CITY OF NORTH BATTLEFORD

PLANNING COMMITTEE AGENDA

Monday, January 16, 2023
5:15 P.M.

PLANNING COMMITTEE MEETING
TO BE HELD VIA ZOOM
MONDAY, JANUARY 16TH, 2023, COMMENCING AT 5:15 P.M.

AGENDA

AGENDA	**:**	Approval
MINUTES	**:**	Planning Committee Minutes – November 21, 2022 Special Planning Committee – November 22, 2022 Special Planning Committee – November 29, 2022 Special Planning Committee – December 1, 2022
DELEGATION	**:**	BATTLEFORDS NORTH WEST HISTORICAL SOCIETY Re: Saskatchewan Hospital Legacy Trail
UNFINISHED BUSINESS	**:**	
NEW BUSINESS	**:**	DIRECTOR OF OPERATIONS Re: Snow Removal Policy CITY MANAGER Re: Economic Development Strategic Plan 2023 - 2030 DIRECTOR OF PROTECTIVE SERVICES Re: Regional Emergency Management Plan
CORRESPONDENCE	**:**	
REPORTS	**:**	
INQUIRIES	**:**	
NEXT MEETING DATE	**:**	Tuesday, February 21st, 2023 @ 5:15 p.m.
FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT	**:**	**Part III Exemptions**
ADJOURNMENT	**:**	

MINUTES OF THE REGULAR PLANNING COMMITTEE MEETING OF THE CITY OF NORTH BATTLEFORD HELD VIA ZOOM AND IN COUNCIL CHAMBERS, MONDAY, NOVEMBER 21ST, 2022 COMMENCING AT 5:15 P.M.

MEMBERS PRESENT: Mayor David Gillan

Councillors Kelli Hawtin
Thomas Ironstand
Greg Lightfoot
Kent Lindgren
Len Taylor

REGRETS: Councillor Ross MacAngus

ADMINISTRATION PRESENT:
Randy Patrick, City Manager
Stacey Hadley, City Clerk
Brent Nadon, Director of Finance
Lindsay Holm, Director of Protective Services
Cheryl DeNeire, Director of Parks & Recreation
Stewart Schafer, Director of Operations
Margarita Pena, Finance Manager
Jeff Blanchard, Environmental Manager
Candace Toma, Public Relations Coordinator
Dustin MacDonald, Communications Administrator

OTHERS PRESENT:
Jayelle Bischoff, Allnorth Consulting
Kori Humenny, Executive Director, BID
Derrek Schmidt, Board Chair, BID

Deputy Mayor Hawtin called the meeting to order at 6:00 p.m.

AGENDA

19/22 BE IT RESOLVED That the Planning Committee Agenda for November 21st, 2022, be approved.

Moved by Councillor Taylor
CARRIED

MINUTES

20/22 BE IT RESOLVED That the Minutes of the Planning Committee Meeting held October 17th, 2022, be adopted.

Moved by Councillor Lightfoot
CARRIED

The City Manager welcomed and introduced Jan Swanson, new Economic Development Manager for the City of North Battleford to City Council.

DELEGATIONS

DOWNTOWN BUSINESS IMPROVEMENT DISTRICT
Re: 2023 Budget Presentation

Derrek Schmidt and Kori Humenny were in attendance to present the Downtown Business Improvement District's 2023 Budget for Council's approval and discussion was held regarding ongoing activities and initiatives.

D. Schmidt and K. Humenny left the meeting at 6:10 p.m.

CITY PLANNER
Re: Allnorth Consulting

Jayelle Bischoff was in attendance to present information regarding the City of North Battleford's core assets and current levels of service with respect to water, wastewater sidewalks, roads, and flood protection and to provide recommendations for a long term risk management plan.

J. Bischoff left the meeting at 6:44 p.m.

NEW BUSINESS

CITY PLANNER
Re: 2023 UPAR Update

The City Planner provided information to the Committee regarding the Underground Pipe and Asphalt Replacement Program projects for 2023 and it was noted that the proposed work is based on the 2023 budget increase.

Re: Proposed Zoning Bylaw Amendment – Temporary Billboards

The City Planner provided information to Planning Committee regarding the definition of "Temporary Use" as it relates to the placement of billboards outside of the current corridor on a discretionary basis.

Discussion was held regarding the intent of discretionary uses and it was noted that a fixed time will be applied to all temporary billboards should the proposed bylaw amendment be adopted.

DIRECTOR OF PARKS & RECREATION
Re: Cemeteries Bylaw No. 2133

The Director of Parks & Recreation presented the proposed Cemeteries Bylaw No. 2133 to the Committee noting significant changes to the layout and organization of the document, that the bylaw required general updating and that rate increases have been included within the proposed draft.

Discussion was held regarding the methodology behind the proposed rate increases including perpetual care fees.

Planning Committee recommended proposed Cemeteries Bylaw No. 2133 to the Regular Council Meeting on November 28th, 2022, for consideration.

CORRESPONDENCE

MINISTRY OF ENVIRONMENT
Re: Environmental Compliance Audit – Drinking Water Advisories

The Director of Operations provided an update noting that the City of North Battleford has been selected to undergo an Environmental Compliance Audit, scheduled January 31 – February 2, 2023.

REPORTS

DIRECTOR OF OPERATIONS
Re: Fall Compost Collection Program Report

The Director of Operations presented the Fall Compost Collection Program report. No discussion was held regarding this matter.

INQUIRIES

Discussion was held regarding various inquiries of Council.

IN CAMERA

21/22 BE IT RESOLVED That pursuant to Section 94 of the *Cities Act*, Part III of the *Local Government Freedom of Information and Protection of Privacy Act*, and as outlined in the Procedure Bylaw No. 2108, Schedule "A", That the Meeting move In Camera at 7:28 p.m.

Moved by Councillor Taylor
CARRIED

22/22 BE IT RESOLVED That Planning Committee reconvene to open session at 8:42 p.m.

Moved by Councillor Lindgren
CARRIED

NEXT MEETING DATE – Monday, January 16th, 2023, commencing at 5:15 p.m.

ADJOURNMENT

23/22 BE IT RESOLVED That the meeting adjourn at 8:43 p.m.

Moved by Councillor Lightfoot
CARRIED

_____
DEPUTY MAYOR

_____
CITY CLERK

MINUTES OF THE SPECIAL PLANNING COMMITTEE MEETING OF THE CITY OF NORTH BATTLEFORD HELD VIA ZOOM AND IN COUNCIL CHAMBERS, TUESDAY NOVEMBER 22ND, 2022 COMMENCING AT 5:00 P.M.

MEMBERS PRESENT:	Mayor	David Gillan
	Councillors	Kelli Hawtin Thomas Ironstand Greg Lightfoot Kent Lindgren Ross MacAngus Len Taylor

ADMINISTRATION PRESENT:

Randy Patrick, City Manager
Stacey Hadley, City Clerk
Brent Nadon, Director of Finance
Lindsay Holm, Director of Protective Services
Cheryl DeNeire, Director of Parks & Recreation
Stewart Schafer, Director of Operations
Margarita Pena, Finance Manager
Seton Winterholt, Fleet & Maintenance Manager
Trevor Grey, Equipment Supervisor
Jeff Blanchard, Environmental Manager
Joe Gagne, Roadways and Waterworks Supervisor
Candace Toma, Public Relations Coordinator

Mayor Gillan called the meeting to order at 5:05 p.m.

AGENDA

24/22 BE IT RESOLVED That the Special Planning Committee Agenda for November 22nd, 2022, be approved.

Moved by Councillor Ironstand
CARRIED

NEW BUSINESS

CITY MANAGER/DIRECTOR OF FINANCE
Re: Proposed Budget Overview

The City Manager provided information to the Committee regarding the benefits associated with the implementation of a GIS Coordinator position noting that it enables the City to retain critical knowledge and data, and that it supports asset management as it relates to City infrastructure.

The Director of Finance provided a proposed budget overview noting that RCMP Costs, inflation, fuel costs and contracted wage increases comprise a significant portion of the proposed budget.

Discussion was held regarding the Industrial Price Index, supply chain challenges, and efforts made within the operational and capital budgets to reduce the proposed budget amount.

Re: General Government Overview

The Director of Finance reviewed the General Government budget and discussion was held regarding Enterprise Resource Planning Systems (ERP), the proposed GIS position and the reconciliation sidewalk budget request.

Planning Committee requested additional information regarding the actual year to date costs associated with the General Government expenses as follows:

- *salaries, wages and benefits;*
- *professional contractual services;*
- *maintenance, materials, and supplies; and,*
- *subscriptions and memberships.*

Committee recessed at 6:16 p.m. and reconvened at 6:24 p.m.

DIRECTOR OF OPERATIONS
Re: Operations/Infrastructure Overview

The Director of Operations reviewed the operations and infrastructure budgets, various challenges and the associated risk factors considered in each budgetary item.

Discussion was held regarding the following operational budget items: batteries for bollard solar lights, professional contractual services as it relates to drainage in Fairview and Parsons Industrial Parks, the costs associated with charging electric vehicles, the new grader lease, and the unbudgeted Journeyperson Mechanic position.

Councillor L. Taylor left at 6:55 p.m.

Discussion was further held regarding storm water drainage in Parson's Industrial Park, and it was noted that in some cases property owners have changed slopping, filled in ditches and removed culverts causing storm water flooding.

Planning Committee requested additional information regarding the total cost and budgetary impact associated with the inclusion of a Journeyperson Mechanic position.

Re: Waste Management Services

The Director of Operations reviewed the operational and capital budgets and discussion was held regarding recycling contamination, the costs and benefits associated with implementing scanning software in recycling trucks, and landfill decommissioning reserves.

Re: Water and Sewer Utility Services

The Director of Operations reviewed the water and sewer utility service budgets and discussion was held regarding the Power Plant and the Wastewater Treatment Plants water intake capacity, and the benefits associated with purchasing a backup generator.

NEXT SPECIAL MEETING DATE – Monday, November 29th, 2022 @ 5:00 p.m.

ADJOURNMENT

25/22 BE IT RESOLVED That the meeting adjourn at 8:13 p.m.

Moved by Councillor Lightfoot
CARRIED

_____
MAYOR

_____
CITY CLERK

MINUTES OF THE SPECIAL PLANNING COMMITTEE MEETING OF THE CITY OF NORTH BATTLEFORD HELD VIA ZOOM AND IN COUNCIL CHAMBERS, TUESDAY, NOVEMBER 29TH, 2022 COMMENCING AT 5:00 P.M.

MEMBERS PRESENT:	Mayor	David Gillan
	Councillors	Kelli Hawtin Thomas Ironstand Greg Lightfoot Kent Lindgren Ross MacAngus Len Taylor

ADMINISTRATION PRESENT:

Randy Patrick, City Manager
Stacey Hadley, City Clerk
Brent Nadon, Director of Finance
Lindsay Holm, Director of Protective Services
Cheryl DeNeire, Director of Parks & Recreation
Stewart Schafer, Director of Operations
Margarita Pena, Finance Manager
Seton Winterholt, Fleet & Maintenance Manager
Paul Perry, Deputy Fire Chief
Siobhan Gormley, Don Ross Centre Manager
Leah Garvin, Galleries Manager
Michelle Horncastle, InnovationPlex General Manager
Kris Wisner, Aquatics Manager
Candace Toma, Public Relations Coordinator

Mayor Gillan called the meeting to order at 5:05 p.m.

AGENDA

26/22 BE IT RESOLVED That the Special Planning Committee Agenda for November 29th, 2022, be approved.

Moved by Councillor Lightfoot
CARRIED

NEW BUSINESS

DIRECTOR OF FINANCE
Re: Additional Budget Information

The Director of Finance provided additional budget information regarding the year to date General Government Fund expenses for the following:

- salaries, wages and benefits;
- professional contractual services;
- maintenance, materials and supplies;
- subscriptions and memberships; and,
- full time Journeyperson Mechanic position.

Discussion was also held regarding the reallocation of $175,000 from general taxation to UPAR tax to address sidewalk repairs and replacement, and the 2.56% RCMP cost increase impacting the budget excluding retroactive pay.

DIRECTOR OF PROTECTIVE SERVICES
Re: Fire & Protective Services

The Director of Protective Services reviewed the proposed Fire and Protective Services budget, and discussion was held regarding traffic and fire service fees and fines, enforcement trends as it relates to ticket revenue, enforcement activities during and since the pandemic, policing department staffing challenges, the humane society, and apparatus replacement and recertifications.

Planning Committee recessed at 6:45 p.m. and reconvened at 6:59 p.m.

The Director of Protective Services advised that best practice with respect to apparatus replacement is to ensure capital planning as recertification/extensions with the underwriters cannot be guaranteed, and that ticket revenue customarily declines with effective enforcement activities.

DIRECTOR OF PARKS & RECREATION
Re: Recreation and Parks Services Overview

The Director of Parks & Recreation provided information regarding the post pandemic environment and impacts to recreation programming including public hesitancy, and a decline in disposable income due to the economy and inflation.

The Director also provided an update regarding the challenges associated with training and retaining lifeguards for swimming lessons and reviewed the departments operational budget.

Discussion was held regarding the urban forest and the City's community centered approach for recreation services.

The Fleet and Maintenance Manager reviewed the departments capital budget and discussion was held regarding potential grant opportunities for the Allen Sapp Gallery cornice repairs; the Don Ross Centre fire rated doors, washroom updates, floor washer, and ice plant condenser; and the Aquatic Centre roof replacement and pool chair lift.

Planning Committee requested additional information regarding the following:

- *Fire & Protective Services actual year to date revenue;*
- *Extended recertification of fire trucks; and,*
- *Accounting of revenue for sale of equipment at end of life.*

NEXT MEETING DATE – Thursday, December 1st, 2022 @ 5:00 p.m.

ADJOURNMENT

27/22 BE IT RESOLVED That the meeting adjourn at 8:36 p.m.

Moved by Councillor Hawtin
CARRIED

_____
MAYOR

_____
CITY CLERK

MINUTES OF THE SPECIAL PLANNING COMMITTEE MEETING OF THE CITY OF NORTH BATTLEFORD HELD VIA ZOOM AND IN COUNCIL CHAMBERS, THURSDAY, DECEMBER 1ST, 2022 COMMENCING AT 5:00 P.M.

MEMBERS PRESENT:	Mayor	David Gillan
	Councillors	Kelli Hawtin Thomas Ironstand Greg Lightfoot Kent Lindgren Ross MacAngus Len Taylor

ADMINISTRATION PRESENT:

Randy Patrick, City Manager
Stacey Hadley, City Clerk
Ryan Mackrell, City Planner
Brent Nadon, Director of Finance
Lindsay Holm, Director of Protective Services
Cheryl DeNeire, Director of Parks & Recreation
Stewart Schafer, Director of Operations
Margarita Pena, Finance Manager
Seton Winterholt, Fleet & Maintenance Manager
Candace Toma, Public Relations Coordinator

Mayor Gillan called the meeting to order at 5:05 p.m.

AGENDA

28/22 BE IT RESOLVED That the Special Planning Committee Agenda for December 1st, 2022, be approved.

Moved by Councillor Hawtin
CARRIED

NEW BUSINESS

DIRECTOR OF FINANCE
Re: November 29th Budget Meeting Follow Up

Discussion held regarding the full scope of implementing a GIS Coordinator position, Business Licence processing and pricing, and reallocating $175,000 to the UPAR budget to address sidewalk repair and replacements under the scope of the UPAR Program.

Planning Committee recommended that the 2023 portion of UPAR dedicated to sidewalk repair and replacement be calculated and applied only to frontage and not to utilities.

Planning Committee recessed at 6:15 p.m. and reconvened at 6:25 p.m.

Re: Third Party Grants

The Director of Finance reviewed the proposed third-party grant recommendations from the Community Development Grant Financial Assistance Sub Committee and contractual third-party grants, and discussion was held regarding the North Battleford Library's request for supplemental funding for a Commissionaire during the winter months in 2023.

Planning Committee recommended that the $3,300 supplemental funding request from the North Battleford Library be forward to the December 12th, 2022, Regular Council Meeting and be funded from the 2022 budget.

Planning Committee also recommended that a per household impact with respect to general government taxation and utility increases be brought forward as information during the December 12th, 2022, Regular Council Meeting.

29/22 BE IT RESOLVED That pursuant to Section 94 of the *Cities Act*, Part III of the *Local Government Freedom of Information and Protection of Privacy Act*, and as outlined in the Procedure Bylaw No. 2108, Schedule "A", That the Meeting move In Camera at 8:52 p.m.

Moved by Councillor Hawtin
CARRIED UNANIMOUSLY

30/22 BE IT RESOLVED That Planning Committee reconvene to open session at 9:20 p.m.

Moved by Councillor Lindgren
CARRIED

NEXT MEETING DATE – Monday, January 16th, 2023 @ 5:15 p.m.

ADJOURNMENT

31/22 BE IT RESOLVED That the meeting adjourn at 9:21 p.m.

Moved by Councillor Taylor
CARRIED

_____
MAYOR

_____
CITY CLERK

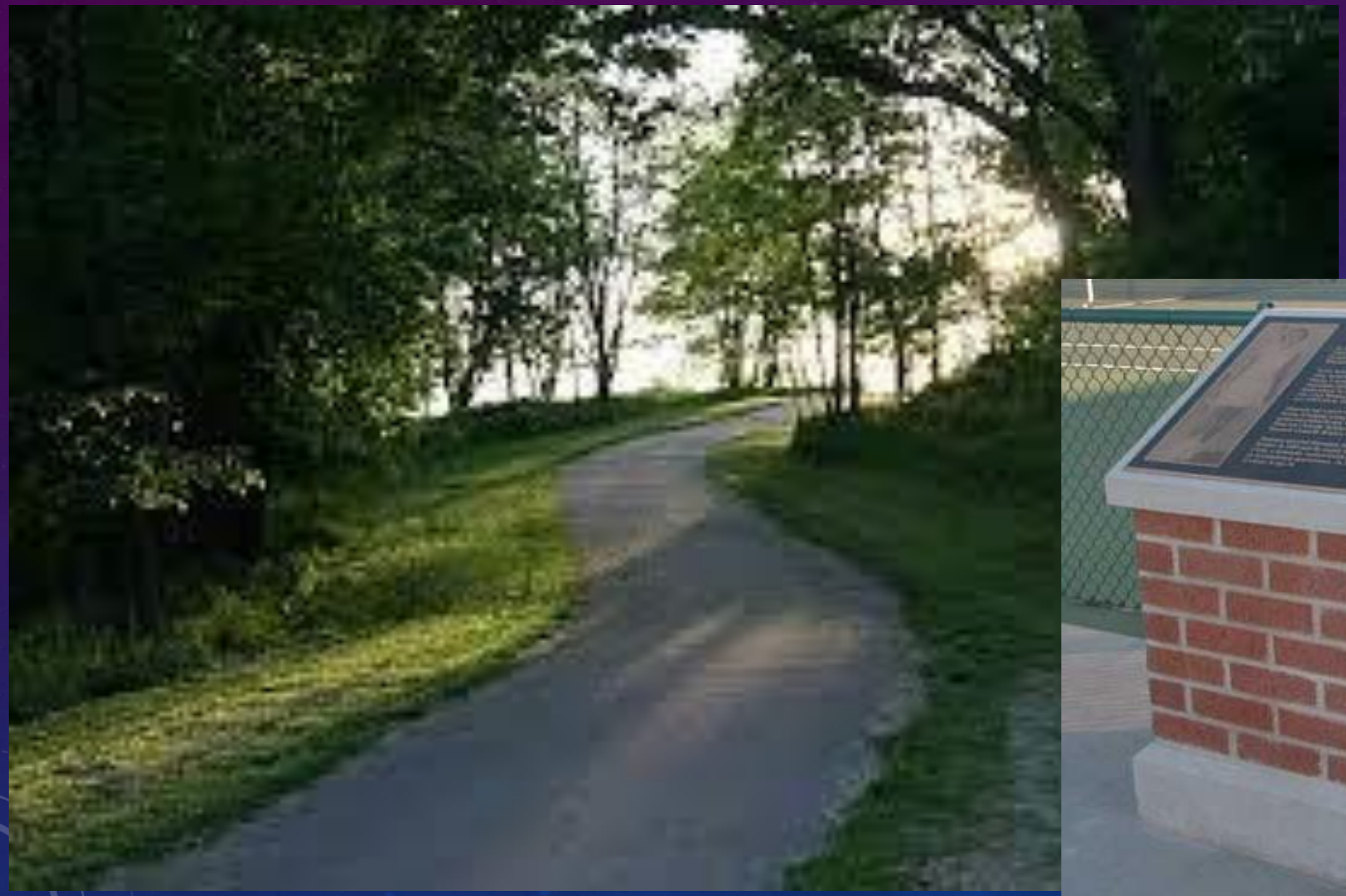
SASKATCHEWAN HOSPITAL

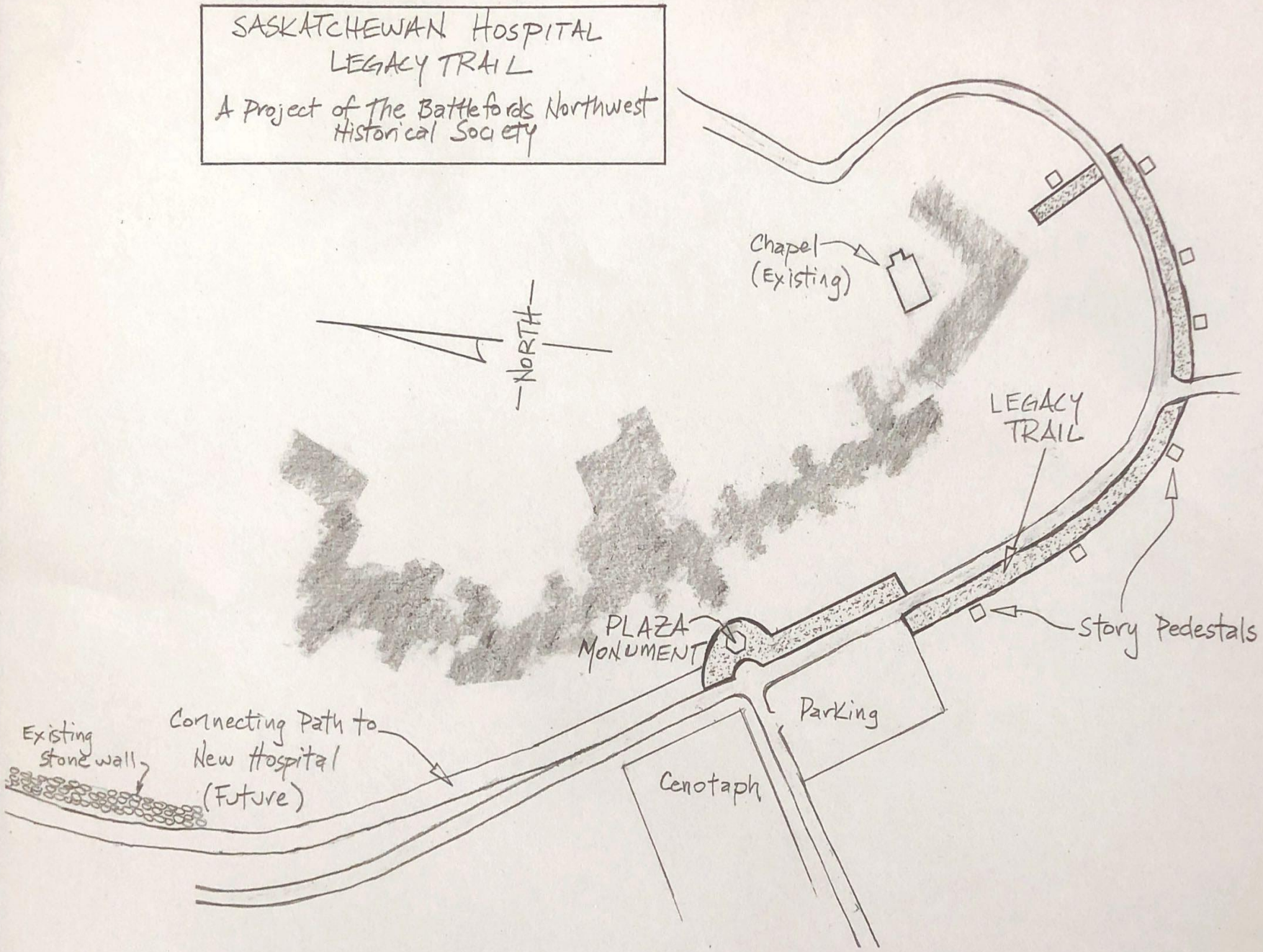
LEGACY TRAIL

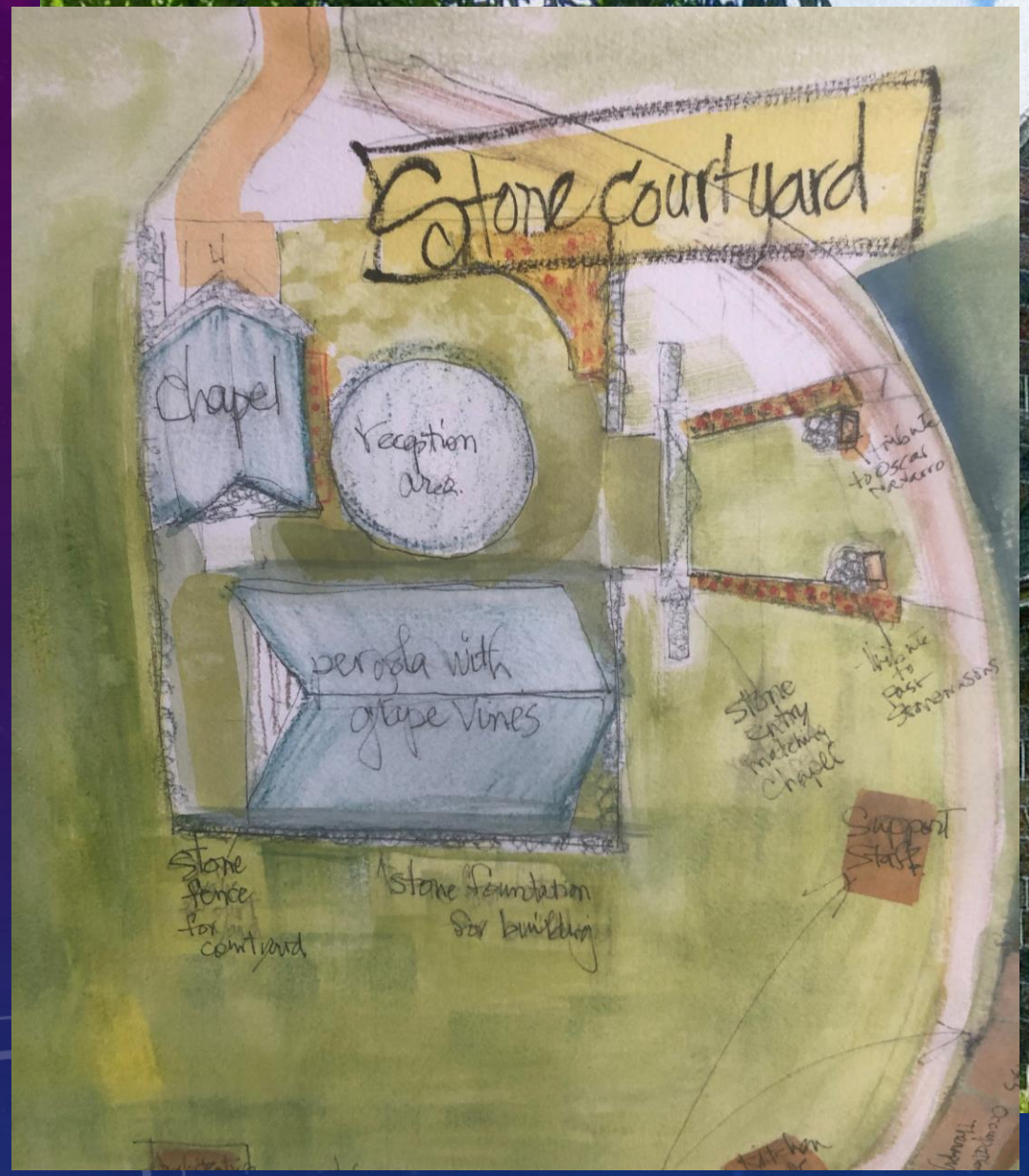
AD
1911

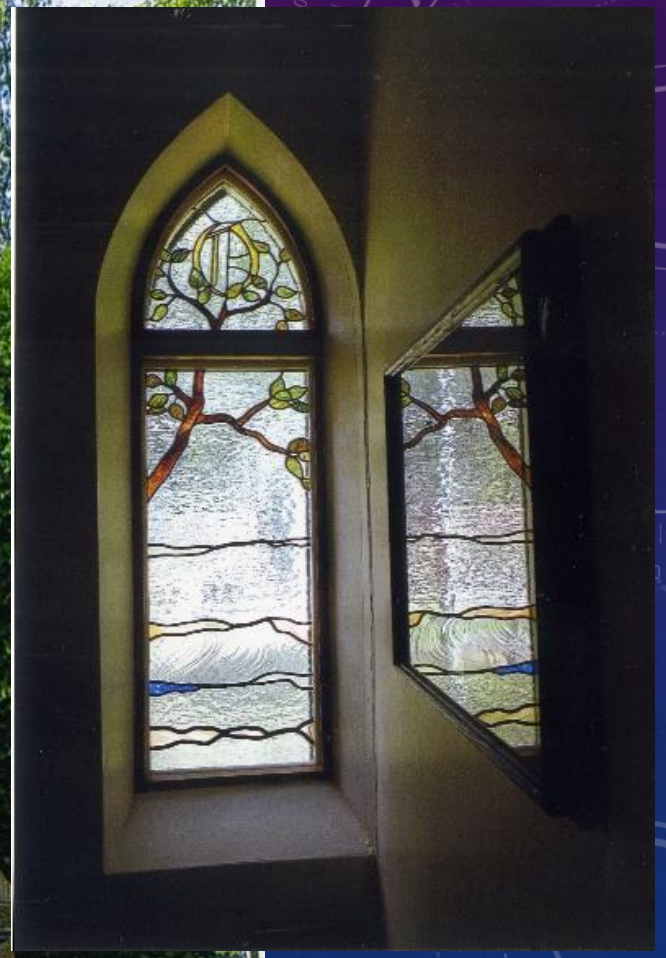
SASKATCHEWAN
HOSPITAL

AD
1911
VISITING
HOURS
10:00 AM
TO
8:00 PM

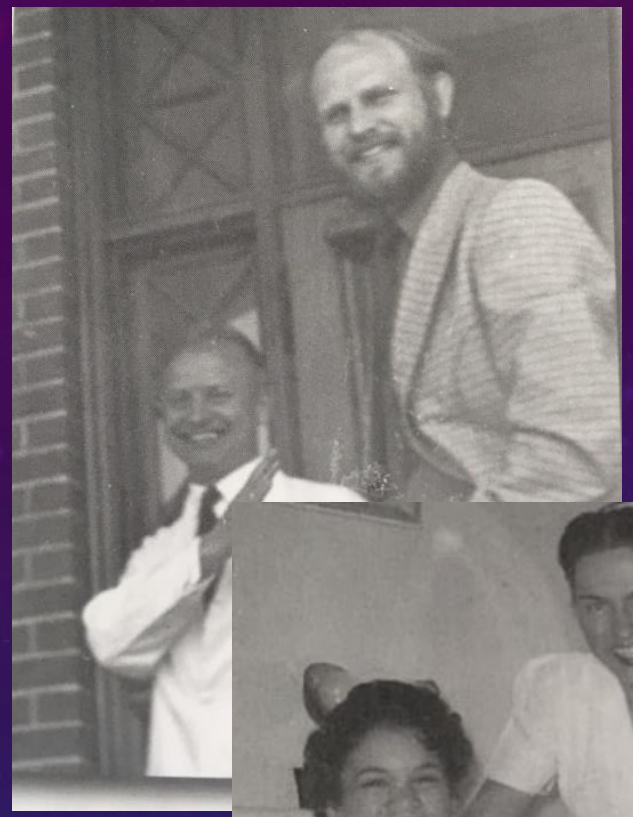



SASKATCHEWAN HOSPITAL
LEGACY TRAIL
A Project of The Battlefords Northwest Historical Society
Chapel (Existing)
NORTH
LEGACY TRAIL
PLAZA MONUMENT
Story Pedestals
Parking
Cenotaph
Existing stone wall
Connecting Path to New Hospital (Future)


Stone courtyard
Chapel
Reception area.
pergola with grape vines
Stone fence for courtyard
Stone foundation for building
Support Staff



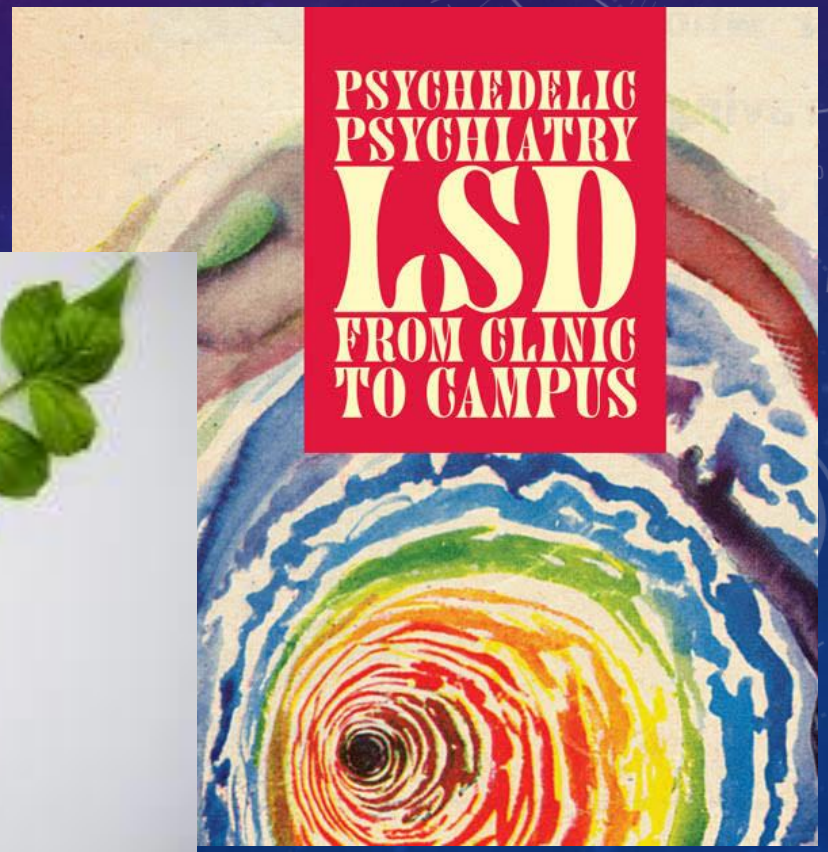
in honour of a century of caring."
Walk around area
Height of cement
Spine



ADAMS
DR. ISAAC
NOV. 28 1872
JUNE 2, 1942

MANY WHO ENTER MENTAL HOSPITALS
CONFUSED DEPRESSED FRIGHTENED
LEAVE CONFIDENT ··· ABLE ··· HAPPY
RECOVERY IS POSSIBLE
FOR THE MENTALLY ILL

MENTAL
HEALTH


PSYCHEDELIC
PSYCHIATRY
LSD
FROM CLINIC
TO CAMPUS

SASKATCHEWAN
HOSPITAL

Fundraising Target $750.000.

Every Brick
Tells a Story

Thank You
For
Your
Donation

PARTNERSHIP

Saskatchewan Health Authority

Saskatchewan
Sask Builds and Procurement

North Battleford

The Battleford's North West Historical Society

HISTORY MATTERS

Battleford

REQUEST

- Act as ambassadors for the project and encourage individuals, organizations and business to participate.
- Identify the Saskatchewan Hospital Legacy Trail in the *Battlefords River Valley Master Plan* and support the development of a linkage to existing trails.
- Work with provincial counterparts at Sask Builds . as the land transitions from Province to City to ensure the site includes this project's design, such as identification of Municipal Reserve and is serviced – turf maintenance, garbage, picnic tables, etc.
- Provide on-going maintenance of the trail including winter snow removal once the trail is constructed.
- Continue to provide advise and assistance – design, grants, etc.
- *M*ake a financial contribution to the development of the Trail.

SASKATCHEWAN HOSPITAL
LEGACY TRAIL
A Project of The Battlefords Northwest Historical Society
Chapel
(Existing)
NORTH
LEGACY
TRAIL
PLAZA
MONUMENT
Story Pede
Parking
Cenotaph
Existing
stone wall
Connecting Path to
New Hospital
(Future)

www.saskhospitallegacytrail.ca

Thank-you Town of Battleford

North Battleford

POLICY

ISSUED:	AMENDED:
Council Mtg. No. 37; June 27, 2011 Resolution #744	Council Mtg. No. 64; Nov 9, 2015

SNOW PLOWING AND ICE CONTROL

PURPOSE

The City will attempt to provide snow and ice control in a safe and cost effective manner as relates to employee and public safety, budget, personnel, equipment and environmental concerns. In instances of extreme and/or ongoing weather events, private contractors may be engaged to enhance snow removal operations.

RESPONSIBILITY

The Public Works Foreman will act as the overall co-ordinator of all roadway winter maintenance operations and shall be responsible for the day-to-day operation.

DEFINITIONS

Arterial street: serves major traffic flows between the principal areas of traffic generation often with direct access to adjacent development being limited

Collector Street: serves traffic between local and arterial streets with access to adjacent development generally allowed

Emergency Route: streets providing access from arterial or collector streets to a hospital, police, fire or ambulance stations

Lane: serves traffic to the rear of a property

Local Street: provides direct access to abutting properties along its length and not intended to carry through traffic, other than to adjoining streets

PUBLIC RELATIONS

Emergency complaints will be handled in an expeditious manner as resources are available.

News media, ambulance, police, fire and transit services will be advised of intended road restrictions and closures for the following day.

SERVICE LEVEL

Snow Plowing

Plowing will be conducted for accumulations of 5 cm or more and in order of priority. The Public Works Foreman, at his discretion, based upon weather information or prevailing conditions, may elect to not plow snow until greater amounts have accumulated. Streets have been categorized based on function, traffic volume and importance to the safety of the community.

Priority 1	• emergency routes • arterial streets • collector streets • hills • downtown district & commercial areas	completed within three days
Priority 2	• schools • nursing homes; senior's residences • sidewalks	completed within seven days
Priority 3	• local streets • City-owned parking lots	following completion of Priority areas 1 and 2

Snow plowing methods involve windrowing to the centre or to the shoulder. On streets where windrowing to the centre is done, snow removal operations will occur and will commence once Priority 2 areas have been plowed. In areas where snow is plowed to the shoulder and the accumulation creates a dangerous condition, snow removal operations will then be undertaken.

Until the windrow to the street centre is removed, access will be provided at the following locations: at street and lane intersections and at hospital, police, fire and ambulance sidewalk crossings.

Completion timelines are targets as an ongoing or a subsequent snow event will reset the operation to the higher priority route prior to the completion of lesser routes.

Service levels may be further impacted by available resources, equipment failures, or extreme weather conditions (i.e.: extreme cold, significant winds, limited visibility) that affect safety.

Sanding & Salting

Ice control is provided on an ongoing basis during snow events, frost, freezing rain or any other event that requires traction control and will typically follow the priority routes set for plowing. The application of salt and/or sand will be determined by temperature and road conditions.

Snow Dump Site

Any snow removed will be hauled to designated snow storage sites as determined by the Director of Public Works & Engineering. Snow hauling by commercial entities or the general public will be to a site as designated by the Director.

SIDEWALKS

Winter maintenance will occur on public sidewalks abutting City facilities, walkways and pedestrian bulbs once snow accumulations have reached 5 cm. The need to maintain safe roadways will generally take priority. Snow clearance, resources permitting, may occur in conjunction with Priority 1 routes. Salting will be undertaken to address freezing rain events or freeze/thaw cycles that cause icy conditions and will begin upon the condition being recognized and resources available.

It is the responsibility of the resident/property owner to remove snow accumulations for all other sidewalks along public streets adjoining their property as provided for in the "The Use of Streets Bylaw" and "The Sidewalk Clearing Bylaw". This will include any snow plowed from the street onto the sidewalk.

The Parks & Recreation Department is responsible for the winter maintenance of the walking/bike trail, Central and Peace Parks and sidewalks located on City facility property.

TRAFFIC BARRICADES

To ensure safety of employees and the public, barricades will be used to prevent vehicular traffic from accessing the area where snow removal operations are occurring. Consideration will be given to emergency services vehicles.

GRADERS

Snow plowing may result in windrows on both sides of the street. The clearing of windrows in front of sidewalk crossings left by snow plowing equipment shall be the responsibility of the property owner, tenant or commercial entity. Sidewalk and lane crossings only will be plowed open.

When the grader gate is activated, a maximum distance of 5.4 metres is the capacity before the restrained snow must be released to the curb. Properties that have driveways that abut each other, driveways that abut an alley crossing, or driveways of a width greater than 5.4 metres, the City will not be responsible for the removal of the resulting windrow beyond the 5.4 metres of cleared area.

The Director of Public Works & Engineering will have the discretion to assess complaints regarding windrows left due to errors made while utilizing gating equipment. If it is deemed that the windrow was deposited due to operator error and as being greater than 30 cm high, the Director or designate may direct that the snow be removed by City forces.

Where the existence of a driveway on a property is not evident, as the result of snow accumulation or any other contributing factor (e.g.: fencing material), the City will not be responsible for removal of the resulting windrow.

REAR LANES

Clearance of rear lanes will be initiated only when they become inaccessible for refuse removal vehicles. Plowing will be undertaken with windrows left on either side of lane. It is the responsibility of the property owner or tenant to clear out any access required. Paved lanes in the downtown district, at the discretion of the Public Works Foreman, will be cleared to enable access for courier and shipping vehicles.

North Battleford

For Committee Discussion

MEETING DATE: January 16,2023

MEETING: **Planning Committee**
_X_ Public **____ In Camera**

TO: **Randy Patrick, City Manager**

FROM: Jan Swanson, Economic Development Manager

SUBJECT: Economic Development Strategy

Background Information

Although economic development is important, for the last 4 years or more, it has been fundamentally worked on under the Corporate Services portfolio where it there was limited capacity to provide it the attention it requires. In 2022, Council authorized the implementation of a full time Economic Development position to dedicate the time and effort required to tend to this task.

Strategic Goal(s)

The report supports the following Strategic Goals:

- Economic Vitality
  - Promote public and private investments
  - Leverage North Battleford Assets, like the airport, highway, rail and river and existing business sectors
- Regional Hub
  - Fostering relationships with surrounding communities
  - Improving relations with surrounding First Nations
  - Improving relations with surrounding municipal governments
  - Promotion of investments that benefit the region as a whole

Discussion and Comment

The Economic Development Strategic Plan is being presented for implementation over a 7 year period of time (2023-2030); however, the document will be brought back annually or bi-annually as required to amend and adjust the to align with the region's economic environment and Council's needs at the time. The purpose of the plan is to establish a strategic direction that aligns with Council's direction.

Options for Consideration

- Committee could recommend the Economic Development Strategic Plan to a Regular Council Meeting for formal approval.
- Committee could request amendments or more information.

Budget Issues

The work associated with implementing the Economic Development Plan will remain within the approved budget limit for 2023.

Public Notice and Communication

An overview of the City of North Battleford's Economic Development Plan is to be presented to the Battleford's Chamber of Commerce at the Chair's Luncheon on Tuesday January 14, 2023.

Further, it will be placed on the City's website and promoted as opportunities arise.

Recommendation(s)

That Planning Committee recommends City of North Battleford Economic Development Plan 2023-2030 to the Regular Council Meeting January 24, 2023, for formal approval.

Respectfully submitted,

Jan Swanson
Economic Development Manager

Approvals:

City Manager: _____ **Date:** Jan 12/23

North Battleford

Treaty Six Territory | Heartland of the Métis | Saskatchewan | Canada

2023 – 2030

City of North Battleford Economic Development Strategic Plan

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Economic Development Strategy

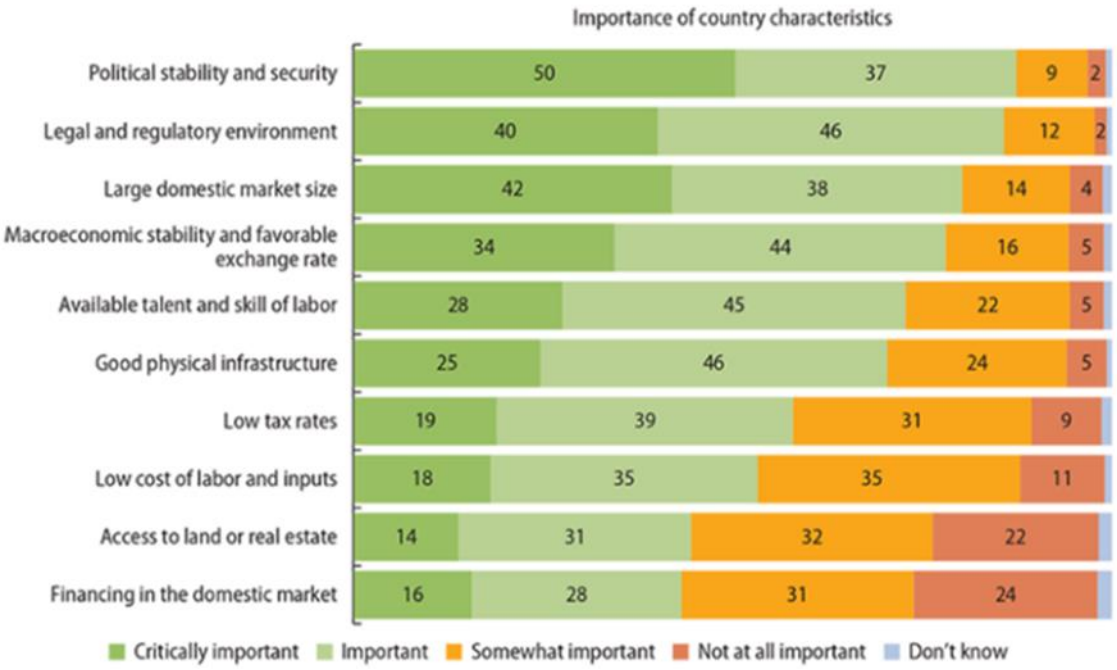
Introduction

This Economic Development Strategy highlights North Battleford's economic growth potential, while supporting City Council's Strategic Plan and desire to improve the community's economic environment. The City is in a unique position to create and stimulate economic development as it:

- has knowledge of the needs, resources, and characteristics of the local area
- is willing to work with regional partners in the interests of the whole community
- is the central hub of the entire regional community
- can help mobilize the resources of the entire community
- can create an environment that encourages and promotes economic development
- has the resources to be an effective leader in economic development

People undertaking business investments can require certain aspects that are important to them. The chart on the following page is one that is used for evaluating countries. However, it also demonstrates the importance of certain conditions that are influenced by municipalities.

> *"For businesses to invest there are significant factors that are needed such as the availability of talent, good physical infrastructure, and reasonable taxes."* (Bank, 2017)



Part of any economic development strategy should include keeping the City attractive to new investment and the continuation of existing business investment in the community.

The Value of Economic Development

Economic development is the vehicle used to focus the resources of an entire local area on job creation and economic growth by:

- improving the area's overall potential for economic growth
- promoting the community as a place for internal and external investment
- acting as a catalyst to help preserve and stimulate existing businesses
- fostering and nourishing entrepreneurship while encouraging new businesses to locate in the community
- collaborating with First Nations, regional and municipal governments, and strategic partners

Economic Development Strategy Components

The Initiative for a Competitive Inner City (ICIC) has identified five factors that drive economic growth in smaller cities (Maher, n.d.):

- Development of the entrepreneurial ecosystem
- Human investment driving new economy growth
- Strong social capital
- Strong quality of place
- Dedication to progress

Although these five factors are not solely within the City's control, the City has an important role to play in bringing people together to make our community more attractive for existing and new business, especially for the above identified factors which contribute to economic growth.

Regional Economic Development

With respect to ongoing and continuous economic interactions, municipal government boundaries do not accurately reflect the reality of a regional economy. This strategy looks at the development of the Battlefords as a functional economic region. A functional economic region is an area in which municipal and First Nations governments work together to improve the economy, while recognizing that each community has substantial economic ties to one another, and that success in each community builds a better combined future.

The region is interdependent. Work on growing the economy requires a unified approach to maximize the building blocks of the economy. Several recognized building blocks of a strong economy include:

- Infrastructure, communications, and transportation
- Ability to attract and retain qualified individuals
- Appropriate housing
- Quality of recreation and cultural amenities

- Quality and availability of education
- Availability of jobs
- Services available (business and personal)
- Ability to change and adapt (labour force and business)
- Financial capacity

Diverse economic development strategies can be utilized by all regional stakeholders. Every community and situation are diverse, thus varying development tools and strategies would be utilized in different places and at different times. None of these tools are perfect and none of them always give the "magic outcome" that everyone would like. The key is to take a balanced approach, using the appropriate economic tools dependent on the situation. These tools could either be used alone, with other tools, and may or may not involve other strategic partners.

No two organizations look for the same factors in choosing a location. As an example, when a grain elevator company is looking for a location, their concerns are centered on the supply of inputs (i.e., grain), the cost of labour, and transportation costs. Whereas, when healthcare organizations are recruiting, the significant factor for them is quality of life for their prospective employees (i.e., healthcare, schools, recreation, and social wellbeing).

Goals for Regional Economic Development

To determine the effectiveness of an economic development strategy, several broad goals for the strategy should be considered. These include:

- Increased business activity
- Increased wages
- Improved quality of life
- A workforce that is future-ready, adaptable, and innovative
- Increased use of regional facilities

Economic Development Opportunities

There are several potential economic opportunities. The following list is a starting point to prioritize:

- Encouraging further development of First Nations Urban Reserve lands
- Attraction of oil and gas servicing and offices
- An increase in agriculture-related industries including value-added products
- Develop a larger heath care-based industry
- Identify community business needs (gaps in support services)
- Encouraging educational and skills development opportunities
- Promoting the City as a regional hub for transportation (airport, rail, and highways) and for accommodations, shopping, recreation, entertainment, cultural and sporting venues) working with organizations such as Destination Battlefords
- Event Attraction to utilize the existing infrastructure more fully

When working with economic development partners on a regional basis, the emphasis will be on:

- Optimizing growth in the development of private regional infrastructure
- Job creation
- Identifying opportunities for attracting and retaining entrepreneurs and skilled professionals
- Development of local entrepreneurs
- Development of higher value jobs

Strategic Goals and Priorities for Economic Development

Regional Economic Development is a cornerstone of the City of North Battleford's strategic plan. The strategic plan outlines several goals related to economic development and improvement of the region.

A regional approach specifically impacts the following strategic priorities relating to economic development.

Economic Vitality SG3.0

- **3.1** Promote public and private sector investment
- **3.3** Leverage North Battleford assets, like the airport, highway, rail and river and existing business sectors

Regional Hub SG6.0

- **6.1** Fostering relationships with surrounding communities
- **6.3** Improving relations with surrounding First Nations
- **6.4** Improving relations with surrounding municipal governments
- **6.5** Promotion of investments that benefit the region as a whole
- **6.7** Development of increased coordination between the City and its regional partners

The City will work with interested regional partners for the benefit of the community as a whole and to improve the business climate locally.

Economic Development Strategic Plan

Economic Vitality Goals SG3.0

Goal 3.1: Promote public and private sector investment

Objectives:

- To assist both the public and private sectors in making better-informed investment decisions while creating and supporting increased investment interest from both the private and public sectors.
- Encourage a more accessible and collaborative entrepreneurial ecosystem of public, private and investor sector networks.

Actions:

- Perform an economic development analysis of North Battleford and the region to establish an inventory of information resources that will foster and encourage community investment.
- Collect the data required to develop a community profile based on a factual compilation of community assets to support investor attraction while demonstrating and highlighting how the region can meet industry needs.

Additional actions that can be undertaken:

- Investment marketing plan
- Lobby Provincial and Federal Governments for public sector programs and infrastructure
- Prospecting for selected businesses that are most likely to be interested in the community
- Explore opportunities through community ownership
- Target specific sectors based on competitive analysis

Goal 3.3: Leverage North Battleford assets, like the airport, highway, rail and river, and existing business sectors

Many new business investments come from businesses already in the community. This is critical to sustain needs for existing businesses and to identify and support any further investments they may be considering.

Objective:

- Develop a better understanding of available community assets to increase and improve the use of the transportation and communications options within the City.
- Improve the use of community assets to increase business travel to the region, develop the City as a regional cargo hub, and improve available services for residents.

Action:

- Establish a community-based collaboration of North Battleford's various supply chain partners to focus on the common goal of identifying and encouraging likely and desirable business prospects and sectors that would benefit from North Battleford's transportation infrastructure, such as a hub for oil companies.

Additional actions that can be undertaken:

- Business Retention and Expansion Program
- Plan the promotion of local advantages
- Business Cluster Development, and identification of geographically competitive constraints
- Assist with increased export development
- Identify skills, training, and workforce development opportunities

Regional Hub SG6.0

Goal 6.1: Fostering relationships with surrounding communities

Objective:

- Pool resources with local communities to attract new businesses, encourage local entrepreneurs, and provide better support to existing industry across jurisdictional boundaries.
- To be recognized in Saskatchewan as the "Regional Hub of the Northwest".

Action:

- Develop formal and informal joint development discussions regarding business opportunities and economic development by collaborating with industry and stakeholders to maximize regional opportunities.

Goal 6.3: Improving relations with surrounding First Nations

Objective:

- To work collaboratively with First Nations to support the economic sustainability and the region's vibrancy and develop and implement projects of mutual benefit.

Action:

- Discuss common interests, challenges, and mutual opportunities in economic development.
- Look for opportunities to partner with First Nations and Tribal Councils and encourage the development of urban reserves as potential business locations.
- Work with First Nations on the development of urban reserves.
- Work with the Battlefords Regional Community Coalition (BRCC) on its economic development initiatives.

Goal 6.4: Improving relations with surrounding municipal governments

Objective:

- Develop networks of civic engagement with surrounding municipal governments.

Actions:

- Develop trust and networks that surrounding municipalities can draw upon to solve common problems and work together for mutual benefit.
- Collaborate with industry and stakeholders on a regional basis to maximize opportunities.

Goal 6.5: Promotion of investments that benefit the region as a whole

Objectives:

- To attract and nurture investments in an innovative regional economy.
- To attract major sporting events which will benefit the region.

Actions:

- Assist in the identification, selection, prioritization, and packaging of innovative, sustainable investment projects.
- Work with regional entities to attract provincial sporting events, conferences, and celebrations.

Additional actions that can be undertaken:

Identify potential regional clusters sufficient to attract specialized services, resources, and suppliers consisting of companies that produce complementary products, utilize similar processes, or yield similar resources.

