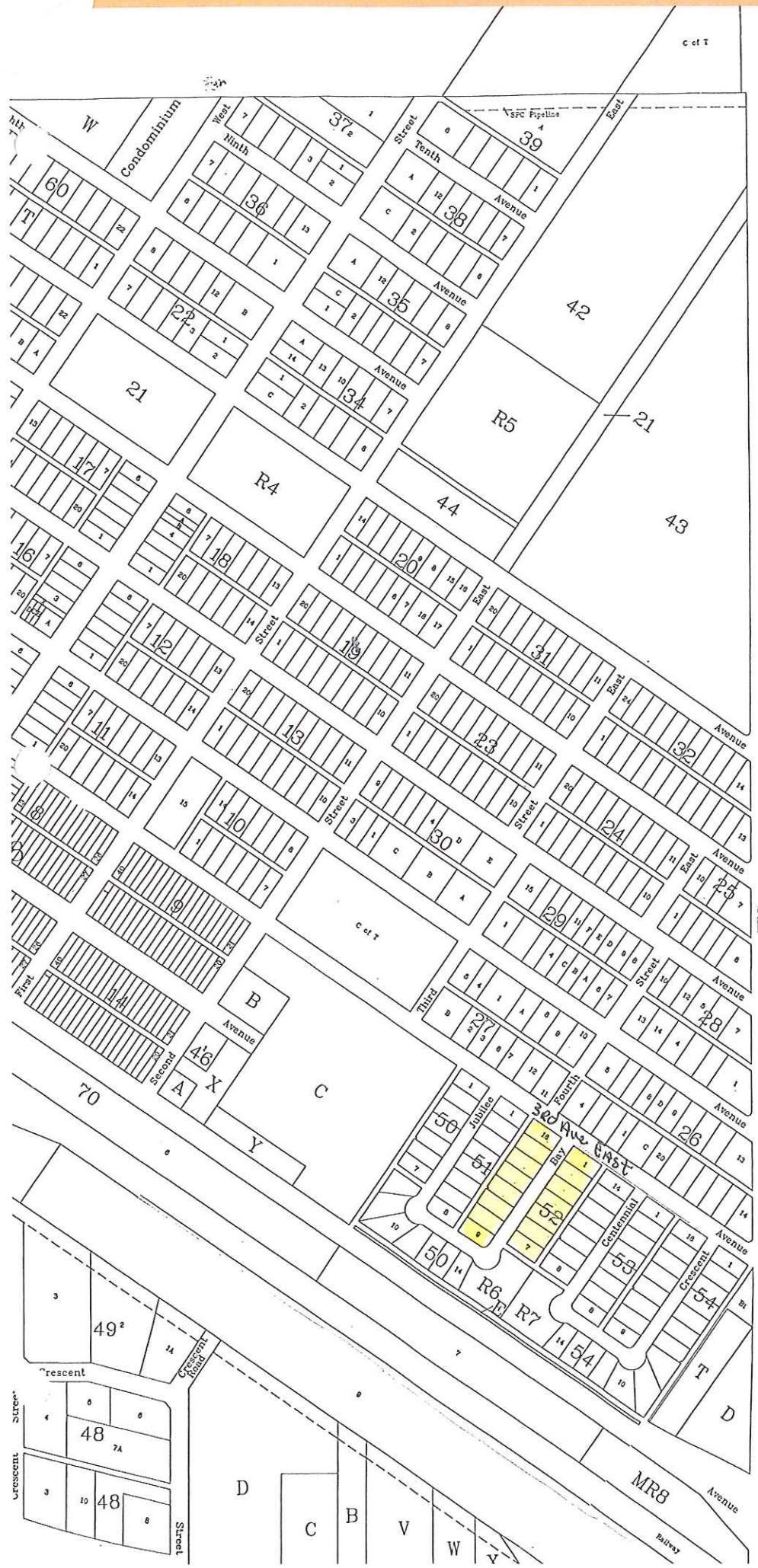
ARMADA:





Centennial Crescent
 Both Sides
 (Please do the houses
 facing 3rd Ave E.
 as well)

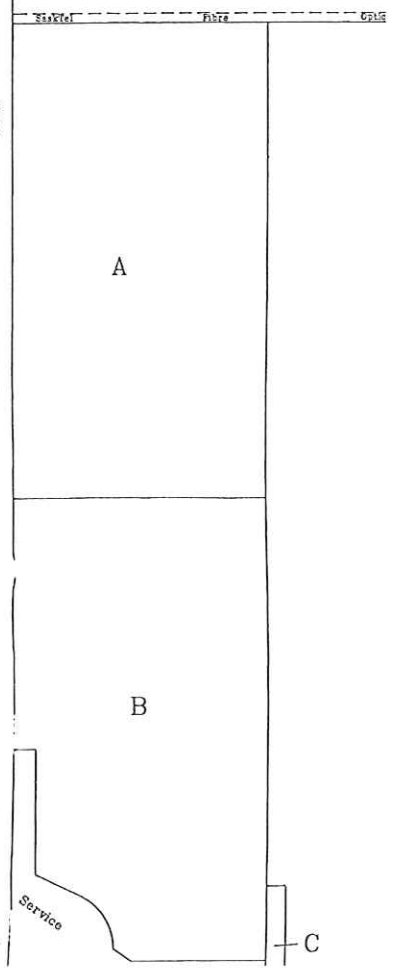


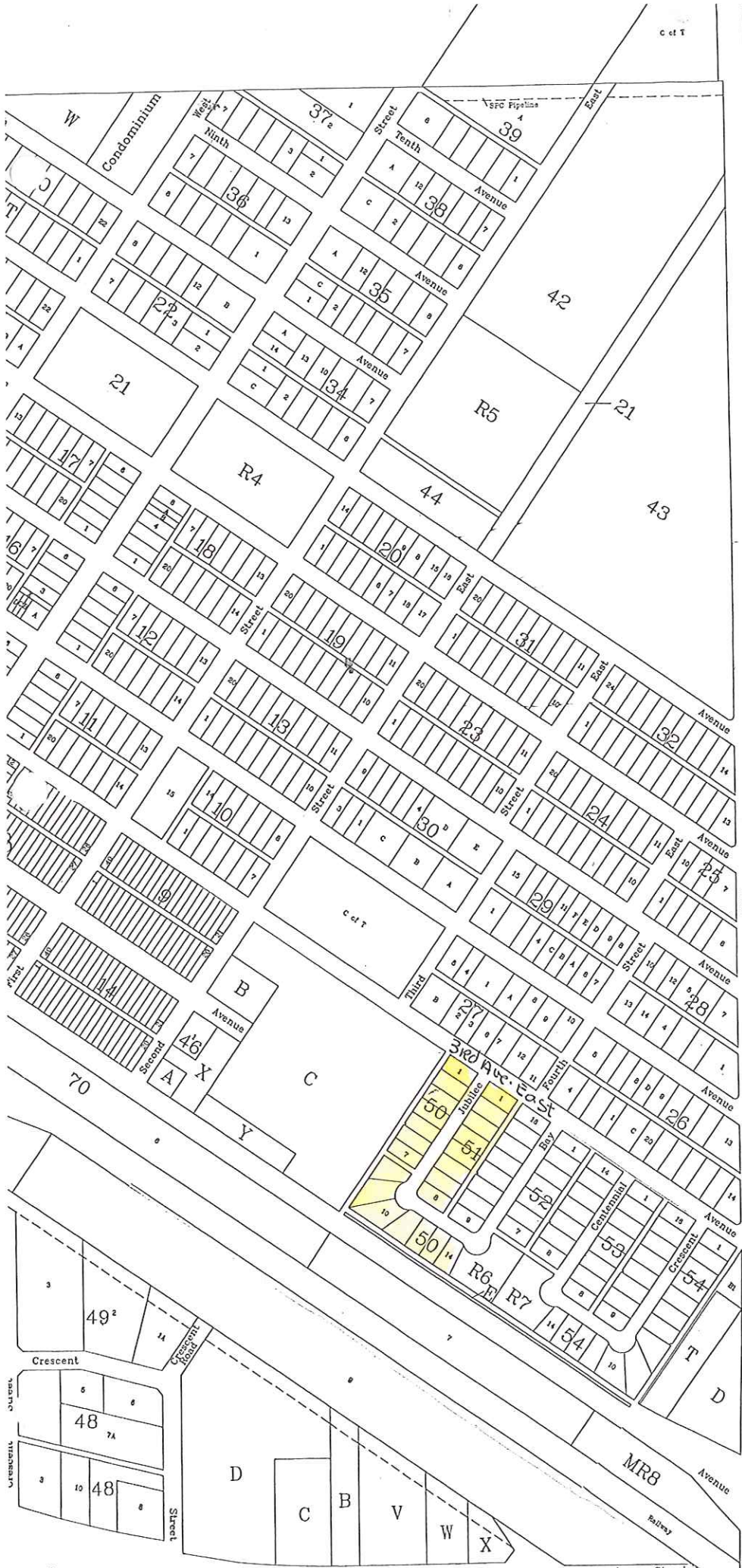


Jubilee Bay

Both Sides

(Please do the houses facing 3rd Ave E. as well)