Develop a more supportive infrastructure, a specialized labour force, education and training support, research and development, and other components that can contribute to the creation of our competitive advantage.

Goal 6.7: Development of increased coordination between the City and regional partners

Objectives:

- Collaborate with local and regional governments, and strategic partners both public and private sector Develop a unified approach to maximize a stronger regional economy.

Actions:

- Establish connections and build relationships with our regional partners.
- Look for opportunities that benefit the entire region.
- Hold regular meetings with Economic Development practitioners throughout the region.
- Work with regional partners on specific strategic partners that benefit the region as a whole.

In summary, Economic development is a strategy to renew and revitalize the economic lifeblood of the community which can contribute to the overall economic well-being of a community.

Works Cited

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North Battleford

For Committee Discussion

MEETING DATE: January 16, 2023

MEETING: Planning Committee
_X_ Public ____ In Camera

TO: Randy Patrick, City Manager

FROM: Lindsay Holm, Director of Protective Services

SUBJECT: Regional Emergency Management Plan

Background Information

During the February 14th, 2022, Regular Council Meeting, Council authorized the submission of an application for a cost shared grant under the Targeted Sector Support Initiative (TSS) for the development of a Regional Emergency Response Plan in partnership with the Battlefords Regional Community Coalition (BRCC), the Town of Battleford and the RM of North Battleford No. 437.

Strategic Goal(s)

SG4.0: Healthy and Safe Community
4.1 – Working with community stakeholders to enhance safety
4.4 – Ensure the City has an effective emergency management system in place to meet the needs of our residents during the moments of community crisis
4.5 – Design and maintain a safe community

Discussion and Comment

Following the approval of the TSS grant funding, the City alongside the BRCC, Town of Battleford and RM of North Battleford No. 437 have been working with PMO Global Services, the consultant to develop a regional plan. The plan has been attached for Committee's review and feedback, prior to approval.

Options for Consideration

- Committee could recommend the Regional Emergency Management Plan to the Regular Meeting for formal approval.
- Committee could request additional information.
- Other per the Committee's direction.

Budget Issues

The development of the Plan was funded through the Targeted Sector Support Initiative in the in the amount of $75,000 with the remaining $25,000 cost shared among regional partners during the 2022 budget cycle.

Public Notice and Communication

Once approved by participating municipalities and surrounding First Nations, the City will work with partners to develop a joint news release of the plans establishment, post on the website, circulate to all surrounding regional partners and promote as opportunities arise.

Recommendation(s)

Administration is respectfully requesting that Planning Committee recommend the attached Regional Emergency Management Plan to the Regular Council Meeting for formal approval by the City.

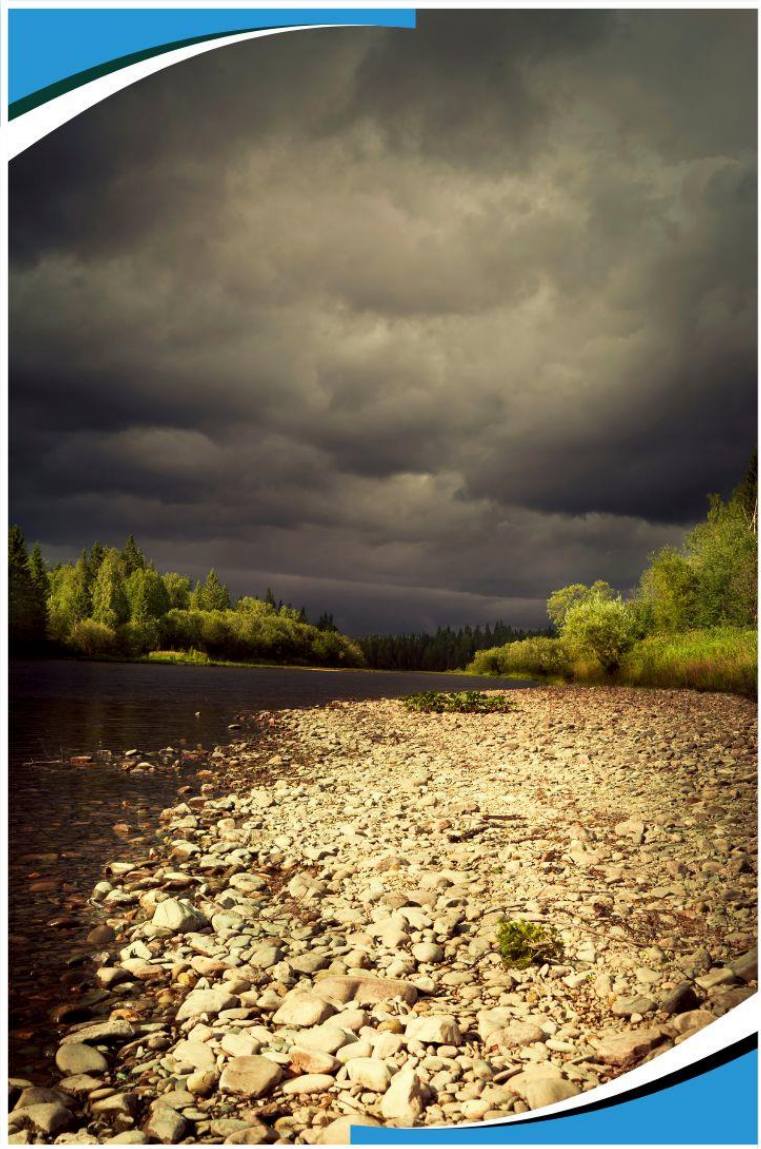
Respectfully submitted,

For Lindsay Holm
Director of Protective Services

Approvals:

City Manager: Randy Patrick **Date:** Jan 12/23

Battlefords Regional Emergency Management Group Plan 2023 - 2024



PMO

This plan has been split into 2 parts:

1. **ICP Manual** – Emergency Response Checklists and templates to use during an ICP activation.

2. Program Documents –Supplementary information to the ICP Manual as well as guiding documents for building and maintaining the emergency management program.

Together, the ICP Manual and Program form the Regional Emergency Management Plan. These documents are further supported by:

- Regional Emergency Social Services Plan
- Position Checklists
- ICS & ICP Forms
- ESS Forms
- Regional Emergency Contact List

The above documents have been developed for the local authorities specified on the title page and developed to meet their needs.

Any portions of this plan shared or posted for consumption outside of internal use of the municipalities and First Nations listed within shall be in a read-only format.

PMO

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Action List - for Implementation of Regional Emergency Management Plan

The following action items should be addressed and implemented prior to any need for activation of the plan. This list is not all-inclusive but a summary of the highest priority action items

DONE	BREMG Steering Committee Action Items	Completion Deadline
	Regional Framework Development	
❑	**Formalize Regional Emergency Management Agreement(s) and get sign off from all signatory members of BREMG,** without which there is nothing to ensure a regional approach. These may include: ➢ Regional Partnership Agreement ➢ Regional Aid Agreements ➢ Regional BREMG Steering Committee and/or Regional Planning Committee. ➢ Regional Emergency Measures Organization ➢ Regional BREMG Emergency Measures Coordinator. A Regional Coordinator does not negate the need for local or Deputy Emergency Management Coordinators on behalf of each jurisdiction.	**ASAP**
❑	Memorandums of Understanding with School Division and Transportation Contractors for evacuation transportation. At minimum- after hours numbers for each of these.	**ASAP**
	Communications	
❑	**Radio Interoperability** - This is a **major gap** in current regional communications. If responders and field personnel cannot communicate with each other nor the Regional ICP there is little chance of a successful response. ➢ **Ensure all signatory jurisdictions are equipped with portable radios**. ➢ **Seek funding for or budget to have signatory party radios programmed for interoperability**. ➢ **<u>Require</u> any new signatory parties to BREMG to have interoperable radio communications.**	**End of Quarter 1**
❑	**Voyent Alert** – This system will be used by the Region to notify regional personnel (in addition to the public for jurisdictions that sign on to share costs). The City of North Battleford is currently the administrator and sole financier of this system. ➢ **Set-up groups on Voyent including all identified Regional ICP personnel and Councils** so that personnel can quickly be notified, and personnel availability promptly assessed.	**ASAP**
❑	**Battlefords Amateur Radio Association** – This group is an already pre-built existing group that can provide added	**End of Quarter 1**

DONE	BREMG Steering Committee Action Items	Completion Deadline
	communications support and back-up systems to a Regional ICP. ➢ **Develop an agreement with them and invite them to regular exercises and meetings.**	
	Training & Exercises	
❑	**Provide personnel assigned roles with Region ICP and/or ESS organizational charts copies of their position checklists** and any applicable forms.	**End of Quarter 1**
❑	**Conduct Training & Exercises as outlined in Section 14.7** of this plan. All personnel need to know what is in the plan and understand the position and ICS section to which they've been assigned. It's important this not only include classroom training, but **hands-on experiential focused exercises.** ➢ Follow schedule as provided in this plan. ➢ Add to job descriptions other duties as assigned which may include fulfilling a role in the ICP.	**End of Quarter 1**
❑	**ICS Training** - The Region has set a goal of having all personnel assigned roles in the Regional Plan trained to a minimum of ICS 200. ➢ **Hold several ICS 200 training sessions with a target of getting 80% or more of those assigned positions trained up.** ➢ **Hold ICS 300 training.** ➢ **Hold position specific training or workshops several times per year.**	**End of Quarter 1**
❑	**Hold regular Regional Steering Committee and/or Planning Committee meetings with regional partners.** ➢ **This includes other agencies and organizations you may be working alongside in a disaster such as SaskHealth, School Divisions, Canadian Red Cross, BATC Health and Education representatives, SPSA, non-profit organizations, Battlefords Amateur Radio, etc.** ➢ **Hold Meetings at least 4-6 times per year with an organized agenda to develop a strong core regional team.**	**Start of Quarter 1**
❑	**Contact SK Emergency& Crisis Support (SPSA)** to **determine ESS training available** and provide for all regional ESS personnel. Invite neighboring jurisdictions to also attend This may lead to further regionalization opportunities/signatory parties.	**Start of Quarter 2**
❑	**Contact Canadian Red Cross to obtain Emergency Management Information System (EMIS) training** to ensure a strong core group of personnel have access to the EMIS system and are able to register evacuees.	**Start of Quarter 2**

DONE	BREMG Steering Committee Action Items	Completion Deadline
❑	**Inquire with Battlefords Humane Society and/or SK SPCA re: emergency pet shelter training/workshops.**	**Start of Quarter 2**
❑	**Include ESS personnel in ICS training requirements** and opportunities as they will be required to work within the ICS framework and therefore should have working knowledge of ICS principles and structure.	**Start of Quarter 2**
Building Regional ESS Capacity		
❑	**Review ESS position checklists with each assisting agency expected to provide ESS services** especially SK Health Authority, BATC Health and Battlefords Humane Society.	**Start of Quarter 1**
❑	**Invite Kim-Ann MacCauley** SK Health Authority Manager of Health Emergency Management (306) 425-0087 to attend interagency or emergency management planning committee meetings.	**End of Quarter 1**
❑	**Invite guest speakers to attend Steering or Regional Planning Committee Meetings to present information regarding types of ESS services** they may be able to provide, their capacity levels, costs, and response time**.** Even if they are not local many will be wiling to travel or provide a virtual presentation if requested. See next page for some ESS NGO suggestions.	**End of Quarter 1**
❑	**Identify potential community organizations that have skills/expertise and may be willing to provide personnel to take ESS training and fill roles in the ESS Centre such as Greeters, Runners, and Waiting Area Coordinators.** ➢ **All volunteers must be-pre-vetted and have clear criminal record and vulnerable sector checks.** ➢ **Volunteer roster and qualifications should be reviewed annually including criminal and vulnerable sector checks.**	**End of Quarter 1**

Distribution List

Department	Issued To	Method of Issue (Electronic/Hardcopy)	Date & Version Issued

Amendments

Date	Page/Section Updates	Amended By (Printed Name)

Definitions

Act	Refers to the *Saskatchewan Emergency Planning Act Revised Statutes of Saskatchewan 1989* and all amendments thereto unless stated otherwise
Asst.	Assistant
BREMG	Battlefords Regional Emergency Management Group - As of 2022, this group includes the following signatory parties that have come together to build a regional emergency management framework, including this Regional Emergency Management Plan. As BREMG further develops, additional signatory parties may be added for which additional annexes and updates to the current plan will be required. • City of North Battleford, Little Pine First Nation, Lucky Man Cree Nation • Moosomin First Nation, R.M. of North Battleford No. 437 • Saulteaux First Nation, Sweetgrass First Nation, Town of Battleford
Congregate Lodging	Refers to group lodging accommodations.
Cooperating Agency	Supports the incident or supplies assistance other than tactical resources.
C.A.O.	Chief Administrative Officer or equivalent
Designate	In this plan refers to someone authorized to conduct the roles, responsibilities, and decisions on behalf of the position for which they have been named a designate
Division	Within the Incident Command System, a Division is used to divide incident operations geographically.
ECC	Emergency Coordination Centre that provides additional support to the Incident Command Post (ICP). The ECC operates at a higher functional level than the ICP, being less concerned with the tactical operations of the field/incident site. In some cases, the ECC may operate independently in the event an Incident Command Post is not required, such as where additional tactical resources and support are not required but monitoring of the situation and/or media response is required.
Elected Officials	Refers to the elected Chief, Mayor, or Reeve for the respective jurisdictions(s) and elected Council members.
EMAP	Emergency Management Assistance Program - This funding is for emergency management on reserve managed through Indigenous Services Canada (ISC) for eligible communities on reserve who have been impacted by an emergency event or where a proposed project directly affects a First Nation. Funding is intended to build resiliency, prepare, respond, and recover from natural hazards/disasters. As of 2022, EMAP has been expanded to help ISC better respond to health emergencies including public health outbreaks and crisis.
Emergency and Crisis Support	Branch of Saskatchewan Public Safety Agency responsible for helping communities coordinate resources for displaced and disaster impacted individuals.
Emergency Measures Coordinator	The person appointed by the local authority to organize the local authority's emergency management program.
ESS	Emergency Social Services are services that provide for the basic essential needs of victims, evacuees and/or affected residents as may be required.
Emergency Measures Coordinator	The person appointed by the local authority to organize the local authority's emergency management program.
Go-Kit	A go-kit is a portable kit often contained within a plastic tote that contains basic supplies. Go-kits may be divided up with one go-kit per position or service type and the appropriate essential supplies for that position pre-staged within the go-kit.

Group	Within the Incident Command System, a Group is used to divide operations functionally.
HRVA	Hazard Risk Vulnerability Analysis
IC	Incident Commander - The person in control of the local authority's ICP or a Regional ICP whose responsibility it is to oversee functions of the ICP including any municipally led Emergency Social Services.
ICP	Incident Command Post - This is the location of the IC, where coordinated emergency or disaster response activities are conducting including planning, logistical and operational requirements. It may function as the ICP of a single local authority or a regional ICP on behalf of signatory parties and jurisdictions of Battlefords Regional Emergency Management Group (BREMG).
ICS	Incident Command System - The Incident Command System is a scalable management structure for responding to both planned and unplanned events. It is the North American benchmark by which government as well as industry, utilities and healthcare organize their personnel to respond to disaster incidents.
ISC	Indigenous Services Canada - Federal department that collaborates with partners to deliver services to First Nations, Inuit, and Metis in Canada.
Minister	The Minister charged with the administration of the Saskatchewan Emergency Planning Act RSA 1989.
NGO	Non-governmental Organization or Organizations
PDAP	Provincial Disaster Assistance Recovery Program - This is a program administered by the Province of Saskatchewan through the Saskatchewan Public Safety Agency that determines eligibility of emergency/disaster losses for provincial reimbursement.
Region/ Regional	Means all local authorities and Nations having jurisdiction within the boundaries of the Battlefords Regional Emergency Management Group unless indicated otherwise.
Registration	This term is used throughout this plan to refer to the team responsible and process followed to register evacuees
REMP	Regional Emergency Management Plan (this plan)
R.M.	Rural Municipality - Refers to the Rural Municipality of North Battleford No. 437 unless stated otherwise.
SaskAlert	Saskatchewan's Public Alerting System - Used to notify the public in real-time of an emergency situation.
Service Providers	This refers to assisting organizations that may be requested to respond during activations particularly as it relates to provision of emergency social services such as Saskatchewan Public Safety Agency or Canadian Red Cross.
SK	Saskatchewan
SOLE	State of Local Emergency
SPCA	Society for the Prevention of Cruelty to Animals
SPSA	Saskatchewan Public Safety Agency - The provincial agency having jurisdiction for emergency/disaster preparedness, response, and recovery operations.
WCB	Workers Compensation Board - In this plan refers to the provincial Saskatchewan Workers Compensation Board which operates under The Workers' Compensation Act 2013, Statutes of Saskatchewan; The Workers' Compensation General Regulations 1985; and The Workers' Compensation Miscellaneous Regulations. The WCB provides benefits and programs to injured workers in industries covered by the Act and protects registered employers from lawsuits when a workplace injury occurs.

Part 1: BREMG Incident Command Post Manual
2023 - 2024

PMO

PART 1 – ICP MANUAL

1. Regional ICP Activation

1.1 Authority to Activate the Regional Plan

This Regional Emergency Management Plan may be activated in whole or in part by <u>any</u> of the following:

- An **Emergency Measures Coordinator** as appointed by any of the Municipalities or Nation signatory parties of BREMG; or
- An **elected official** of any of the Municipalities or Nation signatory parties of BREMG; or
- **Authorized designates** of any of the above positions.

A State of Local Emergency is not required by any of the parties in order to activate the Regional Emergency Management Plan.

1.2 Regional ICP Activation - Decision Guide

If you answer 'YES' to any of the following, a partial or full Regional ICP activation is justified. If you are unsure, put staff on stand-by until you obtain more information.

Check if YES	Regional ICP - Activation Decision Checklist
❑	**Is this a Type 1, 2 or 3 incident?** Refer to Incident Type and Activation Thresholds, page 4
❑	**Does the incident affect more than one (1) Nation or municipality within the Region**?
❑	**Is there a need for one or more ESS Centres?**
❑	**Will more updates to the public be required over the short-term?** Consider being proactive and activating to monitor situation and issue timely updates.
❑	**Public attention- will incident be in provincial news or headlines beyond?**
❑	**Does or should the incident require notification to Saskatchewan Public Safety Agency or Indigenous Services Canada? Does the incident necessitate a SaskAlert be issued to warn or notify the public?** *Refer to Section 4.2 When To Notify The Province, ISC, Tribal Council &* Neighboring Jurisdictions
❑	**Will the number of people affected require additional ESS support from the province and/or assisting organizations?** (Ex: Saskatchewan Health Authority/BATC Health/ Canadian Red Cross/ The Salvation Army)
❑	**Is the incident likely to grow in scale or impact?**
❑	**Is this a high-profile event affecting multiple jurisdictions and/or many households** that will require significant multi-agency coordination to manage the incident & safeguard those affected?
❑	**One or more Declarations of State of Local Emergency in effect or likely to come in effect?**
❑	**Are current communications between responding jurisdictions having authority and response organizations disorganized and inefficient?** Activating a regional ICP as a single point of response coordination for the municipalities having jurisdiction can help to better organize communications and reduce miscommunication.

If you have <u>not</u> checked 'YES' to any to the previous checklist questions– ask yourself the following two additional questions:

Check if NO	Additional Questions
❑	**Is the event a regular occurrence?**
❑	**Are next steps in place and ready to be quickly activated if the incident worsens or affects more than one jurisdiction within the region?**
❑	**Is this a Type 5 or 4 incident?**

If you checked 'NO' to either one of the additional questions–seriously consider activating the regional ICP.

1.3 Incident Type and Activation Thresholds

Type	Plan	Incident Scope	ICP Activation Level	Notification	ESS
Type 5	• Emergency response SOPs	• Typical day-to-day emergency operations • ESS limited to a single or several households	• First responder notification protocol	• Emergency Measures Coordinator or designate notified if personal disaster assistance required	• Can be managed under normal day-to-day first responder operations. • As required, Canadian Red Cross personal disaster assistance notified (e.g.: house fire)
Type 4	• Local municipal or Nation emergency plan	• Incident is limited in length and scope. Not more than one operational period • ESS limited to 25 households or less	• **Regional ICP staff may be on stand-by.** • Local municipal or Nation ICP may be activated.	• Possible to have a request for regional emergency management personnel to help in local ICP and aid requests from within the region possible • Local /Nation Council and applicable tribal council(s) notified • Affected public may be notified • Local media interest	• **Municipal/Band ESS staff activation.** • **Regional ESS staff may be put on stand-by** • Additional Regional ESS staff activated as needed. • Lodging recommended: friends & family or commercial for limited evacuation size & duration
Type 3	• **BREMG Regional Emergency Management Plan**	• **Major incident.** • Affects more than one local authority or exceeds capacity of a local authority to cope with on their own • More than one operational period • Written Incident Action Plan required • ESS for 25 – 100 households • May require limited provincial support	• **Regional ICP fully activated** • Command, General Staff and Unit Leader positions activated; other positions activated as needed • Additional ICP staff requested to fill subsequent shifts • Any aid agreements activated	• **SOLE declared in most situations**. • Public notified- SaskAlert issued. • Local/Nation Councils notified • Applicable tribal council(s) and Province/ notified • Applicable service providers notified. • Regional/provincial media interest	• **Regional ESS Centre fully activated** • **Municipal personnel including trained ESS volunteers, assisting & cooperating agencies activated.** • **Province notified.** • Large-scale lodging arrangements activated • Extended duration evacuation (more than 24 hours). • Other ESS services required, in addition to lodging.
Type 2	• **BREMG Regional Emergency Management Plan**	• Incident is beyond local and regional control, requires direct provincial or federal assistance. • More than one operational period. • Written Incident Action Plan required for each operational period. • ESS for 100 households or more	• **Regional ICP fully activated.** • Other ICPs or equivalent activated to support incident (provincial and/or federal agencies, ministries) • Requires response and coordination of multiple agencies • Typically, not more than 500 total response personnel.	• **SOLE declared.** • Provincial and national media attention • Has affect on multiple jurisdictions outside of region • Requires significant outside resources • May require inter-provincial support.	• **Regional ESS Centre fully activated** • **All ESS services required.** • **Provincial assistance requested** (SPSA - Emergency & Community Support) • Extended duration evacuation, (ex: a week or more). • Assistance from Province and/or chosen service provider. • Large numbers of people requiring provincial support. • Hosting arrangements for residents may be activated.
Type 1	• BREMG Regional Emergency Management Plan	• Catastrophic. Impacts/effects will be felt for extended period of time • More than one operational period • ESS for 100 households or more • Requires national support/resources.	• **Regional ICP fully activated.** • Other ICPs or equivalent activated to support incident (federal, provincial, agencies, ministries) • Total response personnel may exceed 1000.	• **SOLE declared.** • Provincial State of Emergency may subsequently be declared • Provincial, national, and international media attention	• **Regional ESS Centre fully activated** • **All ESS services required.** • Extended duration evacuation, (ex: a week or more). • Assistance from Province and/or chosen service provider. • Large numbers of people requiring provincial support. • Hosting arrangements for residents may be activated. • Hosting arrangements for residents/members activated • May require nationally sourced ESS assistance.

1.4 Regional ICP Activation Steps

When the Regional ICP is activated, each affected jurisdiction will appoint an Incident Commander to represent their jurisdiction in Unified Command.

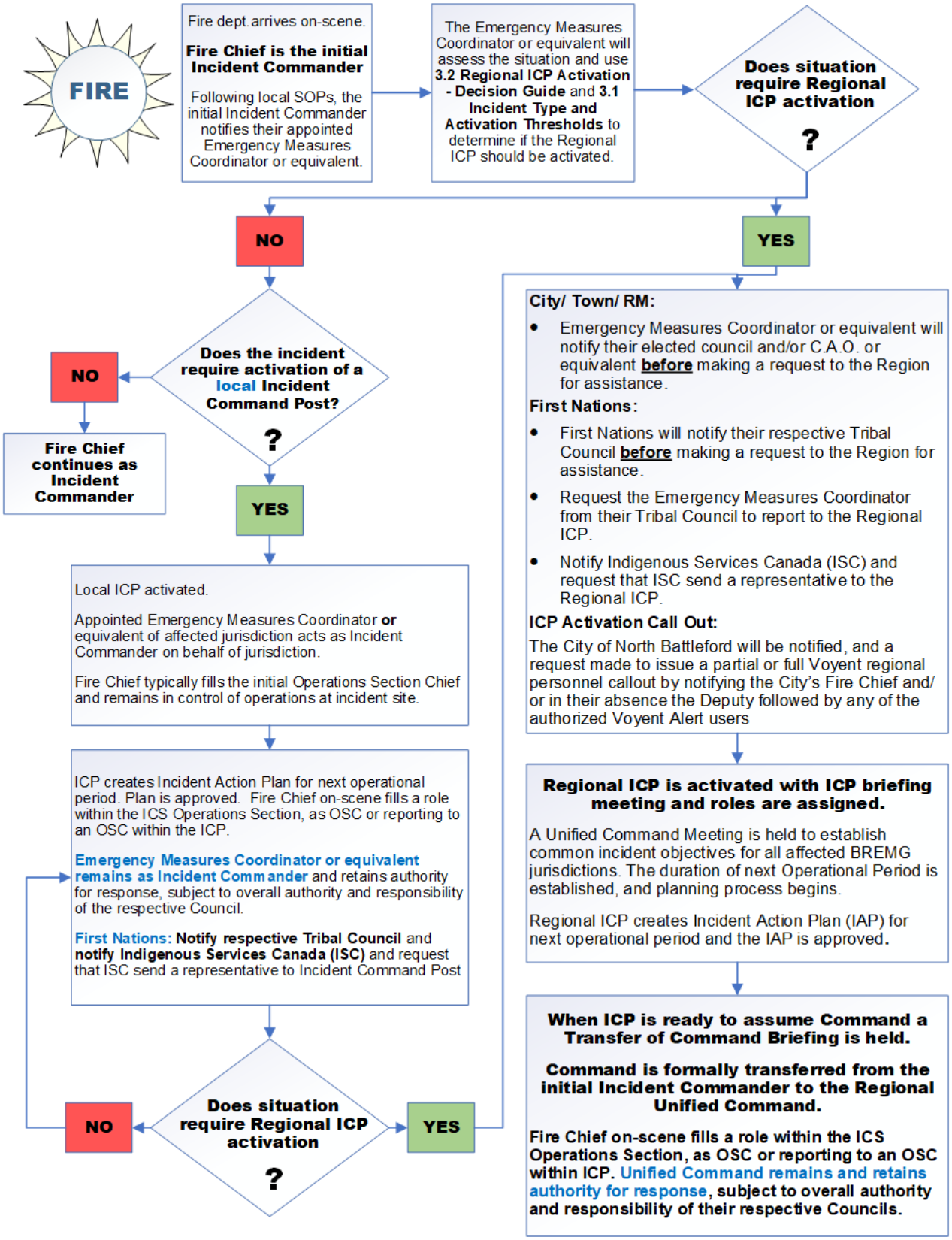
✓	Regional ICP Activation Steps
❑	**Clarify and document information from initial on-scene Incident Commander.**
❑	**Obtain Incident Briefing Form 201** from initial on-scene Incident Commander or at least the information contained in the ICS 201 Briefing Form from the initial on-scene Incident Commander via phone/radio.
❑	**Discuss the potential for this incident to escalate in severity with the initial on-scene Incident Commander** and clarify IC's current objectives & status.
❑	**Decide whether to activate the Regional ICP.** Follow Section 1.2 Regional ICP Activation - Decision Guide
❑	**Decide on Regional ICP location** – see Section 1.5 Regional ICP Locations Determine best location for Regional ICP based on jurisdiction, cost recovery, impact, scale, and potential for growth.
❑	**Call out Regional ICP resources –** *Section Internal Regional Communications* • Remind personnel to bring any required laptops, tablets, or flash drives for use. • Direct personnel where to park • If personnel do not all have access by pin or key fob to ICP – appoint first person to arrive at ICP to door duty to grant authorized ICP access.
❑	**Notify C.A.O.s and or Band Managers who shall notify their respective councils.** Appoint a Liaison Officer to keep elected officials updated.
❑	**First Nations – Notify your respective tribal council.**
❑	**Notify your SK SPSA Field Officer** or in their absence, notify the 24 hour Provincial Operations Centre at **1-800-667-9660**
❑	**Notify any applicable assisting organizations or service providers if required.**
❑	**Set-up of Regional ICP** • A request to open the facility can be made 24/7 by contacting personnel listed in Section 1.5 Regional ICP Locations • Ensure all ICP supplies, position go-kits and forms are labelled and positioned where ICP personnel can access them. Turn on all required audio/video equipment, printers, and other equipment. Close blinds in ICP to prevent public interference in ICP operations (The inside of the Primary Regional ICP is visible to the outside through windows).
❑	**Hold ICP briefing meeting and assign roles** Remind ICP staff to delegate their prior normal work responsibilities to others or look after themselves personally.

✓	Regional ICP Activation Steps
❑	**Once majority of ICP personnel arrive:** • Post dedicated number to call/text for any other agencies or post dedicated security at door
❑	**Hold Unified Command Meeting** to establish common incident objectives for all affected BREMG jurisdictions. Refer to Appendix E Unified Command Meeting – Sample Agenda
❑	**Establish duration of next Operational Period** and begin planning process.
❑	**Decide when ICP is ready to assume Command** of incident from existing IC.
❑	**Hold Transfer of Command Briefing** – that should include situation status, objectives and priorities based on IAP, organization & resource assignments.
❑	**Transfer Command to Regional ICP** – announce the date and time of the transfer of command to all affected personnel.
❑	**Brief Council(s)** – keeping them updated re: incident objectives & status Council members **do not** report to the ICP Refer to Section 1.6 Council Reporting Locations

Initial Command and Transfer of Command to Regional ICP

Transfer of Command From Scene to Regional ICP

At the outset of the incident the initial on-scene Incident Commander is responsible for all incident operations. However, once the Regional ICP is activated, **Unified Command** is responsible for the overall incident.



1.5 Regional ICP Locations

Primary Regional Incident Command Post	
Primary ICP Location	**City of North Battleford Airport**
Activation Contacts	**A request to open the facility can be made 24/7 by contacting:** 1. North Battleford Fire Chief & Director of Protective Services C: **(306) 480-7909** W: **(306) 445-1777** **OR** 2. North Battleford Deputy Fire Chief C: **(306) 480-7804** W: **(306) 445-1779** **OR** 3. City of North Battleford After Hours Number: **(306) 445-1700**
Directions from North Battleford Fire and Emergency Services	• Head south on 104 St toward 9 Ave • Turn left onto 9 Ave • Turn right onto 107 St • Turn left at the 1st cross street onto 8 Ave • Continue onto Airport Road (destination will be on the right - baby blue in color)
Directions from North Battleford City Hall	• Head north on 101 St toward 13 Ave • Turn right at the 1st cross street onto 13 Ave • Turn right onto Territorial Dr • Turn left onto Airport Road (destination will be on the right - baby blue in color)
Directions from the North Saskatchewan River Bridge (Hwy 16)	• Head northeast on SK-16 East /SK-4 North/ SK-40 East • Keep right to continue on SK-16 E/SK-40 E, follow signs for Trans-Canada Highway/Saskatoon/Prince Albert • Turn left onto Battleford Road • Turn right onto 110 Street /Pioneer Ave • Continue to follow Pioneer Ave • Turn left onto Territorial Drive • Turn right onto Airport Road (destination will be on the right - baby blue in color)

Secondary Regional Incident Command Post	
Secondary ICP Location	**City of North Battleford Fire & Emergency Services** **902-104 Street North Battleford**
Activation Contacts	**A request to open the facility can be made 24/7 by contacting:** 1. North Battleford Fire Chief & Director of Protective Services C: **(306) 480-7909** W: **(306) 445-1777** **OR** 2. North Battleford Deputy Fire Chief C: **(306) 480-7804** W: **(306) 445-1779** **OR** 3. City of North Battleford After Hours Number: **(306) 445-1700**
Directions from the Primary ICP Location	• Head south on Airport Road • Continue onto 8 Avenue • Turn left onto 105 Street • Turn right onto SK-16B • Turn right onto 104 St (destination will be on the right)
Directions from North Battleford City Hall	• Head north on 101 St toward 13 Ave • Turn right at the 1st cross street onto 13 Ave • Turn right onto 104 Street (destination will be on the left)
Directions from the North Saskatchewan River Bridge (Hwy 16)	• Head northeast on SK-16 East /SK-4 North/ SK-40 East • Keep left to continue on SK-16B E/SK-4 N • Turn right onto SK-16B E (signs for Trans Canada Highway/SK-16) • Turn left onto 104 Street (destination will be on the right)

Tertiary Regional ICP Locations	
A location with adequate communications technology, workspace, and shelter from the elements outside of the disaster zone as **provided by any of the signatory parties**. Building may not be pre-equipped with supplies nor adequate communications and require arrangements to make it operational as a Regional ICP.	
Town of Battleford	Town Hall – Council Chambers Alternate: Town Fire Hall 402-25 St. W
R.M. of North Battleford	R.M. Office Building- Conference Room
Moosomin First Nation	Old Band Office
Saulteaux First Nation	Community Hall / Rec Centre
Sweetgrass First Nation	Community Hall
Little Pine First Nation	Youth Centre
Lucky Man Cree Nation	Band Office

ICP locations should be kept confidential to the extent possible to prevent converging of public/media

1.6 Council Reporting Locations

Council Reporting Locations	
If the incident is of a regional nature, Councils of the affected jurisdictions should be encouraged to meet in one (1) central location to facilitate a more efficient communication process between themselves and the ICP. **The Council Reporting Location will be determined at time of incident based on the locations affected.**	
City of North Battleford	City Hall
Town of Battleford	Fred Light Museum
R.M. North Battleford	R.M. Fire Hall – Conference Room
Moosomin First Nation	Band Office
Saulteaux First Nation	Band Office Community Hall – if not in use as ICP.
Sweetgrass First Nation	Band Office
Little Pine First Nation	Band Office
Lucky Man Cree Nation	Band Office

Council members DO NOT report to the ICP.

ICP Layout

The following floor plan is based off of a generic single room Incident Command Post.

Please note that at minimum, additional break out rooms should be made available for breakout meetings. Regardless of your ICP set-up (single or multi-room) the following key position locations should be kept in mind:

Liaison Officer – Because this position is responsible for consulting with Agency Representatives this position can also make a good ICP gatekeeper by ensuring only those that need to be in the ICP are permitted. This should be in addition to facility security.

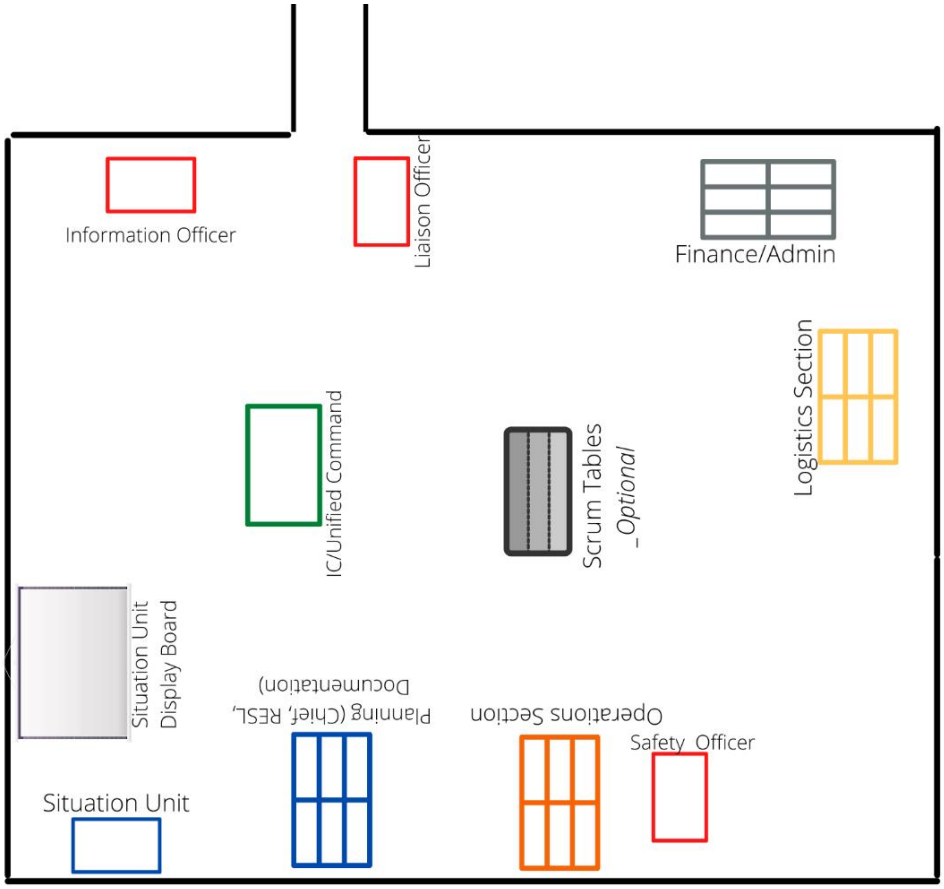
Situation Unit Leader – This Unit is responsible for keeping the ICP updated at all times. Therefore, this Unit will need to be situated in a location where they have access to display boards including projectors/screens and/or Smart TVs so that they can display a chronological list of incident events and other timely incident information as it occurs.

Safety Officer – The Safety Officer will work closely with Operations, especially once tactics have been developed so should be located in close proximity to the Operations Section.

Supply Unit – The Supply Unit is responsible for placing resource orders. In the event that resources require contract or lease negotiations, the Procurement Unit out of the Finance/Admin Section will be responsible for these negotiations. In addition, the Cost Unit of Finance/Admin will be responsible for reconciling resource orders and invoices. Therefore, positioning the Supply Unit near Finance/Admin may help to ensure effective flow of information.

Staging Area & Status Check-in Recorder – These positions are typically located in the field. There may be as many Status Check-in Recorders as needed in the field based on the scale of the incident. Similarly in a large incident you may have multiple staging areas.

Example Floor Plan



1.7 ESS Centre Activation Steps

⚠	**Notify and request Regional ESS Services ASAP** • **Canadian Red Cross** (CRC) - to be utilized to coordinate and provide lodging and for registration of evacuees. • **SPSA** will be used for all other ESS services required.

In the event that evacuees/impacted public arrive before the ESS Centre is set-up, doors should be unlocked, and they should be given the option to wait in the facility until the Centre is set-up

✓	**Personnel Notification**
❑	The Incident Commander or Emergency Measures Coordinator or equivalent for the affected jurisdiction(s) will assess the situation and determine the level of response required. If Regional support is required, the Emergency Measures Coordinator will request personnel – including ESS personnel be notified through the Voyent Alert notification system maintained by the City of North Battleford. Notify ESS providers to bring cell phones, laptops & chargers.
✓	**Walk-through**
❑	ESS Centre Supervisor: Complete a walk-through of the facility with the facility manager and make note of any pre-existing damages and facility conditions.
✓	**Go-kits & Supplies**
❑	Each function of the ESS Branch should have its own emergency go-kit with supplies for set-up. External organizations may add items to these go-kits or bring their own additional kits with them.
❑	A general supply kit for use by all ESS providers should be stocked with office supplies and large, clear signage.
✓	**Information Technology**
❑	Although a facility phone may be available there will not be phones for individual service providers. Notify ESS providers to bring cell phones, laptops & chargers.
✓	**Security & Identification**
❑	Security will be an immediate need to ensure that people are not left to wait outside and most importantly to ensure the safety of all and respect the privacy of all affected residents. It should be anticipated that RCMP resources may be heavily involved in the response and not immediately available to assist with ESS Centre security. Professionally contracted security should be an initial priority request for the ESS Centre. It may take time to get contracted security in place. An interim solution until they arrive would be to appoint ESS personnel as Security in addition to their own roles.

	Security should include both male/female representation.
❑	All personnel must be identified. Vests color-coded according to the ICS system and ESS organizational chart are highly recommended for easy visibility. External assisting organizations that have their own personalized identification (ex: Organizational ID cards or branded clothing) will also be admitted.
❑	Security will turn away any personnel that is unable to properly identify themselves and their agency. All ESS Centre personnel will be required to sign-in and out of each shift. Security will manage sign-in/out sheets if requested.
❑	All personnel- volunteer or otherwise, must have clear criminal background checks. Opportunities for personnel to be alone with evacuees should be eliminated as best as possible. Please see Vulnerable Persons Guidelines of this plan for more information.
❑	Any personnel that will be in a position of authority or trust over dependents or vulnerable persons including any positions that may be alone with such individuals require a clear vulnerable sector check in addition to a clear criminal record check. Such positions include but may not be limited to: • Security • Childminding personnel. • Personnel providing direct recreational services to minors. • First Aid & Primary Health • Mental Health • Public Health
✓	**Signage**
❑	Large signage posted on all exterior doors indicating no media allowed.
❑	Large signage throughout ESS Centre posted indicating each service station as well as location of washrooms. Icons used where appropriate to describe type of service at each station for those not fluent in English. Icons can also make it easier for persons under extreme stress to identify what service is being offered.
❑	Signage indicating that for the protection of everyone, persons presenting or self-reporting with COVID, cough/cold symptoms/ fever/diarrhea or rash may be asked to don a mask until assessed by health personnel.
❑	Signage requesting evacuees/personnel to use hand sanitizer at entrance to facility as well as at the beginning of any snack/food location.
❑	Signage in washroom areas to use the liquid soap provided.
❑	Parking signage for bus off-loading and handicap spaces posted.
❑	Signs Re: Privacy & Media

	• Large visible signage should be posted advising that media is not permitted entry to the ESS Centre along with an explanation for why (to protect and respect the privacy of evacuees/impacted public). • Consider posting additional signage with similar wording to discourage evacuees/impacted public from taking videos/photos in the Reception Centre.
✓	**Waiting Area**
❑	If it is anticipated that affected residents will begin arriving before the ESS Centre is ready to start providing services, consider establishing one or more waiting areas for people.
✓	**General Service Provider Requirements**
❑	No less than 2 tables and 4 chairs required for each service provider with exception of Registration (R&I) who will require more. Tables to be spaced six feet apart if possible. Not only does this account for social distancing to prevent flu spread in congregate areas, but also helps to ensure evacuee confidentiality at each service provider.
❑	Use tape to mark the floor to prevent crowding in line-ups.
❑	Hand sanitizer provided at each service provider table that is safe for use by everyone.
❑	R&I will require six tables or more with 4-5 chairs at each in addition to a waiting area.
❑	Stanchions are highly recommended for registration area and are useful for greeters when high volumes of evacuees are arriving at once.
✓	**General Sanitary Requirements**
❑	Hand sanitizer that is safe for use by everyone marked and provided at entrance and exit of Centre, at any food/beverage areas and at each service provider station.
❑	Disposable masks available for anyone presenting with symptoms of illness. Stock each service provider area with some masks. Masks must be supplied in such a way as to prevent people from touching more than one at a time (consider using tongs and having personnel distribute).
❑	Tissues (Kleenex) available near hand sanitizer at each station so people can cover coughs and sneezes.
❑	Five toilets/75-100 people. One toilet for each additional 30 people.
❑	Facilities for changing diapers and safe disposal of used diapers established if the ESS Centre is not already equipped with such.
❑	No-touch trash receptacles placed near door of washrooms so that people can use a paper towel to grab the door handle on their way out and still dispose of the paper towel in a trash receptacle.
❑	If possible, no-touch feminine hygiene sanitary disposal containers provided.

❑	One handwashing sink/ 10 people.
❑	One shower/50 people if people are being lodged in congregate facility.
❑	Three to four 50 to 100-liter no-touch trash cans /100 people.
❑	Facilities must be cleaned daily or more often as needed- this should be arranged by the Facilities Unit in the ICP.
❑	Where laundry services are required, consider local laundromat vouchers and/or laundry trailer rentals.
✓	**Information Area**
❑	Only authorized and official information should be provided to evacuees to prevent misinformation.
❑	Any distributed information must first be approved by the Information Officer and/or the authority leading ESS response operations if hosting evacuees.
❑	The following are options for keeping evacuees updated. All or a combination of these may be used. **1. TV/Radio/Information Board at ESS Centre:** Provide TV and or radio in quiet space in ESS Centre. Information Board- post officially approved & updated information regularly. Let evacuees know where to find these updates by posting signage. **2. Hotel Information Boards:** Create Information Boards in hotel lobbies if evacuees are staying in hotels. **3. Evacuee Newsletters:** If evacuees will be out of their homes for an extended period, consider creating a weekly evacuee newsletter with information about weekly evacuee services and official updates about the disaster. Newsletters can be distributed door-to-door at hotels, in ESS Facilities or congregate lodging. **4. Official Social Media Sources of Information:** Make computers available for evacuees to use to reach family/friends and receive updates. If hosting, the evacuated community may issue updates via social media of Mayor, Chief or other elected official or community social media page.
✓	**Personnel Rest Area**
❑	An ESS personnel rest area should be provided and include comfortable seating and refreshments.
❑	The room should be quiet and allow ESS personnel a break away from the main Reception area.

1.8 Regional ESS Centre Locations

ESS Facilities		
City of North Battleford: NationsWest Field House	623 – Carlton Trail	Two fields Seating for 250 in each field house 220 meter indoor walk/run track
City of North Battleford: Don Ross Community Centre & Arena	832 - 99 St.	Gymnasium seats 425-800 6 Meeting Rooms seat 6-150. Arena seats up to 1200.
City of North Battleford: Northwest College	10702 Diefenbaker Dr.	
Town of Battleford: Alex Dillabough Centre	432 – 27 St.	Main hall 70' x 100' 500-800 person capacity. Three meeting rooms, fully serviced kitchen, separate change rooms, portable stage.
Saulteaux First Nation: Community Complex		
Saulteaux First Nation: Rec Centre		Equipped with kitchen
Saulteaux Heritage School Arena		Equipped with showers and concession/kitchen
Moosomin First Nation: Arena		Can sleep 400. Seats 1200-1500. Equipped with mezzanine, showers & cafeteria.
Moosomin School Gym		Can sleep approx. 400. Equipped with kitchenette and showers
Moosomin Band Hall		4800 sq. ft. Equipped with kitchenette
Sweetgrass: Community Centre		Seats 300 with large kitchen
Little Pine First Nation Elders Hall		Kitchen with industrial stove, fridge and freezer.
Little Pine First Nation: Chief Little Pine School Gymnasium		
R.M. North Battleford: R.M. Hall	Located in the R.M. 10 km from the R.M. Office	
Companion Animal Emergency Shelter Facilities		
City of North Battleford: Northland Power Curling Rink	623 Carlton Trail	Six ice sheets. Ice is in October through March. Lounge, cafeteria & spectator seating.
Town of Battleford Arena	401 28th St. W Battleford, SK	
Ritchie Brothers – Livestock & Pets	East Hill Road, Highway #16	
Volunteer Centre & Donations Management Facilities		
City of North Battleford Access Communications Centre	1902 – 104 St..	Skating rink, seats up to 2500 spectators.
Town of Battleford Arena	401 28th St W, Battleford, SK	

2. Hazard Specific Guidelines

2.1 Flooding (Overland)

2.2 Extreme Cold

2.3 Telecommunications Failure

2.4 Blizzard/Snowstorm

2.5 Sewer/water Supply Failure (disruption)

2.6 Cyber Attack

2.7 Water Supply Contamination

2.8 Drought

2.9 Heatwave

2.10 Tornado / Plough Wind

2.1 Flooding (Overland)

Flooding (overland)	**Regional Emergency Management Plan**	**SOG # R-1**

BACKGROUND INFORMATION

- Saskatchewan Ministry of Environment, Ministry of Highways & Infrastructure Transportation and Saskatchewan Public Safety Agency are the key provincial agencies.
- Private property owners are responsible for the development of their own preparedness plans and protective works on their property.
- Keep the public informed by releasing all confirmed flood warning information through local information sources.
- A state of local or provincial emergency must be declared for mandatory evacuation.

PRIMARY INFORMATION

Regional IC / UC

- ❑ Clarify jurisdiction(s) and establishment of Unified Command
- ❑ Notify Provincial Emergency Operations Centre 1-800-667-9660 when ICP is activated
- ❑ Consider appointing Head of Engineering as Operations Section Chief.
- ❑ Appoint Liaison Officer, Information Officer, and Safety Officer positions.
- ❑ Ensure representatives from Ministry of Environment are contacted and requested to attend the ICP if needed.
- ❑ Establish adequate communications and news release systems (Information Officer).
- ❑ Establish public inquiry system (Information Officer, ESS Section Chief and service providers.

Operations

- ❑ Coordinate traffic control
- ❑ Coordinate the evacuation of personnel
- ❑ Coordinate the establishment of dikes as required (Public Works).
- ❑ Coordinate the evacuation of livestock
- ❑ Identify the priority areas for sandbag deployment (Public Works).
- ❑ Coordinate the elimination of hazards from damaged utilities (Utilities / Public Works).
- ❑ Establish emergency public health facilities in coordination with SK Health
- ❑ Provide emergency medical care to civilians and responders.

Emergency Social Services (ESS)

- ❑ Staff ESS Section positions for possible ESS reception centres.
- ❑ Supervise ESS accommodation and feeding for clients

Planning

- ❑ Obtain and disseminate current meteorological data and flood forecasts by working with Saskatchewan Ministry of Environment, Ministry of Highways & Infrastructure Transportation and Saskatchewan Public Safety Agency and Environment Canada forecasting services.
- ❑ Deploy Field Observers to gather flood intelligence as soon as possible (Damage Assessment).
- ❑ Consider possible major effects (Advance Planning Unit):
    - Disruption of community
    - Damage to property
    - Contamination of normal water supplies
    - Casualties

- Evacuation of population
- Dangers to public health
- Losses to local economy

Logistics

- ❑ Identify and locate additional sandbags / heavy equipment resources in anticipation of field requests (Supply Unit).
- ❑ Anticipate long term feeding / accommodation support of field workers
- ❑ Communicate with Liaison Officer and decide which of you will contact the Saskatchewan Public Safety Agency (SPSA)for additional personnel (to work in ICP, in the Operations Section and/or in the ESS Section)

SPSA Field Officer Jack Lee C: 306-940-7092 jack.lee@gov.sk.ca

Provincial Emergency Operations Centre 1-800-667-9660 306-787-9563

Finance/Administration

- ❑ Establish Cost Unit and Compensation and Claims Unit

SUPPLEMENTARY INFORMATION

- ❑ Proactively consider obtaining equipment needs and sources (Logistics - Supply Unit):

Transportation	• *Road / Water*
Communication Equipment	• *RCMP / Amateur Radio / Fire / Province*
Equipment for constructing dikes	• *Public Works / Industry*
Heavy equipment (bulldozers, etc.)	• *Public Works / Industry*
Auxiliary lighting	• *Utilities*
Auxiliary power facilities	• *Utilities*
Medical and health supplies	• *Health*
Evacuee care, food, and lodging	• *Emergency Social Services*
Pumps	• *Public Works*
Storage facilities for equipment furnishings and livestock	• *Province / Industry*
Mobile public address system	• *RCMP / Fire / Commercial Suppliers*
Barricades	• *Public Works / Fire / Suppliers*

TRAINING

- Refer to Training and Exercise requirements in REMP Section 14.6 Ensure Preparedness.
- Additional hazard specific training may be prescribed by individual jurisdictions.

2.2 Extreme Cold

Extreme Cold	**Regional Emergency Management Plan**	**SOG # R-2**

BACKGROUND INFORMATION

- Saskatchewan Ministry of Environment, Ministry of Highways & Infrastructure Transportation and Saskatchewan Public Safety Agency are the key provincial agencies.
- Whenever and wherever possible, continue to warn citizens of impending severe weather, working with meteorological services and news media.
- First priority is maintaining heat in buildings / shelters and maintaining the required snow removal for emergency services and transportation of essential staff.
- RCMP should consider waiving enforcement of on-road use of quads, Snow machines (Sleds) ATVs and other off-road vehicles for emergency response.

PRIMARY INFORMATION

Regional IC / UC

- ❑ Clarify jurisdiction(s) and establishment of Unified Command
- ❑ Notify Provincial Emergency Operations Centre 1-800-667-9660 when ICP is activated
- ❑ Consider appointing Fire Department or Head of Engineering as Operations Section Chief.
- ❑ Appoint Liaison Officer, Information Officer, and Safety Officer positions.

Operations

- ❑ Coordinate routes for emergency vehicles (Police).
- ❑ Coordinate the protection of property (Police).
- ❑ Assist emergency agencies with special transport problems
- ❑ Coordinate the elimination of hazards from damaged utilities (Public Works, Utilities).
- ❑ Coordinate provision of auxiliary power (Utilities).
- ❑ Coordinate road clearing (Public Works).
- ❑ Coordinate SAR and checks for stranded residents and/or motorists (Police/ Fire).
- ❑ Coordinate search and /or evacuation of persons at risk (Police).
- ❑ Establish emergency public health facilities in coordination with SK Health
- ❑ Provide emergency medical care to civilians and responders.

Emergency Social Services (ESS)

- ❑ Staff ESS Section positions for possible ESS reception centres.
- ❑ Supervise ESS accommodation – warming and feeding for clients

Planning

- ❑ Provide Operations Section with updated meteorological data (Situation Unit or Meteorological Technical Specialist if available).
- ❑ Provide Operations Section with updated transportation route information
- ❑ Track and relay road condition reports and closures
- ❑ Consider possible major effects (Advance Planning Unit):
    - Injuries and fatalities
    - Disruption of community
    - Disruption of utilities
    - Closure of traffic routes
    - Damage to property, e.g., roof collapse from weight of snow, ice, trees etc.

Logistics

- ❑ Identify and confirm all snow removal apparatus available (Supply Unit).
- ❑ Identify and confirm all portable electrical generators available (Supply Unit).
- ❑ Locate fuel for power generation equipment (Supply Unit).
- ❑ Identify and confirm all portable heaters / heating devices available (Supply Unit).
- ❑ Locate fuel for power heating devices equipment (Supply Unit).
- ❑ Identify off-road, snow sled and ATV vehicle owners as required (Supply Unit).
- ❑ Contact food suppliers and determine on-hand supplies (Supply Unit).
- ❑ Consider other potential equipment needs and sources (Supply Unit):
- ❑ Anticipate long term feeding / accommodation support of field workers
- ❑ Communicate with Liaison Officer and decide which of you will contact the Saskatchewan Public Safety Agency (SPSA)for additional personnel (to work in ICP, in the Operations Section and/or in the ESS Section)

SPSA Field Officer Jack Lee C: 306-940-7092 jack.lee@gov.sk.ca

Provincial Emergency Operations Centre 1-800-667-9660 306-787-9563

Finance/Administration

- ❑ Prepare equipment contracts as required

SUPPLEMENTARY INFORMATION

- ❑ Proactively consider obtaining equipment needs and sources (Logistics - Supply Unit):

Rescue equipment	• *Fire / Police / SPSA / WPD Ambulance*
Fire equipment	• *Fire*
Ambulances	• *WPD Ambulance*
Road clearing equipment	• *Public Works*
Auxiliary generators	• *Public Works / Utilities*
Barricades	• *Public Works / Fire*
Mobile public address system	• *RCMP / Fire / WPD Ambulance*

TRAINING

- Refer to Training and Exercise requirements in REMP Section 14.6 Ensure Preparedness.
- Additional hazard specific training may be prescribed by individual jurisdictions.

2.3 Telecommunications Failure

Telecommunications Failure	**Regional Emergency Management Plan**	**SOG # R-3**

BACKGROUND INFORMATION

- Saskatchewan Public Safety Agency is the key provincial agency.
- SaskTel is responsible for restoration of telecommunications.
- SaskPower is responsible for restoration of electrical power.
- Major issue is the lack of ability for residents to access 911.
- The ICP manages the impacts (actual and potential) and may assist in supporting actions such as coordinating the clearing routes used by SaskTel or SaskPower crews.
- The ICP will determine and provide priorities to for SaskTel or SaskPower restoration.
- Under no circumstances should non-utility responders handle power lines, as they may still be energized.

PRIMARY INFORMATION

Regional IC / UC

- ❑ Clarify jurisdiction(s) and establishment of Unified Command
- ❑ Notify Provincial Emergency Operations Centre 1-800-667-9660 when ICP is activated
- ❑ Consider appointing Fire Department as Operations Section Chief.
- ❑ Appoint Liaison Officer, Information Officer, and Safety Officer positions.
- ❑ Request the agency representatives from SaskTel and/or SaskPower attend the ICP.
- ❑ Ensure alternate communications systems (i.e. radios / Sat phones) are working for responders throughout the area (Operations, Public Works, Planning, Logistics).
- ❑ Identify alternate public communication systems and processes (Information Officer).
- ❑ Establish news release system – runners, posters, information centre (Information Officer).
- ❑ Establish public inquiry system - information centre (Information Officer).

Operations

- ❑ Assist SaskTel and/or SaskPower crews where possible.
- ❑ Coordinate the elimination of hazards from damaged utilities (Public Works).
- ❑ Coordinate provision of backup / alternate communication systems (Utilities).
- ❑ Coordinate provision of alternate/back-up sources of communication (Utilities).
- ❑ Coordinate transport of food, fuel, pharmaceutical supplies, medical personnel, and others to points of need (ESS and Logistics Section).
- ❑
- ❑ Supervise ESS accommodation and feeding of ICP and response personnel (ESS).
- ❑ Establish ESS Reception Centres for the aged/infirm.

Emergency Social Services (ESS)

- ❑ Staff ESS Section positions for possible ESS reception centres.

Planning

- ❑ Identify critical power and alternate communication needs for Regional ICP, Fire Halls and City Halls, Band Offices, ESS Centres. (Situation Unit).
- ❑ Identify if alternate suppliers available (Supply Unit).

- ❑ Provide Operations Section with updated projections from SaskTel and/or SaskPower as well as meteorological forecasts (Situation Unit).
- ❑ Consider possible major effects (Advance Planning Unit):
  - Injuries and fatalities, indirectly due to lack of communications and/or power
  - Disruption to health care / hospital
  - Disruption to banking / financial transactions that use telecommunications
  - Actual or potential impact to internet communications

Logistics

- ❑ Locate alternate communication suppliers / equipment (Supply Unit).
- ❑ As required, locate power generation equipment (Supply Unit).
- ❑ Ensure ICP & public safety facilities have communications and auxiliary power (Supply Unit).
- ❑ Contact food suppliers and determine on-hand supplies (ESS).
- ❑ Consider equipment needs and sources (Supply Unit):

Finance/Administration

- ❑ Prepare equipment contracts as required

SUPPLEMENTARY INFORMATION

- ❑ Proactively consider obtaining equipment needs and sources (Logistics - Supply Unit):

Auxiliary Communication equipment	• *Public Works / Fire*
Auxiliary generators	• *Public Works / Fire*
Auxiliary heaters	• *Public Works*
Auxiliary lighting	• *Fire / Public Works*
Mobile public address system	• *RCMP / Fire / WPD Ambulance*
Community welfare equipment	• *Emergency Social Services*

TRAINING

- Refer to Training and Exercise requirements in REMP Section 14.6 Ensure Preparedness.
- Additional hazard specific training may be prescribed by individual jurisdictions.

2.4 Blizzard/Snowstorm

Blizzard/Snowstorm	**Regional Emergency Management Plan**	**SOG # R-4**

BACKGROUND INFORMATION

- Saskatchewan Ministry of Highways & Infrastructure Transportation and Saskatchewan Public Safety Agency are the key provincial agencies.
- Whenever and wherever possible, continue to warn citizens of impending severe weather, working with meteorological services and news media.
- First priority is maintaining the required snow removal for emergency services and transportation of essential staff. Second priority is maintaining heat in buildings / shelters.
- RCMP should consider waiving enforcement of on-road use of quads, snow machines (Sleds) ATVs and other off-road vehicles for emergency response.

PRIMARY INFORMATION

Regional IC / UC

- ❑ Clarify jurisdiction(s) and establishment of Unified Command
- ❑ Notify Provincial Emergency Operations Centre 1-800-667-9660 when ICP is activated
- ❑ Consider appointing Head of Engineering as Operations Section Chief.
- ❑ Appoint Liaison Officer, Information Officer, and Safety Officer positions.

Operations

- ❑ Coordinate routes for emergency vehicles (Police & Planning Section).
- ❑ Assist emergency agencies with special transport problems
- ❑ Coordinate the elimination of hazards from damaged utilities (Public Works, Utilities).
- ❑ Coordinate provision of auxiliary power – if needed (Utilities).
- ❑ Coordinate road clearing (Public Works).
- ❑ Coordinate SAR and checks for stranded residents and/or motorists (Police/ Fire).
- ❑ Coordinate search and /or evacuation of persons at risk (Police).
- ❑ Establish emergency public health facilities in coordination with SK Health
- ❑ Provide emergency medical care to civilians and responders.

Emergency Social Services (ESS)

- ❑ Staff ESS Section positions for possible ESS reception centres.
- ❑ Supervise ESS accommodation – warming and feeding for clients

Planning

- ❑ Provide Operations Section with updated meteorological data (Situation Unit or Meteorological Technical Specialist if available).
- ❑ Provide Operations Section with updated transportation route information (Situation Unit).
- ❑ Track and relay road condition reports and closures (Situation Unit).
- ❑ Consider possible major effects (Advance Planning Unit):
    - Injuries and fatalities
    - Disruption of community
    - Disruption of utilities
    - Closure of traffic routes
    - Damage to property, e.g., roof collapse from weight of snow, ice, trees etc.

Logistics

- ❑ Identify and confirm all snow removal apparatus available (Supply Unit).
- ❑ Identify and confirm all portable electrical generators available (Supply Unit).
- ❑ Locate fuel for power generation equipment (Supply Unit).
- ❑ Identify and confirm all portable heaters / heating devices available (Supply Unit).
- ❑ Locate fuel for power heating devices equipment (Supply Unit).
- ❑ Identify off-road, snow sled and ATV vehicle owners as required (Supply Unit).
- ❑ Contact food suppliers and determine on-hand supplies (Supply Unit).
- ❑ Consider other potential equipment needs and sources (Supply Unit):
- ❑ Anticipate long term feeding / accommodation support of field workers
- ❑ Communicate with Liaison Officer and decide which of you will contact the Saskatchewan Public Safety Agency (SPSA)for additional personnel (to work in ICP, in the Operations Section and/or in the ESS Section)

SPSA Field Officer Jack Lee C: 306-940-7092 jack.lee@gov.sk.ca

Provincial Emergency Operations Centre 1-800-667-9660 306-787-9563

Finance/Administration

- ❑ Prepare equipment contracts as required

SUPPLEMENTARY INFORMATION

- ❑ Proactively consider obtaining equipment needs and sources (Logistics - Supply Unit):

Rescue equipment	• *Fire / Police / SPSA / WPD Ambulance*
Fire equipment	• *Fire*
Ambulances	• *WPD Ambulance*
Road clearing equipment	• ***Public Works***
Auxiliary generators	• *Public Works / Utilities*
Barricades	• *Public Works / Fire*
Mobile public address system	• *RCMP / Fire / WPD Ambulance*

TRAINING

- Refer to Training and Exercise requirements in REMP Section 14.6 Ensure Preparedness.
- Additional hazard specific training may be prescribed by individual jurisdictions.

2.5 Sewer/water Supply Failure (disruption)

Sewer/Water Supply Failure (disruption)	**Regional Emergency Management Plan**	**SOG # R-5**

BACKGROUND INFORMATION

- Saskatchewan Public Safety Agency, Saskatchewan Water Security Agency, Saskatchewan Ministry of Environment are the key provincial agencies.
- The ICP manages the Sewer/water Supply Failure impacts (actual and potential).
- The ICP will determine and provide priorities for restoration.

PRIMARY INFORMATION

Regional IC / UC

- ❑ Clarify jurisdiction(s) and establishment of Unified Command
- ❑ Notify Provincial Emergency Operations Centre 1-800-667-9660 when ICP is activated
- ❑ Consider appointing Head of Engineering as Operations Section Chief.
- ❑ Appoint Liaison Officer, Information Officer, and Safety Officer positions.
- ❑ Analyze your emergency water supply and /or sewer alternatives (Operations, Public Works, Planning, Logistics).
- ❑ Establish news release system – water restrictions / estimated duration (Information Officer).
- ❑ Establish public inquiry system (Information Officer).

Operations

- ❑ Identify and use back-up water supply and/or groundwater wells (if available)
  - ❑ Identify and set up backup sewer systems / portable toilets (if available and required)
- ❑ Coordinate the elimination of hazards from damaged lines (Public Works).
- ❑ Coordinate provision of backup / alternate water and /or sewer systems (Utilities).
- ❑ Coordinate either bottled or fill stations allow residents to fill larger containers ex: 5 gallon water jugs to points of need (ESS and Logistics Section).
- ❑ Supervise ESS accommodation and feeding of stranded persons (ESS).
- ❑ Supervise ESS accommodation and feeding of ICP and response personnel (ESS).
- ❑ Establish ESS Reception Centres as needed

Emergency Social Services (ESS)

- ❑ Staff ESS Section positions for possible ESS reception centres.

Planning

- ❑ Identify critical water and/ or sewer needs for Regional ICP, Hospitals, Fire Halls and City Halls, Band Offices, ESS Centres. (Situation Unit).
- ❑ Identify alternate supplies available ex tanker-transported water (Supply Unit).
- ❑ Provide Operations Section with updated outage projections from Engineering / Utilities as well as meteorological forecasts (Situation Unit).
- ❑ Consider possible major effects (Advance Planning Unit):
  - Injuries and fatalities, indirectly due to lack of water and/or from sewer contamination
  - Disruption and impacts to health care / hospitals
  - Disruption to economy (businesses)

Logistics

- ❑ Locate bottled water for drinking suppliers / equipment (Supply Unit).
- ❑ Locate portable restroom equipment / porta-potties (Supply Unit).
- ❑ Ensure ICP & public safety facilities have safe water and restroom facilities (Supply Unit).
- ❑ Consider equipment needs and sources (Supply Unit):

Finance/Administration

- ❑ Prepare equipment contracts as required

SUPPLEMENTARY INFORMATION

- ❑ Proactively consider obtaining equipment needs and sources (Logistics - Supply Unit):

Auxiliary water delivery equipment	• *Public Works / Fire*
Backup sewer systems / portable equip	• *Public Works / Engineering / Logistics*
Replacement pumps and/or lines	• *Public Works / Logistics*
Emergency Fire Water	• *Fire / Public Works*
Mobile public address system	• *RCMP / Fire*
Community welfare equipment	• *Emergency Social Services*

TRAINING

- Refer to Training and Exercise requirements in REMP Section 14.6 Ensure Preparedness.
- Additional hazard specific training may be prescribed by individual jurisdictions.

2.6 Cyber Attack

Cyber Attack	**Regional Emergency Management Plan**	**SOG # R-6**

BACKGROUND INFORMATION

- There are daily cyberattacks against public safety networks; some jurisdictions have observed 8 to 12 attempts at any given moment against their systems
- It could take up to 18 months to discover a cyberattack; some malware could dwell on the network from 70 to 200 days before launching the attack
- Often, there are more minor incidents leading to a significant, more damaging incident
- Backups connected to the live production system may be impacted during a cyber incident
- Staff may be unfamiliar with potential signs of a cyber incident
- Staff may unknowingly cause cyber incidents via everyday routines (e.g., checking personal email, accessing the internet at a workstation that is connected to Dispatch system)
- Unless strictly written in agreements and policies, third-party vendors may neglect to perform necessary security upgrades and patching
- There may be pressure from leadership, media, and the public demanding incident details and immediate mitigation solutions

WHEN TO BE SUSPICIOUS

- Activity on unusual network ports
- Alerts from malware or antivirus protection systems
- Attempts from normal users to gain elevated privileges
- A threat from a group stating that a cyberattack is imminent (ransomware)
- Configuration changes that cannot be tracked to known updates
- Repeated system or application crashes
- Unauthorized creation of new user accounts
- Unexpected user account lockouts
- Unexplained browsing to unauthorized websites
- Unexplained modifications or destruction of user files
- Unusual deviation from typical network traffic flow
- Web server log entries that show the usage of a vulnerability scanner

PRIMARY INFORMATION

Regional IC / UC

- ❑ Personnel may be confused and may unknowingly destroy evidence and exacerbate the incident
- ❑ Information will change rapidly as new evidence is discovered; it is recommended to establish a point of contact to establish Command to ensure a continuity of information and response efforts
    - *External subject matter experts may be unfamiliar with the organization's architecture; they may also be challenged to collaborate if there is not an established chain of authority*
- ❑ Clarify jurisdiction(s) and establishment of Unified Command
- ❑ Notify Provincial Emergency Operations Centre 1-800-667-9660 when ICP is activated
- ❑ Consider appointing Head of Municipal IT as Operations Section Chief.
- ❑ Appoint Liaison Officer, Information Officer, and Safety Officer positions.
- ❑ Request the agency representatives from Saskatchewan Public Safety Agency attend the ICP.
- ❑ Establish news release system – runners, posters, information centre (Information Officer).
- ❑ Establish public inquiry system - information centre (Information Officer).

Operations

- ❑ Coordinate appropriate resources in order to isolate affected networks and systems.
- ❑ Block and log unauthorized access
- ❑ Change system admin passwords and access
- ❑ Direct the cyber threat to a sandbox or another form of containment to monitor the threat's activity, gather additional evidence, and identify attack vectors
- ❑ Removing devices may impact operational continuity, therefore develop alternate work around plans with Planning Section
- ❑ Remove affected devices from the network – however do not turn them off as doing so may lose valuable information contained in the flash memory. Attackers will often place items in the flash memory to hide their tracks, turning off affected devices may lose these indicators.
- ❑ Capture and preserve forensic evidence to the greatest extent possible, while ensuring system logs are also available for review.

  Example Incident Response/Recovery Actions:

  - Remediate all infected IT environments and reimage all affected systems
  - Rebuild hardware
  - Replace compromised files with clean versions
  - Install patches
  - Reset passwords on compromised accounts
  - Monitor for signs of adversary responding to containment activities
  - Develop response scenarios for threat actors using alternative attack vectors
  - Allow adequate time to ensure all systems are clear of all possible cyber threat mechanisms
  - Ensure all adversary activity is contained prior to rebuilding and reconnecting to the network; if not contained, adversaries could reinfect the rebuilt system

Emergency Social Services (ESS)

- ❑ Prepare to staff ESS Section positions for a possible ESS reception centre, if needed

Planning

- ❑ Identify critical IT and alternate (manual) processes for Regional ICP, Fire Halls, Hospitals and City Halls, Band Offices, ESS Centres. (Situation Unit).
- ❑ Provide Operations Section with updated projections from internal IT personnel and/or external IT Specialists (Situation Unit).
- ❑ Locate any remaining backdoor access to the organization and secure these vulnerabilities to prevent further damage.
- ❑ Implement work shifts to alleviate fatigue, maintain continuous coverage, and manage scarce resources
- ❑ Consider possible major effects (Advance Planning Unit):
  - Injuries and fatalities, indirectly due to lack of IT systems
  - Disruption and impacts to health care / hospital
  - Staff may be unfamiliar with operating in manual mode, causing delays in response and services
  - Disruption to banking / financial transactions that use IT Systems
  - Actual or potential impact to internet communications
  - Potential or actual impacts to physical components not directly related (e.g., HVAC

Logistics

- ❑ Locate procure new devices and machines immediately, work closely with Finance / Admin as these may be outside of the limits of existing budgets or policies (Supply Unit).
- ❑ Locate additional backup personnel to maintain continuous coverage (Supply Unit).

- ❑ Ensure ICP & public safety facilities have replacement equipment (Supply Unit).
- ❑ Consider other equipment needs and sources (Supply Unit):

Finance/Administration

- ❑ Prepare equipment contracts as required
- ❑ Municipal administrative functions (e.g., timesheet, payroll) may be impacted in addition to public safety operations

SUPPLEMENTARY INFORMATION

- ❑ Proactively consider obtaining equipment needs and sources (Logistics - Supply Unit):

Auxiliary IT equipment	• *Municipal IT / External Suppliers*
Auxiliary generators	• *Public Works / Fire*
Auxiliary heaters	• *Public Works*
Auxiliary lighting	• *Fire / Public Works*
Mobile public address system	• *RCMP / Fire*
Community welfare equipment	• *Emergency Social Services*

TRAINING

- Refer to Training and Exercise requirements in REMP Section 14.6 Ensure Preparedness.
- Organizations should develop a cyber incident response plan and ensure that it is reviewed, practiced, and updated on a scheduled basis. Additional hazard specific training may be prescribed by individual jurisdictions.

2.7 Water Supply Contamination

Water Supply Contamination	**Regional Emergency Management Plan**	**SOG # R-7**

BACKGROUND INFORMATION

- Saskatchewan Public Safety Agency, Saskatchewan Water Security Agency, Saskatchewan Ministry of Environment are the key provincial agencies.
- The ICP manages the impacts (actual and potential) and will determine and provide priorities for restoration.

PRIMARY INFORMATION

Regional IC / UC

- ❑ Clarify jurisdiction(s) and establishment of Unified Command
- ❑ Notify Provincial Emergency Operations Centre 1-800-667-9660 when ICP is activated
- ❑ Consider appointing Head of Engineering as Operations Section Chief.
- ❑ Appoint Liaison Officer, Information Officer, and Safety Officer positions.
- ❑ Consult with the water utility and other authorities about the nature of the water outage and anticipate its duration
- ❑ Analyze your emergency water supply and /or sewer alternatives (Operations, Public Works, Planning, Logistics).
- ❑ Establish news release system – water restrictions / boil water advisory / estimated duration (Information Officer).
- ❑ Establish public inquiry system (Information Officer).

Operations

- ❑ Identify and use back-up water source and/or groundwater wells (if available)
- ❑ Limit available water supplies to critical functions only
- ❑ Label public / public facility faucets as NON-POTABLE/DO NOT DRINK
- ❑ Ensure that water tankers food grade and approved for transportation of potable water
- ❑ Use bladders or other storage units and nearby storage tanks if available
- ❑ Use portable treatment units for nearby source, if appropriate
- ❑ Coordinate transport of bottled water to points of need (ESS and Logistics Section).
- ❑ Assist with assist with identifying vulnerable / isolated persons that need assistance with coordaining water delivery . Ex: isolated elderly persons that may be unable to leave home to obtain potable water. (ESS).
- ❑ Supervise ESS accommodation and feeding of ICP and response personnel (ESS).
- ❑ Establish ESS Reception Centres as needed

Emergency Social Services (ESS)

- ❑ Staff ESS Section positions for possible ESS reception centres.

Planning

- ❑ Identify critical water needs for Regional ICP, Hospitals, Fire Halls and City Halls, Band Offices, ESS Centres. (Situation Unit).
- ❑ Identify alternate supplies available. Ex. tanker-transported water (Supply Unit).
- ❑ Provide Operations Section with updated outage projections from Engineering / Utilities as well as meteorological forecasts (Situation Unit).

- ❑ Consider possible major effects (Advance Planning Unit):
  - Injuries and fatalities, indirectly due to lack of water and/or contamination
  - Disruption and impacts to health care / hospitals (Acute Care critical functions)
  - Disruption to economy (businesses)

Hospital / Health Care Facility – consideration for advance planning
Boiling untreated water is not practical at the scale required to meet water needs for healthcare facilities. Complementary primary and secondary disinfection is recommended to enhance treatment reliability. Typically, microbial inactivation is improved in high quality water (e.g., low turbidity, low organic matter). Elevated iron or manganese levels may require sequestration or physical removal for chlorine and ozone to work effectively. High organic matter and turbidity will impact the UV dose required for disinfection.

Logistics

- ❑ Locate bottled water for drinking suppliers / equipment (Supply Unit).
- ❑ Ensure ICP & public safety facilities have safe water (Supply Unit).
- ❑ Consider equipment needs and sources (Supply Unit):

Finance/Administration

- ❑ Prepare equipment contracts as required

SUPPLEMENTARY INFORMATION

- ❑ Proactively consider obtaining equipment needs and sources (Logistics - Supply Unit):

Auxiliary water delivery equipment	• *Public Works / Fire*
Backup systems / portable equip	• *Public Works / Engineering / Logistics*
Replacement pumps and/or lines	• *Public Works / Logistics*
Mobile public address system	• *RCMP / Fire*
Community welfare equipment	• *Emergency Social Services*

TRAINING

- Refer to Training and Exercise requirements in REMP Section 14.6 Ensure Preparedness.
- Additional hazard specific training may be prescribed by individual jurisdictions.

2.8 Drought

Drought	Regional Emergency Management Plan	SOG # R-8

BACKGROUND INFORMATION

- Saskatchewan Ministry of Environment and Saskatchewan Public Safety Agency are the key provincial agencies.
- Whenever and wherever possible, continue to warn citizens of impending drought conditions, working with meteorological services and news media.
- Very important to develop targeted, simple messages that communicate drought severity and regional response steps or actions

PRIMARY INFORMATION

Regional IC / UC

- Clarify jurisdiction(s) and establishment of Unified Command
- Notify Provincial Emergency Operations Centre 1-800-667-9660 when ICP is activated
- Select Fire Chief or alternate as Operations Chief.
- Appoint Liaison Officer, Information Officer, and Safety Officer positions.
- Recommend water conservation measures to restrict use of water. Restrictions are often designed to first reduce or eliminate nonessential uses such as outdoor watering, followed by more severe restrictions, as necessary.
- Develop targeted, simple messages that communicate drought severity and response actions (Information Officer).
- Use social media and traditional media, as well as bill inserts, newsletters, door hangers, billboards, and road signs. (Information Officer).
- Work with local utilities and agencies to make sure that you are all communicating consistent messages. (Information Officer).

Operations

- Determine need for public evacuation due to potential or actual fire risk
- Coordinate routes for emergency vehicles (Police & Planning Section).
- Assist emergency agencies with special transport problems (Transportation Unit).
- Coordinate the elimination of fire hazards (Public Works, Utilities).
- Coordinate provision of auxiliary fire water supplies – if needed (Utilities).
- Coordinate additional FireSmart activities if needed (Public Works).
- Coordinate search and /or evacuation of persons at risk (Police).
- Establish emergency public health facilities in coordination with SK Health. If needed
- Provide emergency medical care to civilians and responders.

Emergency Social Services (ESS)

- Prepare to staff ESS Section positions for possible activation of ESS reception centres.

Planning

- Provide Operations Section with updated meteorological data (Situation Unit or Meteorological Technical Specialist if available).
- Ensure risk management activities are being conducted

- Consider possible major effects (Advance Planning Unit):
  - Injuries and fatalities
  - Fire
  - Disruption of community
  - Disruption of agriculture / livestock
  - Damage to property, e.g., structural fires / wildfire / prairie fires
- Understand what your jurisdiction / the region can achieve from certain water restrictions.
  - If outdoor water use has gone down over the last decade, the potential savings from outdoor water use restrictions will need to be reduced from previous projections. There is usually a time lag of a few months from when mandatory restrictions are announced and when customers actually reduce their water use. Factor this into your planning.

Logistics

- Identify and confirm all water tankers and fire apparatus available (Supply Unit).
- Contact livestock producer associations for livestock food and bedding (hay/straw))
- Contact food suppliers and determine on-hand supplies (Supply Unit).
- Consider other potential equipment needs and sources (Supply Unit):
- Anticipate long term feeding / accommodation support of field workers
- Communicate with Liaison Officer and decide which of you will contact the Saskatchewan Public Safety Agency (SPSA)for additional personnel (to work in ICP, in the Operations Section and/or in the ESS Section)

  SPSA Field Officer Jack Lee C: 306-940-7092 jack.lee@gov.sk.ca

  Provincial Emergency Operations Centre 1-800-667-9660 306-787-9563

Finance/Administration

- Prepare equipment contracts as required
- Anticipate compensation/claims

SUPPLEMENTARY INFORMATION

❑ Proactively consider obtaining equipment needs and sources (Logistics - Supply Unit):

Rescue equipment	• *Fire / Police / SPSA*
Fire equipment	• *Fire*
Water Tankers	• *Public Works / Fire / Industry*
Barricades	• *Public Works / Fire*
Mobile public address system	• *RCMP / Fire / WPD Ambulance*

TRAINING

- Refer to Training and Exercise requirements in REMP Section 14.6 Ensure Preparedness.
- Additional hazard specific training may be prescribed by individual jurisdictions.

2.9 Heatwave

Heatwave	Regional Emergency Management Plan	SOG # R-9

BACKGROUND INFORMATION

- Saskatchewan Health and Saskatchewan Public Safety Agency are the key provincial agencies.
- The definition of extreme heat varies by region. On average, the temperature must be between 31 ºC and 33 ºC in the daytime and between 16 ºC and 20 ºC at night for three consecutive days
- Heat warnings are issued by Environment Canada when one of the following conditions is expected to last for at least one hour:
  - a temperature of 30 °C or higher and a humidex of 40 or more;
  - a temperature of 40 °C or higher.
- Whenever and wherever possible, continue to warn citizens of impending extreme hot weather conditions, working with meteorological services and news media.
- First priority is maintaining air conditions (HVAC) systems in buildings / shelters / seniors facilities and maintaining emergency services equipment and personnel.

PRIMARY INFORMATION

Regional IC / UC

- ❑ Clarify jurisdiction(s) and establishment of Unified Command
- ❑ Notify Provincial Emergency Operations Centre 1-800-667-9660 when ICP is activated
- ❑ Consider appointing Fire Department or Head of Engineering as Operations Section Chief.
- ❑ Appoint Liaison Officer, Information Officer, and Safety Officer positions.
- ❑ Set objectives and take action to ease the consequences of a period of extreme heat, such as the opening or extension of opening hours of certain municipal services (ex.: pools, water play areas, premises with air conditioning, etc.).
- ❑ Work with Saskatchewan Health to release updated guidance and training for community based wellness checks during heat events

Operations

- ❑ Coordinate the elimination of hazards – ex. fire hazards (Public Works, Utilities).
- ❑ Coordinate provision of auxiliary power for HVAC systems (Utilities).
- ❑ Consider staffing up additional units before the call volume increases (Medical / Fire)
- ❑ Work directly and with facilities to increase checks on heat-vulnerable residents (Police /Fire).
- ❑ Coordinate search and /or evacuation of persons at risk (Police).
- ❑ Establish emergency public health facilities in coordination with SK Health
- ❑ Provide emergency medical care to civilians and responders.

Emergency Social Services (ESS)

- ❑ Prepare to staff ESS Section positions for possible ESS reception centres.
- ❑ Supervise ESS accommodation – cooling and feeding for clients (and pets!)

Planning

- ❑ Provide Operations Section with updated meteorological data (Situation Unit or Meteorological Technical Specialist if available).

- ❑ Plan for increasing access and accessibility to indoor cooling as the primary measures to reduce death from heat events. Develop plans to increase public access to water, washrooms, outdoor cooling and expand access to outdoor cooling infrastructure , including shaded areas, access to washrooms, and water misters.
- ❑ Consider possible major effects (Advance Planning Unit):
  - Injuries and fatalities – heat-vulnerable residents
  - Disruption of community
  - Disruption of utilities
  - Damage to property, e.g., structural fire / wildfire

Logistics

- ❑ Identify and confirm all locations where indoor cooling is available to public (Supply Unit).
- ❑ Identify and confirm all portable air conditioners and misters available (Supply Unit).
- ❑ Source backup sources of bottled water should primary source be interrupted or unavailable
- ❑ Identify and confirm all portable electrical generators available (Supply Unit).
- ❑ Locate fuel for power generation equipment (Supply Unit).
- ❑ Contact food suppliers and determine on-hand supplies (Supply Unit).
- ❑ Consider other potential equipment needs and sources (Supply Unit):
- ❑ Anticipate long term feeding / accommodation support of field workers
- ❑ Communicate with Liaison Officer and decide which of you will contact the Saskatchewan Public Safety Agency (SPSA)for additional personnel (to work in ICP, in the Operations Section and/or in the ESS Section)

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Provincial Emergency Operations Centre 1-800-667-9660 306-787-9563

Finance/Administration

- ❑ Prepare equipment contracts as required

SUPPLEMENTARY INFORMATION

- ❑ Proactively consider obtaining equipment needs and sources (Logistics - Supply Unit):

Rescue equipment	• *Fire / Police / SPSA / WPD Ambulance*
Fire equipment	• *Fire*
Ambulances	• *WPD Ambulance*
Auxiliary air conditioners	• *Public Works / Suppliers*
Barricades	• *Public Works / Fire*
Mobile public address system	• *RCMP / Fire / WPD Ambulance*

TRAINING

- Refer to Training and Exercise requirements in REMP Section 14.6 Ensure Preparedness.
- Additional hazard specific training may be prescribed by individual jurisdictions.

2.10 Tornado / Plough Wind

Tornado / Plough Wind	**Regional Emergency Management Plan**	**SOG # R-10**

BACKGROUND INFORMATION

- Saskatchewan Public Safety Agency is the key provincial agencies.
- **Tornadoes** are rotating columns of high winds. Sometimes they move quickly (up to 70 km/hour) and leave a long, wide path of destruction. At other times the tornado is small, touching down here and there. Large or small, they can uproot trees, flip cars and demolish houses
- **Plough Winds** are strong, sudden downdrafts bring cool, dense air from aloft, rapidly spreading it outward ahead of the thunderstorm or squall line. Plough winds often strike a larger area than tornadoes but can be just as strong. Video link – Eston SK plough wind
- Whenever and wherever possible, continue to warn citizens of impending severe weather conditions, working with meteorological services and news media.

PRIMARY INFORMATION

Regional IC / UC

- ❑ Clarify jurisdiction(s) and establishment of Unified Command
- ❑ Notify Provincial Emergency Operations Centre 1-800-667-9660 when ICP is activated
- ❑ Consider appointing Fire Department or Head of Engineering as Operations Section Chief.
- ❑ Appoint Liaison Officer, Information Officer, and Safety Officer positions.
- ❑ Monitor media outlets for updates and possible impacts on regional (Information Officer)
- ❑ Informa and educate the public (Information Officer)– ex. *To turn on a portable radio for the latest emergency information. Don't enter damaged buildings. Seek out neighbors who may require special assistance: those with infants, the elderly or those with disabilities. Help injured or trapped persons and give first aid when appropriate.*
- ❑ Continue regularly scheduled updated and briefings to media, public, staff, families, and persons impacted or seeking relatives/ loved ones. (Information Officer)

Operations

- ❑ Provide emergency medical care to civilians and responders.
- ❑ Establish emergency public health facilities in coordination with SK Health
- ❑ Coordinate search and /or evacuation of persons impacted or at risk.
- ❑ Coordinate the isolation of impacted areas and the elimination of hazards & debris.
- ❑ Oversee the immediate damage assessment, infrastructure stabilization and initiation of appropriate protective measures
- ❑ Determine need for public evacuation due to potential or actual impacts
- ❑ Identify safe areas for immediate shelter-in-place to protect life.
- ❑ Coordinate routes for emergency vehicles.
- ❑ Maintain utilities & communications with service providers, activate alternate systems as needed.
- ❑ Coordinate provision of auxiliary fire water supplies – if needed
- ❑ Consider staffing up additional units before the call volume increases.

Emergency Social Services (ESS)

- ❑ Staff ESS Section positions for ESS reception centres.
- ❑ Supervise ESS accommodation – accommodations and feeding for clients (and pets!)

Planning

- ❑ Provide Operations Section with updated meteorological data (Situation Unit or Meteorological Technical Specialist if available).
- ❑ Plan for increasing need for basic necessities - public access to drinking water, washrooms, shelter, sleeping arrangements, food, medications, clothing etc.
- ❑ Evaluate and plan for recovery
- ❑ Consider possible major effects (Advance Planning Unit):
    - Injuries and fatalities – specially to impacted or vulnerable residents
    - Disruption of community
    - Disruption of utilities and secondary impacts (electrocution / gas releases)
    - Damage to property, e.g., structural fire / wildfire

Logistics

- ❑ Identify and confirm all undamaged emergency facility locations available (Supply Unit).
- ❑ Source backup sources of bottled water should primary source be interrupted or unavailable
- ❑ Identify and confirm all required emergency equipment (portable lights, flashlights, blankets, etc.) (Supply Unit).
- ❑ Locate fuel for power generation equipment (Supply Unit).
- ❑ Contact food suppliers and determine on-hand supplies (Supply Unit).
- ❑ Consider other potential equipment needs and sources (Supply Unit):
- ❑ Anticipate long term feeding / accommodation support of field workers
- ❑ Communicate with Liaison Officer and decide which of you will contact the Saskatchewan Public Safety Agency (SPSA)for additional personnel (to work in ICP, in the Operations Section and/or in the ESS Section)

SPSA Field Officer Jack Lee C: 306-940-7092 jack.lee@gov.sk.ca

Provincial Emergency Operations Centre 1-800-667-9660 306-787-9563

Finance/Administration

- ❑ Prepare equipment contracts as required

SUPPLEMENTARY INFORMATION

- ❑ Proactively consider obtaining equipment needs and sources (Logistics - Supply Unit):

Rescue equipment	• *Fire / Police / SPSA / WPD Ambulance*
Fire equipment	• *Fire*
Ambulances	• *WPD Ambulance*
Heavy Equipment (Dozers/ Trucks)	• *Public Works / Suppliers*
Barricades	• *Public Works / Fire*
Mobile public address system	• *RCMP / Fire / Suppliers*

TRAINING

- Refer to Training and Exercise requirements in REMP Section 14.6 Ensure Preparedness.
- Additional hazard specific training may be prescribed by individual jurisdictions.

3. Resource Ordering & Financial Guidelines

3.1 Determining Resource Needs

In ICS, a process is followed to determining resource needs:

1. IC/UC sets incident objectives (ICS 202)
2. Operations and ESS Sections identify strategies to achieve objectives (ICS 234)
3. Detailed tactics are developed by Operations and ESS Sections for each strategy (ICS 204s) that are reviewed by Safety
4. The Planning Section (Resource Unit Leader) confirms the tactical resources that Operations and ESS already have (checked-in and available)
5. The Logistics Section (Supply Unit) gains an understanding what additional resources are needed but does not order resources without a signed/ approved Resource Request Form (ICS 213 RR). The Supply Unit Leader may delegate ordering of needed resources to a subordinate, called the Ordering Manager.
6. The Finance / Admin Section requires back-up documentation for all purchases including a copy of the approved Resource Request Form (ICS 213 RR). Purchase Orders may be used in addition to the ICS Resource Request (213 RR)

3.2 Authority to Approve Resource Requests

In strict ICS, only the Incident Commander (IC/UC) can approve the ICS 213 RR resource requests. However, the BREMG Regional Emergency Management Plan allows the IC/UC to delegate approval of resource requests to Section Chiefs granting them the authority to approve resource request orders of their subordinates.

Any IC/UC delegation of resource request approval must be documented and signed by Command and the Section Chief will be personally held accountable for each resource request made by their subordinates.

3.3 Making Resource Requests

Resource Requests will not be accepted via text message.

Resource Requests received via phone or radio require a hard copy of Resource Request Form (ICS 213 RR) to be completed by the person on the receiving end of the phone or radio call, followed by verification of information entered with the person making the request.

The requesting position or person (ICS 213 RR Box 7) is responsible to ensure the order has been placed or to cancel the order, as may be required.

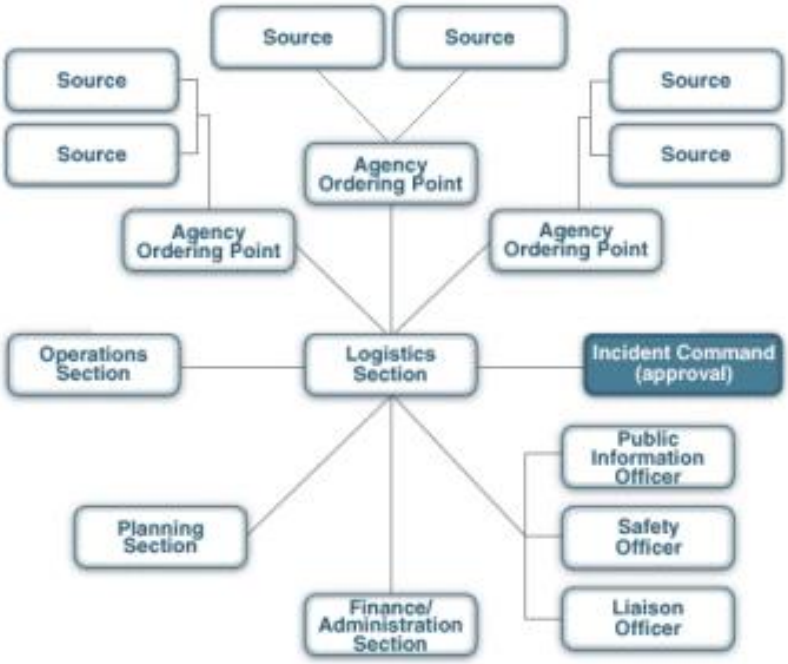
3.4 Single Versus Multi-Agency Ordering

Single Agency Ordering Point

- This is most likely to occur in incidents that only directly affect one jurisdiction, that is responsible for securing resources and processing resource requests.
- The Planning Section (Resource Unit Leader) maintains record of all resources checked-in to the incident (available, assigned and out-of-service)
- The Logistics Section (Supply Unit) places orders for additional needed resources, through a single Agency Ordering Point.

Multi-Agency Ordering Points

- Used during regional incidents affecting more than one jurisdiction.
- The Logistics Section (Supply Unit) places orders for additional needed resources, through more than one Agency Ordering Point – using multiple Assistant Ordering Managers.
- The Ordering Point through which the approved ICS 213 Resource Request is ordered is determined by Logistics, depending on which jurisdiction the resource is required for.



<u>Multi-Agency Ordering Points</u> will be used in order to comply with Provincial & Federal Cost Tracking & Recovery Requirements.

First Nations impacted will immediately notify Indigenous Services Canada (ISC) of the incident and request attendance of a federal ISC agency representative at the Regional Incident Command Post.

Indigenous Services Canada is the federal department that collaborates with partners to deliver services to First Nations, Inuit, and Metis in Canada.

3.5 Multi-Agency Ordering Point Process

✓	Multi-Agency Ordering Point Process
❑	Prior to submission to Logistics (Supply Unit) all resource requests must be made using an approved Resource Request Form (ICS 213 RR).
❑	The Logistics Section (Supply Unit) will appoint an Ordering Manager – this should be someone from one of the most impacted jurisdictions.
❑	The Ordering Point through which the approved ICS 231 Resource Request is ordered is determined by Logistics, depending on which jurisdiction the resource is required for.
❑	The Ordering Manager appoints an Assistant Ordering Manager from each jurisdiction that is impacted and/or will require incident resources. **The Ordering Manager does not have authority over the Assistant Ordering Managers but is in place to ensure there is no duplication of orders and to ensure span of control.**
❑	Each jurisdiction using an Assistant Ordering Manager is responsible for tracking its own resources checked-in to the incident (available, assigned and out-of-service) this must be provided on a regular basis to the Planning Section (Resource Unit Leader) who maintains the master record of all resources checked-in to the incident.
❑	The Ordering Manager and Asst. Ordering Managers will **work together as a group** sharing information about orders placed to ensure there is no duplication of resources.
❑	As a group, the Ordering Manager and Asst. Ordering Managers will identify if there are any high priority resources or resources which the jurisdictions involved might be in competition for and then determine how these resource requests will be handled.
❑	Any issues that cannot be resolved between the Ordering Manager and Asst. Ordering Managers will be discussed with the Supply Unit Leader.
❑	As required the Supply Unit Leader will seek a decision from the Logistics Section Chief or Unified Command.
❑	The Ordering Manager and Asst. Ordering Managers will be responsible for: • Securing resources requested for their jurisdiction. • Tracking the status of these resources until they arrive.
❑	When using Multi-Agency Ordering, the Assistant Ordering Managers must ensure that every approved Resource Request includes the: • Requested Delivery/Reporting Location (ICS 213 RR Box 5) • A note explaining which jurisdiction is ordering the resource (ICS 213 RR Box 13) • Any known purpose/use (ICS 213 RR Box 4 line item or in Box 13 Notes) as this will be used for financial reconciliation by the Finance/ Admin section with each jurisdiction's finance personnel.

	Finance/Admin Section
❑	Each jurisdiction involved in Multi-Agency Ordering will need to appoint their own personnel in the Finance/ Admin Section - particularly their own personnel assigned to the Procurement and Cost Unit working closely with their appointed jurisdiction's Assistant Ordering Manager.
❑	If an approved resource request requires a lease, contractor, or other agreement, it will be the responsibility of the affected jurisdiction to procure their own resources.
❑	Each jurisdiction involved in Multi-Agency Ordering will need to appoint their own personnel in the Finance/ Admin Section - particularly their own personnel assigned to Procurement and Cost Unit working closely with their appointed jurisdiction's Asst. Ordering Manager.
❑	**Staff Shortage:** If an impacted jurisdiction does not have enough personnel to fill the required jurisdiction involved in Multi-Agency Ordering positions (Assistant Ordering Manager, and / or personnel to work in the personnel assigned to Procurement and Cost Unit) then existing personnel can fill more than one ICS role but must only order and procure resources for their own jurisdiction.

Assisting agencies such as ESS agencies including non-profit disaster organizations and NGO partner organizations may come with their own costs for services.

Proper tracking of their costs is required.

It is imperative that the Finance/Admin Section ensure that each of these partner organizations are aware that all of their costs must be appropriately tracked with adequate back-up documentation, if they plan to submit a bill for services.

3.6 General Resource Ordering Guidelines

✓	General Resource Ordering Guidelines
❑	When a First Nation jurisdiction is affected, the First Nations will immediately notify Indigenous Services Canada (ISC) of the incident and request attendance of a federal ISC agency representative the Regional Incident Command Post
❑	Unified Command ensures that all the affected Council(s) and Indigenous Services Canada (ISC) are informed and apprised of the number of tactical resources and cost projections.
❑	Unified Command is responsible for communicating any cost implications advised by respective Council(s) and Indigenous Services Canada to the ICP.
❑	The Finance/Admin Section Chief will be responsible to report expenditures and cost projections for the next operational period to Unified Command daily or at more frequent intervals as requested.

✓	General Resource Ordering Guidelines
❑	The Finance / Admin Section Chief will immediately notify Unified Command when 80% of budgets as set by Council(s) and/or ISC are reached.
❑	Unified Command is responsible for providing financial updates to affected Council(s) and where appropriate to Indigenous Services Canada.
❑	Purchase Orders may be used ***in addition to*** the ICS Resource Request (213 RR)
❑	Resource Requests will not be accepted via text message.
❑	Resource Requests received via phone or radio require a hard copy of Resource Request Form (ICS 213 RR) to be completed by the person on the receiving end of the phone or radio call, followed by verification of information entered with the person making the request.
❑	The requesting position or person (ICS 213 RR Box 7) is responsible to ensure the order has been placed or to cancel the order, as may be required.
❑	Once orders have been completed, copies of RR 213s should be posted forthwith on the shared drive for incident personnel to view including any status check-in recorders in order to determine the status of incoming resources.
❑	An ICS Form 260 or similar tracking form may be used in addition to posted RR 213s for quick order status reference.
❑	**The Finance/Admin Section Chief will be responsible to track any applicable costs that may be recoverable under SK Provincial Disaster Assistance Program (PDAP)**

3.7 Financial Support Programs

SK Provincial Disaster Assistance Program (PDAP) Deadline

The local government authority, First Nation or park authority must submit a request for PDAP assistance within **one month after a disaster occurs**. **PDAP must receive a Resolution in Council or a Band Council Resolution**; **and a completed Request for Designation form.**

In addition to damages, some labour costs may be eligible such as labour costs that are a result of incremental hours of the emergency operation (i.e., extraordinary personnel costs and overtime costs)

The local authority must apply (First Nation, City, Town, R.M.) to be approved for PDAP before residents or businesses from the local authority can apply to make a claim.

Contact PDAP directly for more information. Or visit: saskatchewan.ca/PDAP.

Emergency Management Assistance Program (EMAP)

This program is managed under ISC to provide funding for eligible emergency preparedness, response, recovery and mitigation costs to First Nations, bands, districts, tribal councils and associations, First Nation organizations and private firms contracted to administer funds joint with or on a behalf of a First Nation.

EMAP Deadline: If seeking response and recovery reimbursement communities are encouraged to submit estimates and invoices *as soon as possible*.

Contact ISC for deadlines regarding emergency preparedness, non-structural and FireSmart programs.

See Part 2 of this Plan – BREMG Program Documentation for more information regarding PDAP & EMAP.

4. Communications

4.1 Internal Regional Communications

✓	Regional Personnel Call-Out Steps
❑	Following local SOPs, the initial Incident Commander notifies their appointed Emergency Measures Coordinator or equivalent.
❑	The Emergency Measures Coordinator or equivalent will assess the situation and determine if the Regional ICP should be activated.
❑	If the situation requires Regional ICP activation, the Emergency Measures Coordinator or equivalent will notify the following **before** making a request to the Region for assistance: • Elected council and/or • C.A.O./Band Manager and • Applicable tribal council
❑	The City of North Battleford will be notified, and a request made to issue a partial or full Voyent regional personnel callout by notifying the City's Fire Chief and/or in their absence the Deputy followed by any of the authorized Voyent Alert users: • Fire Administrative Assistant • City Manager • City Clerk • Corporate Services Clerk • Public Relations Coordinator • Records Management Clerk • IT Coordinator **Contact numbers are in the Contact List Appendix A**
✓	**Elected Official Notifications**
❑	The C.A.O or Band Manager of any assisting jurisdiction should be notified of any regional personnel call outs by being included on the initial personnel call out
❑	As the responsible authority, **Council(s) are entitled to and shall be kept updated throughout the incident.** **Ongoing updates** to affected Council(s), once the Regional ICP has been established **will be provided via an appointed Liaison Officer or Assistant** with additional updates provided by the jurisdiction's IC as needed.
❑	Affected Councils may be asked to co-locate in the same facility to save time rather than having to update multiple councils separately. **Refer to Section 1.6 Council Reporting Locations**
	Voyent System Disruption

❑	In the event that the Voyent system is disrupted or otherwise not available for notifying personnel the **Contact List Appendix A** will be utilized.
Ongoing ICP Communications	
❑	**ICP To Field Communications:** Personnel may use whatever mode of communication is the most effective to communicate between the ICP and the site. • The City of North Battleford maintains a cache of approx. **20** *additional* used **P25 radios with access to the Provincial Fire Channel**. These are kept fully charged in the Regional Incident Command Post. **Contact the North Battleford Fire Department for use and distribution.** • A bank **of eight (8) P25 radios can be requested from SPSA** in Prince Albert. Approx. delivery time: 3 hours.
❑	**Internal ICP Communications** Formal communication in the ICP will be reported up the chain of command. However, ICP personnel should be working and communicating with each other between sections as needed throughout the response. A Regional ICP email system or online ICP software may also be used.

4.2 When To Notify The Province, ISC, Tribal Council & Neighboring Jurisdictions

✓	**Notify the Province / ISC/ Tribal Council**
❑	If a State of local Emergency is declared
❑	If aid is requested (requesting or providing) of a nature or scale that is outside of any normal day-to-day emergency calls.
❑	If the region wishes to aid evacuees from other jurisdictions for which no aid agreement exists. **Note:** Municipalities must be pre-approved to provide such assistance by SPSA in order to be eligible for potential reimbursement of costs associated with such assistance.
❑	If other regional or outside assistance is requested, including **any time a request to open the Regional ICP is required.**
❑	Significant events or close calls including but not limited to: • Fires affecting more than three structures/ high intensity fires. • Highway closures of significant periods of time. • Incidents involving mass casualties.
❑	Incidents that draw or may draw significant media attention.
❑	Long-term disruption of critical infrastructure (ex: water, power, communications, medical or first responder services).
❑	Evacuations that require activation of Emergency Social Services.
❑	Any incident in which support is required/anticipated to be needed from provincial/federal agencies or departments.
❑	Any incident affecting Provincial or Federal Buildings.
❑	Any incident which does or may affect neighboring jurisdictions.
❑	Incidents in which requests for funding are expected to be made to the Province or Indigenous Services Canada (ex: Disaster/Recovery Program funding will be sought).
✓	**Notify Neighboring Jurisdictions**
❑	If the incident is expected to grow and/or its impacts may affect neighboring municipalities or First Nations.
❑	Aid agreements may be activated
❑	If other resources may be required or requested from a neighboring municipality/First Nation.

4.3 Public Notifications

- **Critical Alerts** indicate imminent life-threatening danger that requires prompt action in order to protect life and safety.
- **Advisory Alerts** are less serious in nature. They advise the public to be aware and prepared. Information alerts may contain notices and updates about potential or occurring events for which residents should be aware and prepared (ex: road closures, minor utility disruptions).

Door-to-Door Notification	
❑	Door-to-door notifications **by authorized response personnel and/or loudspeaker announcements through use of speaker systems on emergency response vehicles** may be issued to people living in the immediate area of an imminent or occurring incident **as directed by the Incident Commander**. See *Evacuation* section of this plan for more information re: door-to-door notifications.
SaskAlert	
❑	**SaskAlert will be the first choice for all critical alerts** because it is a wireless system.
❑	**All critical alerts must:** • **Be pre-approved and/or directed by the Incident Commander and/or Nation Chiefs where applicable.** • State the nature of the emergency. • State any safety precautions to take. • Direct people where to find additional information or updates and *official* sources of information. • Proof of approval is highly recommended.
❑	**All critical alerts will be issued on SaskAlert either by an authorized municipal user or by making a request to Saskatchewan Public Safety Agency** to issue such an alert. This request can be made through your Emergency Services Officer or through the Provincial Emergency Operations Centre. **24 Hour Emergency Provincial Emergency Call Centre: 1-800-667-9660**
❑	It is best practice in the **initial hours of an incident to issue information** to the public **at 1-hour intervals** even if there is no new information in order to mitigate rumors.
❑	**Although SaskAlert is a wireless system it is best practice to also notify local radio stations of any critical alerts** to ensure quick and broad distribution and instruct media where to seek additional official incident information and updates.
❑	A message terminating any SaskAlert must be published once the emergency has passed. This includes informational alerts.

	Other Public Alerting Systems
❑	Other local alerting systems may be used in conjunction with SaskAlert including: • Voyent Alert • Community push notification systems and apps • Local Radio • Community social media feeds.

False Notification & Retraction	
❑	In the event a false notification is mistakenly issued, only one retraction message should be issued to avoid confusion.
❑	The notification should **include the reason for retraction, who initiated the retraction** and be issued via all of the channels of communication the original notification was issued on.
❑	The Information Officer, Incident Commander or Emergency Measures Coordinator will **personally notify local media**.
❑	**Notify Saskatchewan Public Safety Agency** of retraction and may request assistance with disseminating.
❑	**Notify Council(s)** of retraction statement.

Types of Information	Media Platforms Available
• Critical Alerts & updates. • Informational updates. • Declarations, terminations, or other info re: State of Local Emergency.	• SaskAlert • Individual First Nation & Municipal Web Sites • Individual First Nation & Municipal Social Media Accounts • Q98 97.9 FM • 93.3 FM The Rock • 1050 AM CJNB • Battlefords News Optimist – online & print • Battlefords Now-online newspaper ***Newspapers will only be utilized as appropriate***
	Additional Platforms Available:
	• City of North Battleford - Voyent Alert • Sweetgrass First Nation App • Confederacy of Treaty Six First Nations – Voyent Alert

4.4 Media Holding Statement

All response personnel need to be cognizant of the impact that emergencies / disasters have on people. Proper management of the incident includes procedures to ensure that personal and confidential information is not disclosed by responders except in cases where such information poses a risk, danger or other threat to persons or disclosure is authorized in accordance with the laws of Saskatchewan and Canada.

The following media statement may be used by any incident personnel if approached by media.

"We have activated our emergency response plan and have personnel actively responding to the incident. Updated information will be provided by the Information Officer through local radio stations.

Information can also be found on SaskAlert as it becomes available. Our goal is to keep residents as informed and as safe as possible throughout the incident."

All media requests must be referred to the appointed Information Officer. Only approved spokespersons have authority to say more to the media than the holding statement above.

The Information Officer will work with other responding organizations to ensure clear consistent messaging between other responding organization's spokespersons and the region's spokespersons.

All spokespersons will coordinate any statements or messages they plan to issue to the public with the designated Information Officer, which must be approved by Command prior to distribution.