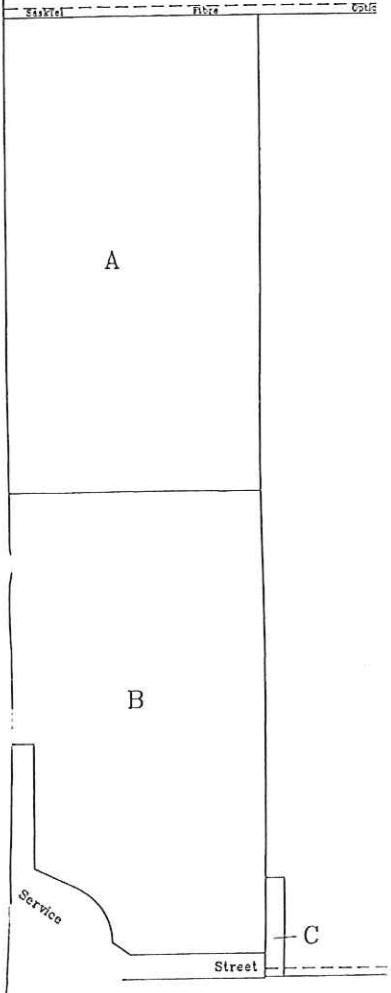


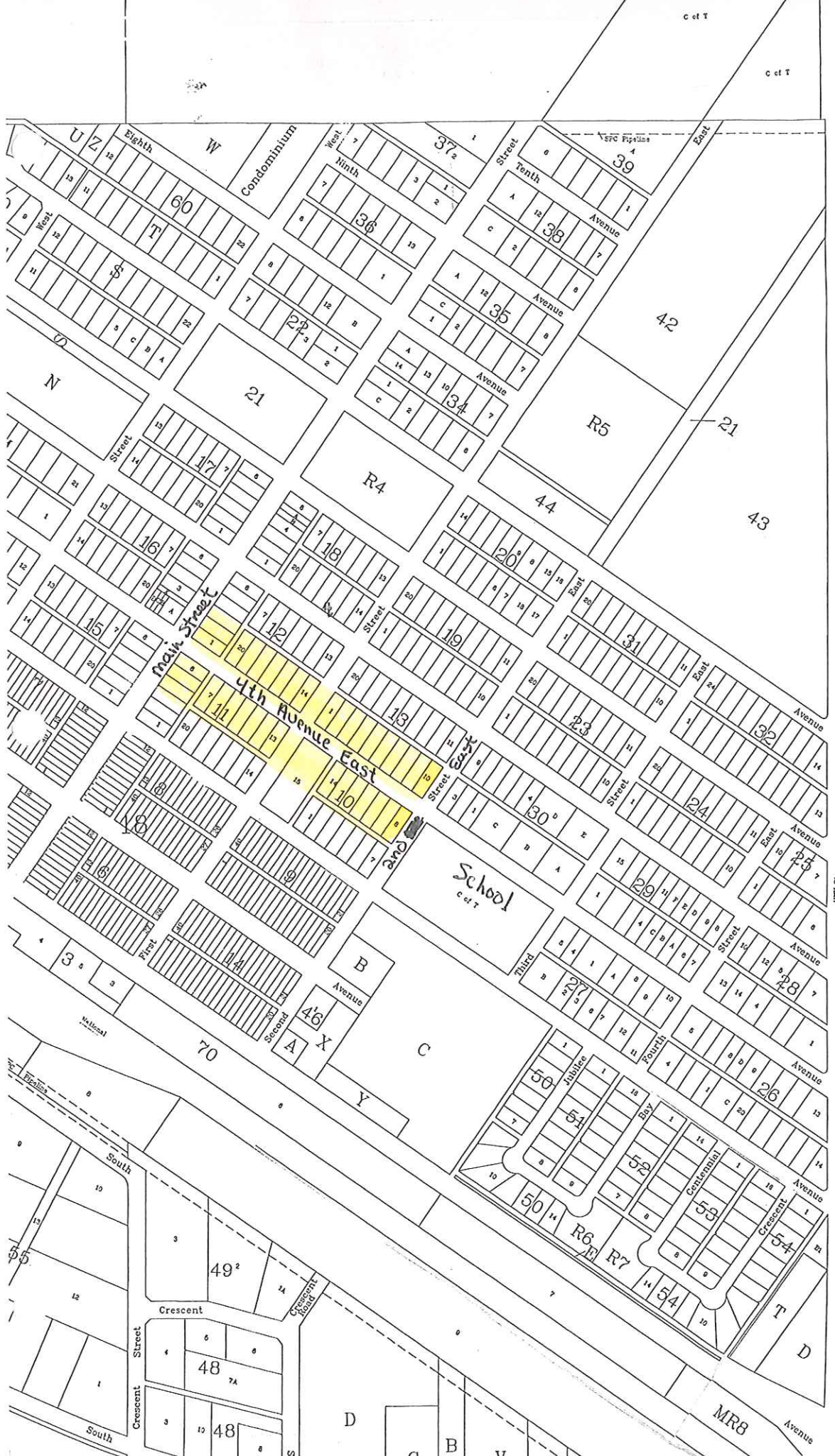


Jubilee Bay

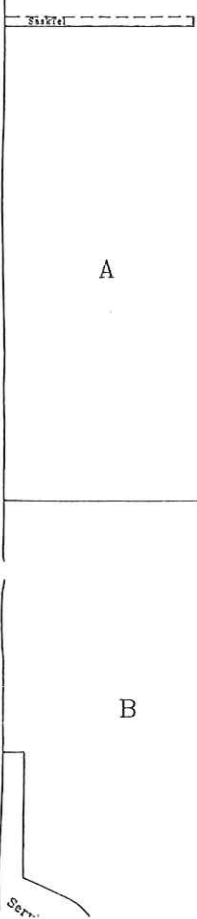
Both Sides

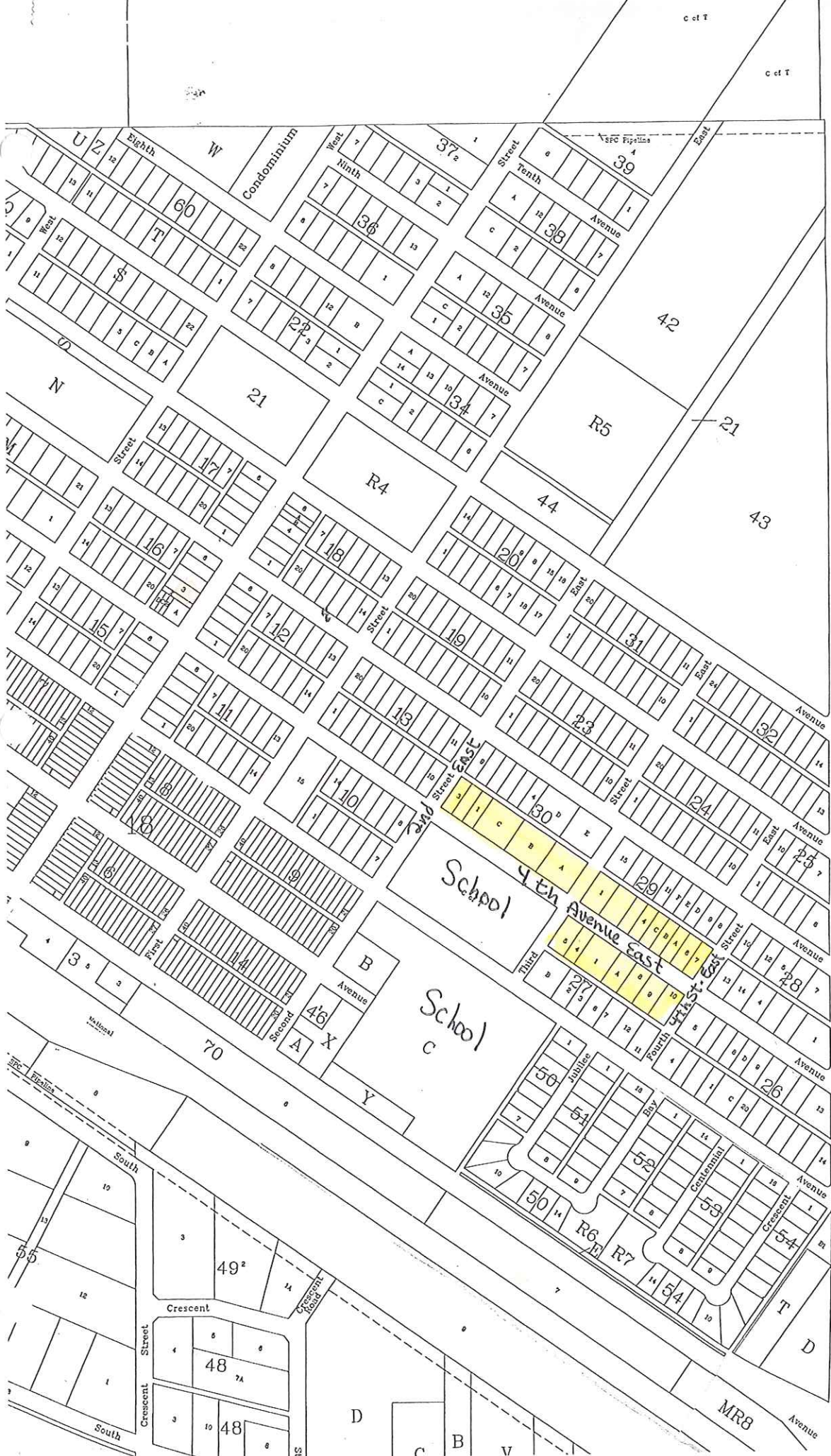
(Please do the houses facing 3rd Avenue as well)



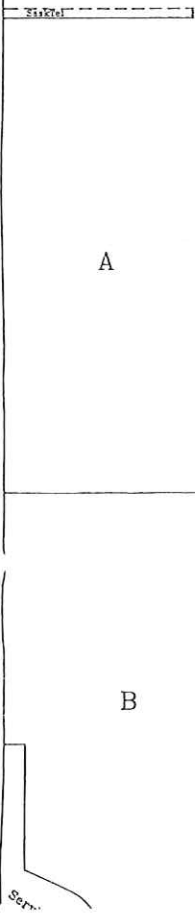