4.5 Media Conference Guidelines

✓	Planning
❑	**Get the Incident Commander permission** to hold a media conference.
❑	If any dignitaries will be attending or representatives from other agencies – contact their media person or appointed information officer and involve them in the planning.
✓	**Logistics & Set-up**
❑	**Work with the Facilities Unit** of the Logistics Section to establish an appropriate media conference location and to ensure all facility requirements are in place • Depending on the weather this may be indoors or outdoors. If being held outdoors, a contingency plan should be in place in event of change in weather (wind, rain, snow).
❑	**Ensure sufficient security is present** at all media conferences.
❑	**Media conference locations should be separate from ICP, ESS and other operational incident facilities if possible.**
❑	Ensure safe and adequate parking.
❑	Ensure the media conference location has space to accommodate media (rooms for cameras, light stands, audio equipment) and enough electrical outlets.
❑	Consider use of a **stage or riser** so all spokespersons can be seen.
❑	**Consider backdrop** (avoid windows as backdrop as they create glare). May put logo of affected jurisdictions or other appropriate signage in backdrop.
❑	Determine other requirements – is a sign language interpreter required?
✓	**Inviting the Media**
❑	**Limit media conferences to media**. In general, this should not be an open invitation to public. Public events such as town halls or other meetings should be held separately.
❑	**Set media requirements** i.e., Identification and advise media prior to conference
❑	**Notify media** of time, place, purpose of conference and who will be speaking.
❑	~~**Print out a summary of key messages to be provided at the media conference** and distribute to members of the media before or following the media conference.~~

✓	Preparing Spokespersons
❑	In events **where there are also outside agencies responding** to the emergency try to **coordinate one unified media conference** together with their representatives and municipal staff/responders in order **to ensure consistent public messaging**.
❑	**Provide pre-media conference briefing** to review with personnel who will be speaking at media conference, the information each is going to present ahead of time, any anticipated questions as well as appropriate answers to such questions.
✓	**Media Conference Process**
❑	**Print out a summary of key messages to be provided** at the media conference and distribute to members of the media before or following the media conference.
❑	**Establish and inform media of media conference process and rules or expectations**- including who will be speaking and process for questions. Introduce each speaker and facilitate the media conference by keeping media conference moving and coordinating questions and answers after spokespersons are finished speaking.
❑	**Utilize local media** with which you have established rapport **to set an example of expected media behaviour and guidelines for external media.**
❑	**Respect and try to accommodate media timelines** and reasonable requests so that they can continue to effectively get the message out to the public.
❑	The Information Officer should **record a copy of all personnel interviews** (ex: cell phone/handheld voice recorder) **to keep with incident files and as reference.**

5. Shelter-in-Place

Shelter-in-place is an effective short-term method **to protect people from harmful exposure to hazardous material releases**. North American households are well-insulated to prevent escape of warm air in winter and cool air in the summer. This ability to effectively prevent air exchange can protect residents from inhaling and being exposed to hazardous materials as a short-term response.

Shelter In Place Instructions
For those in Houses and Office Buildings
☑ **Close all windows and doors**.
☑ **Turn off all air exchange units** and appliances including furnace, bathroom and kitchen fans, air conditioning, dryers.
☑ Take a radio, your cell phone and charger into a main or upper-level interior room with access to fresh water.
☑ **Avoid lower-level rooms** as some substances are heavier than air and will sink and collect in lower stair and window wells.
☑ If possible, try to seal cracks around windows and doors with duct tape, dampen towels and rollup to place at bottom of doors/windows to seal cracks.
☑ **Do not leave the house or facility in which you are sheltering**.
☑ **Monitor SaskAlert and tune into local radio stations** to receive updates.
For those in Vehicles
☑ **Turn off ignition and roll up windows.**
☑ **Close all vents.**
☑ **Monitor cell phone for updates on SaskAlert and/or turn on radio to listen for essential information, but do not turn engine on.**
☑ **Never try to drive through an area for which a shelter-in-place has been issued.**

6. Public Evacuation

6.1 When To Consider Public Evacuation

A SOLE must be declared to issue a mandatory evacuation order.

ESS must be activated and plans in place to care for basic needs of evacuees (and pets) under an evacuation. Refer to Appendix A - Regional ESS Plan for more information.

✓	When To Consider An Evacuation
❑	**If the incident poses an immediate life safety threat** to people in affected area.
❑	**The incident is expected to *grow* to pose an immediate life safety threat** to people in affected areas.
❑	**The incident is anticipated to create barriers for first responder access to people over an extended period of time** (ex: incident cuts off emergency access to households or businesses).
❑	**Failure to evacuate would cause emergency responders undue personal risk if emergency services were required in the affected area.**
❑	**Heavy or significant equipment and supplies are required to mitigate/reduce the effects of the incident** in which substantial access to the area is required **and safety of residents may be compromised in the process.**

6.2 Public Evacuation Process

Evacuation Notice	**Residents put on notice** that they may be required to evacuate and instructed to take preparation measures so that they can evacuate at a moment's notice if required. **Evacuation notices may only be provided where there is adequate lead-up time in advance of the incident** to be able to provide such. Residents who voluntarily evacuate during this phase may not be eligible for reimbursement of evacuation costs.
Mandatory Evacuation Order	In order **to issue a mandatory evacuation order, a State of Local Emergency (or provincial state of emergency) must be declared**.
Evacuation Rescind	**Once it is determined safe for evacuees to return and the proper support systems are in place** to allow for successful return of evacuees, **the evacuation order should be rescinded**, and the affected public made aware by the most immediate and effective means possible.
Refer to the following checklists for additional details on each step in the Public Evacuation Process	

Public Notification & Evacuation Guideline

Public Evacuation Notification Methods
One or a combination of the following public notifications may be utilized: • **Door-to-door** notifications. • **Loudspeaker** notifications. • **SaskAlert**. • **Local radio** notification. • Municipal & First Nation **social media accounts & web sites**. • **Locally utilized notification apps**. • **By phone** where practical and most efficient (ex: rural areas may use a combination of phone and in-person notification if practical and effective). • **Evacuation Notice or Order**- **where time permits**. It is a good idea to have this information **pre-printed on waterproof color-coded door hangers, magnets, or adhesives** ahead of time so it can quickly be distributed as needed during an evacuation.

✓	Preparing For Public Evacuation
❑	**Declaration of a State of Local Emergency (SOLE)** and notification to Saskatchewan Public Safety Agency.
❑	**First Nations: Notification to respective tribal council, followed by notification to Indigenous Services Canada and Saskatchewan Public Safety Agency.**
❑	**Notification of residents**. All personnel going door-to-door to notify of evacuations should wear official identification/uniforms.
❑	**Notification to facilities/towns/cities receiving evacuees**.
❑	**Emergency Social Services staff and any ESS service providers activated** and ready to receive evacuees at designated ESS Centre sites (whether locally or in other communities).
❑	If evacuees are sent to an outlying community, local Emergency Social Services staff should be sent to assist the receiving community.
❑	**Consider the estimated time to notify and evacuate all residents and determine personnel needs.**
❑	**Consider evacuation transportation methods and needs. See next checklist.**
❑	**Ensure traffic control points have been mapped out and incident site secured** as best as possible to ensure safety and prevent unintentional entry of evacuees into hot zone (immediate disaster area).
❑	**Ensure confirmation will be provided from receiving community once evacuees begin arriving** and/or evacuation buses arrive.

❑	**Determine transportation needs of residents** including wheelchair accessible transportation.
❑	**Determine how residents with mobility challenges will notify the community or region if direct pick-up transportation is required.**
❑	If possible, ensure first aid is available on evacuation buses and appoint a supervisor for each bus.
❑	**RCMP or Nation Security depending on respective jurisdiction designated to confirm all required buildings have been evacuated**.
❑	**Plan to secure perimeter**. Only authorized emergency vehicles/equipment and personnel will be allowed into evacuation zone.

Potential Receiving Host Communities

The following communities listed are based on capacity to quickly accommodate **hundreds of people and their diverse needs in a centralized location or facility**.

Provide any receiving/host community notice if you anticipate sending evacuees – even if their direct personnel assistance is not required.

- City of North Battleford
- Lloydminster
- Saskatoon
- Meadow Lake

Determining Rough Evacuation Time Example.

750 people with approximately 3 people per household = 250 households.

3 minutes to notify each household: 3 x 250 = 750 minutes or 12.5 hours.

10 personnel available to evacuate households: 12.5/10 = 1.25 hours **plus** time to:

- Create and disseminate message.
- Travel between each household (door-to-door notification).

Self-evacuation will be the quickest way for people to evacuate.

However, if transportation is required, calculate time in *addition* to that above for:

- Initial transportation arrival time (approx. 30 - 45 minutes for school busses).
- Loading time.
- Travel time to designated ESS Centre.
- Offloading time.
- Return trip time.
- The number of busses available to transport people and number of trips required.

Public Evacuation Transportation

- **Many residents will have their own transportation for evacuation**, and **this should be the first choice for evacuation**. Residents that are able to evacuate on their own are empowered and reduce the resources and coordination required in the ICP and in the field.
- **Residents should be encouraged to provide transportation for other family and friends in the evacuation area that do not have access to transportation**.
- Sometimes due to the nature of the incident or the residents impacted, additional evacuation transportation is required. The following are **options** for providing transportation and each **will be incident dependent.**

Options	Pros	Cons
Pick-up Points	• Can be pre-planned. • An option for urban residents under the right conditions. • Ability to organize with adequate evacuation lead-up time.	• Pre-planned points may have to be changed depending on scope of incident. Could cause confusion. • Evacuees still must be able to walk to assembly points which will present challenges for those with restricted mobility. • Winter cold weather and other weather conditions could increase risk to evacuees gathered at pick-up points. • **Not practical for rural residents**.
Shuttle	• Similar to assembly points, however shuttle simply makes loop of evacuation area and picks up people as needed.	• Could be difficult to tell who requires transportation and who does not. • May still create challenges for those unable to leave their homes and wait outside for shuttle. • **Not practical for rural residents**.
By Request	• Reduces confusion about pick-up points. Residents request pick-up at their address. • Allows proper type of transportation to be dispatched (ex: wheelchair lift) on as needed basis. • Does not require residents to wait outside potentially exposed to elements.	• Requires publication of call-in line. However, a call-line could be set-up ahead of time and activated as needed. • Requires significant coordination including dispatch and transport logs to ensure all residents safely evacuated.

Rural Transportation Options These are not the only options but are intended to provide a starting point for personnel to develop other suitable options if transportation is required for rural residents.
• Ask residents in the rural evacuation zone with transportation to **check on their neighbors if safe to do so and provide transportation** to those that require it. Require all evacuees to check-in at Reception Centre to be accounted for.
• **Set-up a dedicated phone line** with call waiting capability for residents to call to request transportation.
• Request that **when residents are notified to evacuate by emergency services** (RCMP, Fire, Nation Security, Other) **that they are either provided transportation directly by emergency services at that time or if time permits, make a request for transportation through the emergency service**s. In the latter case, the region or affected municipality/Nation will provide transportation as requested by emergency services. • **A safe, temporary central location may be designated for residents to be dropped off and transportation arranged from that holding site to designated ESS facilities** if the time to drive them directly to an ESS facility will cause undue delays in providing transport to other evacuees.

Regional Transportation Resources & Traffic Control

Regional Transportation Resources	
Mass Transportation	The provider capable of mass transportation and with resources pre-staged within the region are City Transit, school busses and coach bus contractors in the area. • Living Sky School Division • BATC School Bus Contractors • Battlefords Transit System • Southland Transportation • Ventures West
Specialty Transportation	• Battlefords Handi-Bus • Moosomin First Nation wheelchair accessible van • Little Pine First Nation school busses • Little Pine First Nation vans • Nation medical vans and transport • Taxis
Other Transportation Requirements	In addition to evacuation uses, transportation may be required and utilized for the following purposes: • Mobile rest and warm-up provision for first responders. • Transportation for response personnel to assigned work sites. • Incident check-in. • Other Ground Support Unit services.

	• Shuttling of evacuees.

Traffic Control
• Traffic control points may be established to secure the incident site, prevent entry into the incident area and to help alleviate potential traffic flow bottlenecks and associated hazards. Persons with flag person/traffic control training will be utilized. • **Once an evacuation area has been established it will be secured and entry will not be open to the public. Authorized responders and incident resources may enter if safe and assigned operations in the area.**

Tactical Door-to-Door Evacuation

Use of uniformed responders to conduct door-to-door evacuations should be the first choice.

Previous disasters have proven that members of the public are more likely to heed evacuation notices/orders delivered by officials in uniform over those that are not.

✓	Door-to-Door Evacuation Guideline
❑	Once an evacuation area has been determined**, complete an assessment of the number of households in the area.**
❑	**Determine the number of responders required to complete door to door evacuations** within the designated evacuation timeframe. **Responders should go door-to-door in pairs.**
❑	**Each pair will be supplied with the proper supplies**- see Section 6.
❑	Personnel going door-to-door should be in **official uniforms and/or have official identification.**
❑	Responders will **knock loudly or ring doorbell**.
❑	Responders will: • **Explain any pre-printed evacuation notices or orders** and leave one at each household, ensuring that occupants understand the notice or order. • **Ask if anyone in the household requires assistance to evacuate and promptly communicate any assistance required back to the ICP** to arrange assistance. • **Provide any additional information** such as evacuation routes and required timeline to evacuate.
❑	**If there is no one home an evacuation notice, or order will be posted in a visible location** such as front door.
❑	Responders will **complete an Evacuation Log** for each household. See Section 7 of this plan.
❑	**If occupants refuse to evacuate**, responders will have occupants complete a **Mandatory Evacuation Waiver From**. See Section 7 in this plan or hardcopy form in ICP. All refusals to evacuate should be immediately reported to the ICP.

✓	All Clear
❑	Once it is safe to do so and there is adequate time, working in pairs, uniformed responders should **conduct an all-clear of the evacuation area to ensure it has been fully evacuated.**
❑	**Houses may be marked with flagging tape or use of dual-purpose evacuation notices** may be used to indicate homes have been confirmed as evacuated.
❑	**Establish a security perimeter around the evacuated area**.

Supply List for Personnel Conducting Door to Door Evacuations

❑	Evacuation Notice (if providing advanced notices)
❑	Mandatory Evacuation Orders
❑	Mandatory Evacuation Waiver Forms
❑	Pens capable of writing in wet/cold conditions
❑	Note pads
❑	Permanent marker to fill-in Evacuation Orders
❑	Evacuation Log Forms
❑	Clipboards
❑	Flagging tape if such will be used to mark evacuated homes as all clear
❑	If Evacuation Notices/Orders are not self-adhesive or cannot be hung on doorhandles- waterproof tape to affix to homes where there is no answer.
❑	If Evacuation Notices/Orders are not waterproof- baggies and twist ties or other means to affix to doors where there is no answer.
❑	Agency uniform or high visibility vest and identification
❑	Optional - any additional information/list of items for evacuees to pack:

Evacuation of Persons With Disabilities

As humans we each have different perceptions, ways of reacting , processing information and coping. The following are basic guidelines to assist in communicating evacuation orders to persons with disabilities. These guidelines will be helpful for evacuation for *any* type of general population.

In all situations if assistance is required- make the proper arrangements for the individual(s) and indicate on the Evacuation Log.

✓	Deaf or Hard Of Hearing Guideline
❑	Look at the person while speaking.
❑	Use facial expressions and hand gestures to communicate.
❑	Use written communication such as notes to communicate. Give them an opportunity to communicate back to you by writing down messages and to indicate they understand.
✓	**Blind or Low Vision Guideline**
❑	Announce your presence.
❑	If assisting the person to evacuate offer your elbow, do not grab their arm or hand.
❑	Talk them through evacuation by describing any physical barriers or actions to take.
✓	**Cognitive Disabilities Guideline**
❑	Give clear and simple instructions.
❑	Be patient
❑	Understand that they might react in unexpected ways if they are unable to understand the emergency.

6.3 First Nation Evacuation Process

Individual Evacuation	
❑	**Get approval for cost recovery of any individual evacuations from SK Emergency Health Planning**. Individuals may choose to self-evacuate if they are able to cover their own costs for evacuation without reimbursement.
❑	**Notify Tribal Council Emergency Measures Coordinator or equivalent.**

Partial (selective) Evacuation	
❑	A partial evacuation may be considered when a hazard impacts the health of some clients (ex; those with underlying health conditions) or may adversely affect those at risk and is expected to remain a concern for some time.
❑	**Any decision to evacuate** either partial or full-scale should **be made in consultation with:** ☐ 9-1-1 service provider ☐ Tribal Council Emergency Measures Coordinator or equivalent. ☐ Chief & Council. ☐ Third party service providers.
❑	**Determine:** ☐ Safe evacuation routes (visibility, incidents in other areas). ☐ Weather, etc. ☐ Any special transportation requirements (ex: for severely ill or mobility limited clients). ☐ First aid or other medical supplies that may be required during transport.
❑	**Determine priority groups for evacuation**. See next page for priority group definitions.
❑	**Consider family members, caregivers, and support persons** that it may also be necessary to evacuate with priority persons.
❑	**Ensure that each priority client being evacuated is a provided a copy of their *Evacuation of Clients With Special Needs Form* for transfer of care**. Ensure a copy is also kept at the community clinic (digital copy in addition to paper copies are recommended in case the entire community including clinic is evacuated and health care staff need access to these forms).
❑	**Assign community health personnel to accompany evacuees** to evacuation centre **and to assist as needed in the evacuation centre.**
❑	Try to determine the number of people and hotel rooms that will be required. Notify your tribal council Emergency Measures Coordinator and secondary service providers (Canadian Red Cross, SPSA)

Partial (selective) Evacuation	
	Be sure to include notification of any special room requirements (ex: wheelchair accessible).
❑	**Document all persons that board evacuee transportation to leave community**. Provide copy to your Band Emergency Measures Coordinator or equivalent and tribal council Emergency Measures Coordinator or equivalent if applicable.
Full-scale Evacuation	
❑	Follow the preceding steps for partial evacuation but apply to entire community.
❑	**Follow the *Evacuation Notification Checklist* in the next section of this plan.**
❑	**Identify** any **critical infrastructure** or **significant threats** to prevention/response operations.
❑	**Identify** any **outstanding community concerns** that may remain (ex: pets, livestock, animals) and a plan to address these concerns. Communicate to your tribal council Emergency Measures Coordinator if applicable and SPSA.
❑	**Complete an all-clear of the community to** ensure all residents have boarded busses. This may be completed through door-to-door checks if safe to do so. Be mindful of residents that may have hearing difficulty and not hear knock at door.

Priority Evacuation Groups

Priority #1	Priority #2	Priority #3
• People experiencing symptoms such as worsening cough, shortness of breath beyond what is usually experienced, difficulty breathing without exertion, chest pain or tightness, fluttering in the chest or feeling lightheaded, significant weakness or fatigue.	• People requiring special care and supportive care (e.g., wheelchair, stretcher, institutional residents, those on dialysis, homecare).	• People without symptoms who have chronic illnesses that are not cardiac or respiratory.
• People with respiratory and / or cardiac conditions.	• People who have difficulty walking.	• Others case-by-case.
	• Newborns, infants, and children.	
	• Pregnant women.	
	• Elderly, frail or unwell.	

First Nation Evacuation Notification Checklist

Once it's been determined with Chief, Council, Indigenous Services Canada and secondary or third-party service providers that a partial or full-scale evacuation will occur, follow the steps below for notification & communication.

✓	Community Notification List
❑	Tribal Council Emergency Measures Coordinator if applicable.
❑	Neighboring communities & First Nations.
❑	Band members and any contractors or other persons temporarily or permanently living on-reserve.
❑	External agencies or first responders that may be required to assist (ex: local Fire Dept., RCMP, etc.)
❑	Host community.
❑	Regional Incident Command Post and/or ESS personnel.
❑	Contracted third party or secondary service providers including SPSA and Canadian Red Cross (hotel, food, lodging, registration, cash cards, security, etc.).
❑	SK Health Authority Emergency Management Unit.
❑	SK Health Authority Primary Care contact in host community.
✓	**Community Ongoing Communication**
❑	The affected community's Emergency Measures Coordinator or equivalent, will work closely between community members and emergency response personnel which may include the tribal council and third-party or secondary service provider personnel including the Canadian Red Cross and SPSA, but may include others as required.
❑	☐ The affected community is responsible to keep community members regularly updated throughout the evacuation with pre-approved messages from Band Manager and/or Chief & Council as per Band protocol. ☐ This will include identifying any gaps in communication, seeking out information and communicating the information to affected community members and/or emergency response personnel as the case may be. ☐ A variety of methods may be used to keep community members updated including Band social media, Band web sites, posters/signage/situation reports in evacuation centre, etc.

Individual Evacuation

- It may not always be necessary to issue a partial or full evacuation, however, some community members may be particularly at risk or sensitive to the effects of the particular incident (ex: smoke in air). In these cases, individuals may be evacuated from the community. However, Health Director recommendation must be provided, and approval confirmed from ISC for any reimbursement including of any associated travel or accommodation expenses.

Partial (selective) Evacuation

- A partial evacuation may be issued on a priority basis for sensitive or at-risk populations when short-term protective measures are inadequate. These may be categorized into Priority #1, Priority #2 & Priority #3 groups.

Full-scale Evacuation

- In the event that a community is in direct or imminent threat, a full-scale evacuation of the entire community is possible.
- It takes time to evacuate an entire community and so any indication of potential for full-scale evacuation should immediately be relayed to the applicable tribal council and their Emergency Measures Coordinator or equivalent so that third party and/or secondary service providers can be put on stand-by status to be ready to deploy.
- **Do not wait too long to determine if a full-scale evacuation is required.**

6.4 Evacuation Forms

First Nations: Evacuation of Clients With Special Needs Form

Send a copy of this form with client being evacuated and keep a copy at the health clinic.

Complete this form and send it with the client being evacuated

Evacuation of Client with Special Needs

Name: _____ Age: _____

Address: _____ HSN: _____

_____

Treaty No.: _____ Cell #: _____

Name of Next of Kin: _____

Phone number and / or cell number from another community:_____

Diagnosis: _____

Special Diet: _____

Medications: (or a photocopied list of medications)

_____

_____

_____

Required care: (appointments, prescriptions, treatments, etc.)

_____

_____

Information provided by: _____

Health Centre address: _____ Health Centre phone # _____

Physician Name & Clinic phone #: _____

_____

Date filled out: _____

Evacuation Alert Template

SAMPLE ONLY

REVIEW AND REVISE BEFORE DISTRIBUTION

Evacuation Preparation Instructions:

An evacuation has NOT yet been ordered.

In the event that you are ordered to evacuate, you will have a 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).
- Plan to stay with family or friends. If you do not have lodging arrangements made, congregate lodging may be assigned.
- Plan for any pets - ensure you have a pet carrier and transportation for your pet ahead of time. Kennels may be limited. Pets may NOT be allowed in reception centres or group lodging facilities. Where a service 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) ready to go.
- Prior to leaving unplug small appliances and close windows and doors.

There is no need to evacuate unless ordered to do so by the local authority.

If you evacuate prior to such an evacuation order, any costs you incur may not be covered or eligible for reimbursement.

The following will be used to issue evacuation notifications:

- **SaskAlert**
- Q98 97.9 FM
- 93.3 FM The Rock
- 1050 AM CJNB
- Door-to-door notifications *may* be issued if there is time but are not guaranteed.
- Applicable municipal and Nation apps and/or social media platforms.

Door Hanger / Magnet Templates

SAMPLE ONLY

REVIEW AND REVISE BEFORE DISTRIBUTION

Front Side

This is a **mandatory** evacuation order.

- Stay with family or friends. If you do not have a place to stay, group lodging may be assigned.
- Pack essential items such as: prescription medications, identification, health, bank and social insurance cards and other important documents.
- Pack essential items for any pets including food, carrier, leash and record of vaccinations. Up to date vaccines may be required at kennels.
- Unplug small appliances and close windows and doors before leaving.
- Go to the reception centre to register & access additional services 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.

PLEASE TURN THIS HAND-OUT OVER TO INDICATE *EVACUATED*.

POST IN A VISIBLE LOCATION SUCH AS FRONT WINDOW OR ON DOOR WHEN YOU LEAVE TO INDICATE YOU HAVE EVACUATED AS ORDERED.

Stay tuned to the following for more information:

- **SaskAlert**
- Q98 97.9 FM
- 93.3 FM The Rock
- 1050 AM CJNB

Reverse Side

E V A C U A T E D

SAVE THESE MAGNETS!

If you are instructed to evacuate by authorities in response to an emergency or disaster use the pop-out magnets to the right.

Stick the appropriate magnet to your front door to let responders know if you're OK or if you need HELP.

EVACUATED – You are OK and have safely evacuated all members of your household.

HELP – You are unable to evacuate your household on your own and require help.

For emergencies only affecting your household or that are life threatening, call 9-1-1.

Mandatory Evacuation Waiver Form

SAMPLE ONLY

REVIEW AND REVISE BEFORE ANY DISTRIBUTION

- I hereby acknowledge that there is a mandatory evacuation order in place for the area in which I reside.
- I am signing this waiver of my own free will to indicate my refusal to evacuate under the current evacuation order.
- I hereby accept all risks associated with refusal to evacuate for myself and all members of my household.
- I understand that by refusing to evacuate, myself and members of my household may be denied access to emergency services if the situation is too hazardous or deemed unsafe for emergency responders to enter the evacuation area to assist me and/or members of my household.
- I, for myself and my heirs, executors, administrators and assigns hereby release, indemnify, and hold harmless the City/Town/R.M./Nation of _____ the organizers, coordinators and supervisors of all disaster preparedness, response, and recovery activities from all liability for any and all risk of damage or bodily injury or death that may occur to me or members of my household in connection with my/our refusal to evacuate.

Must be signed by all members of the household 18 years or older. PLEASE PRINT

Full Name	Age	Date	Signature

Please indicate any persons residing in the household under the age of 18.

Full Name	Age	Relation

Evacuation Log

Incident Name: _____ Incident Number: _____ Date: _____

Start Time (24-hour): _____ **Assigned Neighborhood/Evacuation Area:** _____

Evacuation Status : NOTICE ☐ MANDATORY EVACUATION ORDER ☐

Street Name	House/ Unit #	Family Name	# of Occupants Present	# of Minor Children (<18)	Transportation Required	Notified	Need Assistance	Refused	Not Home	Evacuated	Time 24-hour	Comments • If RED, note type of assistance required and make arrangements. Note when complete. • If BLACK, note reason for refusal. Incident Command Post Phone Number to arrange assistance: _____

Page ___ of ___ Recorded By: _____ **Agency (ex: RCMP, Fire Dept. etc.):** _____

7. Livestock Emergency Evacuation

7.1 Producer Responsibilities

The following information has been developed based on Emergency Preparedness For Farm Animals - Government of Alberta. And Livestock Emergency Preparedness Guide - Saskatchewan Sheep Development Board.

✓	Livestock Owner Responsibilities
	Communicate the following responsibilities to livestock owners
❑	**Responsibility of livestock during an emergency is the livestock owners. Owners are responsible for the management of the livestock including any evacuation of livestock and their continued care during evacuation**. ➢ Any band or municipally provided temporary holding site may be communal livestock sheltering sites such as sports fairgrounds. **Livestock owners should be prepared to accept all risk in use of provided facilities.**
❑	**Put the health and safety of themselves and their families first ahead of livestock.**
❑	**Do not delay in evacuating** and remember that the emergency may cause restrictions to access routes.
❑	**If livestock will be left behind in the event of fire threat remove halters, blankets, etc.** as they can melt to animals.
❑	**If time allows, try to spray animals with a safe indicator of animal ownership so that animals can be returned to owners if they escape or get loose.**
❑	**Choose the best options available to them when an emergency incident threatens their livestock:** **1. Shelter-animals in place** ○ Producer stays on property with animals. Animals are either confined or remain outdoors until incident is contained or resolved. Ensure that any animals outdoors have access to potable water and feed. If flooding is a risk, ensure animals have access to higher ground and can be easily accessed from that ground (do not become isolated on higher ground surrounded by floodwater). ○ If using outdoor shelter locations, they should not have overhead power lines or poles, be free of potential for blowing debris and have adequate fencing. **2. Evacuate with family and livestock.** ○ Ensure adequate feed, water, bedding and medical supplies can be delivered to any locations to which livestock have been evacuated. Ensure appropriate animal identification and that copy of records and that proof of ownership can be provided. ○ Assess biosecurity and vaccination status of any animals that will be comingled and minimize contact between animals from different premises. Handle any mortality in a way that minimizes potential spread of contagions. **3. Evacuate with family and leave livestock behind.** ○ Open gates between pens and pastures to allow animals to escape the hazard if it is safe to do so and ensure they do not open on to a road. Leave extra food and water out in accessible locations. Consider turning off power and natural gas to reduce risk of secondary hazards from these utilities.

❑	**All animals should be traceable including:** ○ Distinct and accurate animal identification including approved ID tags. ○ Movement records – see end of Section 8 for Livestock Evacuation Form.
❑	**Transport of Animals Must Provide for the Following as per the *Health of Animals Regulations Part XII – Transportation*:** ○ Prohibition of transportation of animals that are unfit to travel. ○ Carriers cannot load, transport or unload animals in a way that would cause injury or undue suffering. ○ Prohibition of overcrowding of animals during transport. ○ Protection from adverse weather and adequate ventilation. ○ Use of proper containers and transport vehicles, segregation of incompatible animals.

Region & Local Authority Livestock Evacuation Support

Each of the BREMG Nations have sports grounds with access to water that could be evacuation sites for livestock or temporary holding sites.

There are four (4) **Livestock Rollover Emergency Response Units** in Saskatchewan. These fully equipped trailers are intended to quickly free and contain a limited number of animals from transport vehicles for safe transfer into another trailer and removal from the scene.

The closest livestock emergency trailer to the Battlefords Area is in Unity.

Contact: Ronda Bramble **C.A.O. R.M. of Round Valley #410**

W: (306) 228-2248 or C: (306) 228-8523

Or contact the Unity Fire Chief.

Note that livestock trailers are <u>not</u> adequate for livestock incidents involving large numbers of animals and require time to deploy plus travel time to incident.

✓	Planning Section
❑	Create a plan for dangerous animals (ex: bulls).
❑	Create a plan for late evacuations.
❑	Create a plan for abandoned or stray livestock.
❑	Create plan to allow producers in to care for livestock once it is safe to do so.
❑	**If deemed safe, the affected jurisdiction should make all efforts to allow re-entry to livestock owners to check on livestock under an evacuation order once the immediate threat has been contained and risk to life safety of owners and responders is reduced to an acceptable level. Re-entry times may be limited, and check-in/out procedures required to ensure safety of all personnel.**
✓	**Operations Section**
❑	Consider livestock trailer ingress/egress routes during evacuation.
❑	Confirm records of animals by ownership.
❑	Provide and/or coordinate animal rescue services where possible.
❑	May coordinate or assist with the capture of loose animals for return to owner.
❑	Respond to site contained livestock emergencies (barn fires, etc.).
✓	**Logistics Section**
❑	Put any additional regional livestock resources (trailers, facilities) on stand-by or notify to activate.
❑	**Contact the Ministry of Agriculture to identify level of biosecurity required for each species to be held at evacuation sites.**
❑	Implement and provide security at any temporary holding sites.
❑	**Implement and post biosecurity measures at any holding sites.** Obtain biosecurity supplies which may include: ○ Rubber boots ○ Boot covers ○ Scrub Brush ○ Disinfectant ○ Boot Dip Trays ○ Hand soap ○ Coveralls (may require disposable) ○ Face masks ○ Safety glasses ○ Latex gloves ○ Sign-in/out sheet.

✓	**Information & Liaison Officers**
❑	May establish communications with the Ministry of Agriculture and other livestock industry associations for guidance and further coordination of support and resources. **See the Contact List Appendix A**
❑	The local authorities will make every effort to communicate any support available to livestock owners through public communications.
❑	Liaison Officers will determine and inform the region or local authority of any federal requirements, guidance, or involvement in livestock emergency response operations.

For more information regarding livestock emergency preparedness and response including hazard specific response actions contact:

- SK Ministry of Agriculture
- The applicable livestock Industry Association
- SK Sheep Development Board's Livestock Emergency Preparedness Guide which includes hazard specific information and hazard and risk identification guidelines for producers here.

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Livestock Re-entry/Recovery

Once the emergency has passed the following should be considered by owners and producers:

✓	Owner/Producer Responsibilities
❑	Assess biosecurity implications.
❑	Debris removal and clearing including safe removal of carcasses. There are several options for disposal of dead animals- dependent on cause of death. These include burial, composting, landfills (where allowed), incinerations, scavenging and rendering. **All animal disposals must be in compliance with Government of Saskatchewan *Animal Health Act* and regulations and any municipal bylaws or regulations.** **See the SK Animal Health Act here: https://www.canlii.org/en/sk/laws/astat/ss-2019-c-a-20.01/latest/ss-2019-c-a-20.01.html**
❑	Inspection of feed and water sources for contamination.
❑	Inspection of manure pits/sewage lagoons.
❑	Inspection of fencing.
❑	Disposal of contaminated materials (ex: bedding).
❑	Depending on the type of emergency incident, testing for contaminants (ex: feed sources) may be required as well as decontamination of animals, soil, and water. Note that contamination can cause long-term impacts and testing, remediation or other activities may be required long after the incident has passed.
❑	**In the event that a temporary holding site is provided by local authorities it is the responsibility of the owner/producer to immediately coordinate removal of their livestock from the holding site at their own expense.**

7.2 Livestock Evacuation Form

Courtesy of Saskatchewan Sheep Development Board SSDB Emergency Preparedness Guide 2021

http://www.sksheep.com/documents/SSDB%20Emergency%20Preparedness%20Guide-JAN%202021.pdf

Date:			
OWNER INFORMATION			
Owner's name:			
Address:			
Premises Identification Number (PID)*:			
Telephone number:			
Owner signature:			
TRANSPORTER INFORMATION			
Transporter's name:			
Telephone number:			
Type of livestock:		Number of livestock transported:	
Identification (brand, tattoo, etc.)			
Location livestock picked up from:			
Transporter signature:			
Was owner present for transport?	Yes/No		
RECEIVER INFORMATION			
Receiving name:			
Receiver location:			
Premises Identification Number (PID)*:			
Telephone number:			
Receiver signature:			
Was owner present for delivery?	Yes/No		

8. Re-Entry Guidelines

8.1 Temporary Re-Entry

Temporary re-entry may be permitted for public to retrieve priority items from their homes, check/feed pets or livestock or other business operations and where temporary re-entry is considered safe and the most efficient means to achieve the desired goal.

✓	Temporary Re-Entry Guidelines
❑	Residents re-entering **should show** proof of address, tenancy, ownership, or other approved **identification**.
❑	Residents re-entering **should check-in/out** with name, license plate and contact numbers recorded. This includes a call-back number and alternate emergency contact number where they can be reached should they fail to check-out.
❑	Residents **should indicate address they are returning to, and purpose of re-entry** must meet any pre-established temporary re-entry criteria.
❑	Upon check-in **residents must be made aware of potential remaining hazards** and any emergency procedures or alternate evacuation routes.
❑	**Established times** including time permitted to **remain in** evacuated area **and/or** deadline **to check-out of area should be established**.

It is recommended that any homes that are or remain cut-off from emergency service access not be allowed to return home until the property is accessible to ensure the safety of both homeowners and first responders (ex: flooded driveways).

8.2 Basic Permanent Re-Entry Considerations

Re-entry of a substantial number of evacuees requires thoughtful assessment and pre-planning. Although the area may not be able to offer all pre-disaster services, it must be able to offer essential services for residents in order to ensure their continued safety, protection and welfare after the emergency or disaster threat is over. Re-entry should be precluded by planning meetings with stakeholder organizations including utilities, first responders, healthcare, other essential services, or suppliers to ensure adequate resources are in place to accommodate re-entry.

Note: Demand for certain types of services or service levels may increase following a disaster**.** The following is a basic checklist of re-entry considerations that may be included in re-entry plans.

✓	Basic Re-Entry Considerations
Transportation	Determine if transportation will be required for any evacuees to return home.
Information	❑ Determine how you will notify all evacuees of re-entry services (ex: Transportation) and process including any who may have evacuated to different communities and even different provinces. ❑ Identify any requirements or instructions for re-entry (ex: ID required) Suggestions for distribution of re-entry and recovery information to residents: ○ Dedicated phone line (with call waiting capacity and a script of anticipated questions and answers) for residents to call. ○ Establish a Recovery/Re-entry Centre for residents. ○ Informational handouts distributed to households, posted, and provided to various outlets (ex: web site, radio stations). ○ Consider hiring a communications specialist to get information to residents, businesses, contractors, donors, provincial & federal government.
Re-Entry Process	❑ Determine who will be able to return and any set times. ❑ Ensure explanation is given if some evacuees are able to return prior to others. ❑ If all evacuees able to return home at once, ensure traffic control and other mechanisms for safe re-entry are in place.
Security	❑ Assess any remaining hazardous sites and ensure they are secure from public entry. ❑ Traffic control. ❑ Check-in required to ensure residents are able to return home without disruption (ex: media not allowed in). ❑ Identify process for check-in (ex: ID required).
Landfill/Waste Services	❑ Notify waste disposal service to anticipate larger than normal amounts of materials being transported to landfill and plan for increased service routes and schedules.

✓	Basic Re-Entry Considerations
	❑ Provision of garbage bins for substantial amounts of debris. ❑ Plan for items that may cause health/environmental hazards (ex: refrigerators with decomposed food, refrigerator coolant). ❑ Sorting plan in place to separate debris (ex: metal from ash, compostable from recyclable).
Utilities	❑ Ensure water and sewer capacity. Anticipate increase in water usage. ❑ Establish process for reconnection of utilities and identification of homes requiring services.
Services & Supplies	❑ Identify any items residents should bring with them to ease pressure on services and supplies (ex: 3 days - 1 weeks' worth of clothing, groceries, or hygiene items). ❑ Identify service limitations/deficiencies and create a plan to address them. ❑ Essential emergency services should be available including emergency medical services, Ambulance, Fire, RCMP, water treatment, power, gas, and telecommunications. ❑ Ensure any community supplies have been restocked to provide for residents who may need to re-stock all items in their home (ex: food, prescriptions, fuel). ❑ Ensure social and emotional supports are available for residents and employees. ❑ Ensure all services are prepared for influx of evacuees and potential impacts on business operations.
Municipal Business Resumption	❑ Assess current business requirements, identify if additional temporary personnel need to be hired to fill immediate needs. ❑ Re-assign staff filling non-essential roles to assist with other priority roles. ❑ Plan for accommodating fiscal impact of incident on residents (ex: deferred property tax payments, etc.). ❑ When ready advertise as "open for business."
Temporary Housing	❑ Identify temporary housing needs and resources.
Resident Engagement	❑ Establish a process for residents to provide feedback and voice concerns. ❑ Task service groups with resident follow-up- including contacting recently returned residents and providing referral information. ❑ Recovery events or celebrations.
Long-term Recovery	❑ Create a long-term recovery plan if required. ❑ Incorporate stakeholder concerns and resident feedback into the plan. ❑ Share the plan with residents. ❑ Long-term recovery plans should include plans for businesses and referral/resources for them.

Re-Entry/Recovery Centre

A re-entry or recovery centre is like a Reception Centre in that it provides a one-stop location for evacuees returning home to access the information and services they need. Some of the service providers may be the same as those during response, but offer different services, while others may be different and more specific to re-entry.

Below is a brief list of basic service providers that might be expected to be at a re-entry centre after a significant evacuation of residents. SPSA Emergency & Crisis Support may be able to assist in coordination of some of these service providers.

Service Provider	Service Offered
Insurance Bureau of Canada (IBC)	• Homeowner insurance information.
Canadian Red Cross	• Clean-up kits (situation dependent).
Mental Health	• Information & Referrals.
Utilities- representatives	• Information regarding utility resumption.
SK PDAP	• Disaster recovery program financial assistance.
FSIN Federation of Sovereign Indigenous Nations	• May help to coordinate provision of resources in large-scale disasters affecting First Nations
BATC Health	• Health services for BATC Member Nations
Service Canada	• Employment Insurance.
Other government /grant administrators	• Specialized funding.
Public Health	• Clean-up safety tips (ex: mold clean-up following flooding).
SK Immigration and Career Training	• Employment & Training Service Referrals & Information.
SK Income Support	• Basic cost of living assistance.
SAID (Saskatchewan Assured Income for Disability)	• Financial and health benefits for eligible Saskatchewan residents with a significant and enduring disability.

9. Personnel Management

9.1 Personnel Shifts

An incident extending past 12 hours will require multi-day personnel sustainability in order for response operations to continue. **Personnel shifts may be 8-12 hours in length** which may impact your operational periods. Command & General staff should keep the following guidelines in mind when developing their ICP and ESS shift schedules:

	Shift Schedule Development Guidelines
❑	**No personnel should work more than three 12-hour shifts over 3 consecutive days without being given 1 or more days of rest.**
❑	**Enforce required rest periods**. **Union contracts must be followed.**
❑	Operations will be required 24 hours per day. It can take up to 10 days for personnel to adapt to night shift schedules.
❑	If possible, and depending on incident scope and operations, reduce the number of nighttime personnel required.
❑	Even with rest given, personnel working night shifts and given rest periods during the day will experience disruptions to their quality of sleep and sleep patterns. Monitor personnel for signs of fatigue listed below. • Irritability • Tunnel vision • Reduced alertness, concentration and/or memory. • Headache • Loss of appetite • Refusal to take rests, breaks or scheduled time off. • Giddiness • Loss of personnel morale • Increased accidents and/or loss of productivity.
❑	Try to avoid scheduling those personnel who are also being significantly impacted by the ongoing incident in their personal lives for incident shifts.
❑	Consider increasing the number of consecutive days personnel work over the number of hours worked in a day, being sure to respect all labor laws and regulations.
❑	Tasks that require heavy physical labor or significant concentration should be performed at the beginning of shifts where possible.
❑	Ensure that within personnel's daily scheduled shifts they are provided break and mealtimes away from their workstation.
❑	Keep in mind that it is neither practical nor safe for some types of personal protective equipment to be worn over extended periods of time which may require relief or rotating personnel shifts.
❑	Consider how current overtime/banked time policies or lack of may negatively impact personnel morale and capacity.

Shift Change Procedures - Prior to Start of Each Shift	
❑	**One-on-one Briefing**: Individual positions brief their oncoming shift replacement. *See Shift Briefing Template at end of this section.*_
❑	**Group Briefing**: In addition to one-on-one briefings, the ICP should be briefed as a group prior to the start of each shift. This may occur by having the Section Chiefs from the outgoing shift brief the incoming ICP personnel shift together as a group and/or brief incoming Section Chiefs together, before addressing the entire group. **Note: Shift Briefings are separate from Operational Period Briefings** which occur for operational field staff at the beginning of each operational period. For an Operational Period Briefing Agenda see Appendix G – Planning Cycle Meeting Agendas.

9.2 Requesting Additional Personnel

Do not wait to make request for additional personnel for any incident that is expected to last longer than 1 operational period

The first source of additional personnel should be from signatory municipalities and Nations within the region. However, in a regional response, lasting more than a few days, even this pool of personnel will begin to run short.

Below are suggestions for where to source additional types of personnel and how to include them in your ICP organizational structure. These personnel may be put on stand-by.

Potential External Sources
• Other ICP personnel within the region. • Aid Agreement Resources. • All-hazard incident management teams- *must be requested through SPSA* • Other neighboring regions including all-hazard incident management teams from Alberta. • Retired community personnel with emergency management backgrounds. • Bonded community volunteers (for ICP). • Provincial Emergency and Crisis Support- *request through SPSA* • Contractors such as PMO Global Services

Spontaneous and unaffiliated volunteer personnel <u>will not</u> be utilized in ESS operations.

- Any pre-vetted, pre-authorized and pre-trained volunteers used in ESS will have current, clear **Criminal Record checks.**
- Anyone in position of authority working in ESS shall have a current and clear **Vulnerable Sector Check.**

9.3 Considerations for Transitioning External Personnel into ICP

Transitioning External Personnel Into Regional ICP
ICS Trained – Personnel should be ICS trained so that they are capable of working from the same organizational structure and understand their roles and responsibilities within it. Personnel that are not ICS trained will not be able to effectively manage or operate the ICP.
Night Shifts – Night shifts are often slower in pace with fewer operations occurring. Rather than throw external personnel in to the thick of things before giving them an opportunity to acquaint themselves with the local landscape, night shifts may be a good starting place for external personnel to assist. **The ICP should never be fully vacated by local personnel**. At least some local personnel with authority to make decisions should be assigned to night shift.
Local Knowledge – Local personnel have irreplaceable local knowledge; they know the regional and relationships and dynamics of the communities within. For this reason, consider pairing external personnel with the local person whose position they will be filling if there is the capacity to do so.
Leadership & Management Positions – Local knowledge as described above is invaluable and can impact the success of a disaster response. Every effort should be made to keep local regional personnel in leadership positions where possible.
Delegation of Authority – Consider which positions you are assigning to external (non-regional or from jurisdictions outside of your own) personnel. **Determine the types of decisions these positions may be required to make and if they will require delegation of authority. Decisions with financial and legal impacts should be considered.** Alternately, all external personnel holding ICP positions specifically Officers, Chiefs, Directors, and Leaders may require delegation of authority forms.
Time – Do not underestimate the time it takes to locate and coordinate additional personnel resources capable of assisting. **Type 3 emergencies (more than one operational period) should immediately trigger a request for stand-by of additional personnel through SPSA**. Requiring staff to work additional hours rather than coordinate relief personnel in an already stressful emergency situation is likely to have long-term negative impacts on employees.

9.4 Shift Change Briefing Template

Date		**Time (24 hour)**	
Position Title			
Incoming Personnel **Name** (print clearly)			
Outgoing Personnel **Name** (print clearly)			

Shift Highlights

- Document anything created such as plans, maps, messages
- Indicate where copies of each can be located ex: shared drive, posted in ICP, filed with Documentation Unit
- Document any key developments pertinent to your position.

Items Not Completed:

Items Requiring Follow-up:

Note any additional Information on the back of this page

I have briefed my incoming shift relief: _____
(Outgoing personnel signature)

I received and understood the shift brief as presented: _____
(Incoming personnel signature)

Submit original to the Documentation Unit for filing.
Retain a completed copy for your records.

Shift Change Briefing (page 2 of 2)

Additional Notes for Incoming Personnel:

10. Volunteer Management

10.1 Management of Emergent/Spontaneous Volunteers

Trained municipal volunteers and community organizations that have been identified and assigned to play a role in emergency response prior to the occurrence of an incident **will be identified ahead of time** but may also be integrated as part of the Emergency Management Agency and regular meetings, trainings, and exercises thereof.

Inevitably, in a significant emergency situation, spontaneous volunteers (those that just show up to help- whether local residents or other) and response organizations not affiliated with the region's emergency management program will emerge. Depending on the situation some or all of these volunteers may be useful, but they will all need to be organized and managed.

The following are some key areas of consideration in a volunteer management plan.

IMPORTANT PRIOR TO USE OF VOLUNTEERS DURING DISASTER	
	Spontaneous or emergent volunteers must never be assigned tasks that may present situations for them to be one-on-one with evacuees or disaster affected individuals. This is for the protection of both volunteers, evacuees, and affected individuals. **Spontaneous volunteers must never be assigned a position of authority or power over any vulnerable persons** which may include but not be limited to children, dependent adults, intoxicated individuals.
	Prior incidents show that the **largest number of spontaneous volunteers typically converge on weekends**. Emergent/spontaneous volunteers present unique challenges that can make them difficult to coordinate in a safe and effective manner.
	Spontaneous volunteers will not be utilized in Emergency Social Service (ESS) operations unless able to do so without coming in direct contact with evacuees or affected members of the public being provided services at an ESS Centre. Examples include but may not be limited to set-up or take-down of an ESS Centre, assistance at a donations management centre, delivery of supplies.
	Affected public considering use of individual volunteers should be made aware of any potential liability on their part prior to use of volunteers on private property. Private ratepayers who utilize spontaneous volunteers may be responsible and liable for any injuries sustained to volunteers while on their property.
	It is highly recommended that a plan be in place to partner spontaneous volunteers quickly and effectively with a registered disaster non-profit volunteer organization ahead of time where possible. This will alleviate some of the volunteer management required and may reduce liability and other potential claims. Volunteer organizations that are a part of the response should be required to carry their own insurance for volunteers under their purview.
	Volunteers will not be placed or utilized in high-risk tasks or locations.

IMPORTANT PRIOR TO USE OF VOLUNTEERS DURING DISASTER	
	A safety orientation briefing is provided for **all** volunteers prior to the start of each shift.
	All volunteers must be registered, sign-in and out of each shift and all volunteer hours must be logged and tracked.
Guidelines To Using Volunteers	
Engagement	❑ Compile a list of volunteers. ❑ If not used, volunteers should be given a reason as to why they are not needed along with a thank you for their offer to assist. ❑ Note that affected individuals or evacuees themselves may want to help, where appropriate such individuals should be empowered to do so.
Key Messages	❑ Types of volunteer tasks available. ❑ Requirement to register as a volunteer (for safety and accountability reasons). ❑ Skills required. ❑ Times/hours volunteers are required. ❑ Referrals to other volunteer agencies that are assisting.
Tasks/ Assignments	❑ Create job descriptions if possible. ❑ Identify hours persons are needed. ❑ Identify areas that could use assistance and types of skills to match. ❑ Ensure appropriate supervision of volunteers. ❑ Identify all safety requirements and consult with Occupational Health & Safety if unsure. ❑ Ensure all tasks meet Occupational Health & Safety regulations and that any high-risk tasks are not assigned to volunteers.
Volunteer Centre	❑ Volunteer centre where volunteers can register, orientations are provided, and tasks assigned. ❑ Centre where volunteers can meet, and personnel are on site to respond to volunteer questions/concerns.
Requirements	❑ Volunteer paperwork completed and filed. ❑ Registration at volunteer centre. ❑ Hours recorded. ❑ Emergency site plan communicated to volunteers. ❑ Volunteer briefing completed. ❑ Orientation provided to volunteers at site along with appropriate task supervision.
Amenities and Care	❑ Provide transportation to task sites.

IMPORTANT PRIOR TO USE OF VOLUNTEERS DURING DISASTER	
	❑ Provide food, water, and refreshments for volunteers. ❑ Ensure emergency procedures are in place (volunteers have a way to call for emergency services). ❑ Task supervision in place by authorized incident personnel (not another spontaneous volunteer). ❑ Washroom facilities available. ❑ First aid kits/certified staff on site.
Time Sheets	❑ Standard time sheets that meet requirement of Finance/Admin collected daily from volunteers.
Integration into ICP	❑ Responder medical plan must include assigned volunteers (Logistics Section & Safety Officer). ❑ Safety messages must be cognizant of volunteers and PPE provided for volunteers (Logistics Section & Safety Officer). ❑ Identification of tasks that require additional personnel and that can be completed safely by general untrained volunteers (Operations Section & Safety Officer). ❑ Quantity and types of volunteers available (Logistics Section). ❑ Check-in of volunteers at incident (Planning Section). ❑ Check-out of volunteers from incident (Planning Section). ❑ Tracking of volunteers once assigned tasks (Resource Unit). ❑ Time sheets, claims (Finance/Admin).

Volunteer Identification Guidelines

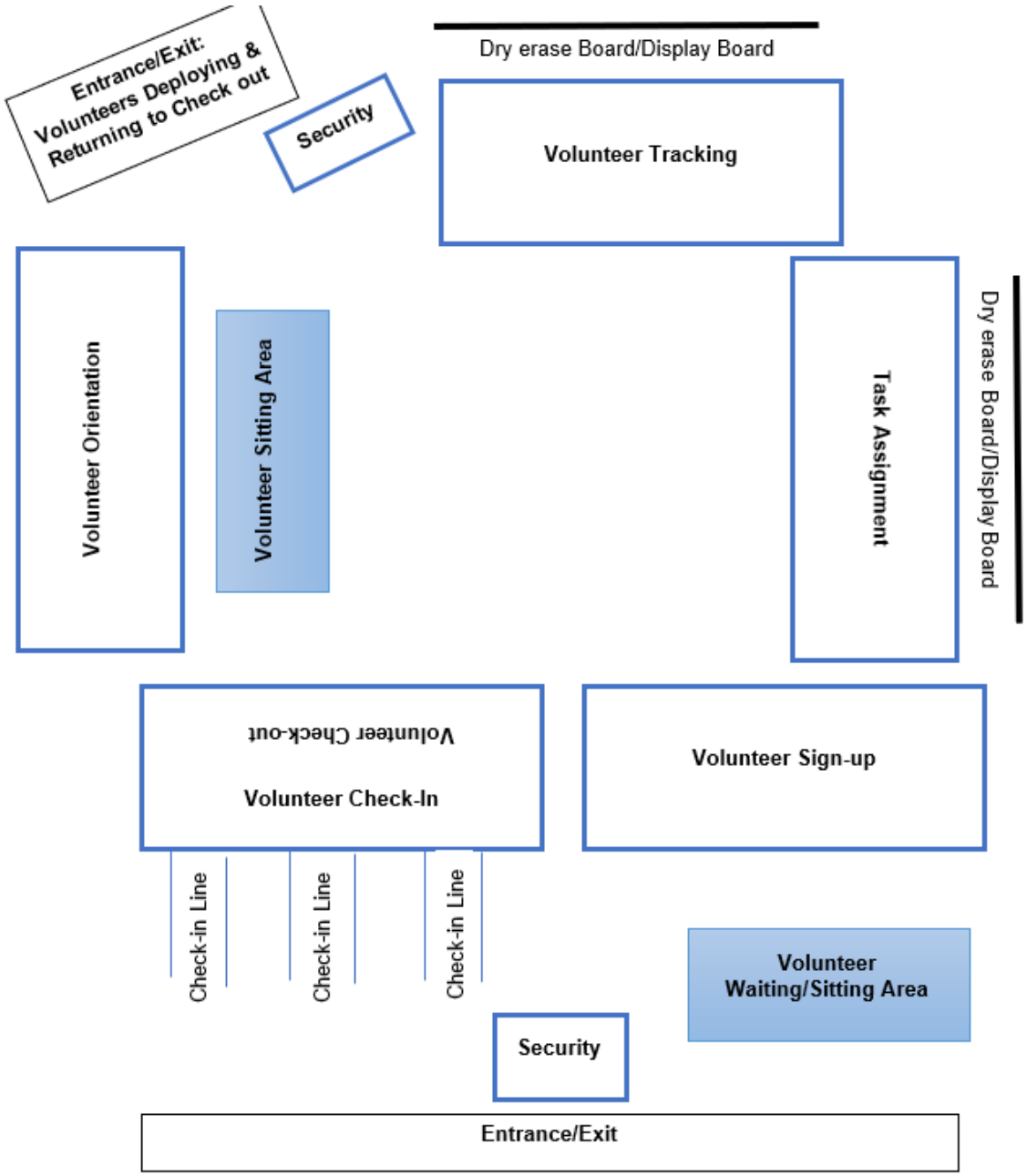
- For safety reasons, **volunteers should be clearly identifiable to other personnel**
- Distinct types of identification may best be suited to diverse types of volunteer jobs.

✓	Volunteer Identification Guidelines
❑	The more **visible** the volunteer identification the better.
❑	Consider: Wristbands, tags, shirts, vests. Identification chosen should be **distinct** from other identification being used in the response (ex: evacuee wristbands).
❑	Identification should be **difficult to replicate** and may include special logos or other marks to ensure authenticity.
❑	Be sure that any identification to be used **does not present a safety hazard** by being loose fitting or potentially getting caught in equipment. Neck lanyards should be avoided.
❑	Number and track tags, wristbands, or other volunteer identification. **Each piece of identification should have a number that is assigned to it and subsequently each volunteer who uses it is recorded and tracked on a volunteer tracking spreadsheeted at check-in and check-out.**
❑	**Consider adding the dates the individual is volunteering directly to the piece of identification or in the spreadsheet. Explain to volunteers that the identification will only be good for the dates indicated**. Authorities may not allow them entry on other days without a current piece of identification. **QR codes** (quick response codes) or other accessible technology may be an option for adding information such as valid dates, name of volunteers and then changing the information as needed. This should be discussed with Information Technology or similar ahead of time.
❑	**Some volunteers and/or disaster resources may also require signage for their vehicles or other equipment** (ex: Staging Area) to not only indicate authorization, but also for tracking purposes.