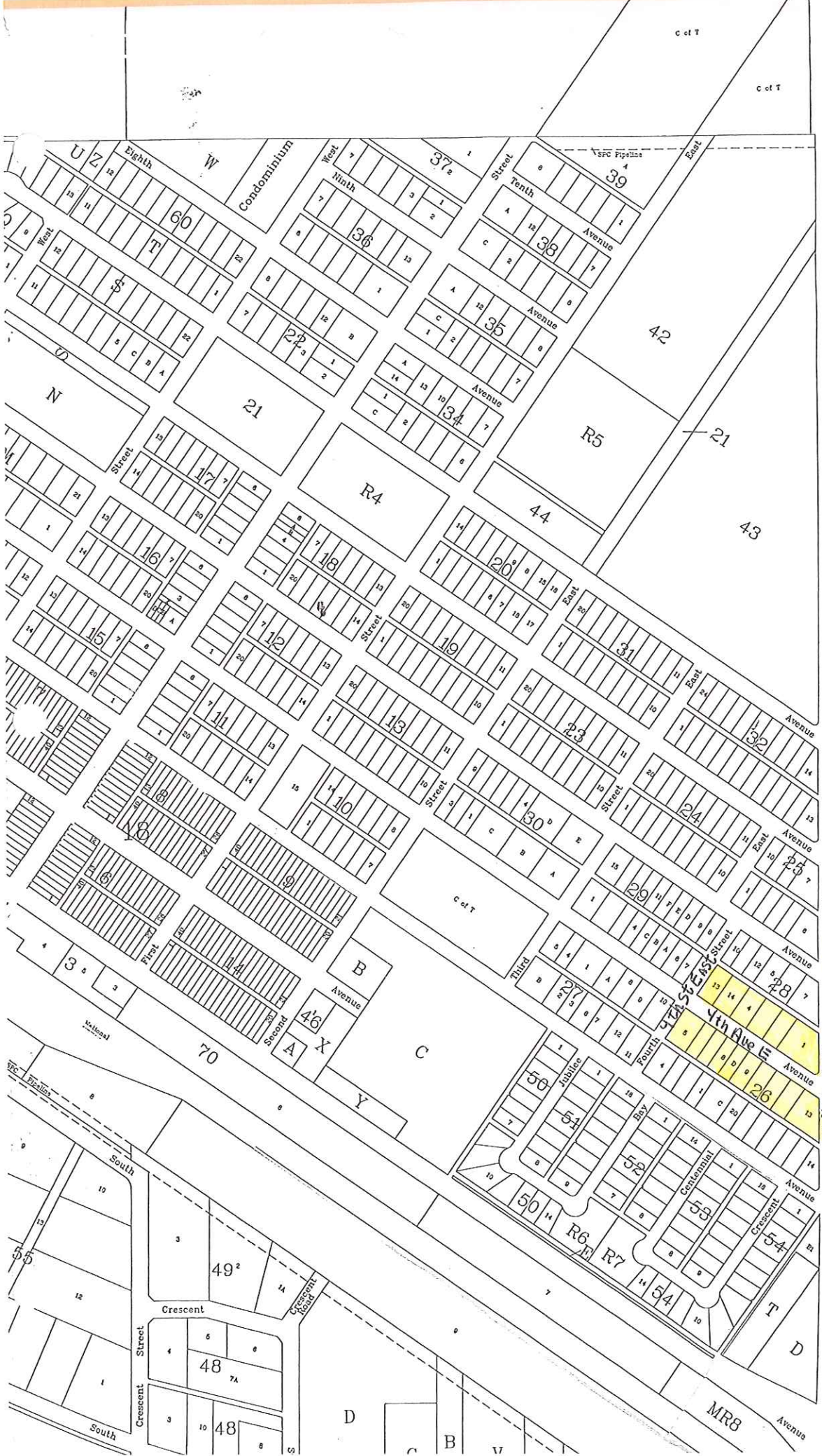
4th Avenue East
from Main Street
to 2nd St. East
(both sides of
street)





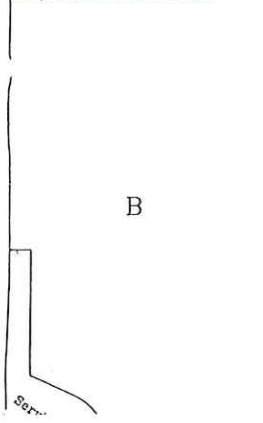
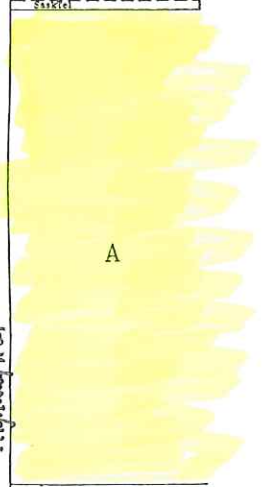
4th Avenue East
 from 2nd St. East
 to 4th St. East
 (both sides of
 the Street)

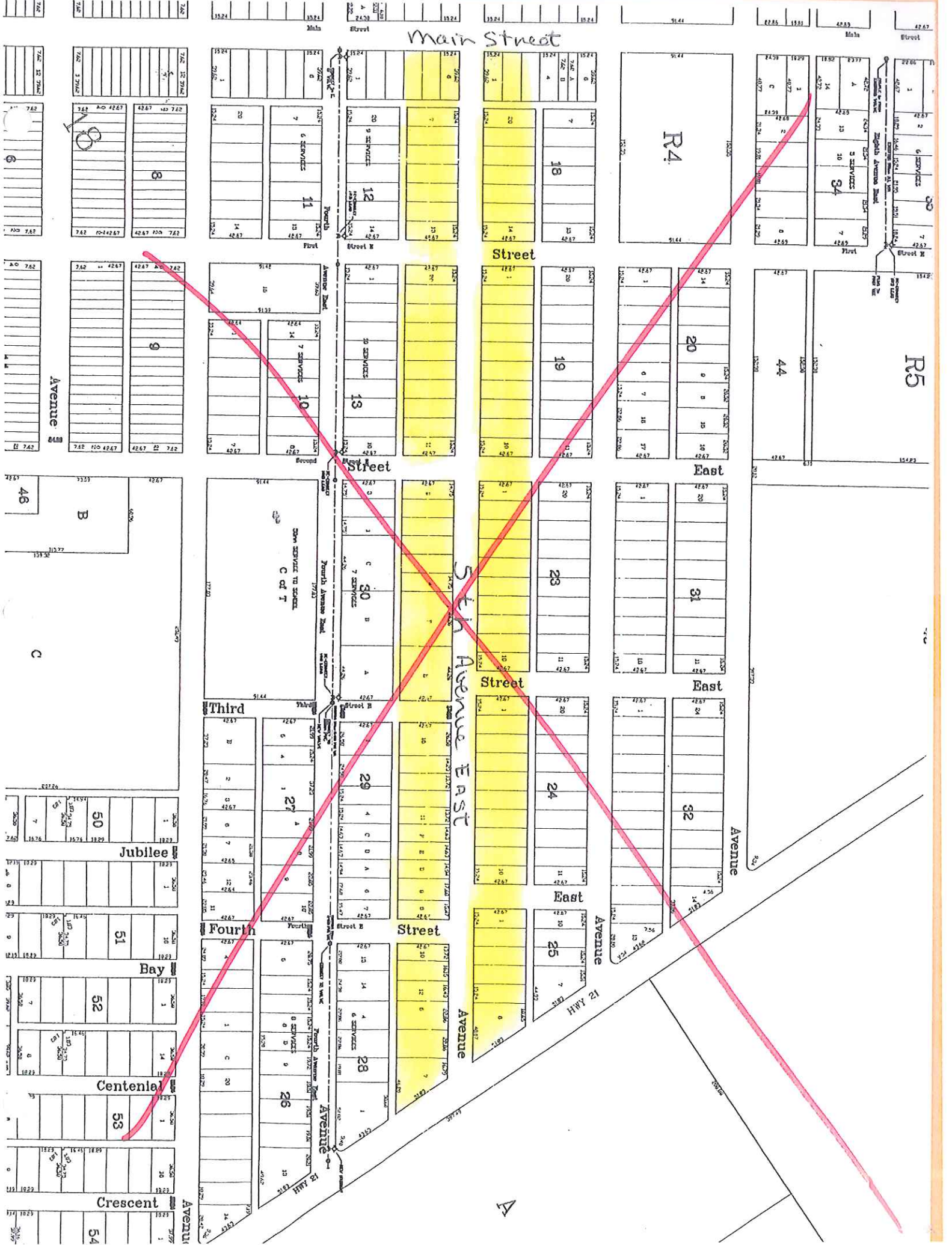




4th Ave East
 from 4th St East
 to Highway #21
 (Both sides)
 of Street

AND
 Trailer
 Court.