Although it is commonly accepted amongst local authorities that volunteers utilized for emergency response purposes and who are authorized by the local authority with names and hours of work tracked will be covered under WCB it is best practice, if use of volunteers for emergency purposes is anticipated, to request confirmation of such through direct conversation with Saskatchewan WCB.

It is the responsibility of each local authority to ensure that appropriate insurance coverage is in place for all volunteer placements and to ensure that the applicable insurance company processes all claims.

Sample Volunteer Centre Floor Plan



10.2 Volunteer Forms

Volunteer Application/ Record

SAMPLE ONLY
Review and revise before using.

All information contained in this application should be kept confidential according to the Freedom of Information & Protection of Privacy Act.

➡ **Please print.**

Name: _____

Address:
_____

Home Phone: _____ **Cell Phone:** _____**Work Phone:** _____

Email: _____

Do you have any allergies or medical conditions we should be aware of?
_____

_____

Emergency Contact (Name): _____

Emergency Contact Home Phone: _____**Cell Phone:** _____**Work Phone:** _____

Skills, Experience, Interests (Present or previous employment, community involvement, special interests, or skills):
_____

_____

Availability (Please indicate if specific hours):

❑ Monday_____	❑ Tuesday_____
❑ Wednesday_____	❑ Thursday_____
❑ Friday_____	❑ Saturday_____
❑ Sunday_____	

I have read and understand the volunteer application/record. I, for myself and my heirs, executors, administrators and assigns hereby release, indemnify, and hold harmless the Nation/Town/R.M./ City of _____ the organizers, coordinators and supervisors of all disaster preparedness, response, and recovery activities from all liability for any and all risk of damage or bodily injury or death that may occur to me in connection with any volunteer emergency or disaster effort in which I participate. I likewise hold harmless from liability any person transporting me to or from any disaster/emergency volunteer activity.

_____ _____ _____
Print Name **Signature** **Date**

Volunteer Code of Conduct

SAMPLE ONLY
Review and revise before using.

Required Conduct:

- Respect the privacy of those you serve.
- Tread carefully on matters of life and death (not extending your individual opinions on these matters).
- Be responsible with your volunteer duties.
- Remain humble and aware of your own frailty.
- Respect the established lines of authority.
- Report fit for duty.
- Follow all safety instructions and safety requirements at all times.
- In order to respect those affected by the incident, photos/videos of disaster sites and/or people affected are not permitted while volunteering.
- Volunteers will be held accountable for their actions while volunteering for the local authority.

Behaviours that may be reasons for immediate dismissal include but are not limited to:

- Conduct that endangers life, safety, health and/or well-being of others.
- Reporting to volunteer shift under the influence of non-prescription drugs, alcohol or in an intoxicated state.
- Repeated failure to attend scheduled shifts.
- Gross misconduct or insubordination.
- Theft.
- Abuse or mistreatment of those you are assisting, staff, or other volunteers.
- Breach of confidentiality as outlined in the volunteer confidentiality agreement.

Additional Information:

- If you will be working outside, it is your responsibility to come dressed for the weather. Boots including steel toed may be required. If you are unsure, ask prior to your shift.
- If you will be working outside, it is suggested you bring a pre-filled water bottle.
- You are expected to check-in and out of each shift.
- You may be expected to submit a written activity or shift log.
- Follow all instructions given to you at your work site.
- You are expected to arrive on time and attend any required briefing activities.

As a volunteer I may voice any concerns to my immediate supervisor.

I have read and understand the above Code of Conduct. I agree to abide by the conduct described above and understand that I may be immediately dismissed for violation of any of the above.

_____	_____	_____
Print Name	**Signature**	**Date**

Volunteer Confidentiality Agreement

SAMPLE ONLY
Review and revise before using.

I understand that in the course of my volunteer work I may have access to information of a confidential or personal nature from those I am assisting, other volunteers or personnel. I hereby agree to keep this information confidential throughout the course of my volunteer position.

I agree not to reproduce any written information of a confidential or personal nature and to refrain from taking pictures, video, voice, or other recordings while volunteering.

I understand that when I am no longer a volunteer with the Nation/Town/R.M. and/or City that any confidential information I have learned must continue to be kept confidential.

I agree not to post any information, photo(s), video or other recordings on any social media sites, blogs, or other media platforms.

I agree not to post personalized comments on social media, sites, blogs, or other media platforms regarding incidents I may become aware of while volunteering.

I agree to exercise due care to ensure that any information that I may give to others in the course of my volunteer position will only be given to persons I believe are entitled to such information (ex: where required by law, supervisory authority, governmental or judicial order).

I understand that any media inquiries/requests shall be directed to my supervisor.

I have read, understand, and agree to abide by this confidentiality agreement.

_____	_____	_____
Print Name	**Signature**	**Date**

10.3 Volunteer & Personnel Self-Care Guidelines

- Report any unsafe conditions to your supervisor to ensure the safety of yourself and others.
- Take set breaks.
- Do not overextend yourself or work longer than your scheduled shift which should not exceed 12 hours in a day.
- Remember: If you do not take care of yourself, you will not be able to take care of others.
- Experiencing stress is normal in an emergency/disaster situation. The intensity of stress experienced by individuals may vary based on prior experience with an incident, degree of exposure to an incident and those impacted by it, preparedness, training, support, and physical and psychological levels of health.
- If any sign of stress lasts more than a few days, please seek professional support.

Some ways to ensure you stay healthy and to cope with stress while volunteering include:

- Regular exercise.
- Eat healthy and stay hydrated.
- Get adequate sleep (7-8 hours minimum per night.)
- Check in with other volunteers to see how they are doing.
- Spend time with friends.

If you need support, please feel free to contact any of the free, confidential resources below for assistance or speak to the Volunteer Centre Manager who may be able to provide you with some additional community resources.

Mental Health and Addiction Services Saskatchewan Health	Available 24/7. Confidential and anonymous. Call toll free: **1-800-668**
First Nations and Inuit Hope for Wellness Help Line	Available 24/7 Call toll free: **1-855-242-3310**
Counselling Connect Saskatchewan	Free access to rapid counselling in-person or online. Visit the web site to book a session: https://www.counsellingconnectsask.ca/

Volunteer Request Form

This request form may be used with and in addition to ICS Resource Request Form 213

Indicate all times in 24-hour time.

Request # _____ Today's Date _____ Start Date _____ End Date _____

Shift Start Time (if known) _____ Shift End Time (if known) _____

Title of Volunteer Position: _____

Duties: _____

Skills Required:

_____

Must be physically able to:

_____

Indicate any PPE or special attire required that will not be provided:

_____

Any additional information:

_____

Number of Volunteers Needed Per Shift: _____

Volunteers Assigned

Shift Date	Shift Time	Name

Request Closed on _____/_____/_____

☐☐☐ Completed No placements found No longer needed

11. Recovery Planning

Recovery can extend multiple years and psychosocial impacts may not immediately be obvious. However, as recovery wears on and subsequently the impact of the disaster on people's lives, things such as depression and domestic violence may begin to emerge many months after the actual incident event.

Disasters tend to affect those most vulnerable - those who have less access to resources whether that be financial stability, emotional support networks or other. For this reason, it is important to ensure that Recovery Plans include plans for helping community service organizations that typically respond to these types of needs get back to normal operating capacity as quickly as possible so that they can help respond to the needs of the community and the community's most vulnerable (ex: food banks, domestic violence shelters).

Community development programs though not typically viewed under the lens of emergency management, are critical to the well-being of communities, contributing to resiliency and the ability of the community to respond when disasters occur. As future incidents increase in scale and complexity, community development will be pushed to the forefront and emergency management will have to operate as an integrated piece of community development in order to be proactive, successful, and ultimately mitigate preventable deaths as a result of disaster.

ESS Recovery Planning

Recovery Planning suggestions pertinent specifically to ESS are provided below.

Determine extent of Recovery Likely	**Will the recovery period be short or long-term?** **Is recovery limited to clean-up and repair? Or are there more long-term impacts** such as: • Building/infrastructure reconstruction- housing and/or institutions. • Significant disruptions to household finances. • Significant negative impact to environment and resources. • Disruption to the social fabric and well-being of the community. Ex: damage to social and/or political networks.
Needs Assessments	**Unsure of extent of recovery?** • Consider requesting an ESS or partner NGOs to make follow up phone calls to affected residents to complete needs assessments. • Consider posting an online needs assessment survey for affected residents to complete but note that not all residents will have internet access or computer skills to complete.
Health	**Contact SHA for recommendations regarding:** • Public health and re-entry considerations (ex: flooding and how to mitigate potential exposure to mould). • Mental health resources for the public.

	• Any outstanding or disrupted primary health needs (homecare and other medical services).
Welcome/Recovery Centre	These types of centres go by different names, but their main objective is to provide **a one-stop shop for evacuees re-entering** an area or for initial recovery phase services. If the incident was limited in impact and number of people affected, these types of services may be provided via referrals and hand-out information and absorbed into daily municipal operations. • Services can be scaled up or down as needed. • If services will be limited, such as distribution of clean-up kits only, a partner NGO in coordination with the affected municipality may be appointed to oversee delivery of limited services. Or NGOs may provide such services independently on an as-needed basis.
Recovery Task Forces	A Recovery Advisory Committee led by designated local authority representatives and Recovery Task Forces may be formed for large scale recovery operations. The Committee would provide oversight and direct high-level coordination of the Recovery Task Forces. • Task Forces would be made up of representatives from recovery organizations that are responding on the ground. Dependent on the size of recovery additional operational layers may be added.

Below is a brief list of basic service providers that might be expected to be at a Recovery Centre after a significant evacuation of residents. The list is not all-inclusive.

Service Provider	Service Offered
Insurance Bureau of Canada	• Homeowner insurance information.
Canadian Red Cross	• Clean-up kits (situation dependent).
Mental Health	• Information & Referrals.
Utilities- representatives	• Information regarding utility resumption.
SK PDAP	• Disaster recovery program financial assistance.
FSIN Federation of Sovereign Indigenous Nations	• May help to coordinate provision of resources n large-scale disasters affecting First Nations
BATC Health	• Health services for BATC Member Nations
Service Canada	• Employment Insurance.
Other government /grant administrators	• Specialized funding.
Public Health	• Clean-up safety tips (ex: mold clean-up following flooding).
SK Immigration and Career Training	• Employment & Training Service Referrals & Information.
SK Income Support	• Basic cost of living assistance.
SAID (Saskatchewan Assured Income for Disability)	• Financial and health benefits for eligible Saskatchewan residents with a significant and enduring disability.

12. ICP Deactivation

✓	Deactivation: Transition: Planning Guidelines
❑	**Determine positions to be scaled down first.** In general, all leadership positions such as section chiefs and command staff should be the last to be scaled down. **Consider a bottom-up deactivation approach.**
❑	Ensure that each section is kept updated of changes to incident staffing levels as this will have direct impacts on incident planning, logistics and operations.
❑	Consider keeping personnel on-call (those within reasonable response time to ICP)
❑	**All ICP personnel being demobilized should complete a summary report of any current projects or items for follow-up to their immediate supervisor**. This may include use of an ICS Form 214 Activity Log and/or Shift Briefing.
❑	Ensure that all critical infrastructure and agency contacts are maintained.
❑	Provide staff with adequate time off and encourage use of mental health supports.
❑	Section Chiefs will be responsible for reducing staffing levels within their own sections based on incident activities required in each. Coordinate with the Demobilization Unit.
❑	**Personnel should make a copy of any notes they themselves took**, **especially notes taken on Activity Logs before submitting copies of all original documentation to the Documentation Unit**. This will ensure personnel have copies of their own position logs to refer to should questions arise at a later date.
❑	**All internal and external staff must submit written and electronic documentation** generated during response including photos, maps, emails, and wall displays to the Documentation Unit before demobilizing. Consider distributing flash drives to demobilizing personnel for this purpose.

Deactivation Guidelines - Public Facilities

✓	Deactivation: Public Facilities
❑	**Determine if gradual or immediate deactivation is most appropriate.** This will depend on the needs and amount of those affected and the emergency response.
❑	**Provide advance notice of closure dates and/or times**.
❑	**Referral services for any remaining public that still require assistance should be made readily available, announced, and posted.**

Close of ICP Operations Guidelines

✓	Close of Emergency Response Operations
❑	**Walk-through of all facilities** used for emergency response, noting any damages that occurred throughout response operations.
❑	**Complete take-down and clean-up of all facilities** including sanitation requirements.
❑	**Inventory and re-stock supplies in ICP and ESS including specific go-kits.**
❑	**Debrief(s) scheduled for all personnel (including volunteers)**. Debriefs may be held in a large group or smaller separate sub-groups.
❑	**Referral and psychosocial support information made available for all personnel** to obtain (anonymously if possible) for significant period of time following the incident. Note that often symptoms of mental health or psychosocial concerns are not visible until months after an incident.

Post Incident Debrief

Formal Debrief should be conducted following any type 1-3 event. A formal debrief includes facilitated questions, documentation and an information gathering process. Formal debriefs should be conducted within one month of return to daily operations.

Informal Debrief should be conducted following every incident. Information captured should be documented. Informal debriefs may be held immediately following close of operations while the incident and response is fresh in personnel's mind and then followed by a formal debrief.

✓	Debrief Guidelines: Informal & Formal
❑	The respective jurisdiction's Emergency Measures Coordinator and Incident Commander will be responsible for coordination of debrief(s).
❑	Debriefs should be provided for field, ICP and ESS personnel and external agencies.
❑	Any volunteers should be included in the debriefing process.
❑	Elected officials should be given opportunity to participate in a debrief.
❑	Debriefs may be broken down by incident section, group, area of operations, conducted as a whole group or any combination thereof.
❑	**Notes** and feedback from debrief **should be captured for a Corrective Action Report.**
❑	**All debrief participants should be given the opportunity and encouraged to <u>anonymously</u> provide feedback** through evaluation forms, surveys. These should include open ended questions as well as space for additional comments.

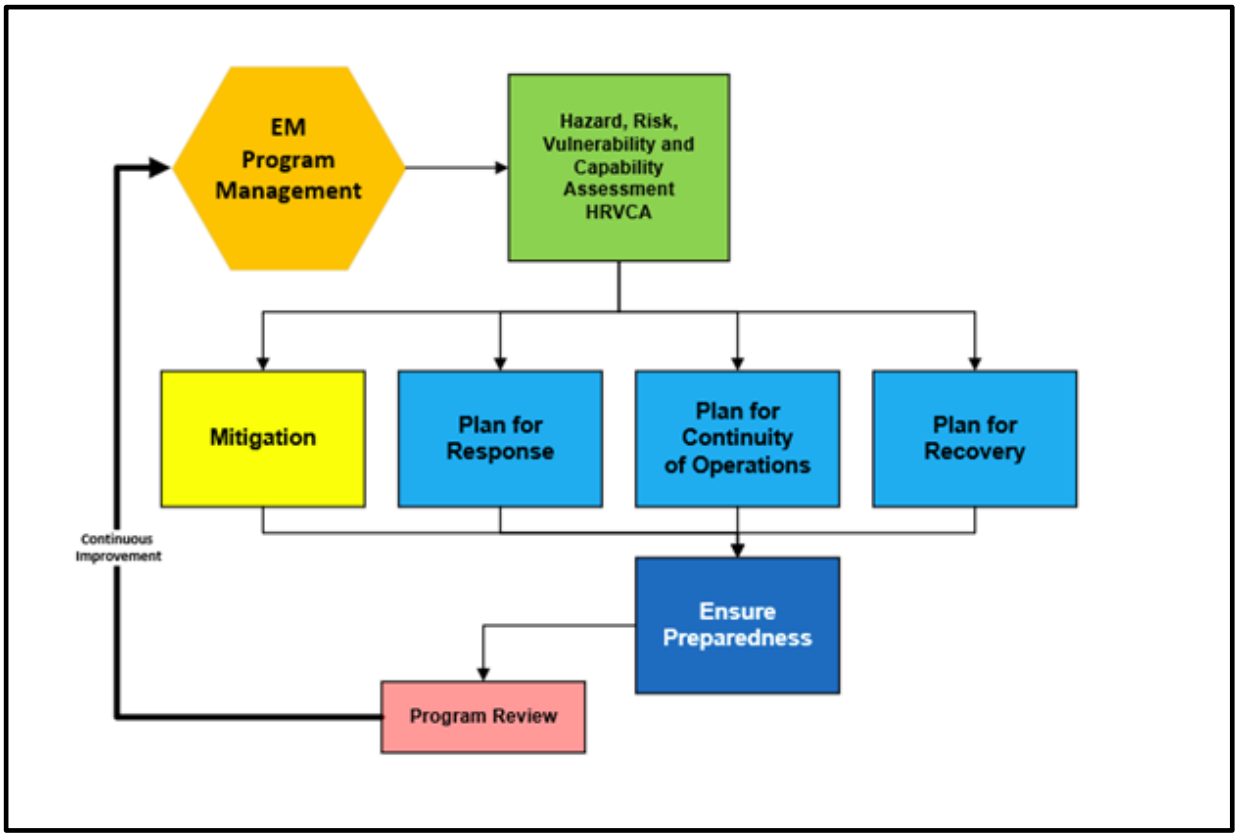
Part 2: BREMG Program Documents 2023 - 2024

This document contains supplementary information to the ICP Manual.

PMO

14. EM Program Overview

The BREMG organization has established and will implement an emergency management program that is appropriate to meet the needs of its members.



Effectively managing an emergency management program is important to ensure that the BREMG members are ready to respond to an emergency in order to minimize the harm or damage that may result. BREMG is supported by the PMO Global interdisciplinary team of experienced professionals, who are ready to provide compelling advice and support as requested, in order to assist BREMG to effectively manage emergency management for the region.

The common elements in the structure of the BREMG comprehensive emergency management program are shown in the graphic ~~below~~ above and explained in the pages following.

14.1 EM Program Management

To ensure the Region~~al~~ has effective EM governance and the Plan is implemented effectively, the ***BREMG Emergency Management Steering Committee*** will function as the interim regional umbrella organization by representing all the participating jurisdictions in the region. This will remain in place until in addition to a plan, a formal regional emergency agreement signed by all participating jurisdictions to ensure regional preparedness and regional resiliency.

The BREMG Emergency Management Steering Committee is responsible to ensure that:

- The REMP is current, accurate, appropriately distributed, and available to anyone who requires access to the plan or associated tools and checklists
- Personnel are trained and exercises are conducted as defined above or as specified by the BREMG Emergency Management Steering Committee
- Validate conformance to strategies, plans, and procedures

- Conduct audits and reviews to determine conformance and effectiveness of the implementation and maintenance of the program and its component parts.
- Identify required corrective actions and ensure they are completed
- Develop simplified process to engage the elected officials in understanding the BREMG emergency management program & Regional Emergency Management Plan

The BREMG Steering Committee may function as a point of contact between the Regional Incident Command Post (ICP) and affected councils within the region to ensure accountability during a regional emergency.

Municipalities

The City, R.M. and Town have Emergency Measures Organizations consisting of an Emergency Planning Committee and appointed Emergency Measures Coordinator as required by provincial legislation. With exception of the R.M., meetings are held as needed, there is no regular meeting schedule. Participants are limited to municipal personnel and in some cases also include elected councillors.

First Nations

Each of the Nations have a Council member who is assigned responsibility for their Nation's emergency management portfolio. The key emergency management contacts for each Nation are:

- Band Council appointed responsibility for the Emergency Management Portfolio
- Appointed Fire Chief
- Appointed Band Operations & Maintenance Manager

Sweetgrass First Nation has an appointed Emergency Measures Coordinator who, like the City of North Battleford also serves as the Fire Chief.

Moosomin First Nation does not have an appointed Emergency Measures Coordinator but does have eight (8) non-volunteer staff appointed to emergency management responsibilities in addition to ad hoc community support as needed.

Location of REMP Documents

Document	Location of Documentation
Regional Emergency Management Plan	• In hardcopy in designated Regional ICPs. • REMP with ESS Plan (Appendix A) in hard copy with Regional ESS Centre Supplies. • Provided to each jurisdiction to load securely on their own municipal / nation computer drive. • Master Electronic Copy maintained by PMO Global Services
ICP (ICS) & ESS Forms	• In Forms Binder or File Box in designated Regional ICPs • ESS Forms with Regional ESS Centre supplies. • Provided to each jurisdiction as part of the REMP to load securely on their own municipal / nation computer drive. • Master Electronic Copy maintained by PMO Global Services
Contacts & Resource Lists	• In Regional Emergency Contact List Binder in designated Regional ICPs • Hardcopy with Regional ESS Centre supplies. • Provided to each jurisdiction as part of the REMP to load securely on their own municipal / nation computer drive. • Master Electronic Copy maintained by PMO Global Services
Position Checklists	• In REMP Part 1 in designated Regional ICPs. • In separate Position Checklist Binder in ICPs. • In ICP Go-Kits. • ESS Position Checklists in ESS Go-kits. • Provided to each jurisdiction as part of the REMP to load securely on their own municipal / nation computer drive. • Master Electronic Copy maintained by PMO Global Services
ICP Meeting/Operational Period Meeting Agendas	• In *Appendices* of this Regional Emergency Management Plan. • On municipal drive. • Provided to each jurisdiction as part of the REMP to load securely on their own municipal / nation computer drive. • Master Electronic Copy maintained by PMO Global Services • **Posted in ICPs**.

All documents are considered live if electronically stored. Once they are printed, they should not be considered current and are stale dated

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Documentation Review & Meeting Frequency Requirements

Meeting / Documents	Frequency	Responsibility
• Regional Emergency Planning Committee Meetings	Quarterly.	BREMG Steering Committee
• Set Emergency Management Program Objectives	Annually	BREMG Steering Committee
• Coordinate Training & Exercises	Annually	BREMG Steering Committee
• Regional HRVA	Every 4 years or following a significant incident	BREMG Steering Committee
• Review REMP including ESS process.	Annually	BREMG Steering Committee
• Update plan including position checklists, emergency contact lists, forms & templates.	Annually	BREMG Steering Committee
• Track and manage REMP distribution.	Annually.	BREMG Steering Committee
• Report on the City/R.M./Town/Nation's Emergency Management Program to Council	Annually	BREMG Steering Committee
• Corrective Action Reports	Following each exercise and any REMP activation.	BREMG Steering Committee

Corrective Actions

Corrective action reports will be compiled following each type 1-3 incident where the REMP was activated (Recommended for type 4 incidents also)

Elements Of A Corrective Action Report
Summary of the incident and response.
Successes identified by personnel.
Challenges identified by personnel.
Outstanding issues.
How to mitigate and prepare for future incident hazards and challenges identified.
Corrective actions list. The list must include what is to be done, timeline for completion and department and/or individual responsible.
Corrective action reports will be submitted to: ○ The respective **BREMG Steering Committee** ○ The relevant Council(s) whose jurisdiction(s) was directly affected. ○ The respective Emergency Management Agency or Agencies.
Once the Corrective Action Report Is Approved
Corrective actions will be implemented.
The Regional Hazard Risk Vulnerability Assessment will be reviewed and updated.
Any required updates will be made to the Regional Emergency Management Plan and/or supporting templates, guidelines, procedures, and policies.
Updated documentation will be redistributed to applicable personnel.

14.2 Hazard Risk & Vulnerability Analysis

The complete 2022 HRVA report including partnership area profile can be found with the BREMG Steering Committee The following table is a summary of hazards that have been assessed within the region and their calculated weightings. The highest possible weighting under the Hazard Risk & Vulnerability Analysis (HRVA) used is 240, while the lowest possible score is 24. The higher the weighting the more probable and/or the bigger the impact was anticipated to be on the region. The following table provides the summary of 2022 HRVA results

Result	Hazard
236	**Flooding (Overland)**
225	**Extreme Cold**
216	**Telecommunications Failure**
215	**Blizzard/Snowstorm**
214	**Sewer/Water Supply Failure**
213	**Cyber Attack**
208	**Water Supply Contamination**
208	**Drought**
207	**Heat Wave**
205	**Tornado/Plow Wind**
205	**Flooding (Floodplain)**
204	**Power Outage**
201	**Ice Storm/Ice Fog**
199	Animal Diseases, Epidemics, Pandemics
184	Rail Accidents
174	Human Diseases, Epidemics & Pandemics
179	Lightning/Hail
177	Hazardous Materials Accident (Dangerous Goods Transport via Road)
169	Pipeline Leak
144	Supply Chain Disruption
131	Structural Fire (Rural/Urban)
130	Plant Diseases & Pest Infestations
129	Active Threat
120	Missing Person(s) Search & Rescue
113	Motor Vehicle Crash
105	Wildland Fire & Wildland Urban Interface Fire
100	Marine Accident (River/Lakes)
89	Hazardous Material Emission in-situ (at facility)
69	Structural Collapse
64	Aircraft Crash
64	Terrorism/Riots
59	Landslide/Land Subsidence/Washout/Erosion

NOTE: *Marine Accidents, Motor Vehicle Crash and Structural Fire refer to those incidents beyond the scope of day-to-day emergency response calls that include a substantial number of people, additional resources and/or outside aid. Similarly, Human Disease, Epidemics and Pandemics refer to communicable disease emergencies as well as ongoing health emergencies affecting the region including emergency calls related to illicit and toxic drug use.*

14.3 Mitigation

The BREMG Steering Committee and its representatives from each member jurisdiction meet and review, assess and validate prevention and mitigation strategy and measures. In regular BREMG Steering Committee meetings, the committee will

- Identify opportunities to prevent or reduce the consequences of regional incidents
- Review cost-benefit analyses of various suggestions and mitigation options
- Review any proposed risk treatment strategy recommendations
- Engage technical expertise to provide compelling advice to reduce risk exposure

14.4 Plan for Response

Purpose of the Regional Emergency Management Plan

The purpose of this Regional Emergency Management Plan (REMP) is to:

- Provide a comprehensive management program for BREMG members to collaboratively prepare, respond and recover from regional emergencies.
- Define the procedures and checklists to be followed to effectively respond to regional emergencies using the Incident Command System.

Response Priorities

BREMG jurisdictions will work cooperatively together to prioritize and allocate resources where most urgently needed, based on the following Response Priorities in descending order:

1. Life Safety
2. Incident Stabilization
3. Environmental Impacts
4. Property Damage
5. Economic Impact

REMP Scope

This plan has been written from a regional perspective to meet or exceed the plan requirements as indicated within the Saskatchewan Emergency Planning Act.

Individual annexes have been included as supplemental information to the overarching Regional Emergency Management Plan (REMP). These sample annexes are intended to be used by each jurisdiction for use in situations that do not require a regional response and are limited in impact to a single local authority. To limit repetitive information, these annexes provide only basic local emergency management information. The REMP should be referred to for any additional information or guidelines required by the local authority, not found in any completed individual annexes.

Any existing local Emergency Management Plans and /or Bylaws should be integrated as needed with this REMP plan.

It is strongly recommended that BREMG prioritize development of a Regional Aid and Partnership Agreement or similar for emergency management purposes as well as Terms of Reference for the BREMG Steering Committee or any proposed Regional Planning Committee.

This would further develop a strong framework for BREMG's emergency management program while ensuring a program that is at all times current and engages partner jurisdictions while building on the initial foundation of a Regional Emergency Management Plan.

Regional Incident

Emergencies can and will cross jurisdictional boundaries, the limits of functional responsibility, or the response capability of an individual organization. Unified Command enables organizations with different legal, geographic, and functional authorities and responsibilities to work together effectively in response to an incident without affecting organizational authority, responsibility, or accountability. Unified Command characteristics include:

- A single Incident Command Post
- A single, coordinated Incident Action Plan
- Unified Commanders who speak with one voice while supervising a single Command and General Staff organization

A regional incident is any incident which affects more than one (1) jurisdiction within the BREMG signatory party area. In this case, Unified Command will be implemented with the appointed Incident Commander from each affected jurisdiction.

Unified Command will develop a common set of incident objectives and the Regional Incident Command Post will work to develop common strategies which will be incorporated into a single Incident Action Plan.

Local Incident

A localized incident is any incident which affects a single jurisdiction within the BREMG signatory party area. In this case the affected jurisdiction's appointed Incident Commander will retain single command and responsibility for the incident. Depending on the scale of the incident and available resources, the Incident Commander may choose to:

- Additional resources (which may include ICP personnel) from the BREMG in addition to use of local Organize and coordinate the response utilizing local resources.
- Organize and coordinate the response by requesting resources.

All appointed Incident Commanders are subject to direction of the Council(s) having jurisdiction. The affected jurisdiction(s) council is responsible for the emergency from beginning to end unless this authority is removed, by the Minister or ISC. As such, the Incident Commander(s) or unified command with Incident Commanders from each jurisdiction as the case may be, are subject to the authority of their respective Council(s).

Council Responsibilities:

- Liaising with other levels of government, where requested.
- Maintaining a high-level view of the emergency to objectively make practical decisions that may have cascading or far-reaching municipal impacts long after the disaster is over.
- Acting as the local authority's face of the disaster
- Delegating a spokesperson on behalf of Council to work with the Information Officer to issue statements on Council's behalf to ratepayers and the public. Publicly issued statements should be consistent between Council and the Incident Commander/ICP.
- Supporting the efforts of personnel assigned to lead and assist with emergency operations, by allowing them to do their jobs and ensuring Council members do not become involved in ICP operations and functions.

If for any reason Council is not getting the information it needs regarding the incident from the ICP, they should contact their C.A.O., First Nation Band Manager or equivalent. This will help to ensure Council remains informed while allowing the incident response to continue without political disruption.

Council reporting locations are separate from the location from the Regional Incident Command Post (ICP) and separate from and ESS Reception Centre locations to ensure Council maintain a big picture view of the overall incident and do not become mired in operational details that do not require Council involvement.

The Council members will not enter ESS Centres unless an invitation has been extended and/or such a visit has been coordinated in advance with Unified Command, the ESS Centre Supervisor, and Information Officer.

Reactive to Proactive Response

In ICS, there are two response phases: the initial Reactive Phase is located in the 'stem' of the ICS Operational Planning P to manage most incidents. Many Type 4 & 5 incidents can be managed to completion within the initial Reactive Phase. In the Reactive Phase, the Incident Commander's Incident Action Plan (IAP) may consist of activation of the local jurisdiction emergency response plan or standard operating procedures and an ICS 201 Briefing Form. The ICS-201 is updated and supplemented with additional information, as required.

More complex events, Type 3, 2, or 1 and/or longer term incidents (49+ hours) trigger activation of the Regional Emergency Management Plan, the Regional Incident Command Post (ICP) and the Transfer of Command from the initial Incident Commander to regional Unified Command.

All efforts will be made to follow the Regional Emergency Management Plan and organizational structure. Notwithstanding, due to the nature of disasters and the inability to accurately predict all of the variables of future disasters in the region, it is understood that this plan is intended as a guide and that the subsequent organizational response to future disasters will be incident dependent to deal with the incident in the most effective manner possible.

The following ICS Planning Cycle guides the Regional ICP through the Incident Action Planning process, in order to shift from initial (reactive) response to ongoing (proactive) incident management. Following the Planning P process, the response moves above the stem into the Proactive Phase to prepare a detailed IAP for the next operational period, while response operations are being conducted in the current operational period.

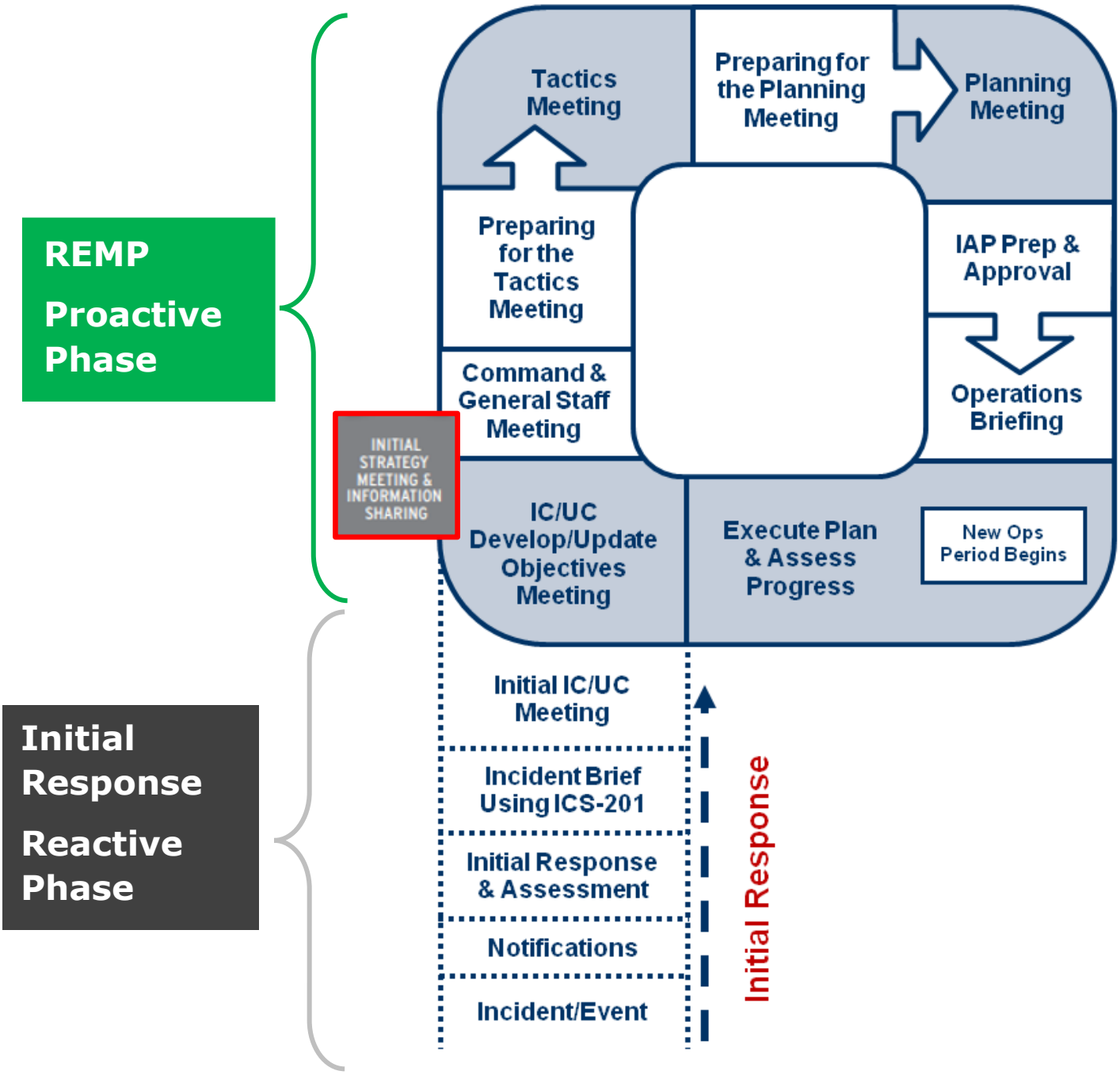
However, moving into the Proactive Phase too early can result in a poorly written Incident Action Plan (IAP) and may hinder safe and efficient operations. Therefore, the Unified Command meeting is a critical pause between the stem and the circle part of the "P." Any move out of the Reactive Phase stem is a conscious decision that must be made by Command.

The following questions will help the Regional ICP decide if they are ready for Transfer of Command and moving into the Proactive Phase:

- Do we have a handle on our situation status and our resource status?
- Is the incident stable enough to move into the Proactive Phase and ICS planning process?
- Is the ICS Team staffed and equipped to move into the ICS planning process?
- As an ICS Team, are we ready to move into the ICS Planning process?
- Do we need to fully develop an IAP for the next operational period before we Transfer Command from the initial Incident Commander to the Regional Unified Command?

Once command answers these questions and the Regional ICP team is ready, they can move forward into the Proactive Phase and ICS planning process. But if Command determines they do are not ready to move into the Proactive Phase, they will continue to manage the response in the Reactive Phase until Command determines that the team is ready to move into the Proactive Phase.

ICS Planning P Cycle

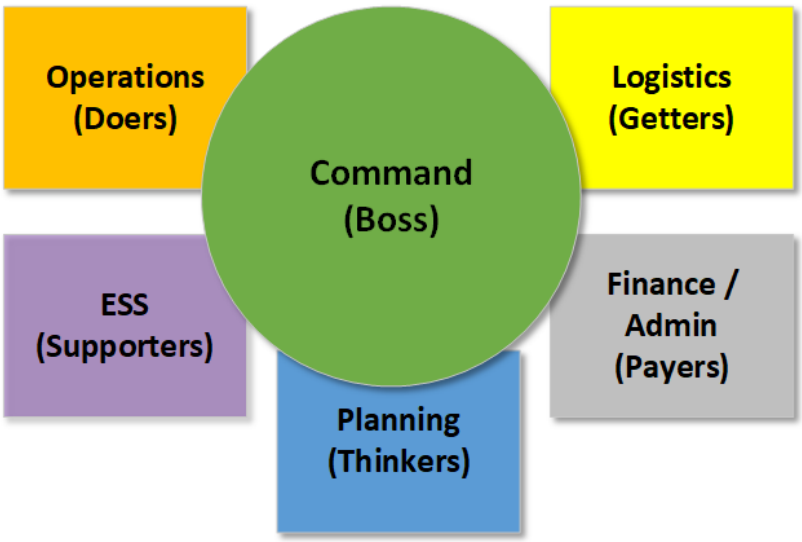


Incident Command System

Overview

BREMG uses the Incident Command System (ICS) for emergency response planning and incident management. ICS is a management system designed to ensure effective coordination of agencies and resources as they safely respond, control, and mitigate any incident, regardless of the type, size, or complexity. For more information, refer to ICS Canada training https://www.icscanada.ca/en/home.html

BREMG has slightly modified the ICS organizational structure to include Emergency Social Services (ESS). Therefore, the ICS organization comprises six functional sections as illustrated in the diagram below: Command, Operations, ESS, Planning, Logistics, and Finance/ Admin.



Command – overall authority and responsibility for incident operations, including safety of all personnel. Command typically starts with a single Incident Commander, but Unified Command may be established, whereby two or more individuals share the role of Incident Commander.

Operations - responsible for all tactical response operations to achieve incident objectives, mitigate the emergency, and protect human life, health, property, and the environment (e.g., extinguishing a fire, containing a spill, or rendering medical aid).

ESS – responsible for assisting individuals who have been displaced due to an emergency with immediate necessities such as a safe gathering place, food, water and information. When ESS is activated, a ~~Registration~~ ESS or Reception Centre is set up to receive and register evacuees.

Planning – responsible for collection, evaluation, and dissemination of operational information related to the incident, and preparation and documentation of the Incident Action Plan. Planning maintains information on the current and forecasted situation, and on the status of resources assigned to the incident.

Logistics – responsible for identifying, procuring, tracking, and mobilizing personnel (internal and external), equipment, and services required to respond to the incident.

Finance – responsible for all administrative and financial considerations related to an incident.

COMMAND

Command (IC / UC) – has overall authority and responsibility for conducting incident operations and is responsible for overall management of incident, including safety of all personnel. Typically, the Incident Commander position will be located on-scene or within a specific jurisdiction until the Regional ICP can be staffed and become functional with an Incident Action Plan, when there will be a Transfer of Command from the initial Incident Commander to the Regional Unified Command.

When the Regional ICP is activated, the Regional Unified Command:

- Is responsible for the operations of the ICP including providing oversight and direction to personnel.
- Sets Incident Objectives throughout the event.
- Establishes organizational structure of the ICP where required & re-assigning personnel as needed.
- Approves public messaging before distribution.
- Communicates with the CAO or equivalent of the affected jurisdiction(s) and appoints a dedicated Liaison Officer

The Incident Commander(s) reserve the right to re-assign personnel however they see fit to meet the needs of the incident provided that the personnel selected are competent to do so.

- Section Chiefs are responsible for filling any vacant positions within their section either by taking on the responsibility themselves or requesting additional personnel resources. Vacant positions shall not be allowed to sit vacant where required as part of a comprehensive emergency response.
- Section Chiefs may assign additional responsibilities or re-assign personnel within their section, subject to the authority of the Incident Commander, and the competency and capacity of personnel to assume additional responsibilities.
- Some or all of the listed positions may be activated and will depend on incident scale. If greater personnel capacity is anticipated or required, contact SPSA immediately to arrange!

COMMAND STAFF

Safety Officer (SO) – is part of the Command staff responsible for monitoring incident operations and advising the Incident Commander on all matters relating to operational safety, including health and safety of emergency response personnel. The Safety Officer may appoint Assistants. As such, may appoint an Assistant Safety Officer(s) to the ESS Centre for consistent and streamlined communications. The SO is responsible for:

- Identifying and implementing safety requirements for response personnel
- Anticipating how changing situations may require changes or additions to safety plans.
- Reviewing the medical plan, operational plans and tasks and makes recommendations to mitigate hazards and provide for safety of personnel.

Liaison Officer (LO) – is part of the Command staff and is the point of contact for ongoing communications with representatives from any co-operating and assisting agencies. The Liaison Officer communicates with Councils and strive to keep them well informed throughout the incident. The Liaison Officer may appoint Assistants. As such, may appoint an Assistant Liaison Officer(s) to the ESS Centre for consistent and streamlined communications. The LO works to:

- Ensure external agencies receive regular updates from the ICP - including any ESS updates.
- Function as liaison and communication conduit between external agencies and ICP.
- Keep ICP personnel notified and updated of external agencies' activities.

Information Officer (IO) – is part of the Command staff responsible for communications with media and members of the public who have incident-related information. The Information Officer is responsible not only for keeping members of the public updated, but also for ensuring that incident personnel are kept informed. Upon direction from Command, the IO may issue critical or advisory alerts to the public. The Information Officer may appoint Assistants. As such, may appoint an Assistant Information Officer(s) to the ESS Centre for consistent and streamlined communications. The IO is focused on:

- Creating messages and updates for media releases and public updates on social media, web sites
- Tracking messages issued and tracking media inquiries
- Coordinating media releases and conferences
- Coordinating VIP visits
- Preparing anticipated media questions and answers for spokespersons
- Working collaboratively with Information Officers from other partner organizations/agencies involved in the response to ensure consistent messaging

OPERATIONS

Operations Section Chief (OSC) – is responsible for tactical response operations and implementation of the Incident Action Plan which defines the strategies and tactics to achieve Command objectives. The OSC

- Identifies resources required to conduct strategies and tactics.
- Manages the Operations section personnel and ensures appropriate span of control
- Obtains support and works collaboratively with Planning to track assigned resources.

Depending on the type and scale of the incident, some or all of the following ICS positions may be assigned:

Branch Directors & Division/Group Supervisors – are responsible for supervising and ensuring the safe work of personnel assigned to their respective Branch, Division or Group. This includes providing sub-briefings to subordinates, evaluating progress and reporting challenges or incident developments affecting tactics to their direct ICS supervisor.

Staging Area Manager – is part of the Operations Section and reports directly to the Operations Section Chief. The Staging Area Manager is assigned to manage a Staging Area, which is established as the temporary location of available resources and can be any location where personnel, supplies, and equipment can be housed or parked while awaiting operational assignment. The Staging Area manager communicates closely with the Resource Unit Leader regarding change in status of resources.

Strike Team & Task Force Leaders - oversee and ensure the safe work of personnel assigned to their respective team and ensure a means of communication between assigned team resources. Evaluate tactics and report challenges or incident developments affecting tactics.

Single Resource – individuals, supplies, equipment, and associated operators within the Operations Section.

EMERGENCY SOCIAL SERVICES

ESS Section Chief (ESSC) – is responsible for and oversees emergency social services and the provision of basic essential supplies/services to affected residents (ex: registration, food, lodging, health). The ESSC is the point of contact in the ICP for ESS Group Supervisors (ESS Centre Supervisor, ESS Lodging Supervisor) to ensure that ESS is integrated into the overall response.

ESS Branch Director – may assist the ESS Section Chief in identifying ESS strategies and tactics. Evaluates ESS strategies and tactics once they are implemented by making frequent and regular visits to ESS sites. Makes recommendations for revisions to ESS strategies, tactics and task assignments as necessary.

ESS Centre Supervisor – is responsible for on-site supervision and set-up of ESS Centre. Communications from ESS Centre to the ESS Section Chief at ICP. Obtains support from ESS Centre service providers.

Health Task Force Leader (SaskHealth) - reports to the ESS Centre Supervisor and is responsible for overseeing the delivery of health services. This includes primary health services, public health services, mental/psychosocial health services and may include first aid services. Where SaskHealth does not have capacity, First Aid Services may be provided by a separate first aid service provider such as St. John Ambulance.

NOTE: SK Health Authority 24-Hour On-call Emergency Management Unit #: 833-999-7996 - to reach provincial on-call health emergency management specialist including any primary, mental health or public health needs (ex: reception entre, ICP, etc.)

First Aid - reports to the Health Task Force Leader and responsible for providing First Aid services at ESS Centre and other evacuee facilities(s) if necessary.

Primary Health (SaskHealth) - report to the Health Task Force Leader and are responsible for providing an on-site nurse at ESS centre to provide screening and triaging of medical needs and services and provide physician as required, to assist with filling and accessing refill of prescriptions if needed.

Mental Health (SaskHealth) report to the Health Task Force Leader and are responsible for providing mental and/or spiritual health counselling and referral services.

Public Health (SaskHealth) - report to the Health Task Force Leader and are responsible for providing written public health information and referral contacts to evacuees. Also provide guidance, information, and direction regarding mitigation of public health concerns in ESS facilities.

Registration & Inquiry Task Force Leader - reports to the ESS Centre Supervisor and is responsible for registering legitimate evacuees and making referrals to other services within the reception centre.

Greeters - report to the Registration & Inquiry Task Force Leader and are responsible for greeting evacuees at entrance to ESS Centre and assist in directing evacuees to appropriate services within the Centre.

Waiting Area Coordinators - report to the Registration & Inquiry Task Force Leader and are responsible for looking after the waiting area for evacuees waiting to register and have the ability to triage/prioritize evacuee needs.

Pet Team Leader - reports to the ESS Centre Supervisor and oversees staff within the Pet Centre to ensure good health, care, and comfort of all pets. Maintains proper tracking of

pets/owners and makes sure that proper safety, cleaning and care guidelines are followed. Keeps in regular communication with the ESS Centre Supervisor, even if Pet Sheltering is located off-site. May appoint and oversee personnel to fill other supervisory roles to look after specific issues at the Pet Centre, such as: Supplies, Registration and Reclamation, Animal Care, Triage, Personnel and/or Waste Management

Childminding Team Leader - reports to the ESS Centre Supervisor and is responsible for overseeing and managing the childminding area in the ESS Centre. Ensures procedures in place for check-in/out of children and their care. Ensures staff assisting in this area have current and clear criminal record checks and vulnerable sector checks.

Recreation Task Force Leader - reports to the ESS Centre Supervisor and coordinates recreational opportunities for evacuees.

Evacuee Lodging Supervisor – is responsible for supervision and oversight of all lodging services provided to evacuees, including any that may be delegated to authorized NGO Council member organizations to manage. Respond to requests/concerns from Lodging Centre(s) and where necessary contact ESS Section Chief at ICP for assistance.

PLANNING

Planning Section Chief (PSC) – oversees the Planning Section and ensures the Planning Process is implemented and remains on task. The PSC.is responsible for collection, evaluation, and dissemination of operational information related to an incident, preparation and documentation of the Incident Action Plan, maintaining information on the current and forecasted situation, and the status of resources assigned to the incident. The PCS:

- Chairs all ICP meetings (except Tactics Meeting)
- Oversees preparation of the Incident Action Plan
- Anticipates the need for contingency or advanced planning by anticipating changing conditions and potential impacts on the incident and response

Depending on the type and scale of the incident, some or all of the following ICS positions may be assigned:

Documentation Unit Leader (DOCL) – is part of the Planning Section and responsible for the Documentation Unit within the Planning Section, which is responsible for maintaining accurate and complete incident files and providing clerical services. The DOCL:

- Oversees Scribes if assigned.
- Assists in compiling (printing) Incident Action Plan.
- Stores and organizes all incident documents and files for future reference.

Situation Unit Leader (SITL) – is part of the Planning Section and responsible for obtaining, evaluating, and sharing incident information so that all have a common operating picture. SITL keeps ICP personnel updated of situation developments and any inconsistencies and may be asked to provide a situation brief at start of Strategy and Planning Meetings. SITL creates a display board of running key actions/developments/decisions in the ICP displayed in chronological order (and/or Incident Status Summary). SITL determines need for and oversees GIS specialists, Weather Observes, Field Observers and Display Processors. If there is no technical Geographic Information System (GIS) expert assigned, keeps a display of incident area, sites and locations updated and displayed in the ICP.

Resource Unit Leader (RESL) – is part of the Planning Section and responsible for tracking all tactical (operational) resources checked in to the incident. RESL works very closely with the Operations

Section and creates a display board indicating the following statuses of resources: Assigned, Available, Out of Service and makes changes to status of operations section resources. RESL .oversees Status Check-in Recorder(s) and adds resources checked-in to resource status display board as reported by status check-in recorders. RESL also oversees Volunteer Coordinator if activated.

Status Check-in Recorder – reports to the RESL and is responsible for checking resources in to the incident. May provide general information to resources new on-site (ex: medical, safety plans, location of accommodations). Check-In location may be co-located with the Staging Area.

Volunteer Coordinator – is responsible for managing unaffiliated volunteer organizations and spontaneous volunteers. Communicates and collaborates with unaffiliated volunteer organization representatives to ensure the safety of volunteers and effective volunteer operations. Ensures that volunteers receive a briefing and are tracked throughout incident operations. The Volunteer Coordinator ensures volunteers are matched with appropriate work assignments.

Advance Planning Unit Leader (ADVL)– is part of the Planning Section, reports to the PSC and may be utilized to create contingency plans when an incident has the potential to disrupt current operations. May create other advanced plans such as a re-entry plan.

Demobilization Unit Leader (DMOB) – is part of the Planning Section, reports to the PSC and creates and implements the demobilization plan for incident resources. DMOB tracks and ensures that there is a safe and orderly process for the ICP supervisors and staff to follow for the release of resources.

Technical Specialists – are individuals with specific skills that are initially assigned to the Planning Section but can be used anywhere within the Incident Command System organization.

LOGISTICS

Logistics Section Chief (LSC) – is responsible for identifying, procuring, tracking, and mobilizing personnel (internal and external), equipment, and services required to respond to an incident. The LSC oversees the Logistics Section, ensuring logistical support is provided including facilities, food, transportation for personnel, fuel, equipment maintenance, personnel medical plan, and personnel communications are addressed. The LSC anticipates logistical needs, challenges, and works to address them.

Depending on the type and scale of the incident, some or all of the following ICS positions may be assigned:

Support Branch Director - is part of the Logistics Section, reports to the LSC and oversees the Supply Unit, Facilities Unit & Ground Support Unit. The Support Branch Director oversees Donations Management Unit which may be activated to support ESS operations, if needed.

Supply Unit Leader– reports to the Support Branch Director and is responsible for ordering, receiving, and processing all incident related resource requests including personnel, equipment, and non-tactical supplies. Tracks resources ordered and coordinates delivery of supplies and materials as required. May appoint and oversee Ordering Manager(s) & Receiving & Distribution Manager(s). Responsible for identifying supply needs of ESS facilities in consultation with other ESS personnel.

Facilities Unit Leader– reports to the Support Branch Director and is responsible for overseeing incident facilities including ESS facilities and ensures each function well. Determines facility needs (furniture, equipment, security). The Supply Unit Leader ensures that facility hazards are identified, assessed, and mitigated. May appoint and oversee facility Security, Base and/or Camp Managers, other facility support personnel including maintenance providers, electricians, carpenters.

ESS Security (contracted) – reports to the Facilities Unit Leader and is responsible for providing security services for the ESS Reception Centre, Food, Rest Areas other ESS facilities. A professional security company should be contracted to provide this service.

Donations Management Unit Leader- reports to the Support Branch Director and is responsible for the set-up and management of the donations management centre. Establishes and implements donation policies/procedures. Manages all personnel involved in processing of donations. Implements established procedures for return of surplus goods where possible.

Hotline Supervisor - reports to the Donations Management Unit Leader and ensures a script is provided to any hotline personnel and that all personnel are aware of the donation procedures and guidelines. Provides information regarding donations.

Inventory and Tracking Supervisor - reports to the Donations Management Unit Leader and maintains an inventory list and determines based on need and condition which items will be routed to which donation destinations.

Loading Area Supervisor - reports to the Donations Management Unit Leader and manages traffic in donation centre areas by ensuring traffic safety at all times and sets up easily navigable loading/offloading sites.

Sorting Supervisor - reports to the Donations Management Unit Leader and oversees all sorting of donations and may choose to break the sorting area into as many stages as necessary for effective sorting.

Packing Supervisor - reports to the Donations Management Unit Leader and is responsible for safe and appropriate packing and labelling of sorted items.

Ground Support Unit Leader– reports to the Support Branch Director and coordinates all vehicular Ground Support needs including transportation of incident resources and transportation plans, fueling incident equipment and/or vehicles. May coordinate repair and maintenance of any vehicles or equipment for which the local authority has the authority/responsibility to repair or maintain. May conduct vehicle/equipment inspections. May appoint and oversee Equipment Manager, Equipment Time Recorder, Drivers, Mechanics.

Service Branch Director - is part of the Logistics Section, reports to the LSC and oversees the Communications Unit, Medical Unit and Food Unit.

Communications Unit Leader– reports to the Service Branch Director and ensures adequate functioning of incident communications including field communications and ICP and ESS site communications. Coordinates/implements risk reduction procedures and plans for communications where possible. May appoint and oversee Incident Communications Technicians, Incident Communication Centre Managers, Radio Operators, Technical Specialists.

Medical Unit Leader– reports to the Service Branch Director and provides medical support for incident personnel, including creation of an incident medical plan. Obtains medical supplies, aid, and transportation for personnel. Prepares medical reports and records.

Food Unit Leader– reports to the Service Branch Director and is responsible for feeding of incident personnel- and any evacuees or ESS service providers requiring food services. Oversees ordering, inventory and ensures safe food practices in preparation and delivery of food services. The Food Unit Leader determines nutritional requirements and the best methods for delivery of food services. Consults with the ESS Section Chief to determine ESS feeding needs and requirements.

FINANCE / ADMIN

Finance / Admin Section Chief (FSC) – is responsible for all financial and administrative considerations related to an incident. The FSC oversees Cost, Procurement, Time, and Claims/Compensation Units, tracks internal and external costs, and regularly updates Command of financial expenditure rate and clarifies if there are any issues or if additional funding is required. The Finance / Admin section collect and process invoices and identify potential cost recovery items (Saskatchewan Provincial Disaster Assistance Program).

Depending on the type and scale of the incident, some or all of the following ICS positions may be assigned:

Time Unit Leader – reports to the FSC and ensures that daily time logs are kept of all personnel, volunteer, and equipment hours.

Cost Unit Leader - reports to the FSC and ensures accurate tracking system for receipts, invoices, and accounts payable. Responsible for tracking, recording and payment of all expenditures and costs generated through ICP and Emergency Social Services operations.

Procurement Unit Leader - reports to the FSC and administers vendor contracts, agreements, leases Requests quotes and procures resources that Supply Unit may be unable to.

Compensation/Claims Unit Leader - reports to the FSC and oversees any administrative matters pertaining to compensation and claims related to property damage or injury during incident response. Ensures injury claims are routed through the correct personnel and handled in a timely fashion and that legal and insurance representatives are contacted as appropriate on claims issues.

Incident Facilities

Incident facilities are temporary facilities established by the Incident Commander and depend on the requirements and complexity of the incident or event.

Incident Command Post (ICP) - there will only be one ICP for each incident, regardless of whether it is a multi-agency incident or under a single or unified command. The ICP is the location at which the primary command functions are performed, and Command will be located at the ICP. The Regional ICP should be large enough to provide adequate working room for assigned personnel. Depending on the type and scale of the incident, one or more of the following additional incident facilities may be established:

Staging Areas – areas where personnel and/or equipment are kept while awaiting tactical assignments. Only available resources are held in a staging area which means they are ready for direct assignment.

Camps – locations equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

Helispot – locations where helicopters can safely take off and land, and used as areas to load or unload personnel, equipment supplies, water.

ESS Reception Centre (ESS Centre) – facility set up to receive and register legitimate evacuees.

Donation Centre – facility set up for receiving sorting and transporting donated items.

Pet Shelter (Pet Centre) – facility set up to care for evacuee pets.

Emergency Coordination Center (ECC) - If established, an ECC manages the coordination of information and resources to provide additional support to the ICP. This Regional Emergency Management Plan deals primarily with the functions of an ICP. An ECC may also be established by the province to coordinate provincial response and recovery activities, assign provincial critical resources, and coordinate provincial messaging.

14.5 Plan for Continuity of Operations

Each member jurisdiction identifies its own critical business functions and the need for continuity planning. As a region, the BREMG Steering Committee assesses current issues (e.g. supply chain vulnerabilities) and potential impacts to emergency response capability as well as day to day functions. BREMG Steering Committee representatives work within their jurisdictional leadership to develop integrated procedures to minimizes the negative impacts.

14.6 Plan for Recovery

In addition to the Regional Emergency Management Plan that refer to the recovery phase, the BREMG Steering Committee may develop additional procedures to help restore and return regional operations from the temporary measures adopted during an incident to support normal business/operations requirements after an incident.

This may involve additional planning to:

- Identify short-term and long-term priorities for restoration of functions, services, resources, facilities, programs, and infrastructure.
- Development of Damage Assessment process and forms
- Damage claims and claim management process
- Pre-planning for displacement and relocation
- Planning for trauma intervention and grief counselling
- Assess and improve communications process during the recovery phase

14.7 Ensure Preparedness

This involves identifying designated response personnel, confirming roles and responsibilities and providing training to build the competency required. The BREMG Steering Committee ensures that emergency response drills and exercises are conducted to validate the plan.

Training Requirements

- **Elected officials** must complete ICS For Executives (ICS 1-402) within one year of the elected office and then every 4 years.

- **Emergency Management Coordinators or equivalent** must complete ICS 1-300 within one year of designation, with ICS I-200 and I-100 being prerequisites.

- **Personnel designated as a Regional Incident Commander or designated to hold an ICS Officer role or and ICS Section Chief role** must complete ICS 1-300 within one year of designation, with ICS I-200 and I-100 being prerequisites.

- **Every employee who has been designated responsibilities within the BREMG Regional Emergency Plan** (below Commander, Officer and Section Chief role) must have as a minimum, the ICS 1-100 training and an orientation/refresher training on the REMP and their assigned roles.

Drill & Exercise Requirements

The BREMG Steering Committee will ensure that:

- The Voyent[1]- Staff Test Notifications are conducted once per quarter
- The Voyent- Public Test Notifications are conducted annually
- **A minimum of one (1) annual Regional Tabletop Exercise** is conducted in which participants identify a significant emergency or disaster scenario and discuss how the REMP would be activated and how the ICP would be managed to work through and resolve emergency management issues that may arise from the scenario.
- **At least every four (4) years, a functional exercise that activates the Regional ICP is conducted** and ICP personnel conduct the actions as if the significant emergency or disaster were actually occurring, but without deploying personnel or other resources. In the year that the regional exercise is held, the BREMG is not required to complete a
- The SPSA Field Officer is invited to attend all exercises *regardless* of type. It is recommended that this invitation go out 90 days prior to exercise conduct.

Best Practice

An annual stand-alone tabletop exercise is <u>insufficient</u> to prepare personnel for their roles and responsibilities. Personnel need to have ICS training and have reoccurring refresher training on the REMP and ESS plans

- Best practice to truly evaluate plans and build personnel skills is for annual emergency exercises to <u>increase</u> in complexity.
- Exercises may begin with meaningful tabletop exercises but should progress into drills followed by functional ICP activation exercises and full-scale exercises. This exercise cycle can then be repeated beginning with tabletop exercises and working up to full-scale exercises.
- With adequate planning there is no need for exercises to be costly.

[1] Quarterly - practice messages by local authorized users.
System Test Messages coordinated by Province of Saskatchewan.

Training & Exercise Schedule 2023 – 2027

To be revised annually as more training options become available.

Required = Required by BREMG Steering Committee These are minimum requirements as discussed above.

Best Practice = Recommendations to ensure the region is continually progressing and providing opportunities for personnel to re-acquaint and familiarize themselves with emergency roles & responsibilities so that they are prepared in the event of an emergency while meeting provincial requirements.

	2023	2024	2025	2026	2027
Required	**Annual Training: Regional Emergency Management Plan**	**Annual Training: Regional Emergency Management Plan**	**Annual Training: Regional Emergency Management Plan**	**Annual Training: Regional Emergency Management Plan**	**Annual Training: Regional Emergency Management Plan**
	Elected Official Training ICS 1-402	**Annual Exercise: Tabletop**	**Annual Exercise: Tabletop**	**Annual Exercise: Functional ICP & ESS Exercise**	**Elected Official Training ICS 1-402**
	Annual Exercise: Tabletop	**ICS 300 for all designated REMP Incident Commanders, Officers and Section Chiefs**			**Annual Exercise : Tabletop**
Best Practice	**ICS 100 for all designated personnel and I 200 for designated Incident Commanders, Officers and Section Chiefs**	**Annual Plan & Position Refresher.** **ICS Position Specific Workshops** (Operations, Planning, Logistics).	**Annual Plan & Position Refresher.** **ICS Position Specific Workshops** (IC & Command Staff, Finance/Admin)	**Annual Plan & Position Refresher.** **ESS Workshop**	**Annual Plan & Position Refresher.** **ICS Unit specific training.**
	Elected Official Basic training on the Regional Emergency Management Plan	**Drill** – Resource Management and/or Volunteer Management.	**Drill –** Resource Management and/or Volunteer Management.	**ICS 200/300 Refresher.** **Drill –** Evacuation	**Elected Official** Refresher training on the Regional Emergency Management Plan
	Functional ICP & ESS Exercise	**Functional ICP & ESS Exercise**	**Functional ICP & ESS Exercise**	**Functional ICP & ESS Exercise**	**Functional ICP & ESS Exercise**

Appendix A: Emergency Contacts

1. *Regional ICP Activation Contacts*

Regional ICP Activation Contacts	
To activate the Primary or Alternate Regional ICP Primary • City of North Battleford Airport Alternate • City of North Battleford Fire & Emergency Services 902-104 Street North Battleford	**A request to open the facility can be made 24/7 by contacting:** 1. North Battleford Fire Chief & Director of Protective Services C: **(306) 480-7909** W: **(306) 445-1777** **OR** 2. North Battleford Deputy Fire Chief C: **(306) 480-7804** W: **(306) 445-1779** **OR** 3. City of North Battleford After Hours Number: **(306) 445-1700**
Tertiary Regional ICP Locations	
A location with adequate communications technology, workspace, and shelter from the elements outside of the disaster zone as **provided by any of the signatory parties**. Building may not be pre-equipped with supplies nor adequate communications and require arrangements to make it operational as a Regional ICP.	

ICP locations should be kept confidential to the extent possible to prevent converging of public/media

2. *Council Reporting Locations*

Council Reporting Locations
The Council Reporting Location will be determined at time of incident based on the locations affected. Councils of the affected jurisdictions should be encouraged to meet in one (1) central location to facilitate a more efficient communication process between themselves and the ICP.

At no time should Council members report to the ICP.
Refer to Section 1.6 Council Reporting Locations

3. BREMG Emergency Management Steering Committee Contacts

BREMG Emergency Management Steering Committee		
Name	**Organization**	**Phone**
Lindsay Holm	City of North Battleford Fire Chief & Director of Protective Services	C: 306-480-7909 W: 306-445-1777
Tom Howard	Battlefords Regional Community Coalition Coordinator	306-317-5834
Kailyn Simon	RM of North Battleford EMO Coordinator	306-480-7099
Steve Vandall	BATC	306-980-5773
Councillor Roland Pete	Little Pine First Nation	306-407-0313
Ash Alam	Town of Battleford	306-400-9788

4. Designated Regional ICP Personnel

Designated Regional ICP Personnel		
ICP ROLE	**Name**	**Phone**
INCIDENT COMMAND		
Liaison Officer		
Safety Officer		
Information Officer		
OPERATIONS SECTION CHIEF		
Staging Area Manager		
PLANNING SECTION CHIEF		
Situation Unit Leader		

Designated Regional ICP Personnel		
Resource Unit Leader		
Check in Recorder		
Documentation Unit Leader		
Demobilization Unit Leader		
Advance Planning Unit Leader		
LOGISTICS SECTION CHIEF		
Supply Unit Leader		
Ground Support Unit Leader		
Facilities Unit Leader		

Designated Regional ICP Personnel		
Donations Management Unit Leader		
Food Unit Leader		
Communications Unit Leader		
Medical Unit Leader		
ESS SECTION CHIEF		
ESS Centre Supervisor		
Registration & Inquiry Task Force Leader		
Greeters		

Designated Regional ICP Personnel		
Waiting Area Coordinator(s)		
Childminding Team Leader		
Recreation Task Force Leader		
Pet Care Team Leader		
Health Task Force Leader		
Primary Health (SaskHealth)		
First Aid		
Mental Health		
Public Health (SaskHealth)		
ESS Lodging Supervisor		
FINANCE / ADMIN SECTION CHIEF		

Designated Regional ICP Personnel		
Cost Unit Leader		
Procurement Unit Leader		
Time Unit Leader		
Compensation / Claims Unit Leader		

5. City of North Battleford – Key Contacts

City of North Battleford – Key Contacts	
Fire Chief & Director of Protective Services Lindsay Holm	C: 306-480-7909 W: 306-445-1777
Deputy Fire Chief	C: 306-480-7804 W: 306-445-1779
Fire Department	Emergency: 911 Switchboard: 306-445-1770
Battlefords RCMP 1052-101st Street North Battleford.	Emergency: 911 Switchboard: 306-446-1720
City of North Battleford After Hours Number:	306-445-1700
City of North Battleford Airport	306-445-6606 306-441-5807
CSO/Municipal Enforcement	306-445-1775
211 Saskatchewan Database of over 6,000 community, social, non-clinical health, and government services across the province. Help over the phone is available in over 175 languages, including 17 Indigenous languages.	Call or Text 211 Seach for contacts on website at sk.211.ca/

6. Town of North Battleford – Key Contacts

Town of Battleford – Key Contacts	
Fire Chief / Fire Department	Emergency: 911 Switchboard: 306-937-6208
Chief Administrative Officer Ash Alam	Direct: 306-937-6203 Cell: 306-400-9788
Battlefords RCMP 1052-101st Street North Battleford.	Emergency: 911 Switchboard: 306-446-1720
After hours water and sewer emergencies	306-937-6224.
Public Works	306-937-6222 works@battleford.ca
211 Saskatchewan Database of over 6,000 community, social, non-clinical health, and government services across the province. Help over the phone is available in over 175 languages, including 17 Indigenous languages.	Call or Text 211 Seach for contacts on website at sk.211.ca/

7. R.M. of North Battleford No. 437– Key Contacts

R.M. of North Battleford No. 437 – Key Contacts	
Reeve, Dan Bartko	Cell: 306-441-9330 Home: 306-446-0148
EMO Coordinator. Kailyn Simon	Cell: 306-480-7099 Home: 306-480-7099
Administrator, Nicole Collins	Cell: 306-441-9078 Home: 306-441-3143
Foreman, Rob Jenner	Cell: 306-441-6669
Fire Chief (Aaron McNabb) Fire Chief (Trevor Watts)	Emergency: 911 Cell: 306-481-6460 Cell: 306-480-7460
Battlefords RCMP 1052-101st Street North Battleford.	Emergency: 911 Switchboard: 306-446-1720
211 Saskatchewan Database of over 6,000 community, social, non-clinical health, and government services across the province. Help over the phone is available in over 175 languages, including 17 Indigenous languages.	Call or Text 211 Seach for contacts on website at sk.211.ca/

8. Moosomin First Nation – Key Contacts

Moosomin First Nation – Key Contacts	
Band Office	Switchboard: 306-386-2206
Chief - Cheryl Kahpeaysewat	Direct: 306-441-6948
Band Manager, Alison Tatar	Direct: 306-386-2206
Councillor - Harry Moosomin	Direct: 306-490-8805
Councillor - Lance Myo	Direct: 306-480-4802
Councillor - Fabian Swiftwolf	Direct: 306-480-6231
Councillor - Preston Weenie	Direct: 306-490-9004
Councillor - Jamie Mooswa	Direct: 306-441-5836
Councillor - Gage Bird	Direct: 306-441-8875
Councillor - Iver Swiftwolfe	Direct: 306-481-5646
Councillor - Willie Blind	Direct: 306-441-3022
Battlefords RCMP 1052-101st Street North Battleford.	Emergency: 911 Switchboard: 306-446-1720
211 Saskatchewan Database of over 6,000 community, social, non-clinical health, and government services across the province. Help over the phone is available in over 175 languages, including 17 Indigenous languages.	Call or Text 211 Seach for contacts on website at sk.211.ca/

9. Sweetgrass First Nation – Key Contacts

Sweetgrass First Nation – Key Contacts	
Band Office	Switchboard: 306-386-2067
Chief – Lorie Whitecalf	Direct: 306-
Director of Operations – Christopher Albert Sr.	Direct: 306-
Councillor – Trina Albert	Direct: 306-
Councillor – Donovan Arcand	Direct: 306-
Councillor – Rob Atcheynum	Direct: 306-
Councillor – Ray Fox	Direct: 306-
Councillor – Hazel Paskemin	Direct: 306-
Councillor – Isaac Thomas	Direct: 306-
Battlefords RCMP 1052-101st Street North Battleford.	Emergency: 911 Switchboard: 306-446-1720
211 Saskatchewan Database of over 6,000 community, social, non-clinical health, and government services across the province. Help over the phone is available in over 175 languages, including 17 Indigenous languages.	Call or Text 211 Seach for contacts on website at sk.211.ca/

10. Little Pine First Nation – Key Contacts

Little Pine First Nation – Key Contacts	
Band Office	Switchboard: 306-398-4942
Chief – Donny Ironchild	Direct: 306-
Councillor – Roland Pete	Direct: 306-407-0313
Councillor – Matthew Frank	Direct: 306-
Councillor – Russel Kennedy	Direct: 306-390-7775
Councillor – Lisa Sapp	Direct: 306-
Councillor – Ray Fox	Direct: 306-
Councillor – Carl Kennedy	Direct: 306-390-7813
Battlefords RCMP 1052-101st Street North Battleford.	Emergency: 911 Switchboard: 306-446-1720
211 Saskatchewan Database of over 6,000 community, social, non-clinical health, and government services across the province. Help over the phone is available in over 175 languages, including 17 Indigenous languages.	Call or Text 211 Seach for contacts on website at sk.211.ca/

11. Lucky Man Cree Nation -Key Contacts

Lucky Man First Nation – Key Contacts	
Chief, Crystal Okemow	Direct: 306-445-4175
Band Office	Switchboard: 306-937-2343
Band Manager, Crystal Albert	Direct: 306-374-2828
Lands Manager, Shirley Gamble	Direct: 306-374-2828
Councillor – Terrance Okemow	Direct: 306-937-2276
Councillor – Monica Okemow	Direct: 306-371-9978.
Councillor – Brandon Whitecap	Direct: 306-
Councillor – Eugenia Okemow	Direct: 306-
Medical Transportation Coordinator, Jayneika Okemow-Bull	Direct: 306-937-6700
Battlefords RCMP 1052-101st Street North Battleford.	Emergency: 911 Switchboard: 306-446-1720
211 Saskatchewan Database of over 6,000 community, social, non-clinical health, and government services across the province. Help over the phone is available in over 175 languages, including 17 Indigenous languages.	Call or Text 211 Seach for contacts on website at sk.211.ca/

12. Saulteaux First Nation – Key Contacts

Saulteaux First Nation – Key Contacts	
Band Office	Switchboard: 306-386-2067
Chief - Kenny Moccasin	Direct: 306-
Public Works/ Band Manager, Sarah Gopher	Direct: 306-
Councillor - Dolphus Moccasin	Direct: 306-
Councillor - Adam Houle	Direct: 306-
Councillor - Jordan Gopher	Direct: 306-
Councillor - Rebecca Gopher	Direct: 306-
Councillor - Gabriel Moccasin	Direct: 306-
Battlefords RCMP 1052-101st Street North Battleford.	Emergency: 911 Switchboard: 306-446-1720
211 Saskatchewan Database of over 6,000 community, social, non-clinical health, and government services across the province. Help over the phone is available in over 175 languages, including 17 Indigenous languages.	Call or Text 211 Seach for contacts on website at sk.211.ca/

13. Provincial Contacts

Provincial Contacts		
Organization/Dept. Name	**Contact Person**	**Number**
Saskatchewan Public Safety Agency **SPSA**	Jack Lee SPSA Field Officer	C: 306-940-7092 jack.lee@gov.sk.ca
	24 hour Provincial Operations Centre	1-800-667-9660 306-787-9563 proveoc@gov.sk.ca
	Emergent Questions or Advice:	Provincial Emergency Call Centre: 306-953-4284
SaskHealth Emergency Management Unit • Primary Health • Public Health • Mental Health	24-Hour on-call	833-999-7996
	Manager of Health Emergency Management Kim-Ann MacCauley	306-425-0087
Office of the Fire Commissioner Saskatchewan	Fire Loss Reporting:	306-787-4516 800-739-3473
Poison & Drug Information Service		1-866-454-1212
Saskatchewan Environment	Spill Report Centre	1-800-667-7525
Saskatchewan Energy & Resources	Emergency	1-844-764-3637
Manager Lloydminster Office Saskatchewan Environment-Fire Watch (Report A Forest Fire)	Gary Ericson	Direct: 306-825-6436 1-800-667-9660
Saskatchewan Ministry of Highways & Infrastructure	Central Region Office Highway Hotline:	306-933-5186 1-888-335-7623
Saskatchewan Labour Relations & Workplace Safety Employment Standards	Occupational Health & Safety North Battleford Regina	1-800-567-7233 306-446-7491 306-787-7404

Provincial Contacts		
Organization/Dept. Name	**Contact Person**	**Number**
Saskatchewan Ministry of Social Services North Battleford Service Centre:	Child & Family Services	306-446-7705
Manager Service Delivery IADS	Donna Weber	306-446-7661
Acting Supervisor Rural Resources	Kimberley Wilson	306-446-8758
Saskatchewan Water Security Agency	North Battleford	306-446-7450
Head Office	Moose Jaw	306-694-3900
Saskatchewan Wildfire Management Branch	Prince Albert	306-953-3473
Saskatchewan Workers Compensation	8:00a.m.-4:30 p.m.	1-800-667-7590 306-787-4370
Saskatchewan Provincial Disaster Assistance Program		1-866-632-4033 306-787-7800

14. Federal Contacts

Federal Contacts		
Organization/Dept. Name	**Contact Person**	**Number**
CANUTEC[2] Dangerous Goods Transport Canada	Cellular Call Collect Toll Free	*666 613-996-6666 1-888-226-8832
Canada Nuclear Commission	Emergency	1-844-879-0805
CN Rail	Emergency	1-800-465-9239
CP Rail	Emergency	1-800-716-9132
NAV Canada Air traffic control, flight info, weather briefings	Toll Free Edmonton FIC	1-800-876-4693 1-866-541-4102
Public Safety Canada	General Information	613-944-4875
Railway Assoc. of Canada Dangerous Good Specialist	Curtis Myson General Info	780-992-8417 613-567-8591
Transport Canada	Dangerous Goods Rail Safety Civil Aviation General	613-996-6666 1-844-897-7245 800-305-2059 1-866-995-9737 613-990-2309
Transportation Safety Board	Report a Pipeline or Rail Occurrence:	1-819-997-7887 or 1-800-387-3557
	Report an Air Occurrence:	1-819-994-3741 or 1-800-387-3557
	General	1-819-994-3741

[2] CANUTEC maintains over 3 million MSDS Data Sheets and will provide technical advice for incidents that occur at facilities too- is not required to be transport related for CANUTEC to assist. ERAP (Emergency Response Assistance Plan) number can be found on shipping document. If it cannot be found or shipping document not available call CANUTEC.

15. Media Contacts

Media Contacts		
Organization	**Contact Person**	
SaskAlert	Jack Lee SPSA Field Officer	C: 306-940-7092 jack.lee@gov.sk.ca
Battlefords News Optimist		306-445- 7261
Battlefords Now	General Newsroom:	306-445- 2477 306-446- 6397
Q98 97.9 FM 93.3 FM The Rock 1050 AMM CJNB	Switchboard Newsline:	306-445-2477 306-446-6397
Jim Pattison Group North Battleford Radio Stations After Hours Emergency Only:	BC Office	604-688-6764

16. ESS Facilities

ESS Facilities		
Organization	**Location**	**Number**
NationsWest Field House	623 Carlton Trail Unit 3, North Battleford, SK	306-445-1790
Don Ross Community Centre & Arena	832 - 99 St. St Thomas Dr, North Battleford SK	306-445-1755
City of North Battleford: Northwest College	0702 Diefenbaker Dr, North Battleford, SK	306-937-5100
Town of Battleford: Alex Dillabough Centre	432 27 St, Battleford, SK	306-937-6216
Saulteaux First Nation: Community Complex		
Saulteaux First Nation: Rec Centre		
Saulteaux Heritage School Arena	Cochin, SK	306-386-3131
Moosomin First Nation: Arena		306-386-1349
Moosomin School Gym		306-386-2110
Moosomin Band Hall		
Sweetgrass: Community Centre	*Permanently closed*	306-937-2656
Little Pine First Nation Elders Hall		
Chief Little Pine School Gymnasium		306-398-2925
Lucky Man Cree Nation		
R.M. North Battleford: R.M. Hall	Located in the R.M. 10 km from the R.M. Office	

17. Companion Animal Emergency Shelter Facilities

Companion Animal Emergency Shelter Facilities		
Organization	**Location**	**Number**
Northland Power Curling Rink	23 Carlton Trail #2, North Battleford, SK	306-937-2431

18. Volunteer Centre & Donations Management Facilities

Volunteer Centre & Donations Management Facilities		
Organization	**Location**	**Number**
Access Communications Centre	1902 104 St, North Battleford, SK	306-445-1755
Town of Battleford Arena	401 28th St W, Battleford, SK	306-937-6219

19. Regional Supplies & Support Services / Contractors

KIND		
Organization	**Location**	**Number**
List will be populated with 1. Listing first the **preferred vendors** from each jurisdiction 2. Backup alternate vendors that are not already in jurisdictional financial systems		
KIND		
Organization	**Location**	**Number**
KIND		
Organization	**Location**	**Number**
KIND		
Organization	**Location**	**Number**
KIND		
Organization	**Location**	**Number**

Appendix B: Position Checklists

Contents

ORG CHARTS

1. **REGIONAL ICP ORGANIZATION CHART**
2. Expanded ESS Chart – with support functions

COMMAND

3. INCIDENT COMMANDER

UNIFIED COMMAND

COMMAND STAFF

4. LIAISON OFFICER

5. Assistant Liaison Officer (ESS)

6. INFORMATION OFFICER

7. Assistant Information Officer (ESS)

8. SAFETY OFFICER

9. Assistant Safety Officer (ESS)

OPERATIONS SECTION

10. OPERATIONS SECTION CHIEF

11. Staging Area Manager

ESS SECTION

12. ESS SECTION CHIEF

13. ESS Centre Supervisor

14. Registration & Inquiry Task Force Leader
15. Greeters
16. Waiting Area Coordinator(s)
17. Childminding Team Leader
18. Recreation Task Force Leader
19. Pet Care Team Leader
20. Health Task Force Leader
21. Primary Health (SaskHealth)
22. First Aid
23. Mental Health
24. Public Health (SaskHealth)

25. ESS Lodging Supervisor

PLANNING SECTION

26. PLANNING SECTION CHIEF

27. Situation Unit Leader
28. Resource Unit Leader
29. Check in Recorder
30. Documentation Unit Leader
31. Demobilization Unit Leader
32. Advance Planning Unit Leader

LOGISTICS SECTION

33. LOGISTICS SECTION CHIEF

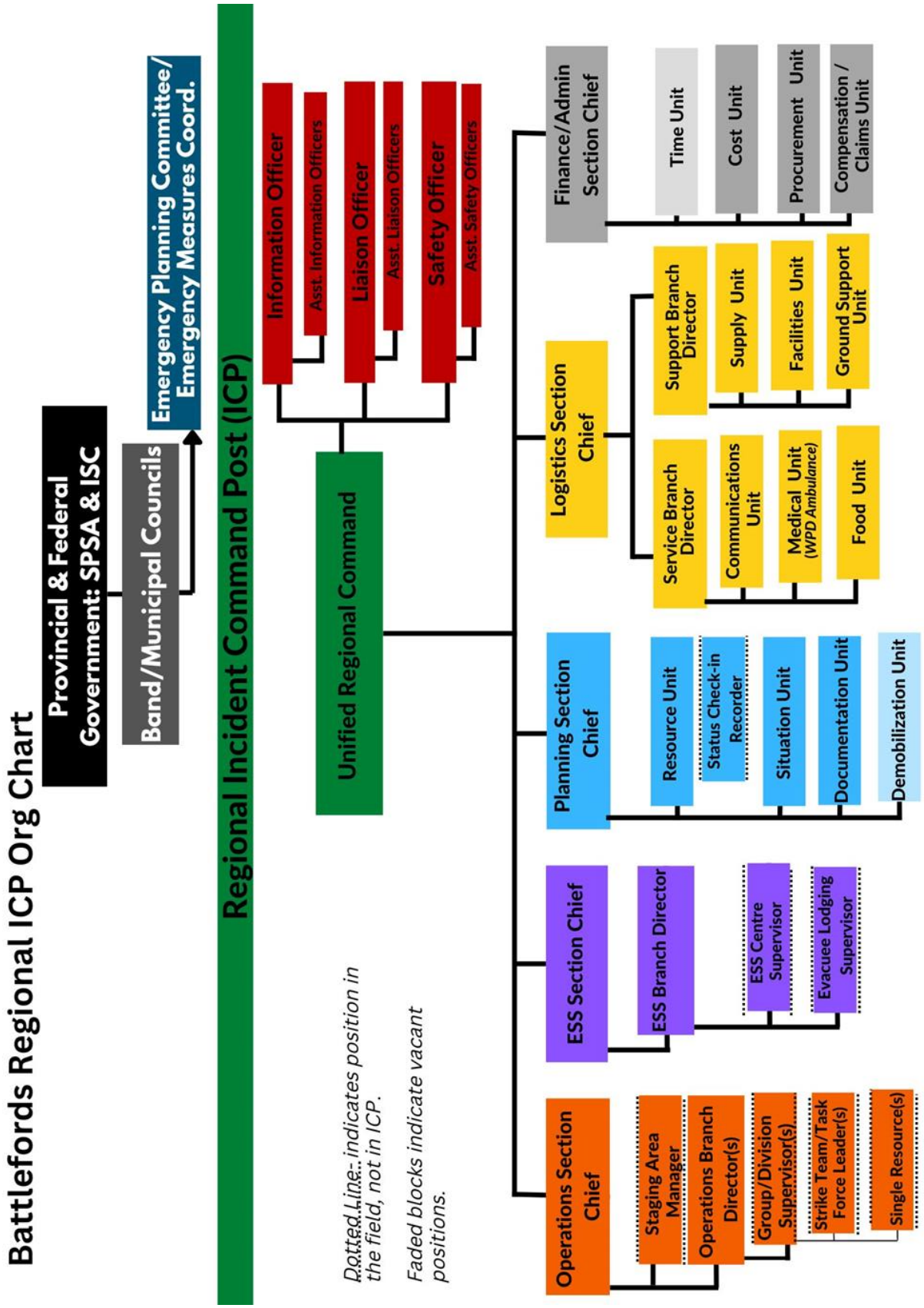
34. Supply Unit Leader
35. Ground Support Unit Leader
36. Facilities Unit Leader
37. Donations Management Unit Leader
38. Food Unit Leader
39. Communications Unit Leader
40. Medical Unit Leader

FINANCE / ADMIN SECTION

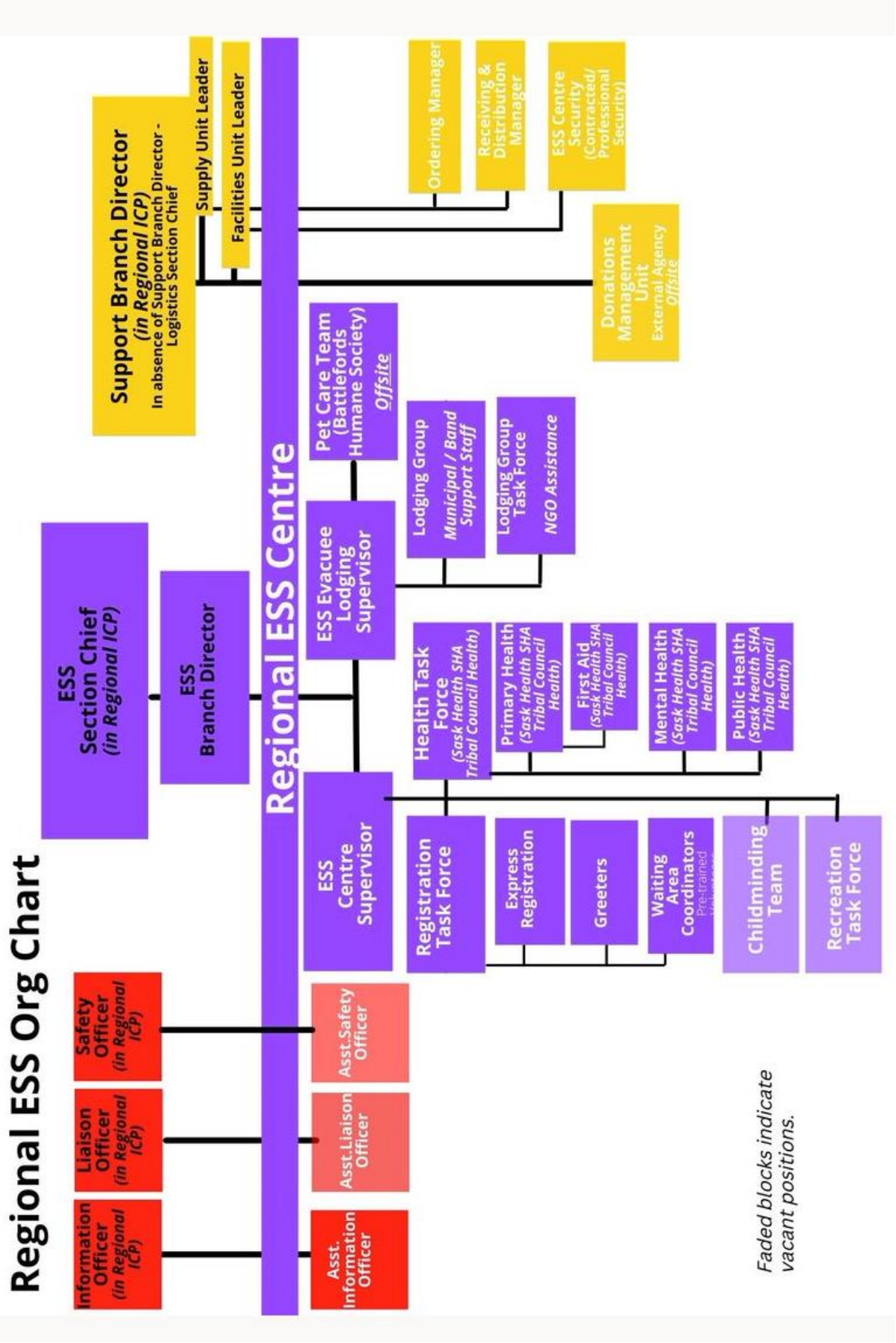
41. FINANCE / ADMIN SECTION CHIEF

42. Cost Unit Leader
43. Procurement Unit Leader
44. Time Unit Leader
45. Compensation / Claims Unit Leader

1. Regional ICP Organization Chart

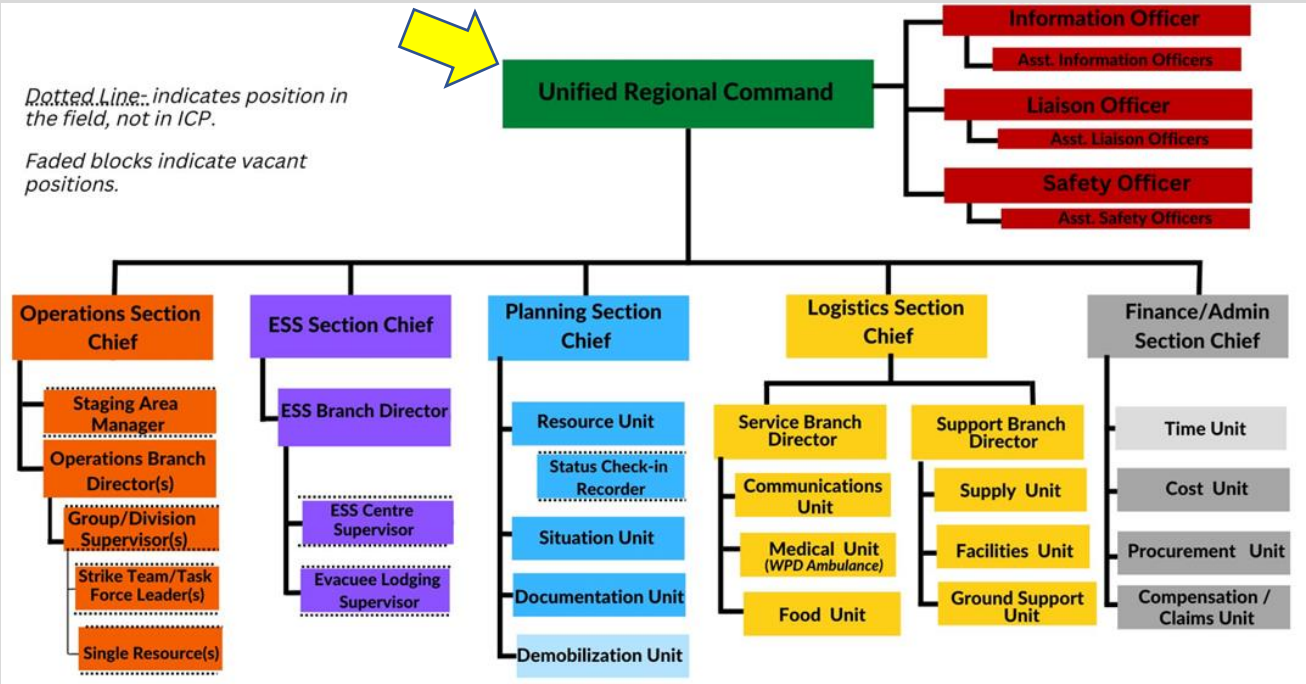


2. Expanded ESS Chart – with support functions



3. Incident Commander / Unified Command

Responsibility	Reports to
• Activate the Regional Emergency Management Plan (REMP) to manage emergency. • Assume control of the Incident Command Post (ICP) and ensure overall functioning of ICP. • Set Incident Objectives and approve Incident Action Plan • In charge of response management including safety and health of personnel and public.	• Agency Executive



Key ICS Forms	
ICS 201 Incident Briefing (Briefing/Initial Action IAP)	ICS 214 Activity Log
ICS 202 Incident Objectives (IAP)	
Other Forms – not an inclusive list	
• Sole Declaration Template • Sole Declaration: In Absence of Council Quorum Template • Pre-Evacuation Alert Template • Mandatory Evacuation Notice Templates	• Extension: State Of Local Emergency Template • Termination: State Of Local Emergency Template • First Nation Band Council Resolution

The order of consideration for the following tasks depends on the specific factors of each emergency.

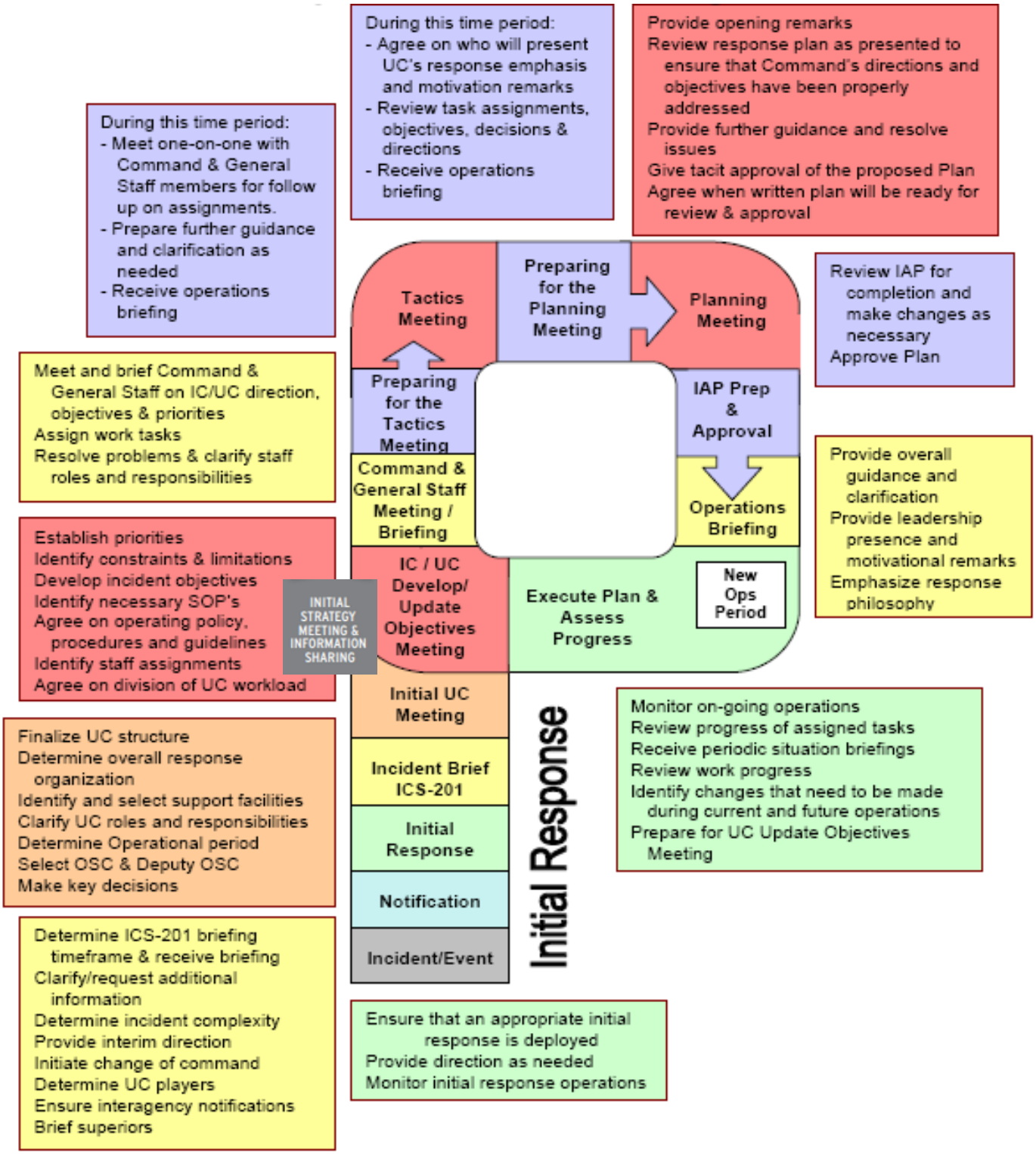
Done	IC/UC - Initial Tasks
❑	**Clarify and document information from initial on-scene Incident Commander.**
❑	**Start a personal Activity Log (ICS Form 214)** to document key actions/decisions made.
❑	**Obtain Incident Briefing Form 201** from initial on-scene Incident Commander or at least the information contained in the ICS 201 Briefing Form from the initial on-scene Incident Commander via phone/radio.
❑	**Discuss the potential for this incident to escalate in severity with the initial on-scene Incident Commander** and clarify IC's current objectives & status.

Done	IC/UC - Initial Tasks
❑	**Decide whether to activate the Regional ICP.** Follow Section 1.2 Regional ICP Activation - Decision Guide
	Any Type 1, 2 or 3 incidents should immediately trigger activation of the REMP and the Regional ICP. **Regional ICP activation should trigger a notification and request to Saskatchewan Public Safety Agency for ICS trained personnel to fill additional shifts in the Regional Command Post.**
❑	**Decide on Regional ICP location** – see Section 1.5 Regional ICP Locations Determine best location for Regional ICP based on jurisdiction, cost recovery, impact, scale, and potential for growth.
❑	**Call out Regional ICP resources –** *Section Internal Regional Communications* • Remind personnel to bring any required laptops, tablets, or flash drives for use. • Direct personnel where to park If personnel do not all have access by pin or key fob to ICP – appoint first person to arrive at ICP to door duty to grant authorized ICP access.
❑	**Notify C.A.O.s and or Band Managers who shall notify their respective councils.** Appoint a Liaison Officer to keep elected officials updated.
❑	**First Nations – Notify your respective tribal council and Indigenous Services Canada.**
❑	**Notify your SPSA Field Officer** or in their absence, notify the 24 hour Provincial Operations Centre at **1-800-667-9660**
❑	**Notify any applicable assisting organizations or service providers if required.**
❑	**Set-up of Regional ICP** • Request opening the facility by contacting appropriate personnel (refer to Part 1 – ICP Activation)
❑	**Hold ICP briefing meeting and assign roles** Remind ICP staff to delegate their normal work responsibilities & look after themselves personally.
❑	**Once majority of ICP personnel arrive:** Post dedicated number to call/text for any other agencies or post dedicated security at door
❑	**Hold Unified Command Meeting** to establish common incident objectives for all affected BREMG jurisdictions. See *Appendix G – Planning Cycle Meeting Agendas.*
❑	**Establish duration of next Operational Period** and begin planning process.
❑	**Decide when ICP is ready to assume Command** of incident from existing IC.
❑	The following questions will help Command decide if they are ready for Transfer of Command and moving into the Proactive Phase: ○ Do we have a handle on our situation status and our resource status? ○ Is the incident stable enough to move into the Proactive Phase and ICS planning process? ○ Is the ICS Team staffed and equipped to move into the ICS planning process? ○ As an ICS Team, are we ready to move into the ICS Planning process? ○ Do we need to fully develop an IAP for the next operational period before we Transfer Command from the initial Incident Commander to the Regional Unified Command?
❑	**Hold Transfer of Command Briefing** – that should include situation status, objectives and priorities based on IAP, organization & resource assignments.
❑	**Transfer Command to Regional ICP** – announce the date and time of the transfer to all personnel.

Done	IC/UC - Initial Tasks
❑	**Brief Council(s)** – keeping them updates re: incident objectives & status Council members **do not** report to the ICP *See Section 1.6 Council Reporting Locations*

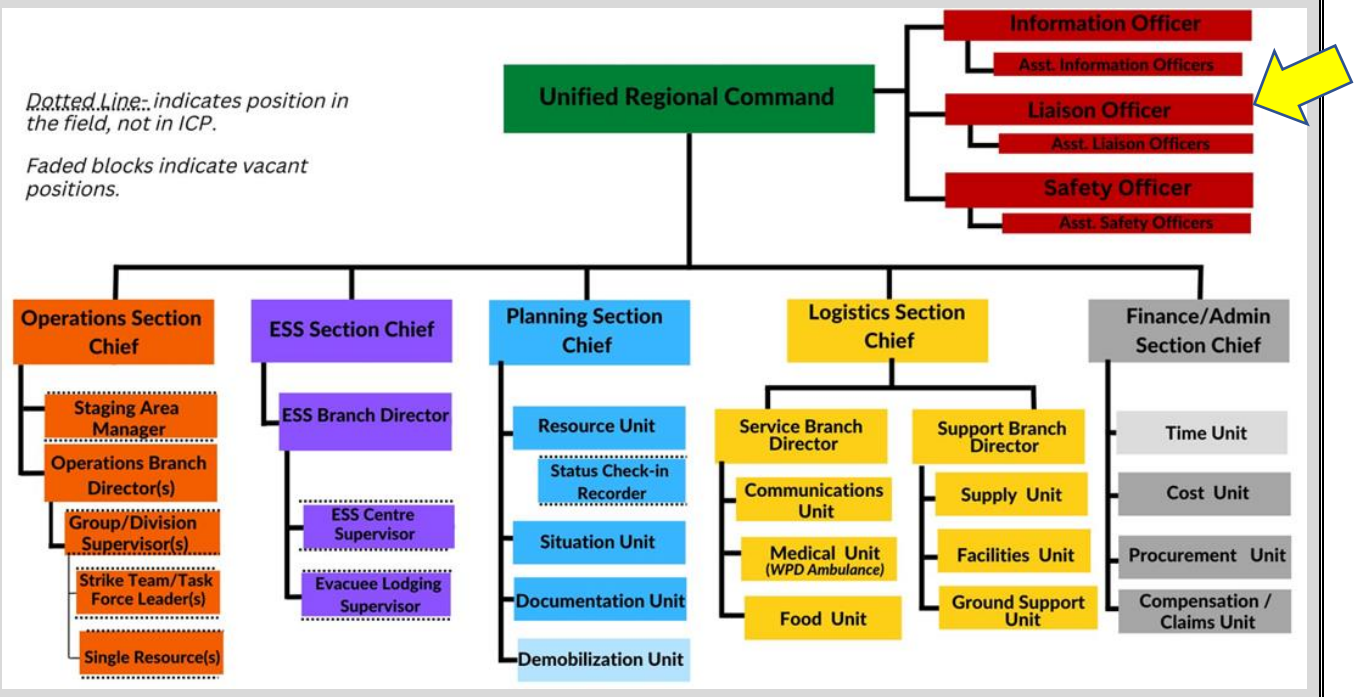
Done	Ongoing Tasks
❑	Determine if SOLE needs or may need to be declared Provide recommendations to Council on State of Local Emergency
❑	Determine if any public notifications need to be issued- delegate to authorized staff, as necessary
❑	Provide staff briefing to Command & General Staff (see Meeting Agenda Template) and give direction to ICP personnel as needed
❑	Notify neighboring jurisdictions so they can activate any precautionary measures. May delegate to Liaison Officer if available
❑	Contact and update your SPSA Field Officer or in their absence, notify the 24 hour Provincial Operations Centre at 1-800-667-9660
❑	Assess ICP staffing needs for next operational periods. ○ Identify positions required ○ Staff must be provided adequate rest between shifts and no staff should work more than one 12-hour shift without adequate rest given ○ Ensure Section Chiefs create shift schedules for their section ○ Additional ICS trained personnel may be requested through mutual aid and/or Saskatchewan Public Safety Agency
❑	Assess the extent of the disaster and anticipated resources required over the next operational period in order to ascertain an approximate cost projection. Ensure the affected Council(s) is kept apprised of this information
❑	Communicate any cost implications to the ICP and determine any allocated sums from the total budget to each section
❑	Keep Council(s) frequently updated:
Done	**Post Incident Tasks**
❑	Provide recommendations on Re-entry if applicable
❑	Formalize agreed-upon Re-entry/Recovery procedures
❑	Consult community partners on resources and support they can provide in Re-entry & Recovery phase Encourage community feedback
❑	Coordinate and participate in emergency debrief for ICP (including scene/field personnel) and ESS personnel.
❑	Ensure a debrief is provided for any volunteers or volunteer organizations
❑	See Post Incident Guidelines in Regional Emergency Management Plan
❑	**If designated as the Emergency Measures Coordinator:** ○ Review documentation from all responding organizations and integrate feedback from these and the debrief into one complete and final report. ○ Identify corrective actions ensuring each corrective action is assigned responsibility and deadline for completion. ○ Submit corrective actions to BREMG Steering Committee for review. ○ Continue reviewing corrective actions until all are complete. ○ Create updates and revisions to emergency plans as per corrective actions identified and gathered from emergency debriefs and constructive community feedback.

Command – Planning P Cycle



4. Liaison Officer

Responsibility	Reports to
• Function as liaison and communication conduit between external agencies and ICP. • May be appointed to liaise between ICP and affected Council(s). • Ensure external assisting or cooperating agencies receive regular updates from the ICP - including any Emergency Social Services activity updates.	• Incident Commander • Work closely with the Information Officer to ensure consistent overall messaging • May have one or more Assistants



Key ICS Forms	
ICS 213-RR Resource Request	ICS 214 Activity Log
Other Forms – not an inclusive list	
• Council Briefing Template	• Shift Briefing Form

The order of consideration for the following tasks depends on the specific factors of each emergency.

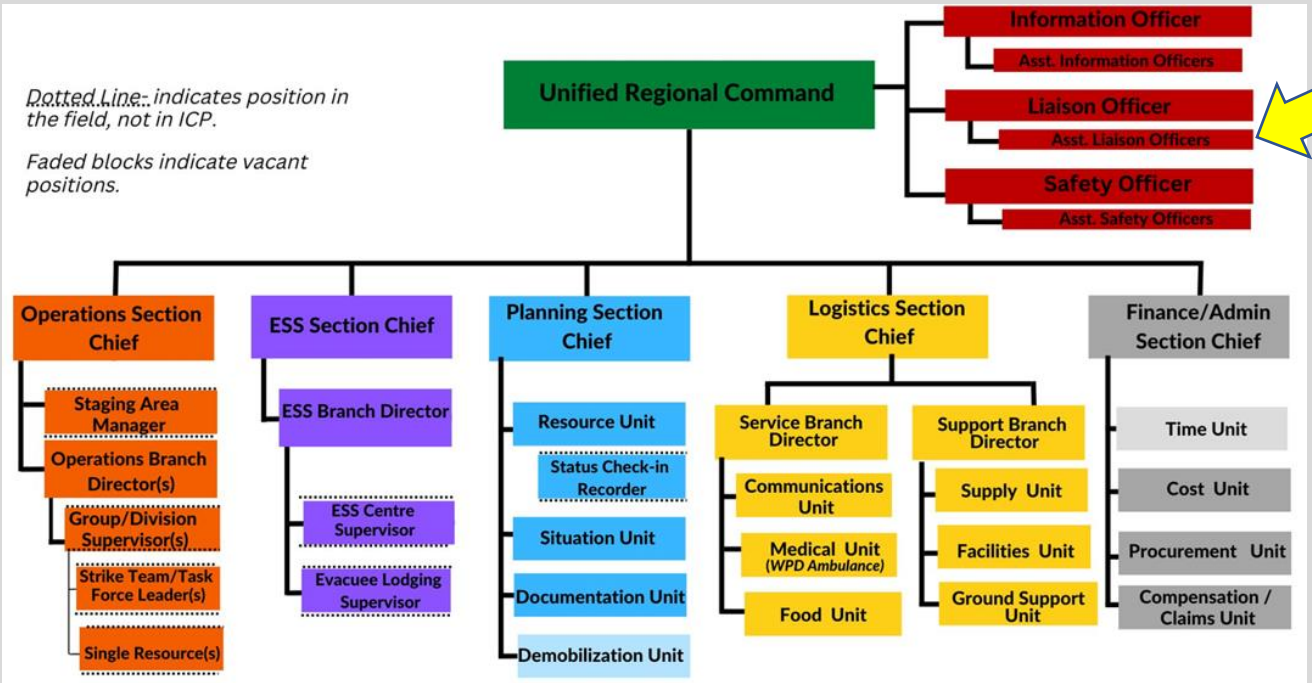
Done	Initial Tasks
❑	Sign-in and assist with set-up of ICP.
❑	Obtain briefing from Incident Commander.
❑	If one has not already been assigned, appoint an Assistant Liaison Officer position to work on-site at the ESS Centre. This will help to ensure consistent, streamlined communication between Regional ICP and ESS Facility.
❑	Determine if any additional Assistant Liaison Officers are required.
❑	Identify other agencies involved in the response and establish contact with them through their agency representative. This does not include media. Media is the responsibility of the Information Officer. **Do not distribute your contact information or that of other ICP personnel to the public.**
❑	Let external assisting/cooperating agencies know that you are the Liaison Officer for the ICP and as such are the point of contact for these agencies on behalf of the ICP. Obtain correct contact information for each agency.

Done	Initial Tasks
❑	Identify external agency concerns and report to ICP.
❑	Keep external assisting/cooperating agencies updated of ICP activities as they relate to external agency activities.
❑	Identify efficient methods to keep external agencies regularly updated this may include but not be limited to: ○ Regularly scheduled briefing meetings by teleconference or other means. ○ Shared situational updates. ○ Invitations to ICP meetings (be sure to notify IC, Command and General staff if this is the case).
❑	Work closely with Information Officer to determine if a Joint Incident Communications Centre or teleconference is required/appropriate for external agencies.
❑	Work closely with Information Officer to determine if a General Information Line is required for agencies not part of the response but affected by the incident to obtain regularly updated information.
❑	The Liaison Officer may be delegated responsibility for keeping the affected council(s) updated throughout the incident.
❑	In addition to regular updates, consider inviting a representative member of Council to attend operational period briefings for informational gathering and observation purposes only.
❑	Keep an Activity Log (ICS Form 214) of all actions/decisions made.