Main Street

R4

R5

Street

18

20

19

East

31

SETH AVENUE EAST

Street

23

East

32

Third

24

East

25

Fourth

Street

27

29

26

28

Jubilee

Bay

Centennial

Crescent

50

51

52

53

54

Avenue

Avenue

Avenue

Avenue

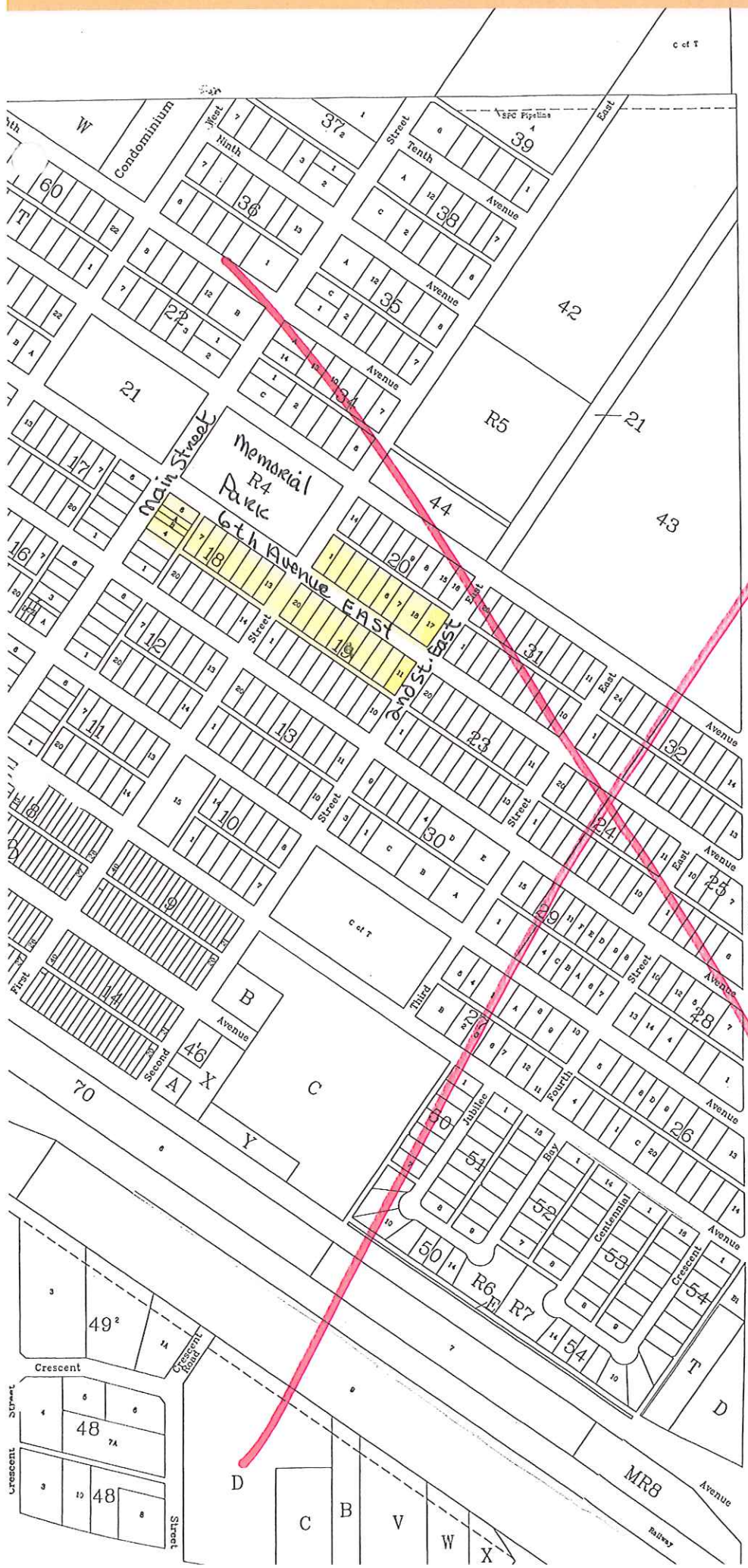
Avenue

Avenue

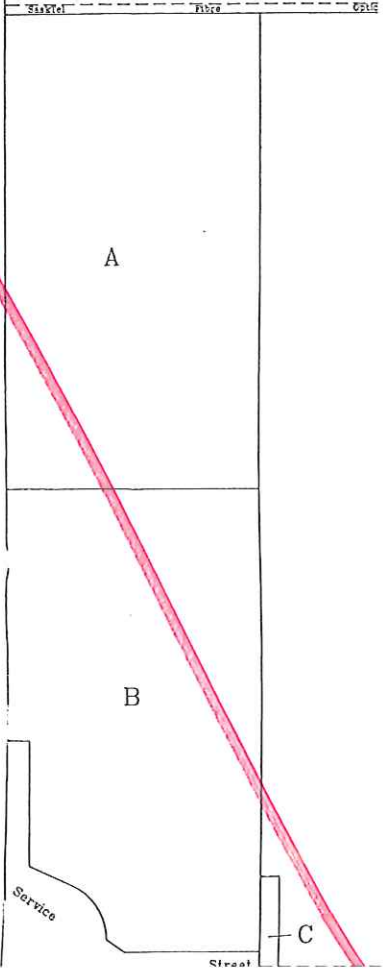
FROM SERVICE TO SCHOOL
C of T

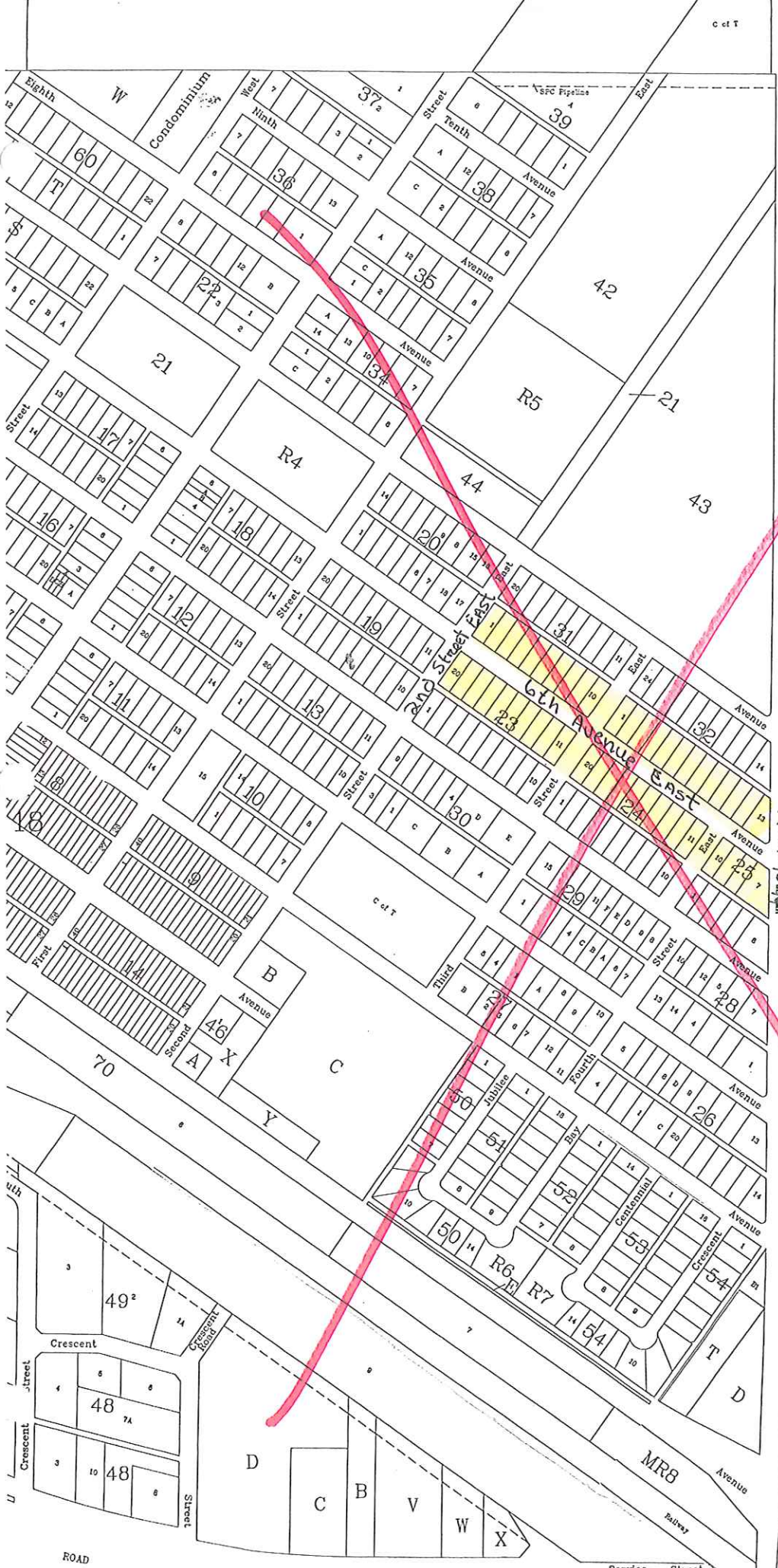
B