Done	Post Incident Tasks
❑	Participate in emergency debrief.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

5. Assistant Liaison Officer (if assigned to ESS Centre)

Responsibility	Reports to
• Act as liaison and communication conduit between municipal ESS personnel and external assisting or cooperating agencies (ex: partner ESS NGOs and service providers). • Ensure ESS agencies receive regular updates from the municipality - including any Emergency Social Services activity updates. • Provide Liaison Officer at ICP with regular updates.	• Incident Commander • Work closely with the Information Officer to ensure consistent overall messaging • May have one or more Assistants



Key ICS Forms	
ICS 213-RR Resource Request	ICS 214 Activity Log
Other Forms – not an inclusive list	
•	• Shift Briefing Form

The order of consideration for the following tasks depends on the specific factors of each emergency.

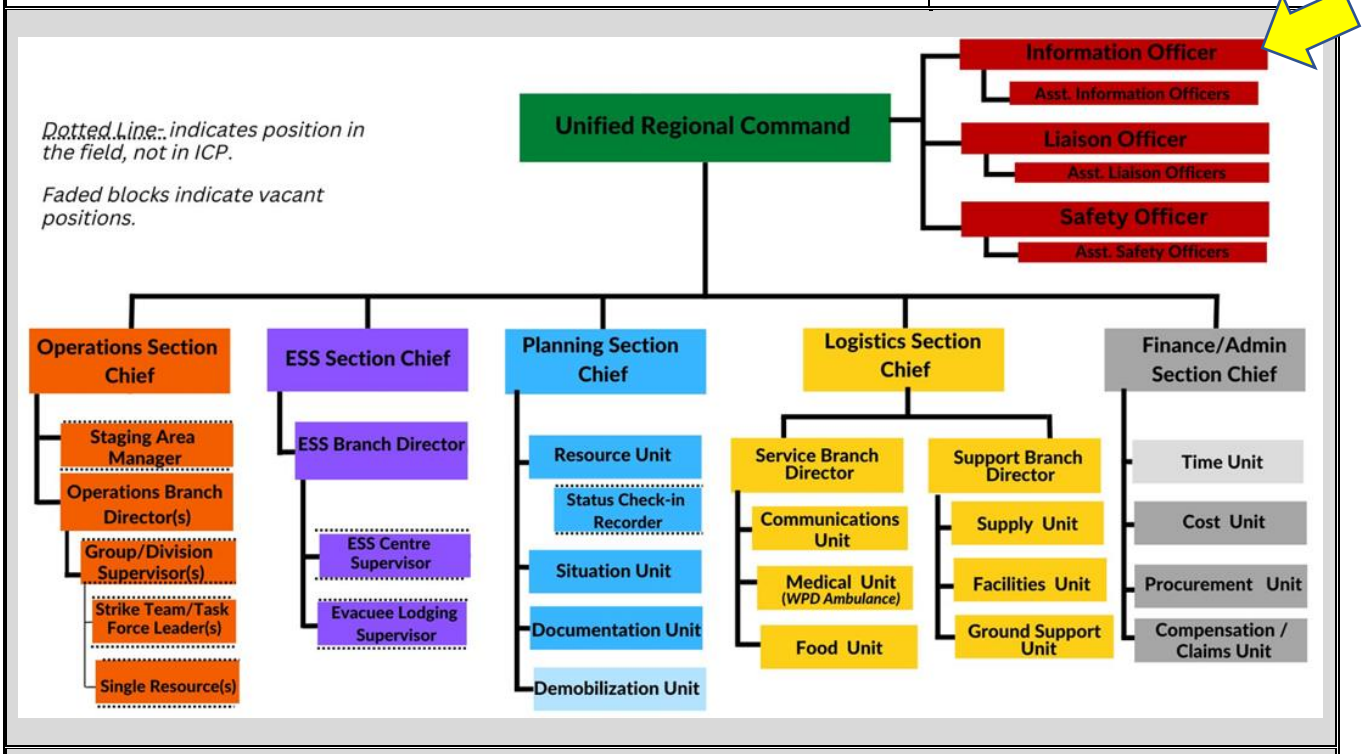
Done	Initial Tasks
❑	Contact and obtain briefing from Liaison Officer
❑	As requested, go to, sign-in and assist with set-up of ESS Centre.
❑	Obtain briefing from ESS Centre Supervisor.
❑	Identify other assisting or cooperating ESS agencies involved in the response and establish contact with them. This does not include media. Media is the responsibility of the Information Officer. Do not distribute your contact information or that of other ESS Centre personnel to the public.
❑	Let external agencies know that you are the Liaison Officer for the ESS Centre and as such are the point of contact for external agencies on behalf of the ESS Centre. Obtain correct contact information for each agency.
❑	Identify external agency concerns and report to ESS Centre Supervisor.

Done	Initial Tasks
❑	Keep external assisting/cooperating ESS agencies updated of ESS Centre activities as they relate to external agency activities.
❑	Identify efficient methods to keep external assisting/cooperating ESS agencies regularly updated this may include but not be limited to: • Regularly scheduled briefing meetings by teleconference or other means. • Shared situational updates. • Invitations to ESS Centre meetings (be sure to notify ESS Branch Director and ESS Centre Supervisor if this may be the case).
❑	Keep an Activity Log (ICS From 214) of all actions/decisions made per shift.
❑	Participate in daily ESS centre briefings.

Done	Post Incident Tasks
❑	Participate in emergency debrief.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

6. Information Officer

Responsibility	Reports to
• Oversees all public information aspects of response • Ensures the public receives timely, complete, and accurate information. • Ensures info to public has first been verified and approved by the Incident Commander. • Ensures incident sites also receive timely updated information (ex: ESS Facilities, Camps).	• Incident Commander • Work closely with the Liaison Officer to ensure consistent overall messaging • May have one or more Assistants



Key ICS Forms	
ICS 213-RR Resource Request	ICS 214 Activity Log
Other Forms – not an inclusive list	
• Council Briefing Template • Sample Media Public Notification Forms • Message Distribution Tracking Form • Initial Message Template • Message Approval Form	• Pre-Evacuation Alert & Mandatory Evacuation Notification Templates • Public Message Development Worksheet • Message Template • Shift Briefing Form

The order of consideration for the following tasks depends on the specific factors of each emergency.

Done	Initial Tasks
❑	Sign-in and assist with set-up of ICP.
❑	Obtain briefing from Incident Commander.
❑	Coordinate dissemination of critical notifications that have been approved by the Incident Commander as instructed.
❑	If one has not already been assigned, appoint an Assistant Information Officer position to work on-site at the ESS Centre. This will help to ensure consistent, streamlined communication between Regional ICP and ESS Facility.
❑	Determine if any additional Assistant Information Officers are required.

Done	Initial Tasks
❑	Collect info from ICP meetings to compile into media releases, regular updates for public upon approval from Incident Commander.
❑	Establish official source(s) of information and publicize.
❑	Contact local radio stations and provide approved info.
❑	Issue media releases and establish schedule that meets media deadlines. **Note:** Updates to the public should be sent **every hour over the first few hours** of the response - even if there is no added information. This is best practice to let public know the situation is being addressed and to mitigate rumors. **DO NOT provide your ICP or personal phone number to the media.**
❑	Determine if a general information and/or media phone line needs to be established.
❑	Coordinate set-up and messaging to be provided by such if possible (ex: pre-recorded and updated messages or with personnel able to take inquiries).
❑	Determine if Joint Information Centre (JIC) needs to be established, if yes, coordinate in person or via teleconference with other responding organizations' designated information officers.
❑	Work with Liaison Officer to establish contact with external agencies' information officers.
❑	Provide info from JIC to ICP staff at planning meetings.
❑	Begin collaborating with Council on statement to public on behalf of Council members.
❑	Determine if Media conference is required and schedule if so. See Media Conference Guidelines – REMP Section 4
❑	Monitor media and create anticipated list of public FAQs and spokespersons responsible for each.
❑	Try to arrange for media photo opportunities. Coordinate with Safety Officer and get Incident Commander approval.
❑	Coordinate VIP tours where requested.
❑	Provide approved public information and regular updates to other incident sites including ESS Facilities and Camps.
❑	Keep an Activity Log (ICS Form 214) of all actions/decisions made.

The following media statement may be used by any incident personnel if approached by media.

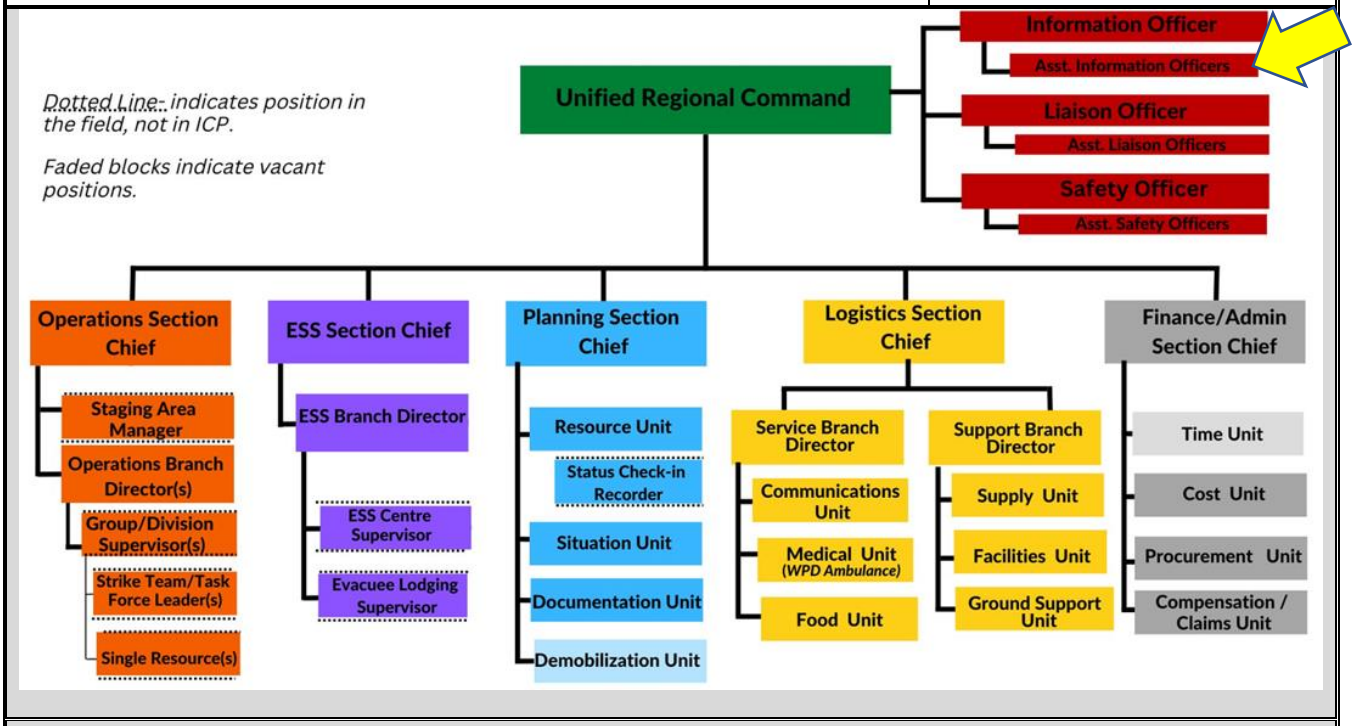
"We have activated our emergency response plan and have personnel actively responding to the incident. Updated information will be provided by the Information Officer through local radio stations.

Information can also be found on SaskAlert as it becomes available. Our goal is to keep residents as informed and as safe as possible throughout the incident."

Done	Post Incident Tasks
❑	Continue to provide regularly scheduled information and updates until residents have returned home and/or for as long as reasonably needed.
❑	Participate in emergency debrief. Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

7. Assistant Information Officer (if assigned to ESS Centre)

Responsibility	Reports to
• Oversees information for distribution at or through ESS centres and services. • Coordinates messaging with other assisting and cooperating ESS agencies to ensure consistent messaging. • Ensures the evacuees/affected public receive timely, complete, and accurate information. • Ensures any info for dissemination has first been verified and approved by the Information Officer (ICP) and/or Incident Commander.	• Information Officer



Key ICS Forms	
ICS 213-RR Resource Request	ICS 214 Activity Log
Other Forms – not an inclusive list	
Message Distribution Tracking Form	Message Template
Message Approval Form	Shift Briefing Form

The order of consideration for the following tasks depends on the specific factors of each emergency.

DO NOT provide your ESS Centre or personal phone number to the media.

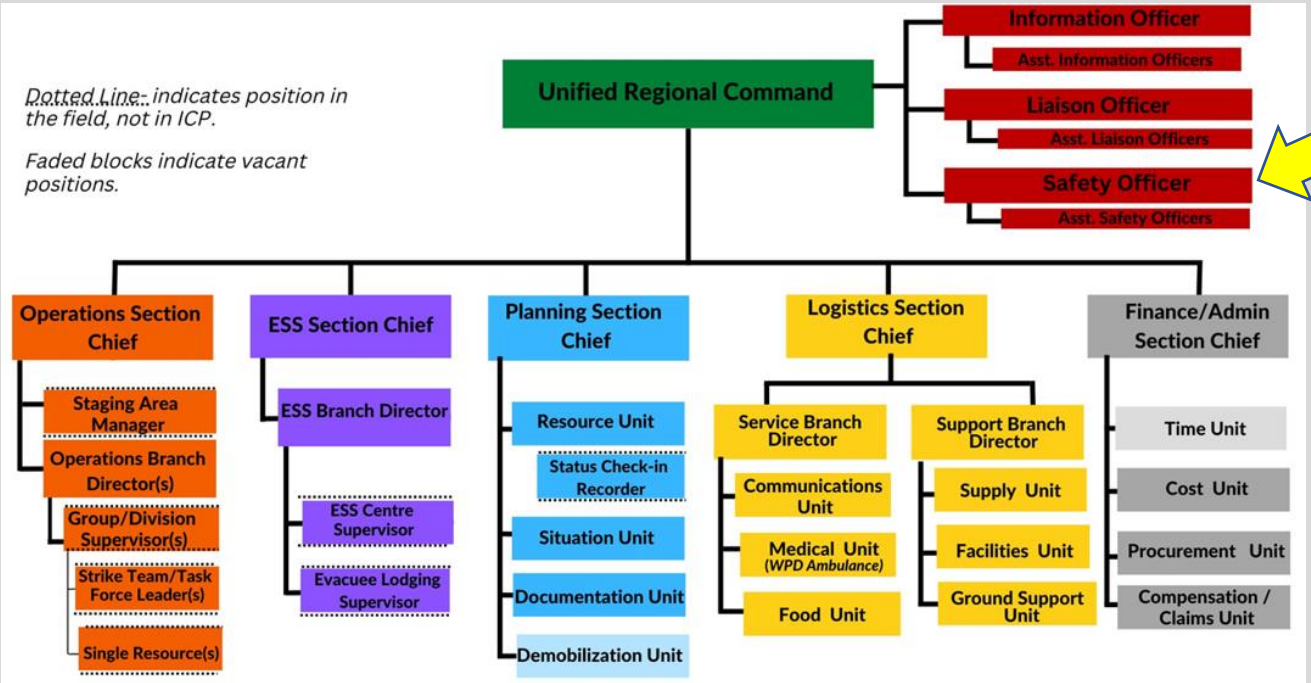
Done	Initial Tasks
❑	Contact and obtain briefing from Information Officer
❑	As requested, go to, sign-in and assist with set-up of ESS Centre.
❑	Obtain briefing from ESS Centre Supervisor.
❑	Keep ESS Centre Supervisor informed at all times of any information that could impact ESS operations prior to its distribution so that ESS services etc. may be adapted as needed. Issue informational updates that have been approved by the Information Officer at the ICP.
❑	Identify any gaps in information being received by evacuees/affected public. Create messaging for approval and/or work with Information Officer at ICP to obtain information to address gaps.

Done	Initial Tasks
❑	Ensure Information Officer approved updates on incident are posted in visible locations for affected residents and provide the same approved info to ESS Evacuee Lodging Group Supervisor to post for evacuees as well.
❑	Collect info from ESS Centre meetings to compile into regular updates etc. for the affected public upon approval from Information Officer at ICP.
❑	Assist Information Officer at ICP by providing timely information for media releases.
❑	May work with Asst. Liaison Officer to establish contact with external ESS assisting and cooperating agencies' information officers.
❑	Media is not allowed inside ESS Centres where/when affected public may be present in order to protect the privacy of those affected.
❑	You should anticipate that media will nonetheless try to obtain entrance to the ESS Centre(s). Do not allow entry but be prepared to meet them with pre-approved information.
❑	Work closely with Security and ensure Security is present anytime media is present.
❑	Determine appropriate spokesperson(s) on behalf of municipal ESS operations. Consult with Information Officer at ICP. Note that spokesperson(s) for the incident may be limited. Do not make assumptions or speculate who spokesperson may be without prior consultation with the Information Officer at the ICP.
❑	Monitor media regarding ESS operations and create anticipated list of public FAQs and potential spokespersons responsible for each. Consult with Information Officer at ICP.
❑	If ESS spokesperson will be utilized. Provide a copy of anticipated FAQs to each ESS spokesperson prior to press conference/media interviews.
❑	Brief each spokesperson prior to press conference/media interviews.
❑	Maintain an Activity Log (ICS Form 214) of all activities and decisions made per shift.
❑	Participate in daily ESS centre briefings

Done	Post Incident Tasks
❑	Continue to provide regularly scheduled information and updates until residents have returned home and/or for as long as reasonably needed.
❑	Participate in emergency debrief.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

8. Safety Officer

Responsibility	Reports to
• Identifies and implements safety requirements for field personnel (including ESS), this may include but not be limited to personal protective equipment, job hazard assessments, toolbox meetings, emergency site procedures. • Anticipates how changing situations may require changes or additions to safety plans (ex: changes in weather). • Reviews the medical plan and operational plans and tasks and makes recommendations to mitigate hazards and provide for safety of personnel. • **Has the authority to stop work deemed unsafe.**	• Incident Commander • May have one or more Assistants



Key ICS Forms			
ICS 208	Safety Message/Plan	ICS 215A	Incident Action Plan Safety Analysis
ICS 213-RR	Resource Request	ICS 214	Activity Log
Other Forms – not an inclusive list			
• Provincial Occupational Health & Safety Handbook		• Shift Briefing Form	

The order of consideration for the following tasks depends on the specific factors of each emergency.

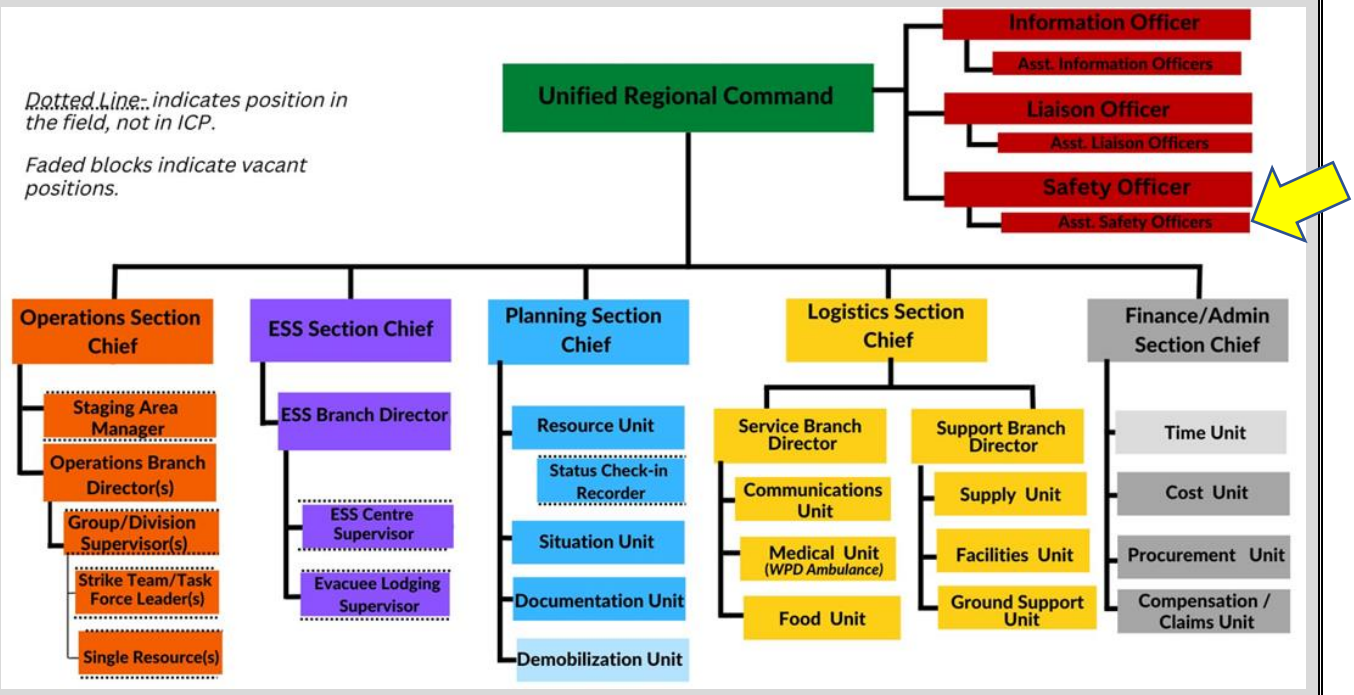
Done	Initial Tasks
❑	Sign-in and assist with set-up of ICP.
❑	Obtain briefing from Incident Commander.
❑	Identify any immediate site safety concerns.
❑	If one has not already been assigned, appoint an Assistant Safety Officer to work on-site at the ESS Centre.
❑	Determine if any additional Assistant Safety Officers are required.

Done	Initial Tasks
❑	If needed assign Assistant Safety Officers to monitor work sites and report on safety concerns. Notify Operations Section if Assistant Safety Officer(s) will be utilized.
❑	Participate in Tactics Meeting with Operations Section Chief and identify any hazardous or unsafe tasks. Make safety recommendations. Document on Incident Action Plan Safety Analysis 215A.
❑	Create safety message using Safety Message/Plan Form 208 to be included in Incident Action Plan.
❑	Monitor and anticipate changes in situation that could have impacts on worker safety.
❑	Order resources as needed (ex: personal protective equipment, first aid kits).
❑	Create a plan/process for managing any near misses, and injuries.
❑	Work closely with the Compensation/Claims Unit (Finance/Admin Section) to complete investigations into damages and injuries.
❑	Review and approve the Medical Plan Form 206.
❑	Keep an Activity Log (ICS Form 214) of all actions/decisions made.

Done	Post Incident Tasks
❑	Participate in emergency debrief.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

9. Assistant Safety Officer (if assigned to ESS Centre)

Responsibility	Reports to
• Identifies and implements safety requirements for ESS personnel, this may include but not be limited to personal protective equipment, job hazard assessments, toolbox meetings, site safety procedures. • Anticipates how changing situations may require changes or additions to safety plans (ex: additional influx of evacuees). • Makes recommendations to mitigate hazards and provide for safety of personnel. • If work is deemed unsafe, may request the Safety Officer to initiate a stop work order.	• Safety Officer



Key ICS Forms			
ICS 208	Safety Message/Plan	ICS 215A	Incident Action Plan Safety Analysis
ICS 213-RR	Resource Request	ICS 214	Activity Log
Other Forms – not an inclusive list			
•		• Shift Briefing Form	

The order of consideration for the following tasks depends on the specific factors of each emergency.

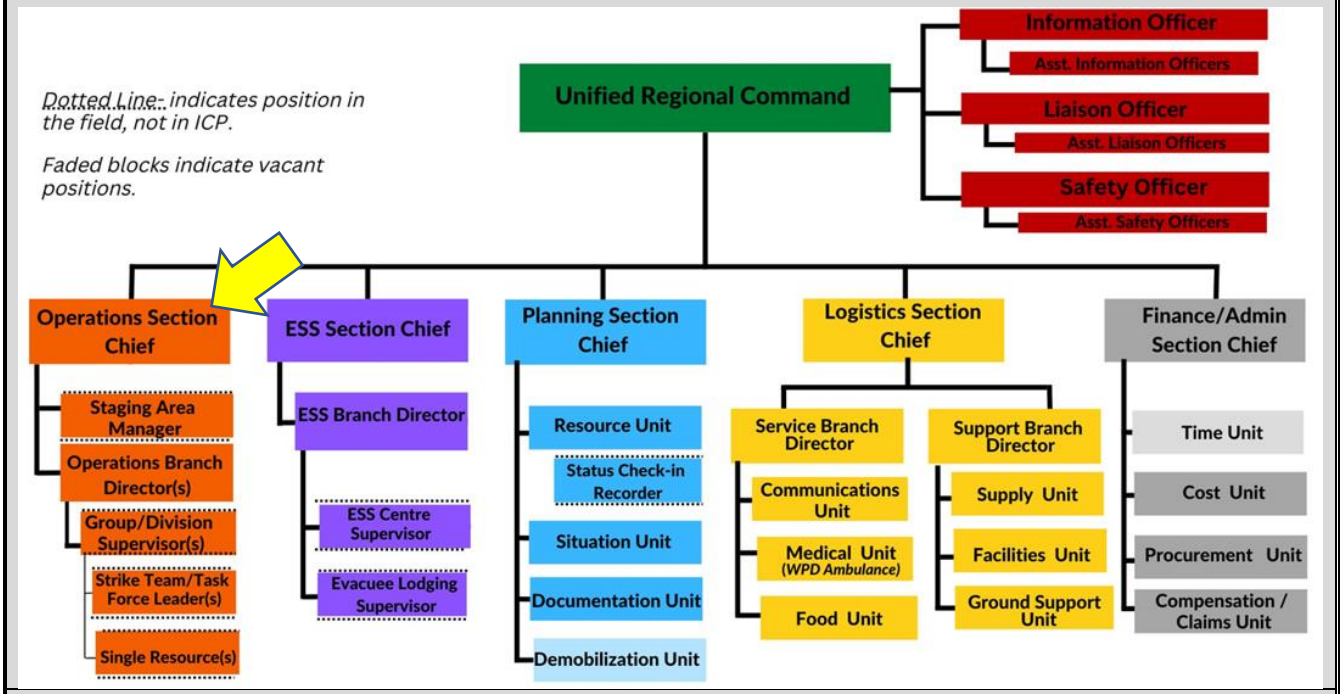
Done	Initial Tasks
❑	Contact and obtain briefing from Safety Officer
❑	As requested, go to, sign-in and assist with set-up of ESS Centre.
❑	Obtain briefing from ESS Centre Supervisor.
❑	Identify any immediate site safety concerns.
❑	Monitor work sites and report on safety concerns.
❑	Create safety message as they relate to ESS operations using Safety Message/Plan Form 208 to be included in Incident Action Plan and forward to the Safety Officer in ICP.

Done	Initial Tasks
❑	Monitor and anticipate changes in situation that could have impacts on ESS worker safety.
❑	Order resources as needed (ex: personal protective equipment, first aid kits).
❑	Create a plan/process for handling any near misses and injuries in consultation with the Safety Officer at the ICP.
❑	Work closely with the Compensation/Claims Unit (Finance/Admin Section at ICP) to complete investigations into damages and injuries.
❑	Keep Activity Log (ICS Form 214) of all actions/decisions made per shift.
❑	Participate in daily ESS Centre briefings.
Done	**Post Incident Tasks**
❑	Continue to provide regularly scheduled information and updates until residents have returned home and/or for as long as reasonably needed.
❑	Participate in emergency debrief.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

10. Operations Section Chief

Responsibility	Reports to
• Determines operational strategies and tactics to meet Incident Objectives. • Oversees and assigns tasks to Operations Section (Branches, Groups, Divisions, Task Forces, Strike Teams and Staging Area Manager). • Ensures span of control no greater than 1:7 (1 supervisor to 7 workers).	• Incident Commander • May have one or more Deputies

- **Special Note:** The best suited subject matter expert to fill or assist this role may depend on the type of emergency at hand, as well as the lead response group and may be a representative from one of the following departments/agencies:
  - Fire
  - RCMP/Law Enforcement
  - Utilities
  - Government and/or industry
  - Public Works



Key ICS Forms			
ICS 234	Work Analysis Matrix	ICS 215	Operational Planning Worksheet
ICS 213-RR	Resource Request	ICS 214	Activity Log
ICS 201	Incident Briefing	ICS 204	Assignment List

Other Forms – not an inclusive list	
• Pre-Evacuation Alert & Mandatory Evacuation Templates	• Shift Briefing Form

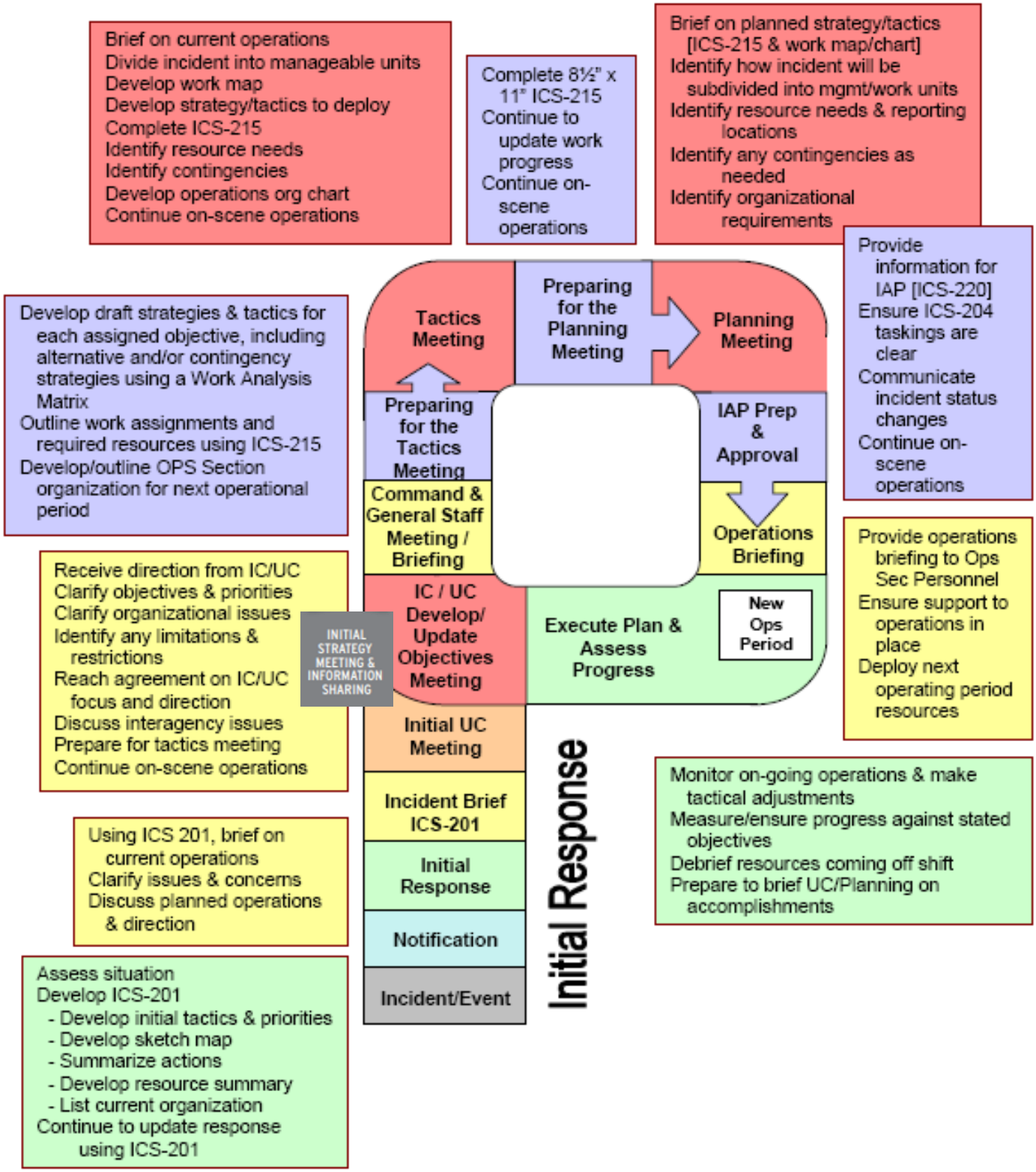
The order of consideration for the following tasks depends on the specific factors of each emergency.

Done	Initial Tasks
❑	Sign-in and assist with set-up of ICP.
❑	Obtain briefing from Regional Incident Commander. If required and if approved by the Regional Incident Command, contact and speak directly with the initial on-scene Incident Commander to gain understanding of event and response resources.
❑	**Review objectives as briefed by Incident Commander.** **If there are concerns with objectives or objectives cannot be met immediately notify Incident Commander before progressing with strategies and tactics.**

Done	Initial Tasks
❑	Brief other Operations personnel (Branch Directors or Supervisors)
❑	Use ICS 234 Work Analysis Matrix to determine practical strategies for meeting objectives (ideally at least 3 different strategies per objective) and prioritize them. Be prepared to present at Strategy Meeting
❑	Address other current incident concerns as they arise. Be sure resources are in place to accommodate (ex: additional fire suppression to manage normal call volume in addition to the incident).
❑	Work closely with the Resource Unit who will track all Operations resources
❑	Notify Resource Unit of any changes in assignment/status of tactical resources so the resource tracking board can be updated and accurately reflect site activities and tactical resources.
❑	Ensure all Operations staff check with the Resource Unit first before placing a new resource order with Logistics
❑	Once you have determined strategies and tactics, use the ICS 215 Operational Planning Worksheet to identify the various work teams & tasks
❑	Chair Tactics Meeting (Safety Officer, Resource Unit Leader, Logistics Section Chief). See sample Tactics Meeting Agenda.
❑	Communicate the planned work and organizational structure of the Operations Section at the Tactics Meeting. Complete the Operational Planning Worksheet with assistance from Resource Unit Leader to identify resources currently available and resources that need to be ordered. Note that this may include ESS resources. Determine tasks to be assigned (Tactics) for documentation on Assignment List(s) 204 by the Resource Unit Leader.
❑	Ensure appropriate supervision of personnel on operational activities at all times.
❑	Maintain Activity Log (ICS Form 214) of decisions made.
❑	Ensure staff schedules within Operations Section occur. Staff must be provided adequate rest between shifts and no staff should work more than one 12-hour shift without an adequate rest period given.

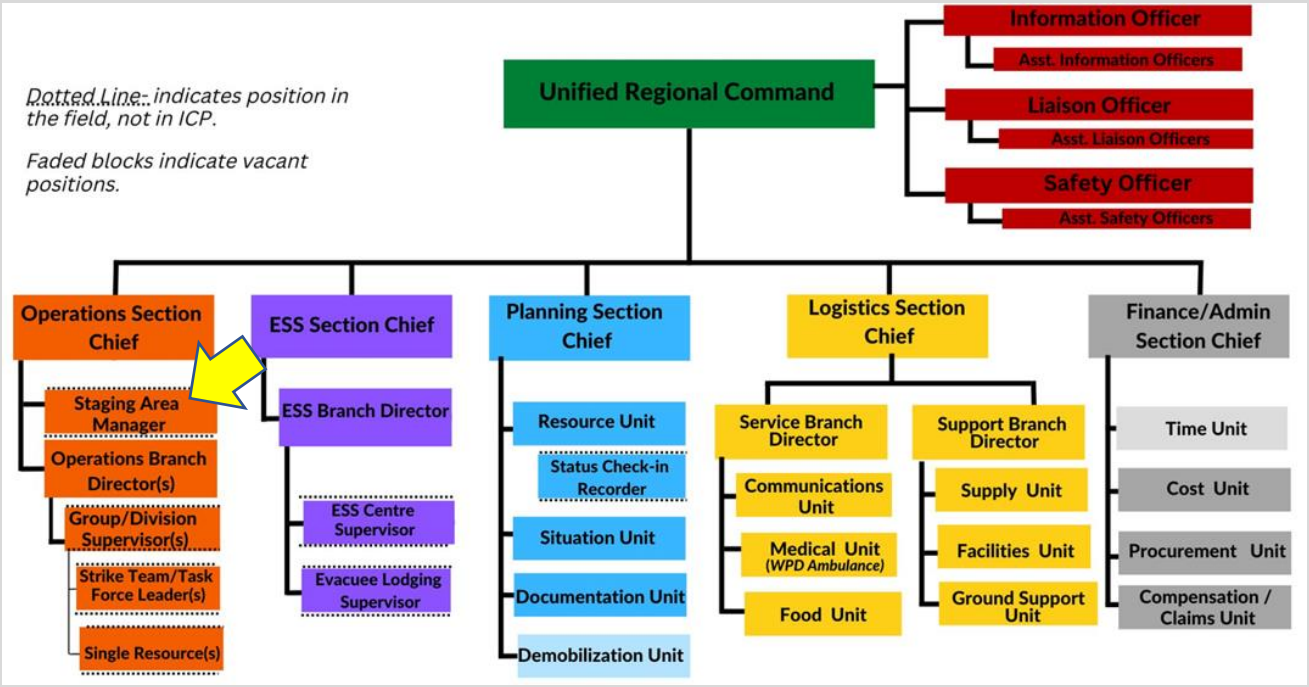
Done	Post Incident Tasks
❑	Provide feedback as necessary on Re-Entry recommendations if applicable.
❑	Participate in emergency debrief.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

Operations Section – Planning P Cycle



11. Staging Area Manager

Responsibility	Reports to
• Oversees Staging Area • Report to and remain in close communications with Operations Section Chief. • Has authority to refuse entry to any equipment/personnel that are not qualified, are in bad repair	• Operations Section Chief



Key ICS Forms			
ICS 214	Activity Log	ICS 211	Incident Check-In List
ICS 213-RR	Resource Request	ICS 221	Demobilization Check-Out

The order of consideration for the following tasks depends on the specific factors of each emergency.

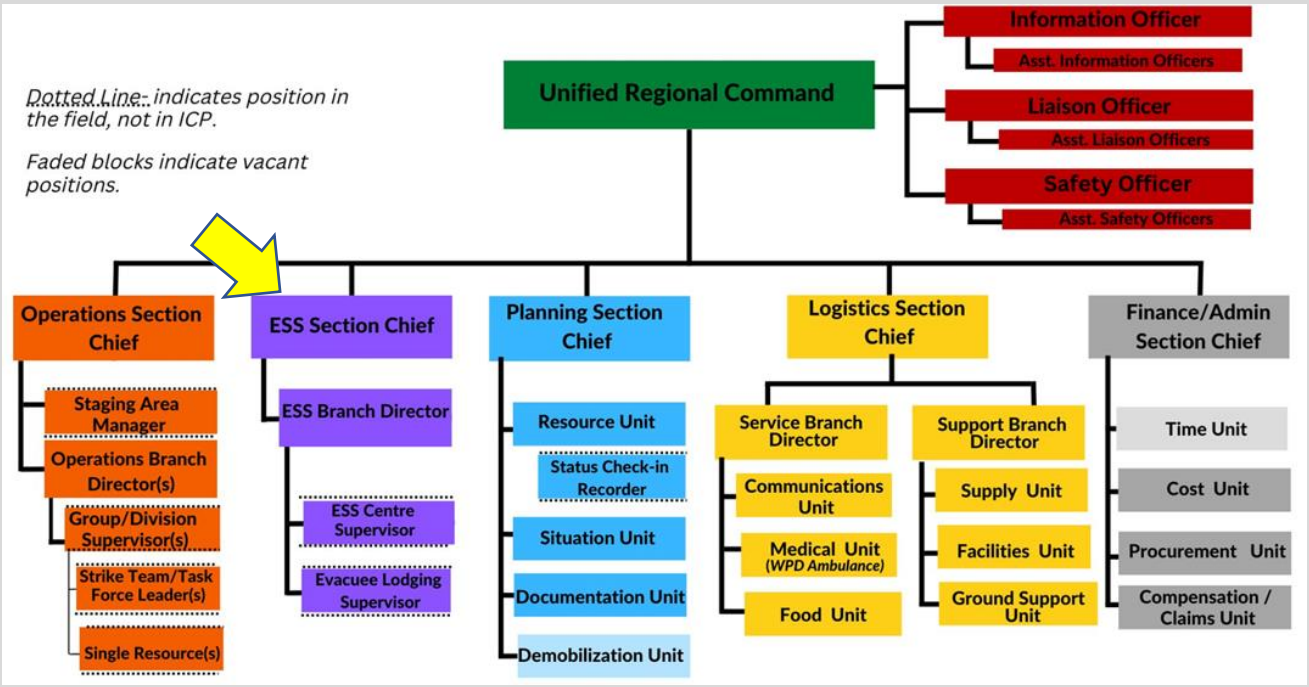
Done	Initial Tasks
❑	Obtain briefing from Operations Section Chief.
❑	In cooperation with Operations Section Chief, establish Staging Area(s) locations. It should be large enough for equipment to safely manoeuvre. Additional locations may be established as needed. Consider proximity of Staging Area to refuelling locations.
❑	Report to Staging Area and establish communications between Staging Area and ICP (Operations Section Chief).
❑	Ensure all equipment and personnel are documented.
❑	Communicate status of all equipment in Staging Area or changes in status to the Resource Unit Leader in a timely & consistent fashion (ex: Available, Assigned or Out of Order).
❑	Appoint or delegate personnel to function as gate security for Staging Area.
❑	Direct equipment and personnel within the staging area.
❑	Ensure all equipment and personnel check-in to Staging Area and check-out upon completion of work/ shift and are documented as such.

Done	Initial Tasks
	May require pre- and post-task assignment equipment inspections.
❑	Ensure proper documentation is maintained of all equipment and personnel used including hours and location of work and task descriptions.
❑	Work closely with Logistics (Ground Support Unit) to ensure proper maintenance/repair and fuelling of equipment as needed.
❑	Arrange for food, washrooms and other supports required for personnel in Staging Area by making request through Logistics (Supply Unit).
❑	Maintain Activity Log ICS Form 214 and accurate records of all actions/decisions made.

Done	Post Incident Tasks
❑	May work with Finance/Admin to ensure all records of equipment and personnel used are submitted for cost tracking and recovery purposes.
❑	Participate in emergency debrief.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

12. ESS Section Chief

Responsibility	Reports to
• Determines ESS strategies and tactics to meet Incident Objectives. • Oversees and assigns tasks to ESS section personnel	• Incident Commander • May have one or more Deputies



Key ICS Forms			
ICS 234	Work Analysis Matrix	ICS 215	Operational Planning Worksheet
ICS 213-RR	Resource Request	ICS 214	Activity Log
Other Information and Forms – not an inclusive list			
• Regional ESS Plan		• Shift Briefing Form	

The order of consideration for the following tasks depends on the specific factors of each emergency.

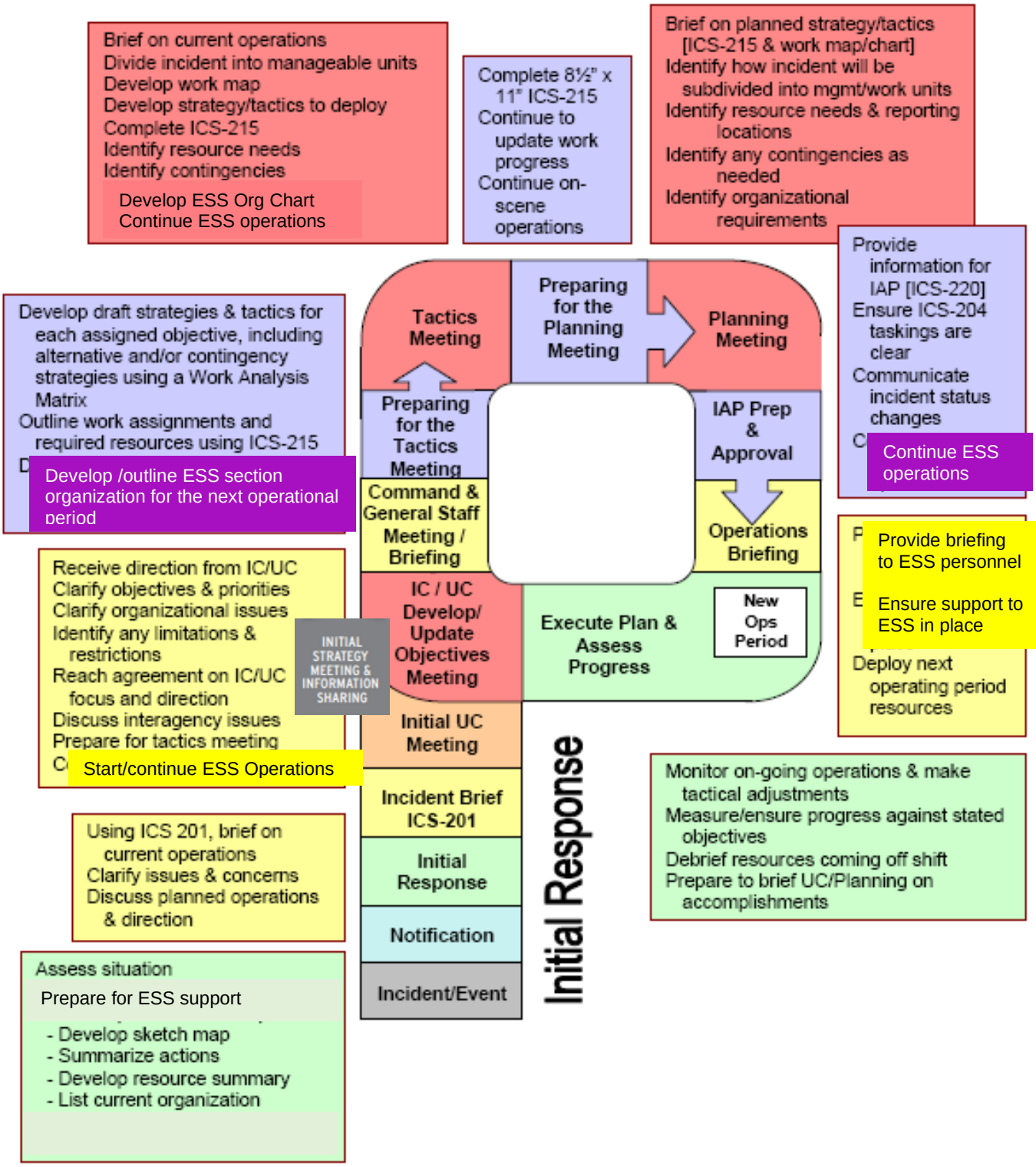
Done	Initial Tasks
❑	Sign-in and assist with set-up of ICP.
❑	Obtain briefing from Regional Incident Commander.
❑	**Review objectives as briefed by Incident Commander.** **If there are concerns with any ESS related objectives or objectives cannot be met immediately notify Incident Commander before progressing with ESS strategies and tactics.**
❑	Communicate incident objectives, especially ESS objectives to the ESS Branch Director and ensure they are further communicated to the ESS Centre Group Supervisor and Evacuee Lodging Group Supervisor to be shared with all personnel in the ESS Section.
❑	Ensure that ESS facilities are utilizing the Supply Unit to place all orders. If there are delays or miscommunication in resource orders, request the Supply Unit Leader to appoint an Ordering Manager on site at the ESS facilities to process ESS Resource Request Forms.
❑	Use ICS 234 Work Analysis Matrix to determine practical strategies for meeting ESS objectives (ideally at least 3 different strategies per objective) and prioritize them. Be prepared to present at Strategy Meeting
❑	

Done	Initial Tasks
❑	
❑	
❑	Address other current ESS concerns as they arise. Be sure resources are in place to accommodate (ex: Assistant Safety Officer, Assistant Liaison Officer, Assistant Information Officer at ESS Centre).
❑	Contact the Resource Unit who may be able to help you track all ESS resources
❑	If using the Resource Unit to track ESS Resources - Notify Resource Unit of any changes in assignment/status of ESS resources so the resource tracking board can be updated and accurately reflect ESS activities and resources.
❑	
❑	Once you have determined strategies and tactics, refer to Appendix A - ESS Plan and use the ICS 215 Operational Planning Worksheet to identify the various work teams & tasks
❑	If lodging is required, determine type(s) of lodging that will be required as well as estimated number requiring lodging, personnel, supply, lodging capacity and cost requirements of each (ex: congregate, commercial or a combination of congregate & commercial lodging).
❑	Inform ESS Branch Director and ESS Evacuee Lodging Group Supervisor and ensure lodging facilities notified and ready to receive evacuees.
❑	Participate in the Operational Tactics Meeting or meet with the ESS Branch Director, Safety Officer, Resource Unit Leader, Logistics Section Chief separately to clarify ESS tactics and resources. .
❑	Complete the Operational Planning Worksheet with assistance from ESS Branch Director and Resource Unit Leader to identify ESS resources currently available and resources that need to be ordered. Determine tasks to be assigned (Tactics) for documentation on Assignment List(s) 204 by the Resource Unit Leader.
❑	Ensure any congregate lodging facilities are set-up and fully staffed as needed. Note: use of congregate lodging facilities may depend on number of evacuees, available personnel, anticipated length of evacuation, type of event and budget limitations.
❑	Assist with acquisition of goods & services for ESS Centres as needed.
❑	
❑	Attend ESS Centre daily briefings to provide updates from ICP as appropriate. Request at minimum, daily updates from ESS Centres.
❑	Obtain regular updates on number of evacuees registered and report to Situation Unit in ICP for situational awareness.
❑	Work with Information Officer to ensure ESS Centres are provided daily pre-approved updates to disseminate to evacuees/residents.
❑	Ensure appropriate supervision of personnel on ESS activities at all times.
❑	Maintain Activity Log (ICS Form 214) of decisions made.
❑	Ensure staff schedules within ESS Section occur. Staff must be provided adequate rest between shifts and no staff should work more than one 12-hour shift without an adequate rest period given.

Done	Hosting Outside of Local Jurisdiction
❑	If hosting agreements are implemented and multiple ESS Centres required outside of the boundaries of your local jurisdiction, ensure that host ESS staff are in place, host ESS centres set-up and ready to receive evacuees.
❑	Function as a point of contact between host ESS centre(s) and ICP.
❑	Collect daily updates from ESS Centre Supervisor and Lodging Supervisor(s).

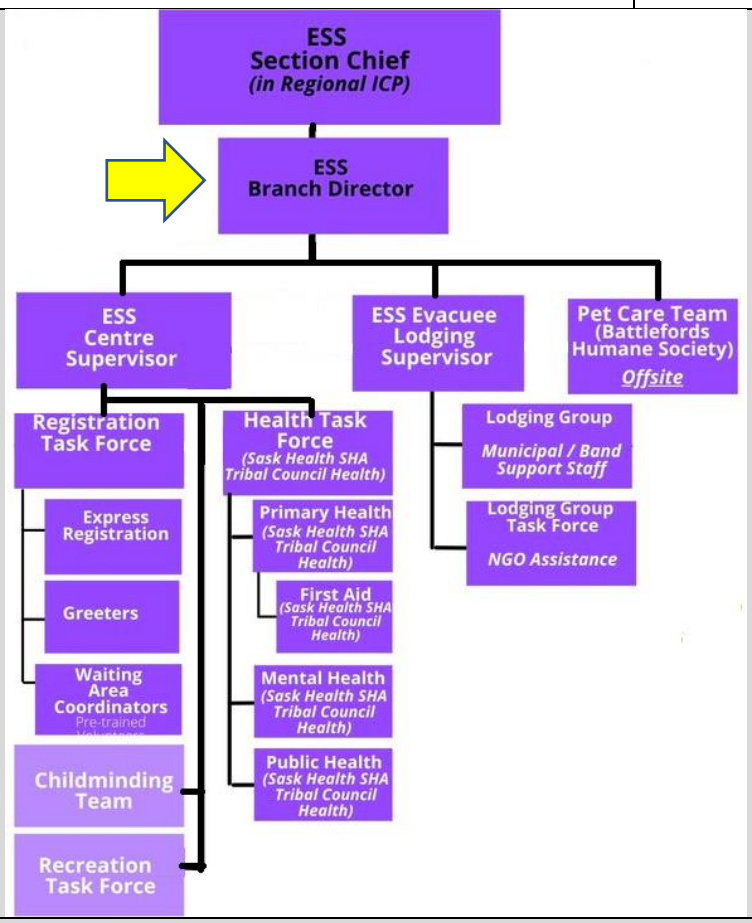
Done	Post Incident Tasks
❑	Ensure when SOLE has been rescinded/terminated that ESS staff are notified.
❑	Oversee ESS re-entry & recovery services.
❑	Participate in emergency debrief.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

Emergency Social Services – Planning P Cycle



13. ESS Branch Director

Responsibility	Reports to
• Work with the ESS Section Chief to determines ESS strategies and tactics to meet Incident Objectives. • Provide direct oversight to ESS section personnel • May be located in ICP but makes frequent and regular visits to all ESS sites.	• ESS Section Chief • May have a Deputy



Key ICS Forms			
ICS 234	Work Analysis Matrix	ICS 215	Operational Planning Worksheet
ICS 213-RR	Resource Request	ICS 214	Activity Log
Other Information and Forms – not an inclusive list			
• Regional ESS Plan		• Shift Briefing Form	

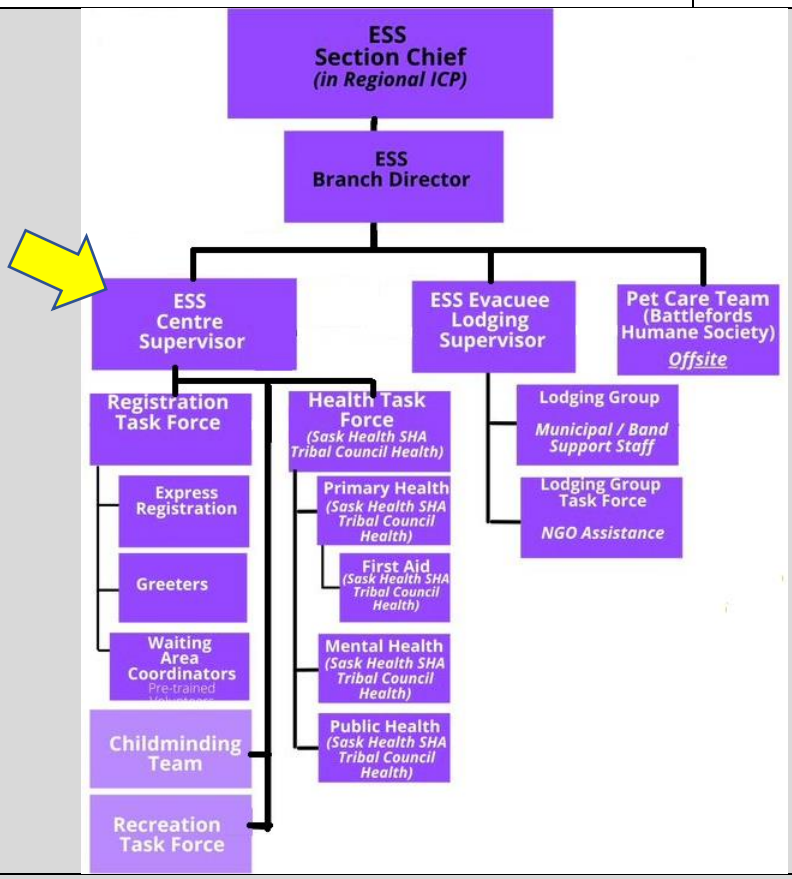
The order of consideration for the following tasks depends on the specific factors of each emergency.