A

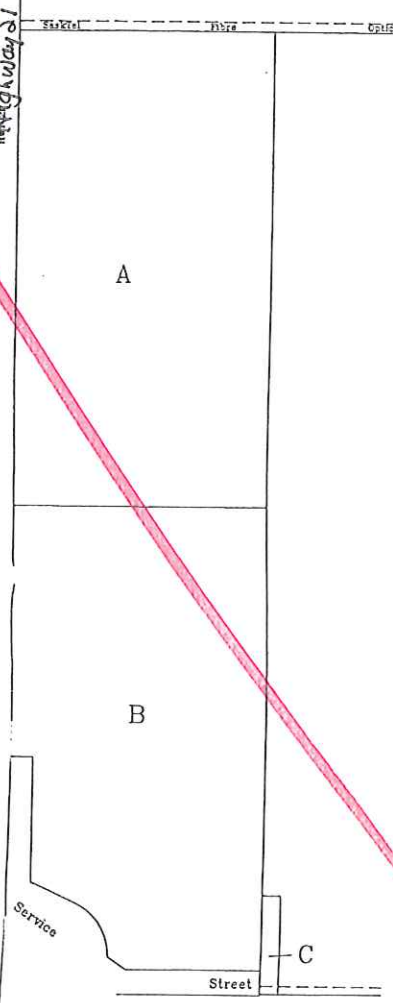


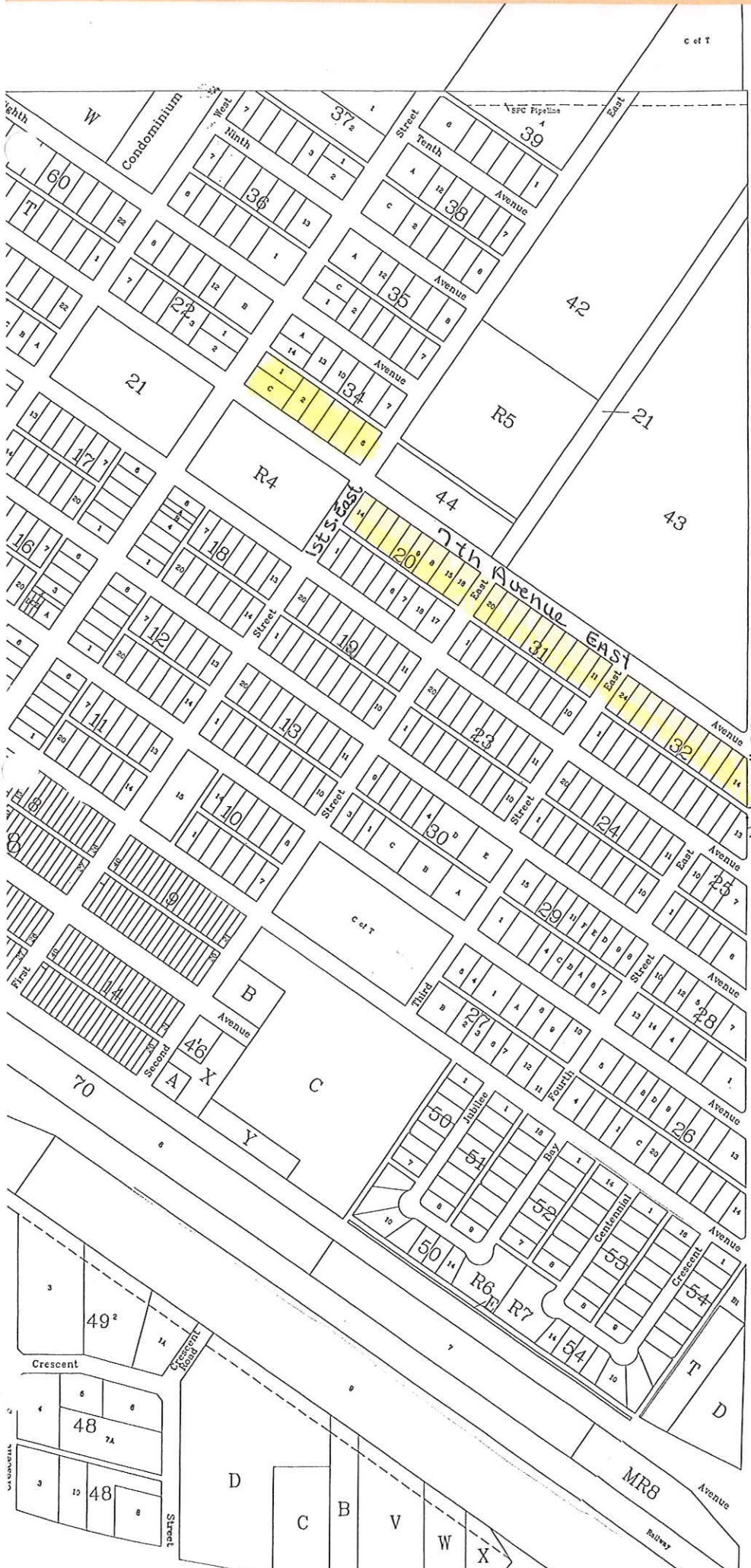
6th Avenue East
from Main Street
to 2nd St. East
(Both sides of street)





6th Avenue East
from 2nd Street East
to
Highway #21
(both sides of street)

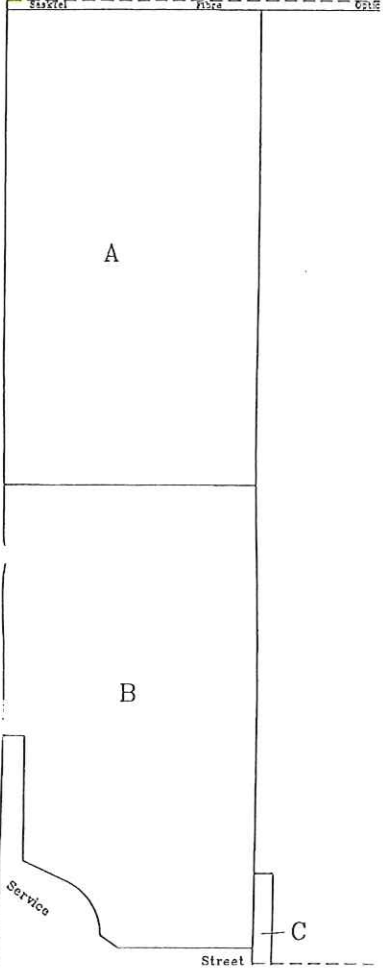




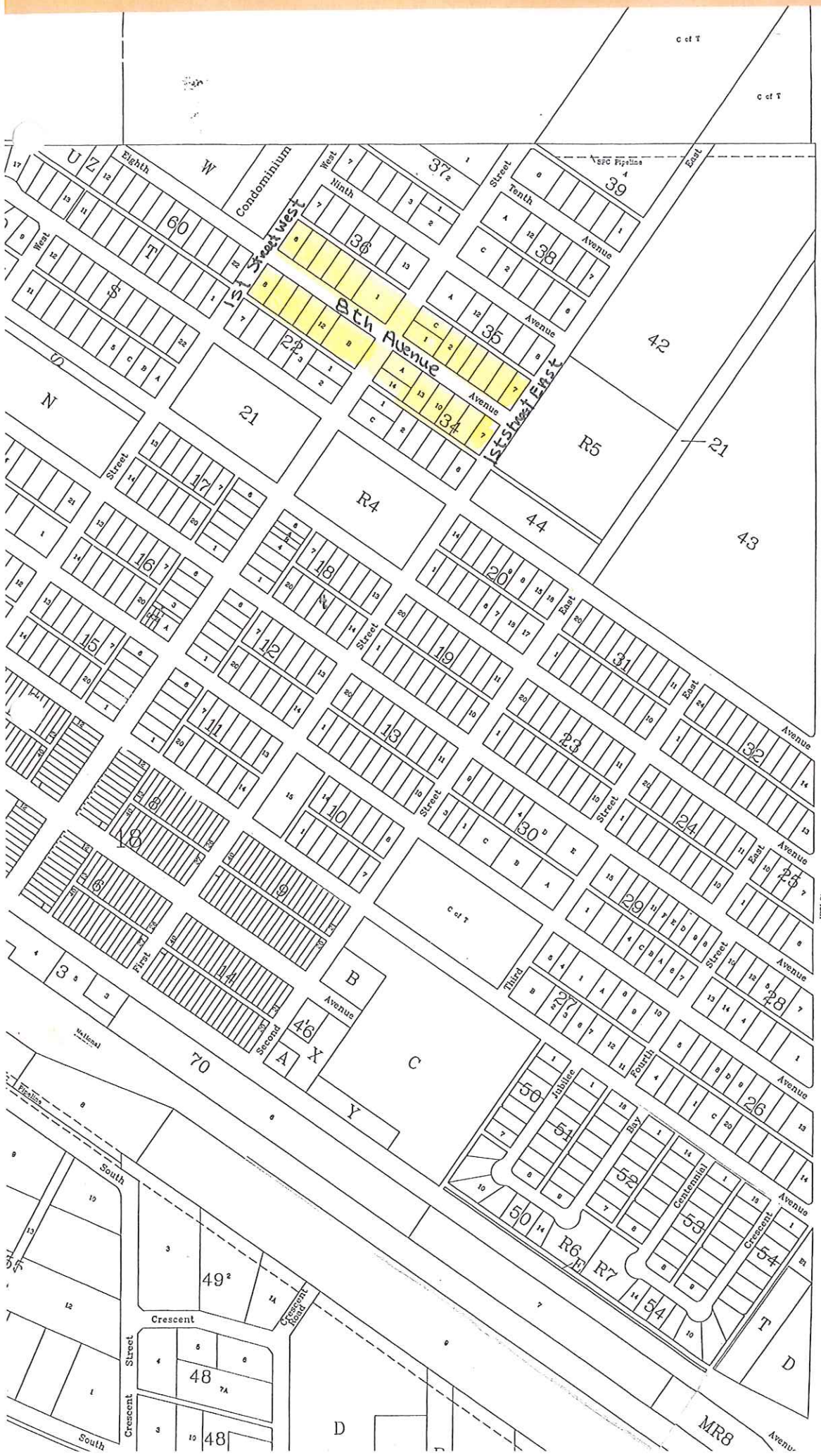
7th Avenue East
 From 1st Street East
 to
 Highway #21
 (one side of the street)

AND

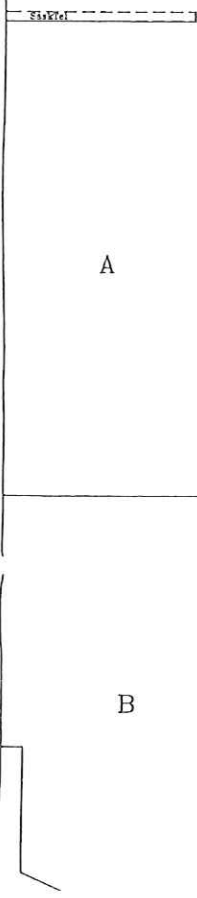
HEPTINGS

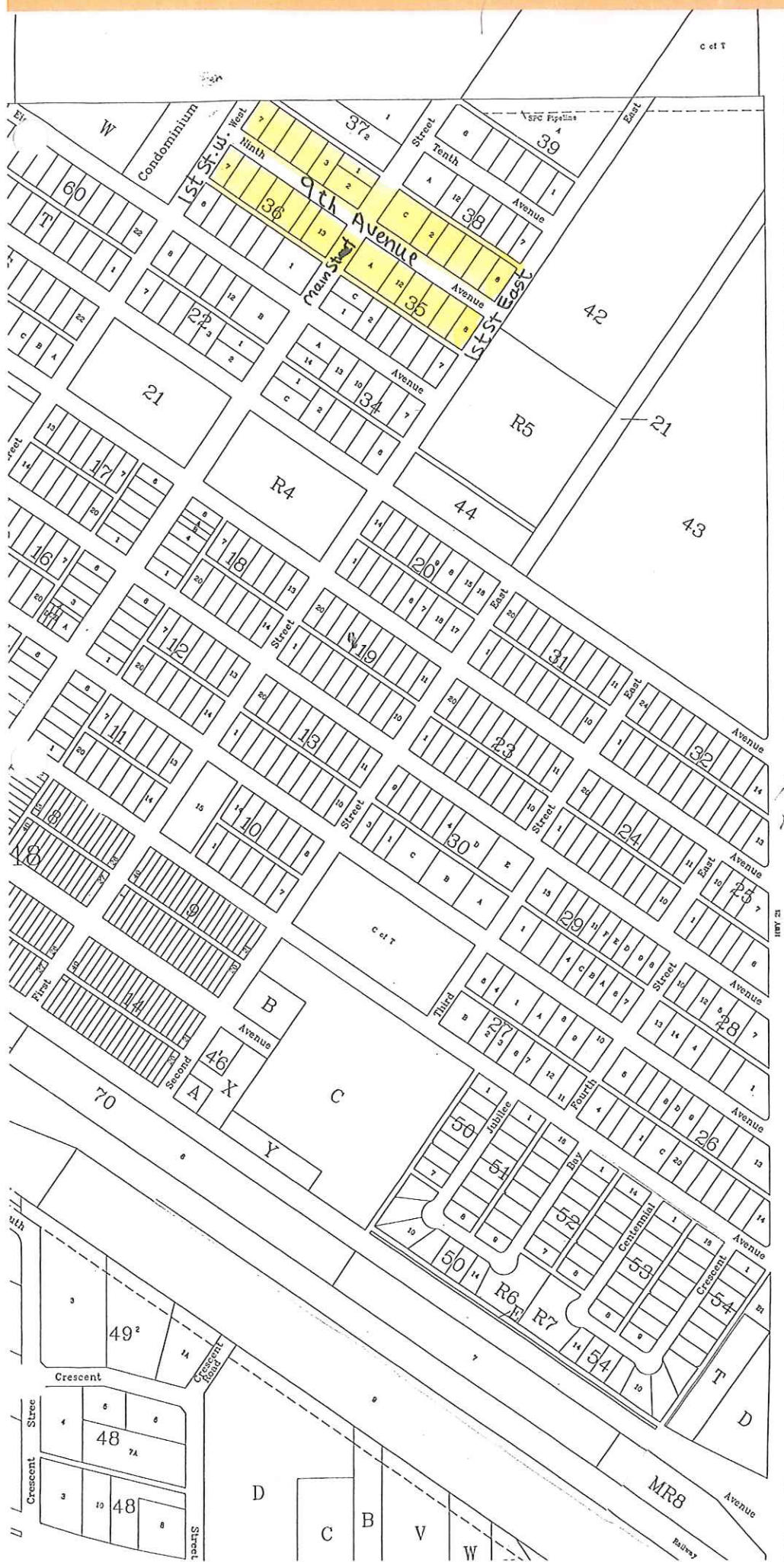


Tues 27 Dec

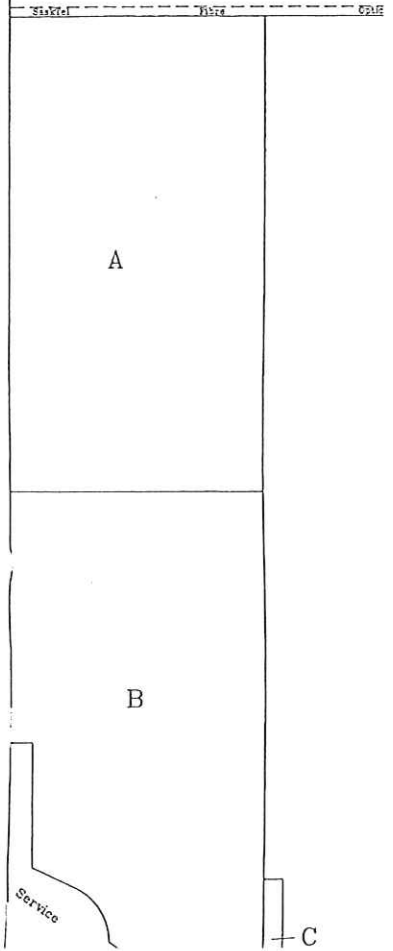


8th Avenue
from 1st St. East
to 1st St West
(Both sides of
Street)



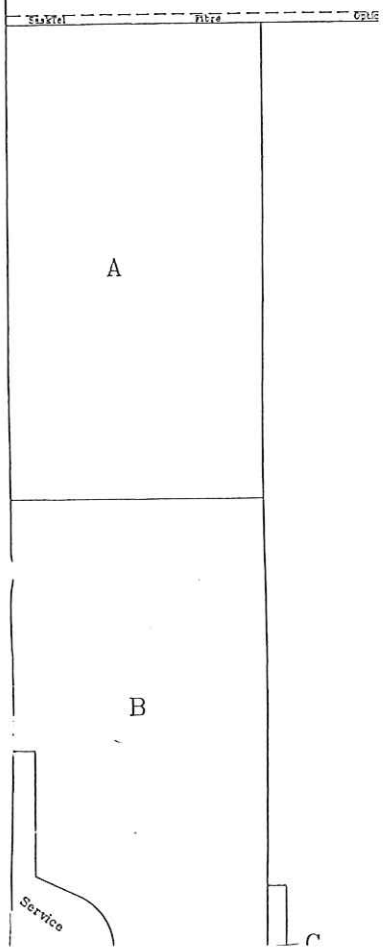


9th Avenue
 from 1st St. West
 to 1st St East
 (both sides of street)





10th Avenue E+W
 from 1st Street West
 to 1st Street East
 (both sides of street)
 and North of
 Museum



EVACUATION PROCEDURE
SHELTER-IN-PLACE PROCEDURE

EVACUATION PROCEDURE

On advice from Emergency Measures Organization (EMO) and/or heads of local emergency response (RCMP, Fire, EMS/Health), specifically Incident Command and/or EMO Coordinator and/or the Emergency Operations Centre (EOC) Director, the Mayor and/or Council may make a Local Emergency Declaration and if necessary an evacuation order- precautionary or mandatory based on information provided.

Mayor and/or Council will ensure notification of the state of emergency is sent to Saskatchewan Emergency Management & Fire Safety (EMFS). Any evacuation order notifications will also be communicated.

Powers pertaining to an evacuation under an emergency declaration may allow the Town of Unity to:

- Cause any emergency plan or program to be put into operation**
- Control or prohibit travel to or from any area of the municipality**
- Cause the evacuation of persons and the removal of persons or livestock** and personal property from any area of the municipality that is or may be affected by an emergency and make arrangements for the adequate care and protection of those persons or livestock and of the personal property
- Authorize the entry into any building or on any land, without warrant, by** any person in the course of implementing an emergency plan or program
- Cause the demolition or removal of any trees, structures or crops if the** demolition or removal is necessary or appropriate in order to reach the scene of a disaster, to attempt to forestall its occurrence or to combat its progress

Communication

The Town of Unity's emergency notification system, Provincial Sask Alert system, Town of Unity facebook page, and website may be utilized to communicate an emergency declaration, pre-evacuation, mandatory evacuation, and related communications with residents. Door-to-door notice delivery and communication by clearly identified emergency responders and/or municipal staff may occur- see Town of Unity block maps in Plan.

EOC Staff Call-Outs

EOC Staff will be called by the EMO Coordinator and/or EOC Director to the designated EOC location. Saskatchewan Emergency Management & Fire

Safety will be notified of evacuation and asked to assist to set-up reception centre and lodging facilities.

Resident Transportation

Decisions regarding transportation and reception centre sites should be made prior to the public being notified of an evacuation order to avoid confusion and overload of phone lines.

Bus transportation from the Living Sky School Division could be utilized, if necessary. Residents would be encouraged to utilize their own transportation.

In the event that phone service is disrupted- those without transportation should be notified of appropriate meeting places for public transportation and those who are unable to evacuate their home due to health/mobility issues should be instructed to leave a large sign on the front door or in front window. If power is out, transportation instructions may be given via door-to-door evacuation notice by clearly identified emergency responders and/or municipal staff.

Any decision regarding transportation will be made based on public transportation capacity, availability of vehicles, availability of drivers and number of people to be evacuated. Every effort will be made to allow residents to use their own vehicles to evacuate-unless absolutely unavoidable as incident may dictate.

Institutions that Provide Services to Dependents

Evacuation of students will follow school emergency procedures to keep students at pre-designated Emergency School Shelters as a holding facility until parents or emergency contacts can pick them up. The Town of Unity will be notified of any change in emergency shelter, if the designated shelter becomes unavailable due to impact of emergency. Parents/emergency contacts will be expected to register together with their children at the designated Reception Centre after they pick-up their children from the school's Emergency Shelter location. The school will be responsible for ensuring students leave with appropriate parents/emergency contacts and maintain a list of which students have been picked-up and by whom for tracking purposes.

NO minor or dependent adult shall be left unattended and must be accompanied by staff at all times.

Re-Entry following Evacuation

Re-entry into the community will occur once the incident has been contained and it is deemed safe for residents to re-enter. Re-entry will not occur unless all essential services are in place and have the capacity to meet the needs of the community. Re-entry should be approved by all Provincial and/or Federal response agencies involved in the emergency response, Mayor and Council as well as local essential services including: Fire, Ambulance, Health, RCMP, Utilities, and Town of Unity Public Works. Consultation with key businesses should also occur (ex: adequate fuel supply available to support community, adequate food supplies available and evacuees able to return to work).

- **Ensure all Federal/Provincial agencies involved in emergency approve re-entry of residents**
- **Ensure any industrial organizations directly involved with the emergency approve re-entry of residents**
- **Ensure local capacity to meet essential needs of returning residents**
- **Mayor and Council to approve re-entry of residents once capacity of Town of Unity to meet essential needs has been assessed and approved**
- **Assess any remaining potentially hazardous site(s). Ensure proper barricades, security, patrol and/or monitoring of area has been implemented**
- **Print any notices, advisories or general instructions to be distributed to each household upon return. Such notices should also specify any remaining areas for residents to stay away from as well as several community resources that residents can call with questions or concerns.**
- **Send notices, advisories, general instructions to local media to broadcast/print**
- **Set-up General Inquiry phone line, if one has not already been set-up**
- **Decide on stages of re-entry- which areas will re-enter first and at what time or date**
- **Decide if returning residents will be required to check-in**
- **Instruct returning evacuees to pack and bring at least 3 days of personal items with them when returning**
- **Appoint security to access routes for those returning home**
- **Decide if a central or several central re-entry centres will be set-up to provide information and support to returning residents.**
- **Assess transportation needs of returning residents and arrange for such where appropriate**
- **Arrange for follow-up with returned evacuees and assess any outstanding needs as well as identify any residents not returned home**

- **Encourage community feedback regarding evacuation process**
- **Debrief all responding agencies and identify areas of strength and areas that need improvement**

SHELTER-IN-PLACE PROCEDURE

In some cases it is not possible, feasible or safe to evacuate, and therefore it may be safer for people to stay indoors (i.e. during certain hazardous material spills). This process is called 'shelter-in-place'. This may be necessary if an incident can be cleaned up in a relatively short period of time or if evacuation of people would expose them to noxious fumes. In order to adequately shelter-in-place and keep a barrier between residents and the hazard, all air exchange systems should be turned off (fans, air conditioners, dryers, etc.), windows and doors closed and sealed, and individuals should shelter in a room above ground as some hazardous materials may sink and hug the ground when they escape their proper shipping or storage containers.

If emergency responders and industry representatives have deemed shelter-in-place a viable option, Unity residents will be instructed to:

- **Close all exterior windows and doors**
- **Shut off** main electrical breaker, or any appliances etc., that utilize air exchange such as: kitchen/bathroom fans, furnace, dryers, air conditioning units or central air, built-in vacuum systems
- **Gas stoves and fireplaces should be turned off**
- **Fireplace dampers** should be closed
- **Shelter should be taken in an above ground**-level room without windows (if possible) as some hazardous materials are quite dense and will actually sink into low areas (ex: stairwells that lead into basements)
- **Seal any cracks or openings** around doors and windows with duct tape, place a rolled up damp towel at the base of the door and seal any windows in the room with a sheet of plastic if possible. Cracks around exterior windows, doors or vents can be sealed with duct tape.
- **Those sheltering-in-place** should take or have a radio and/or smart phone with them in the room they are sheltering in so they can stay tuned for further instructions.

Residents sheltering-in-place should be reassured that if the events change (wind shifts, etc.) that they will be evacuated in due course.

MESSAGING

SAMPLE- REVIEW AND REVISE BEFORE ANY DISTRIBUTION

Mandatory Evacuation Order:

- ☐☐ **This is a mandatory evacuation order**
- ☐☐ **Stay with family or friends. If you do not have a place to stay, congregate** lodging may be assigned.
- ☐☐ **Pack essential items such as: prescription medications, ID, health, bank** and social insurance cards, other important documents
- ☐☐ **Pack essential items** for your pet including food, carrier, leash and record of vaccinations.
- ☐☐ **Unplug small appliances and close windows and doors before leaving.**
- ☐☐ **Go to the nearest reception centre to register which will be located at**

- ☐☐ **If communications** are down and you require transportation, leave a sign in visible front window with the word HELP written in large clear letters
- ☐☐ **Avoid calling 911 unless it is a critical emergency**
- ☐☐ **PLEASE LEAVE THIS HAND-OUT IN A VISIBLE LOCATION SUCH AS FRONT WINDOW OR DOOR WHEN YOU LEAVE TO INDICATE YOU HAVE EVACUATED AS ORDERED.**
- ☐☐ Updates will be provided utilizing emergency notification systems (municipal and provincial).

SAMPLE- REVIEW AND REVISE BEFORE ANY DISTRIBUTION

Pre-Evacuation Messaging:

Pre- Evacuation Guidelines: An evacuation has NOT yet been ordered. In the event that you are ordered to evacuate, you will have a very limited amount

of time to do so. Please follow these precautionary guidelines now so that you are ready if an evacuation occurs.

- ☐☐ **Remove any valuable or important items from basement (in case of sewage back-up).**
- ☐☐ **Make arrangements to stay with family or friends. If you do not have lodging arrangements made, congregate lodging may be assigned.**
- ☐☐ **Make arrangements for any pets-** ensure you have a pet carrier and transportation for your pet ahead of time. Pets will NOT be allowed in reception centres or congregate lodging facilities. Where a guide dog is required, other arrangements will be made.
- ☐☐ **Ensure that if you take any prescription medication, that you have enough to take with you if you have to evacuate.**
- ☐☐ **Have important documents (ex: ID, health cards, bank cards, social insurance cards etc.) ready to go.**
- ☐☐ **Prior to leaving, close windows and doors.**

There is no need to evacuate unless ordered to do so by the Town of Unity. Emergency notifications systems will be used to issue evacuation notifications. If you evacuate prior to such an evacuation order, any costs you incur may not be covered or eligible for reimbursement. If you have any questions please call the Town of Unity at _____.