Done	Initial Tasks
❑	Sign-in and assist with set-up of ICP
❑	Obtain briefing from Regional Incident Commander and/or ESS Section Chief
❑	Communicate incident objectives, especially ESS objectives to the ESS Centre Group Supervisor and ESS Evacuee Lodging Group Supervisor to be shared with all personnel in the ESS Section.
❑	Use ICS 234 Work Analysis Matrix to aid the ESS Section Chief in determining practical strategies for meeting ESS objectives (ideally at least 3 different strategies per objective) and prioritize them.
❑	Ensure that ESS providers are notified to bring their own laptops, and other supplies if not pre-staged at ESS Facility including forms, checklists, reference materials, phone numbers, cell phones and cell

Done	Initial Tasks
	chargers. They must also come equipped with some type of agency identification in order to be allowed access to facility.
❑	Ensure adequate communications between all ESS Centres and ICP. Work with Communications Unit (Logistics Section) as necessary.
❑	Ensure maps outlining mandatory evacuated zones are available to all ESS Centre staff- especially Registration & Inquiry Services & PESS in order to verify evacuees and track any self-evacuations
❑	Address other current ESS concerns as they arise.
❑	Ensure that ESS facilities are utilizing the Supply Unit to place all orders.
❑	Ensure that there is a coordinated ordering process in place between all ESS Centres (including pet centres) for proper ordering of supplies.
❑	Ensure all ESS staff check with the Resource Unit first before placing a new resource order with Logistics
❑	Ensure ESS Centre personnel are informed of the ordering process and any cost approvals required.
❑	Once ESS strategies and tactics have been determined, refer to Appendix A - ESS Plan and use the ICS 215 Operational Planning Worksheet to help the ESS Section Chief identify the various work teams & tasks.
❑	Assist with acquisition of goods & services for ESS Centres as needed.
❑	Attend ESS Centre daily briefings to provide updates from ICP and to evaluate implemented ESS strategies and tactics.
❑	Consult with ESS Group and Task Force Leaders to determine if changes in strategies or tactics for the next operational period are required.
❑	Advise ESS Section Chief of any required changes and/or revisions to task assignments.
❑	Maintain Activity Log (ICS Form 214) of decisions made.
❑	Ensure staff schedules within ESS Section occur. Staff must be provided adequate rest between shifts and no staff should work more than one 12-hour shift without an adequate rest period given.
Done	**Post Incident Tasks**
❑	Ensure when SOLE has been rescinded/terminated that ESS staff are notified.
❑	Support ESS re-entry & recovery services.
❑	Participate in emergency debrief.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

14. ESS Centre Supervisor

Responsibility	Reports to
• Responsible for on-site supervision and set-up of ESS Centre. • Obtains support from ESS Centre service providers.	• ESS Branch Director • In absence of ESS Branch Director, reports to ESS Section Chief



Key ICS Forms	
ICS 213-RR Resource Request	ICS 214 Activity Log
Other Information and Forms – not an inclusive list	
• Regional ESS Plan	• Shift Briefing Form

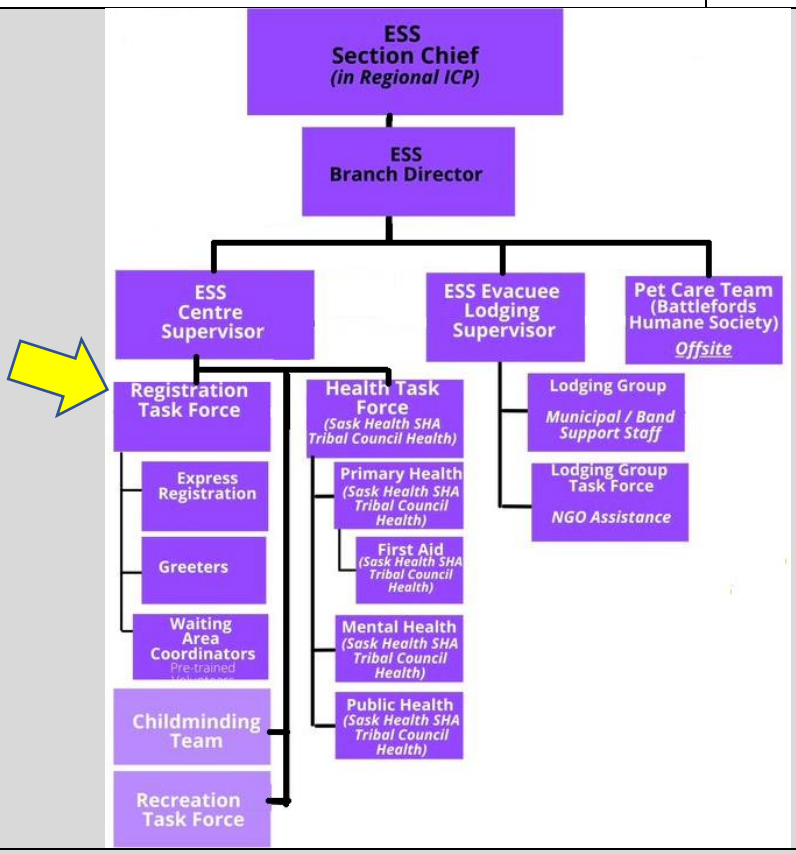
The order of consideration for the following tasks depends on the specific factors of each emergency.

Done	Initial Tasks
❑	Obtain briefing from ESS Branch Director, or in their absence the ESS Section Chidf.. Open and sign into ESS Centre and assist with set-up.
❑	Put on ESS Centre identification.
❑	Determine with ESS Branch Director if your assistance or input is required in identifying ESS strategies and tactics to achieve incident ESS objectives. If not, ensure you remain informed of any ESS strategies and tactics that are identified and that they are communicated to ESS Centre personnel.
❑	Confirm that the Facilities Unit (Logistics Section) in ICP has ordered contracted professional security personnel for the ESS Centre and obtain estimated time of arrival.
❑	Assign Security responsibility for ensuring sign-in and out of all staff at Entrance and Exit Points.
❑	All ESS Centre service providers must sign in and out daily (or per shift) and must wear identification, any personnel that fail to do so shall be asked to leave and be escorted out.

Done	Initial Tasks
❑	Assess communications between ESS Centre, any congregate lodging and any additional ESS sites (pet centre, donations centre) & ICP. If additional communication resources are needed, make request for resources.
❑	Ensure identification (may assign vests) of any unmarked ESS centre volunteers.
❑	Complete walk-through at earliest convenience with facility/building owners/managers of reception centre, responder rest areas, food and any pet service sites and note any pre-existing conditions (damages etc.) and have them sign-off on these pre-existing conditions.
❑	Keep ESS service providers updated of incident through regular updates from ESS Branch Director.
❑	Provide initial briefing to all ESS Centre service providers/personnel and ensure at least 1 or more daily shift briefings for ESS Centre personnel occur.
❑	Instruct ESS Centre personnel where to find forms including Activity Log 214 forms and Resource Request Forms 213. Ensure documentation is completed and submitted.
❑	Brief ESS Centre personnel on the ordering process if/when additional resources are required.
❑	Ensure staff schedules within ESS Centre occur. Delegate to Team/Unit Leaders where appropriate.
❑	Ensure all staff are aware that adequate rest between shifts must be provided and no staff should work more than three consecutive 12 hour shifts without days off given. Scheduling staff into three 8 hour shifts per 24-hour period is preferable for ESS operations.
❑	Keep ESS Branch Director and ESS Section Chief informed of all ESS centre progress, activities, concerns etc. through end-of shift daily report briefing.
❑	Maintain an Activity Log (ICS From 214) of all activities and decisions made per shift.
Done	**Post Incident Tasks**
❑	Ensure proper take-down and clean-up of reception centre.
❑	May act as on-site supervisor for any Re-entry & Recovery centres as needed.
❑	Ensure maintenance and overall functioning of ESS re-entry and/or recovery centres in coordination with ICP Facilities Unit (Logistics Section).
❑	Respond to requests from re-entry/recovery centre service providers and where necessary contact ESS Branch Director for assistance.
❑	Ensure identification of any unmarked re-entry/recovery centre volunteers.
❑	Keep an Activity Log of re-entry/recovery centre activities, inquiries, concerns, etc.
❑	Keep ESS Branch Director and ESS Section Chief informed of re-entry/recovery centre progress and activities through end-of-shift daily report or briefing.
❑	Ensure proper take-down and clean-up of re-entry/recovery centre.
❑	Complete walk-through with building/facility managers/owners of recovery centre to ensure building left in pre-emergency condition and have them sign off on this.
❑	Participate in emergency debrief as requested.
❑	Keep a copy of your Activity Log and any other notes taken for personal reference. Submit original to Documentation Unit.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

15. Registration & Inquiry Task Force Leader

Responsibility	Reports to
• Responsible for registering legitimate evacuees and making referrals to other services within the reception centre. • Oversees and assigns additional registration support roles	• ESS Centre Supervisor



Key ICS Forms	
ICS 213-RR Resource Request	ICS 214 Activity Log
Other Information and Forms – not an inclusive list	
• Regional ESS Plan	• Shift Briefing Form

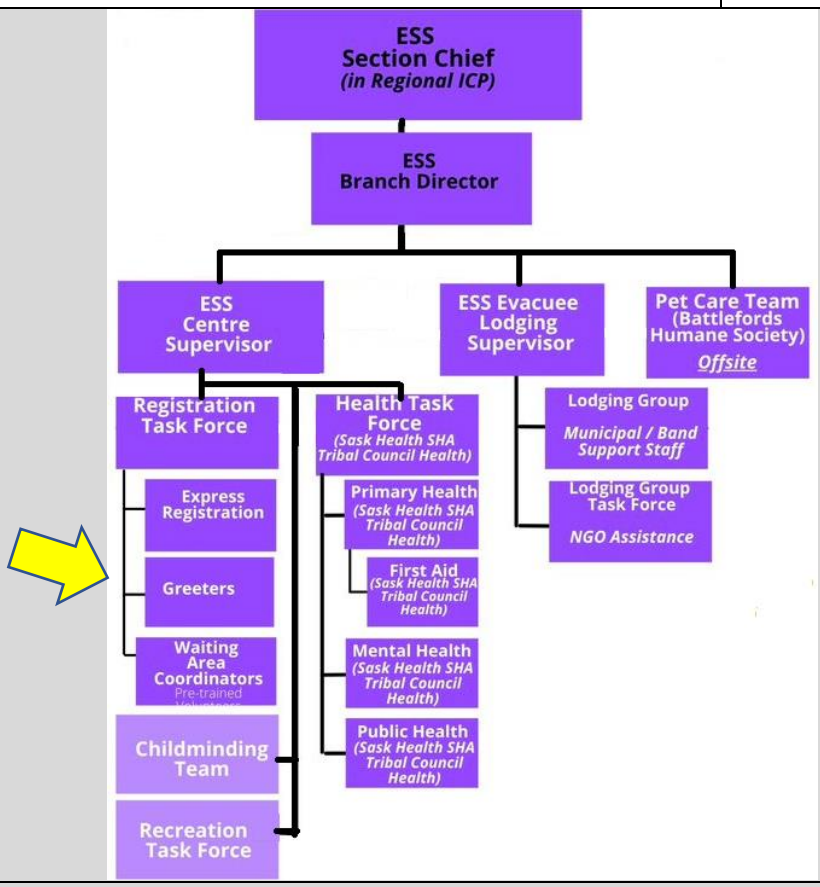
The order of consideration for the following tasks depends on the specific factors of each emergency.

Done	Initial Tasks
❑	Sign-in and assist with set-up.
❑	Put on ESS Centre identification.
❑	Obtain briefing from the ESS Centre Supervisor.
❑	Brief Greeters, Waiting Area Coordinators & Express Registration & Inquiry.
❑	Establish and agree on process for evacuees entering the ESS Centre with Greeters & Waiting Area Coordinators.
❑	Assess number of anticipated evacuees and personnel capacity.
❑	Request additional personnel/services from which may include activation of phone number for evacuees who are able to self-register Ensure ESS Centre Supervisor is notified.
❑	Ensure evacuees that are registering in-person will be spaced far enough apart for confidentiality purposes.

Done	Initial Tasks
❑	Consult with ESS Evacuee Lodging Group Supervisor.
❑	Determine if R&I will also be responsible for assigning lodging. If yes, they should be paired up with or have direct access to primary health personnel. Health personnel can determine any evacuee priority lodging needs based on health status. Due to privacy legislation R&I personnel are NOT allowed to ask personal health information.
❑	If responsible for assigning lodging, distribute Lodging Agreements to all evacuees being provided lodging. See Lodging Agreement with ESS Forms or in the Regional Emergency Social Services Plan.
❑	Determine if R&I will also be available for registering companion animals. If yes, work closely with the Pet Team Leader.
❑	If significant number of evacuees do not require lodging, consider set-up of separate Express R&I service area.
❑	If available, print clear, brief registration “refresher” or “quick tip” instructions for completing registrations and tape to each work area for personnel reference.
❑	If using evacuee wristbands, attach evacuee wristbands and write registration number on wristband.
❑	Report number of evacuees registered each day to ESS Centre Supervisor for reporting to ESS Branch Director and ensure the Incident Command Post has this information for statistical, recording and reporting purposes.
❑	If there are significant inquiries from family or friends about evacuees, request set-up of an inquiry phone line.
❑	All R&I forms/data shall be kept secure and confidential.
❑	Ensure staff schedules for the Registration & Inquiry Team are created by Team Leaders. This includes any Greeters, Waiting Area Coordinators and Express Registration & Inquiry.
❑	Adequate rest between shifts must be provided and no staff should work more than three consecutive 12 hour shifts without days off given. Scheduling staff into three separate 8 hour shifts per 24-hour period is preferable for ESS operations.
❑	Request ICS Form 214 Activity Log and Resource Request From 213, if needed from ESS Centre Supervisor.
❑	Maintain an Activity Log (ICS Form 214) of all activities and decisions made per shift. The affected municipality or Nation will require a copy of this documentation prior to demobilization. This only includes documentation permitted by law and the Freedom of Information & Protection of Privacy Act, it does not in any way pertain to private information of evacuees.
❑	Participate in daily ESS Centre briefings.
!	Note: Be sure to make referrals to other service areas as necessary if evacuees self-report outstanding needs. Note: Evacuees who self-report or display symptoms of fever/cough/cold symptoms/diarrhea or rash should be provided and requested to wear a mask until assessed by a health professional. Some evacuees may be bumped to the head of the line on a priority needs basis only (ex: health or other special needs in which prioritization is necessary).
Done	**Post Incident Tasks**
❑	Ensure proper storage of all data gathered.
❑	Participate in emergency debrief.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

16. Greeters

Responsibility	Reports to
• Responsible for greeting evacuees at entrance to ESS Centre. • Provide Evacuee Reception Centre Handout to evacuees or display in poster format or on wall using projector. See ESS Forms file or the Regional Emergency Social Services Plan for sample. • Assist in directing evacuees to appropriate services in Centre. • Work closely with ESS Security.	• Registration & Inquiry Task Force Leader



Key ICS Forms	
ICS 213-RR Resource Request	ICS 214 Activity Log
Other Information and Forms – not an inclusive list	
Evacuee Reception Centre Hand-out	Shift Briefing Form

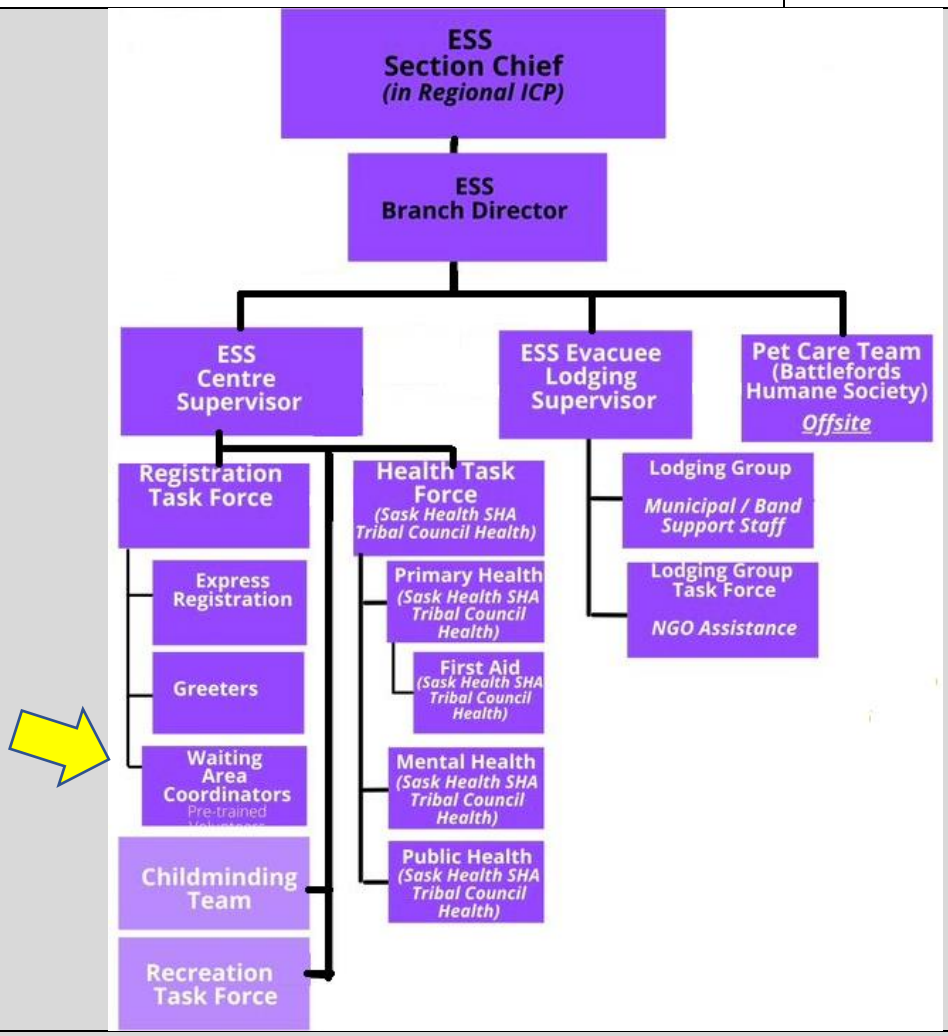
The order of consideration for the following tasks depends on the specific factors of each emergency.

Done	Initial Tasks
❑	Report to ESS Centre.
❑	Sign-in and assist with set-up.
❑	Put on ESS Centre identification.
❑	Obtain briefing from Registration & Inquiry Task Force Leader.
❑	Establish Entrance Lanes if significant number of evacuees expected at once- each should be staffed by at least 2 Greeters.
❑	Maintain location near entrance.

Done	Initial Tasks
❑	Distribute Evacuee Reception Centre Handouts.
❑	Assist in directing evacuees to appropriate services within the Centre.
❑	Triage/prioritize needs.
❑	Watch for people who should not be allowed into the Centre (ex: members of the media). Explain why they may not be admitted and work with Security to have escorted out of Centre.
❑	Work with Security if needed to control entrance.
❑	A number system may be used for evacuees in Registration area. If used, hand number to each evacuee before they enter Registration Waiting Area.
❑	May act as runners when needed by services within the Centre or may rotate walk-through of centre if there are enough personnel.
❑	Seek direction regarding expectations of runner services from Registration & Inquiry Leader and coordinate with any Waiting Area Coordinators who may also share runner responsibilities.
❑	Request ICS Form 214 Activity Log and Resource Request From 213, if needed from ESS Centre Supervisor.
❑	Maintain an Activity Log (ICS Form 214) of all activities and decisions made per shift. The affected municipality or Nation will require a copy of this documentation prior to demobilization.
❑	Participate in daily ESS Centre briefings.
Done	**ESS Runner Tasks**
❑	Only if there is capacity to do so while ensuring adequate Greeter coverage at entrance to ESS Centre – the Greeters provide runner services within ESS Centre
❑	If you will be providing runner services for the ESS Centre, consider use of colored cloth and/or radios or walkie/talkies.
❑	If each service provider is given a brightly colored piece of cloth, they can wave it to get your attention or, if there are enough radios or walkie/talkies, each service provider can be given one in order to communicate with runners.
Done	**Post Incident Tasks**
❑	May be requested to assist as Greeter in Recovery Centre.
❑	Participate in emergency debrief.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

17. Waiting Area Coordinator(s)

Responsibility	Reports to
• Oversee waiting area for evacuees waiting to register. • Ability to triage/prioritize evacuee needs. • Set-up multiple lanes for people to register in. Each lane should be manned and kept short, so people can sit while waiting.	• Registration & Inquiry Task Force Leader



Key ICS Forms	
ICS 213-RR Resource Request	ICS 214 Activity Log
Other Information and Forms – not an inclusive list	
	Shift Briefing Form

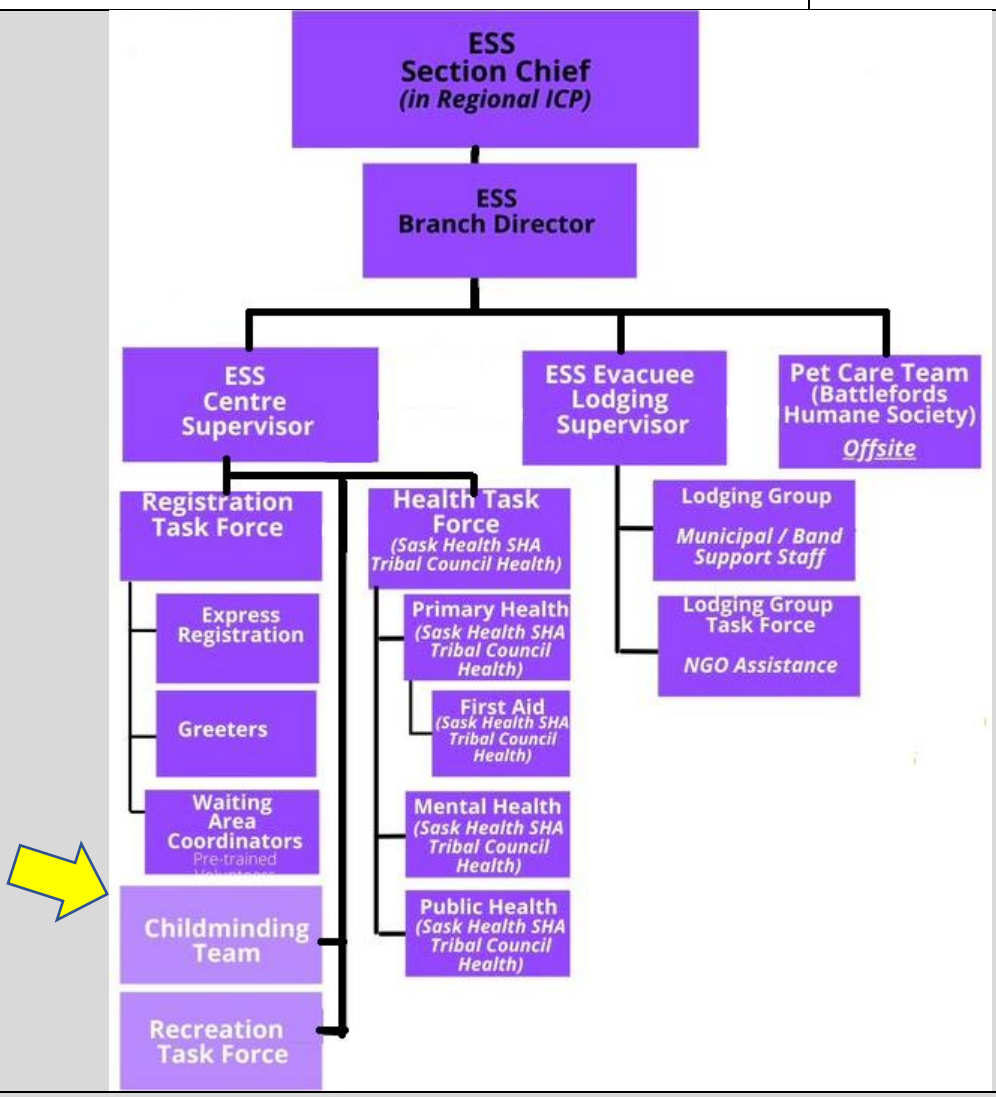
The order of consideration for the following tasks depends on the specific factors of each emergency.

Done	Initial Tasks
❑	Report to ESS Centre.
❑	Sign-in and assist with set-up.
❑	Put on ESS Centre identification.
❑	Obtain briefing from Registration & Inquiry Task Force Leader.
❑	Assess anticipated number of evacuees and number of registration lanes needed.

Done	Initial Tasks
❑	Note that priority needs may get bumped to front of line. Personnel who are overseeing the seated waiting area should triage and prioritize these.
❑	A number system may be used and stationed at entrance with Greeters.
❑	Make evacuees as comfortable as possible in waiting area.
❑	Mingle with evacuees, prioritize to other services if needed (ex: Health)
❑	May act as runners within ESS Centre if needed.
❑	Seek direction regarding expectations of runner services from R&I Task Force Leader and coordinate with any ESS Centre Greeters who may also share runner responsibilities.
❑	Request ICS Form 214 Activity Log and Resource Request From 213, if needed from ESS Centre Supervisor.
❑	Maintain an Activity Log (ICS Form 214) of all activities and decisions made per shift. The affected municipality or Nation will require a copy of this documentation prior to demobilization
❑	Participate in daily ESS Centre briefings.
Done	**ESS Runner Tasks**
❑	Only if there is capacity to do so while ensuring adequate Waiting Area coverage at entrance to ESS Centre – the Waiting Area Coordinators provide runner services within ESS Centre
❑	If you will be providing runner services for the ESS Centre, consider use of colored cloth and/or radios or walkie/talkies.
❑	If each service provider is given a brightly colored piece of cloth, they can wave it to get your attention or, if there are enough radios or walkie/talkies, each service provider can be given one in order to communicate with runners.
Done	**Post Incident Tasks**
❑	Provide Waiting Area Coordinator services at re-entry/recovery centres as requested.
❑	Participate in emergency debrief.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

18. Childminding Team Leader

Responsibility	Reports to
• Responsible for overseeing and managing the childminding area in the ESS Centre. • Ensures procedures in place for check-in/out of children and their care. • Ensures staff assisting in this area have current and clear criminal record checks and vulnerable sector checks.	• ESS Centre Supervisor



Key ICS Forms	
ICS 213-RR Resource Request	ICS 214 Activity Log
Other Information and Forms – not an inclusive list	
• REMP Appendix B - Regional ESS Plan	• Shift Briefing Form
• Parent Information Sheet	• Childminding Check-in/Out Sheet

The order of consideration for the following tasks depends on the specific factors of each emergency.

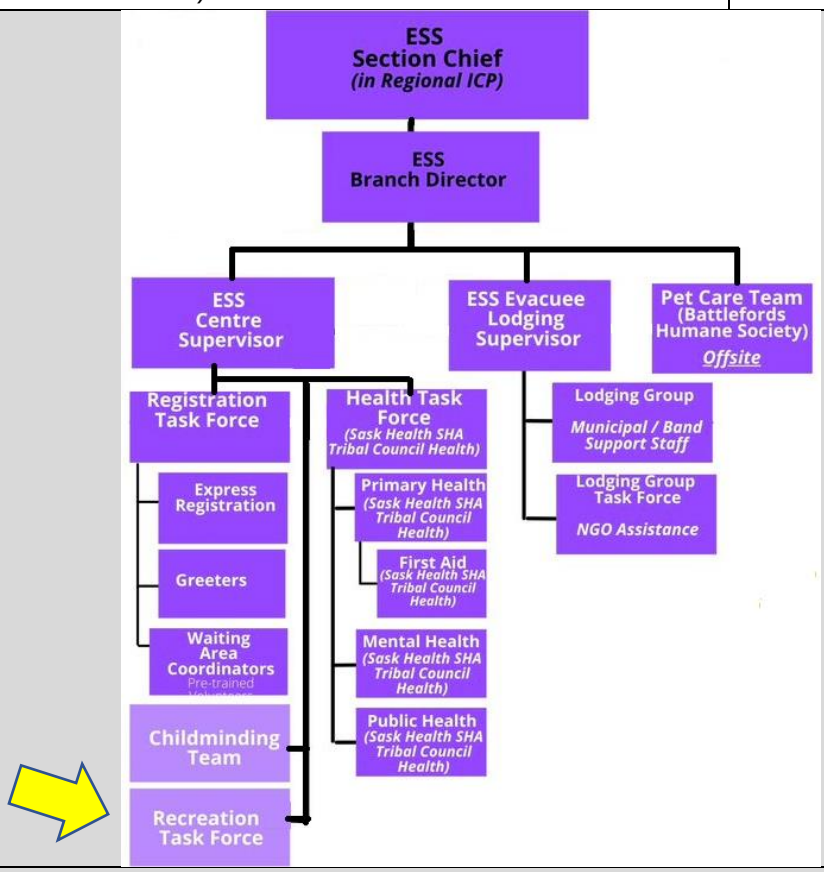
!	Note: **Childminding spaces are not intended to be areas for parents to drop children off;** rather they are supervised play spaces located in the same facility as parents/guardians, providing a place for children to play while parents/guardians access other services within the facility. **Children under the age of 2 <u>and/or</u> in diapers will not be accepted in the childminding space.** Review and be familiar with the Childminding Area Guidelines and Vulnerable Persons sections in the Regional Emergency Social Services Plan

Done	Initial Tasks
❑	Sign-in and assist with set-up.
❑	Put on ESS Centre identification.
❑	Obtain briefing from ESS Centre Supervisor.
❑	Select safe location for Childminding area- with visible boundaries (create physical boundaries if necessary).
❑	Ensure copies of Parent Information Sheet and Childminding Check-In/Out forms available. See Emergency Social Services Plan if needed.
❑	Ensure all childminding workers have reviewed the Parent Information Sheet and the Childminding Procedures Information.
❑	Ensure adequate ratio of childminding workers to children is maintained at all times (even if this means turning some children away). Remember at least 4 childminding workers must be present to activate childminding area.
❑	Ensure all workers understand the check-in/out process.
❑	Ensure wristbands available to mark and secure on to parents and children .
❑	Ensure staff schedules within Childminding Team occur. Staff must be provided adequate rest between shifts and no staff should work more than one 12-hour shift without an adequate rest period given. Separate shifts of 8 hours are recommended for ESS purposes.
❑	Consult with public health regarding cleaning and disinfecting of any toys or play spaces and other sanitation requirements.
❑	Create and implement a cleaning schedule.
❑	Request ICS Form 214 Activity Log and Resource Request From 213, if needed from ESS Centre Supervisor. Maintain an Activity Log (ICS Form 214) of all activities and decisions made per shift. The affected municipality or Nation will require a copy of this documentation prior to demobilization. This only includes documentation permitted by law and the Freedom of Information & Protection of Privacy Act.
❑	Participate in daily ESS Centre briefing meetings.

Done	Post Incident Tasks
❑	Provide services if requested at re-entry/recovery centre.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit. Note: This only includes documentation permitted by law and the Freedom of Information & Protection of Privacy Act, it does not in any way pertain to private or personal information of evacuees.
❑	Participate in emergency debrief.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.
❑	Provide services if requested at re-entry/recovery centre.

19. Recreation Task Force Leader

Responsibility	Reports to
• Coordinates recreational opportunities for evacuees. • Ensures activities are safe and age appropriate. • Ensures activities are provided for children, youth, adults, elderly and families (all ages). • Ensures activities are only provided by authorized groups that can provide evidence of current and clear personnel criminal record and vulnerable sector checks as applicable. • Activities may be provided at other locations in City/R.M./Town/Nation (via shuttle) ex: at ESS Centre and/or Lodging Facility. • Ensure activities are barrier free (provided at no cost to evacuees and are accessible and inclusive).	• ESS Centre Supervisor



Key ICS Forms	
ICS 213-RR Resource Request	ICS 214 Activity Log
Other Information and Forms – not an inclusive list	
	• Shift Briefing Form

The order of consideration for the following tasks depends on the specific factors of each emergency.

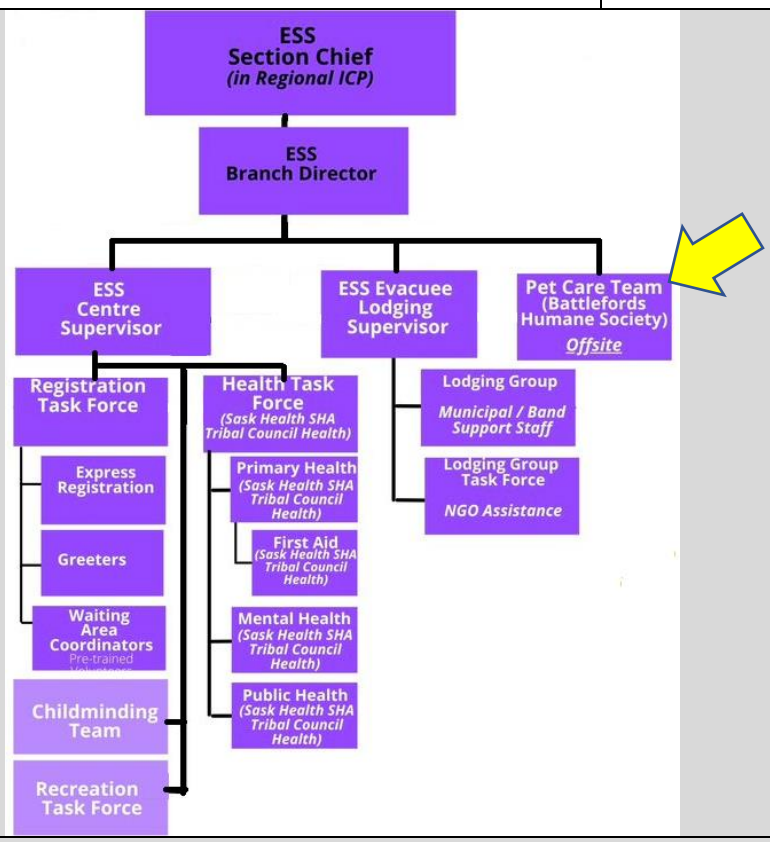
Done	Initial Tasks
❑	Sign-in and assist with set-up.
❑	Put on ESS Centre identification.
❑	Obtain briefing from ESS Centre Supervisor.
❑	Retain and schedule recreational staff

Done	Initial Tasks
	(Note: 60 staff in shifts over 2 weeks were required for 700 evacuees during La Ronge evacuation).
❑	Ensure initial schedule is created for at least 1 week- this should include access to activities already available in municipal/Nation/regional facilities as well as activities created and provided specifically for evacuees.
❑	Work with community partners to find other additional recreational opportunities.
❑	Require proof of evacuee status for those persons accessing provided recreational opportunities through use of wristbands, etc.
❑	Communicate evacuee recreational plan to any facilities that may be affected or provide these services.
❑	Coordinate shuttle and shuttle route for access to recreation services as needed.
❑	Ensure enough activities are provided during both the day and evening.
❑	Provide recreational schedule to ESS Branch personnel as well as evacuees.
❑	Ensure staff schedules within Recreation Team occur. Staff must be provided adequate rest between shifts and no staff should work more than one 12-hour shift without an adequate rest period given. Separate shifts of 8 hours are recommended for ESS purposes.
❑	Track hours of all recreational personnel including volunteers throughout response.
❑	Participate in daily ESS Centre briefing meetings.
❑	Request ICS Form 214 Activity Log and Resource Request From 213, if needed from ESS Centre Supervisor.
❑	Maintain an Activity Log (ICS Form 214) of all activities and decisions made per shift. The affected municipality or Nation will require a copy of this documentation prior to demobilization. This only includes documentation permitted by law and the Freedom of Information & Protection of Privacy Act.

Done	Post Incident Tasks
❑	Participate in emergency debrief.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

20. Pet Care Team Leader

Responsibility	Reports to
• Coordinates personnel with adequate animal handling training to staff the pet shelter facility. • Appoints and oversees responsibilities within the pet centre to ensure good health, care, and comfort of all pets. • Has pet shelter management experience and knowledge. • Is knowledgeable and competent in the use of any systems for registration of evacuees and pets. • Ensures proper safety, cleaning and care guidelines are followed. • Ensures proper tracking of pets/owners and storage of all documentation. • Works with other coordinating or assisting agencies/organizations where necessary to ensure care and welfare of animals in shelter.	• ESS Branch Director or in their absence, the ESS Section Chief. • Works and communicates closely with ESS Centre Supervisor



Key ICS Forms	
ICS 213-RR Resource Request	ICS 214 Activity Log
Other Information and Forms – not an inclusive list	
• Animal Tracking Forms	• Cleaning & Care Schedule
• Pet Registration Forms	• Shift Change Briefing Form

The order of consideration for the following tasks depends on the specific factors of each emergency.

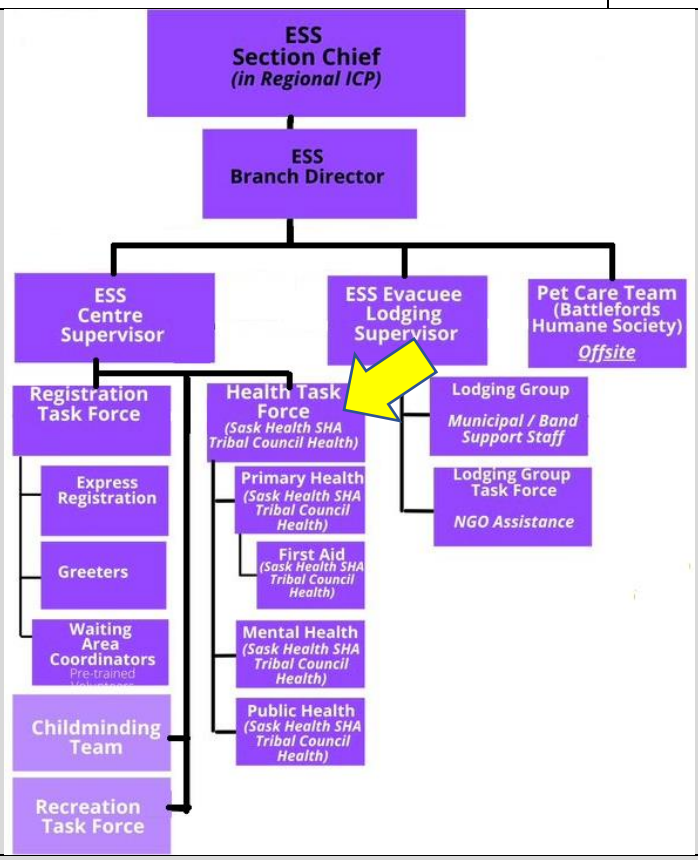
Done	Initial Tasks
❑	Obtain briefing from ESS Branch Director or in their absence the ESS Section Chief.
❑	Assess potential number of animals based on number of evacuees.
❑	Determine type of shelter required for number of pets anticipated (ex: congregate pet shelter, kennels, and existing vet facilities, etc.).

Done	Initial Tasks
❑	A separate congregate pet shelter should be considered when number of pets is expected to exceed the capacity of kennels and veterinary spaces.
❑	In consultation with ESS Branch Director, , determine space and type of facility required, if one has not already been designated.
❑	In consultation with ESS Branch Director and/or ESS Centre Supervisor, determine the system being utilized for registration of pets. Ensure you have the supplies required (ex: access to system) to register pets and/or request qualified personnel.
❑	Review the Pet Plan - Appendix within the Regional Emergency Management Plan.
❑	Make resource requests for any additional required pet shelter supplies.
❑	Provide personnel and trained volunteers to staff shelter.
❑	Ensure all personnel sign in and out and track all hours.
❑	Create staff schedules within Pet Team
❑	Staff must be provided adequate rest between shifts and no staff should work more than one 12-hour shift without an adequate rest period given. Separate shifts of 8 hours are recommended for ESS purposes.
❑	Provide proper handling and care of animals at facility including, feeding animals and regular cleaning of facility.
❑	Provide social interaction and walks for animals where possible (only those animals with leashes will be allowed outdoors for walks).
❑	Coordinate procedures for dead, ill, lost, found and/or abandoned domestic animals.
❑	Coordinate services with neighboring animal rescue organizations and animal care providers where necessary and act as liaison between these organizations and the region or municipality.
❑	Request ICS Form 214 Activity Log and Resource Request From 213, if needed from ESS Centre Supervisor.
❑	Maintain an Activity Log (ICS Form 214) of all activities and decisions made per shift. The affected municipality or Nation will require a copy of this documentation prior to demobilization. This only includes documentation permitted by law and the Freedom of Information & Protection of Privacy Act.
❑	Obtain daily briefing from ESS Centre Supervisor and ESS Branch Director.
Done	**Post Incident Tasks**
❑	Coordinate return of animals to owners and their homes.
❑	Participate in emergency debrief.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.
ADDITIONAL PET TEAM ROLES	
The following are pet shelter services that may be required and appointed by title. Organization of personnel and responsibilities of each within the Pet Team is at the discretion of the Pet Team Leader, which may be subject to the authority of the ESS Centre Supervisor & ESS Section Chief.	
Done	**Supplies Supervisor**
❑	Oversees supplies and supply stock. Makes recommendations to Supply Unit (Logistics Section ICP) for where to locate additional supplies if needed.
❑	Ensures each area within the shelter is adequately stocked.

Done	Registration & Reclamation Supervisor
❑	Oversees registration of animals and registration area.
❑	Ensure all owners are given a printed hard copy of the animals' registration number for reclamation once evacuation has been lifted.
❑	Ensures that all staff/volunteers understand how to fill out registration form.
❑	Ensures proper storage and filing of registration/reclamation forms.
❑	Ensures that all animals being reclaimed are only reclaimed by owners.
Done	**Animal Care Supervisor**
❑	Oversees care of animals including feeding, cleaning, and regular exercise/socializing of animals.
❑	Regularly checks-in with animal care staff and reports any concerns to the Pet Team Leader.
❑	Ensures the overall well-being of animals in the shelter.
Done	**Triage Supervisor**
❑	Assess pet emergency shelter floor plan and set-up to ensure it meets standards for disease prevention and control.
❑	Advises on animal medical care including follow-up and/or transport to veterinary facility.
❑	Advise and oversee triage, animals in quarantine and morgue.
Done	**Personnel Supervisor**
❑	Manages incoming and outgoing personnel.
❑	Identifies potential volunteer opportunities and reports to Pet Team Leader so that the Volunteer Coordinator at the ICP can be notified of such opportunities.
❑	Ensure all personnel have received adequate training and orientation.
❑	Creates pet shelter personnel schedules and ensures the shelter is staffed by no less than 2 people 24 hours per day. May request security services where applicable.
Done	**Waste Management Supervisor**
❑	Oversees and ensures regular pick-up of and proper disposal of pet waste and other shelter garbage. Alternately, this may be coordinated with the Facilities Unit (Logistics Section of ICP).

21. Health Task Force Leader (Sask Health/Tribal Council Health Services)

Responsibility	Reports to
• Responsible for overseeing the delivery of ESS related health services. This includes primary health services, public health services, mental health services and may include first aid services. • Depending on location/jurisdiction of evacuees and impacted public, health services may include leadership representation form applicable tribal council health professionals. • • **NOTE:** SaskHealth 24-Hour Emergency Management Unit 833-999-7996	• ESS Centre Supervisor



Key ICS Forms	
ICS 213-RR Resource Request	ICS 214 Activity Log
Other Information and Forms – not an inclusive list	
	• Shift Briefing Form

The order of consideration for the following tasks depends on the specific factors of each emergency.

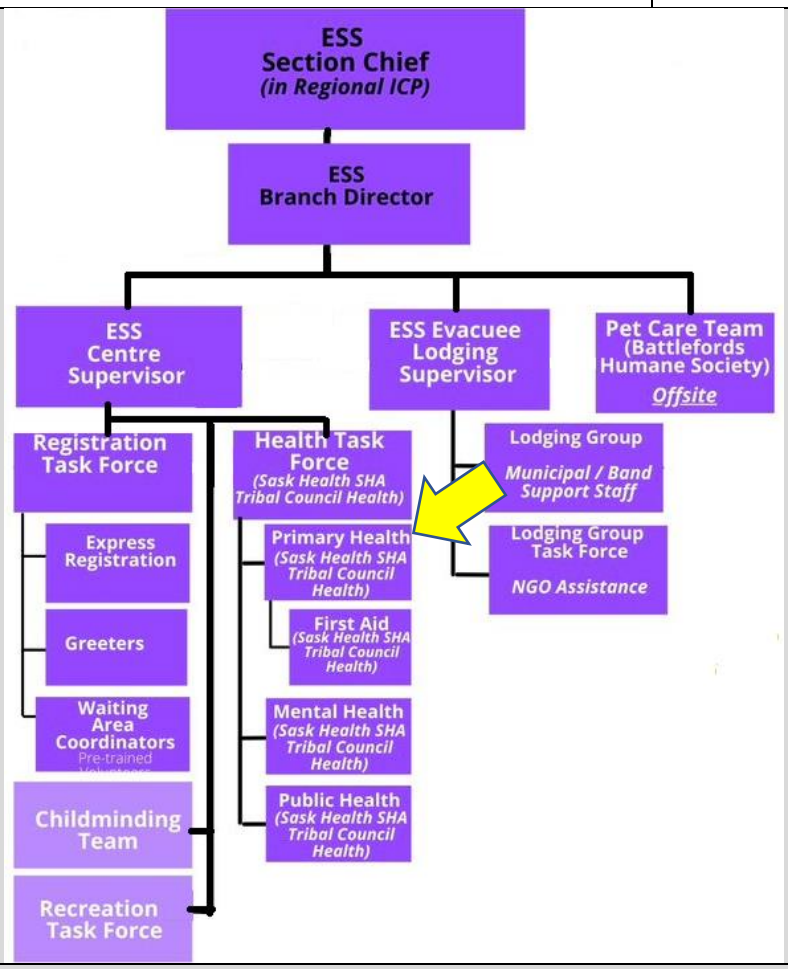
Done	Initial Tasks
❑	Sign-in and assist with set-up.
❑	Put on ESS Centre and/or SaskHealth/Tribal Council Health identification.
❑	Obtain briefing from ESS Centre Supervisor.
❑	Brief Health Team personnel regarding services required and services that will be delivered.
❑	Review position checklists for Primary Health, Public Health, Mental/ Health & First Aid.

Done	Initial Tasks
❑	Consult with ESS Centre Supervisor regarding level of health services expected of your team.
❑	Ensure ESS Centre Supervisor is made aware of any health service restrictions or limitations.
❑	If lodging is being assigned, assign a primary health care worker to work with any personnel assigning lodging in the ESS Centre to help determine and where necessary prioritize evacuee lodging needs.
❑	Assist with arrangements for other health services as needed.
❑	Ensure staff schedules for the Health Team are created.
❑	Adequate rest between shifts must be provided and no staff should work more than three consecutive 12 hour shifts without days off given. Scheduling staff into three separate 8 hour shifts per 24-hour period is preferable for ESS operations.
❑	Request ICS Form 214 Activity Log and Resource Request From 213, if needed from ESS Centre Supervisor.
❑	Maintain an Activity Log (ICS Form 214) of all activities and decisions made per shift. The affected municipality or Nation will require a copy of this documentation prior to demobilization. This only includes documentation permitted by law and the Freedom of Information & Protection of Privacy Act, it does not in any way pertain to medical information of evacuees.
❑	Participate in daily reception centre briefings.

Done	Post Incident Tasks
❑	Ensure all evacuees assisted by Primary Healthcare have received the services and/or follow-up services needed.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit.
❑	Participate in emergency debrief.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

22. Primary Health (SaskHealth/Tribal Council Health Services)

Responsibility	Reports to
• Responsible for overseeing the delivery of primary health services.	• Health Task Force Leader



Key ICS Forms	
ICS 213-RR Resource Request	ICS 214 Activity Log
Other Information and Forms – not an inclusive list	
	• Shift Briefing Form

The order of consideration for the following tasks depends on the specific factors of each emergency.

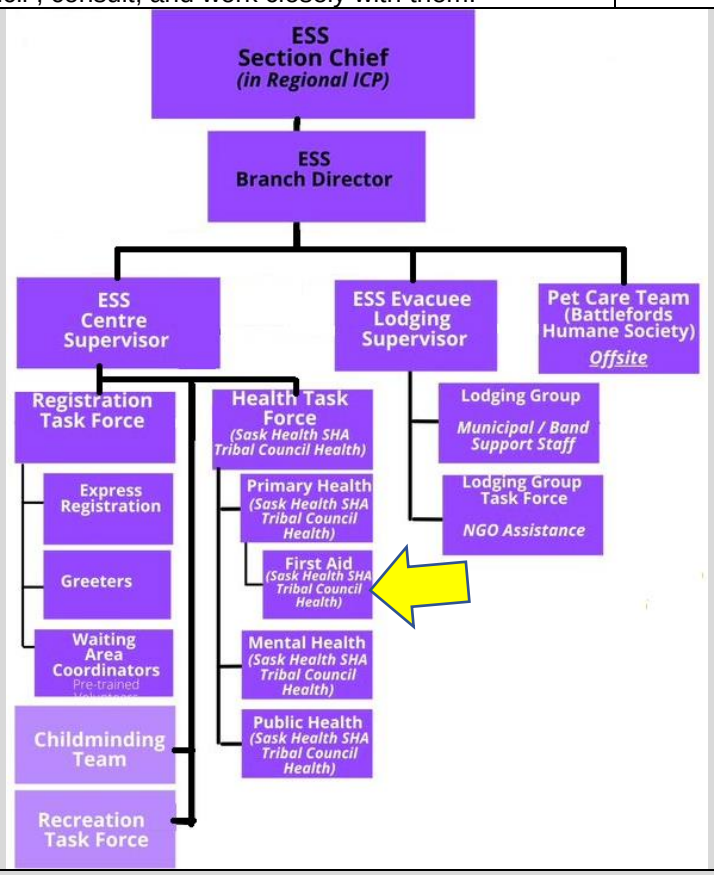
Done	Initial Tasks
❑	Sign-in and assist with set-up.
❑	Put on ESS Centre and/or SaskHealth/Tribl Council Health identification.
❑	Obtain briefing from Health Task Force Leader
❑	Provide health screening, assessments, and triage.
❑	Assist with filling/refilling of prescriptions, where possible, or arrange follow-up to do so.
❑	Make appropriate referrals and arrange for follow-up with healthcare practitioners, as needed.
❑	Assist with arrangements for other health services as needed.
❑	Request ICS Form 214 Activity Log and Resource Request From 213, if needed from ESS Centre Supervisor.

Done	Initial Tasks
❑	Maintain an Activity Log (ICS Form 214) of all activities and decisions made per shift. The affected municipality or Nation will require a copy of this documentation prior to demobilization. This only includes documentation permitted by law and the Freedom of Information & Protection of Privacy Act, it does not in any way pertain to medical information of evacuees.
❑	Participate in daily ESS Centre briefings.

Done	Post Incident Tasks
❑	Ensure all evacuees assisted by Primary Healthcare have received the services and/or follow-up services needed.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit. **Note:** This only includes documentation permitted by law and the Freedom of Information & Protection of Privacy Act, it does not in any way pertain to medical information of evacuees.
❑	Participate in emergency debrief.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

23. First Aid

Responsibility	Reports to
• Provide First Aid services at ESS Centre. • Provide First Aid services at other evacuee facilities(s) if necessary. • Provide First Aid supplies. • Track, record and report all incidents. • If First Aid is being provided by an agency separate from SaskHealth or respective tribal council , consult, and work closely with them.	• Health Task Force Leader



Key ICS Forms	
ICS 213-RR Resource Request	ICS 214 Activity Log
Other Information and Forms – not an inclusive list	
• Incident Report or similar documentation as required	• Shift Briefing Form

The order of consideration for the following tasks depends on the specific factors of each emergency.

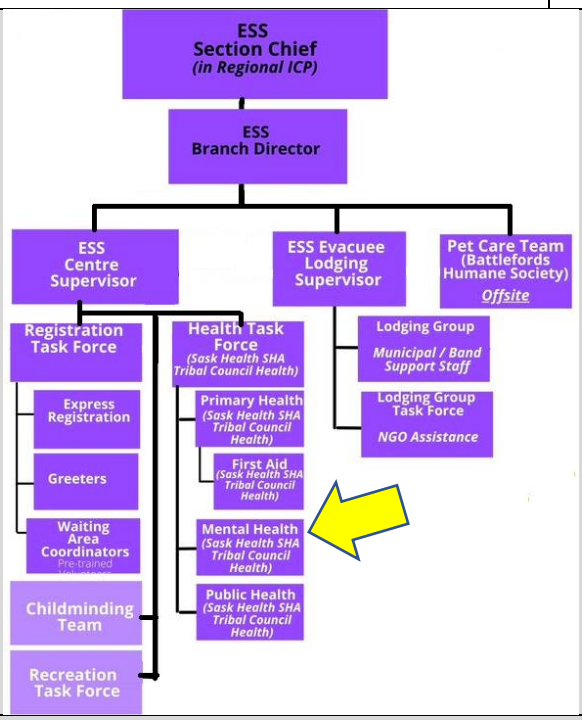
Done	Initial Tasks
❑	Sign-in and assist with set-up.
❑	Put on ESS Centre and/or SaskHealth/Tribal Council Health identification.
❑	Obtain briefing from Health Task Force Leader
❑	Assess anticipated number of evacuees and first aid needs.
❑	Call-in additional staff to meet capacity needs, if necessary.
❑	May work closely with Primary, Mental & Public Health Services in ESS Centre.
❑	Participate in daily ESS Centre briefings.

Done	Initial Tasks
❑	Request ICS Form 214 Activity Log and Resource Request From 213, if needed from ESS Centre Supervisor.
❑	Maintain an Activity Log (ICS Form 214) of all activities and decisions made per shift. The affected municipality or Nation will require a copy of this documentation prior to demobilization. This only includes documentation permitted by law and the Freedom of Information & Protection of Privacy Act, it does not in any way pertain to medical information of evacuees.
❑	Participate in daily ESS Centre briefings.

Done	Post Incident Tasks
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit. **Note:** This only includes documentation permitted by law and the Freedom of Information & Protection of Privacy Act, it does not in any way pertain to medical information of evacuees.
❑	Participate in emergency debrief.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

24. Mental Health (Sask Health/Tribal Council Health)

Responsibility	Reports to
• Provide counselling and referral services. • Provide mental health, signs of stress, coping with stress and disaster informational materials at ESS Centre for distribution. • Provide printed contact and referral information for counselling services via phone, email, and internet for distribution at ESS Centre. • May provide counselling and referral services for ESS volunteers and staff as requested. • Assess evacuees at ESS Centre and provide mental health support where necessary.	• Health Task Force Leader



Key ICS Forms	
ICS 213-RR Resource Request	ICS 214 Activity Log
Other Information and Forms – not an inclusive list	
	• Shift Briefing Form

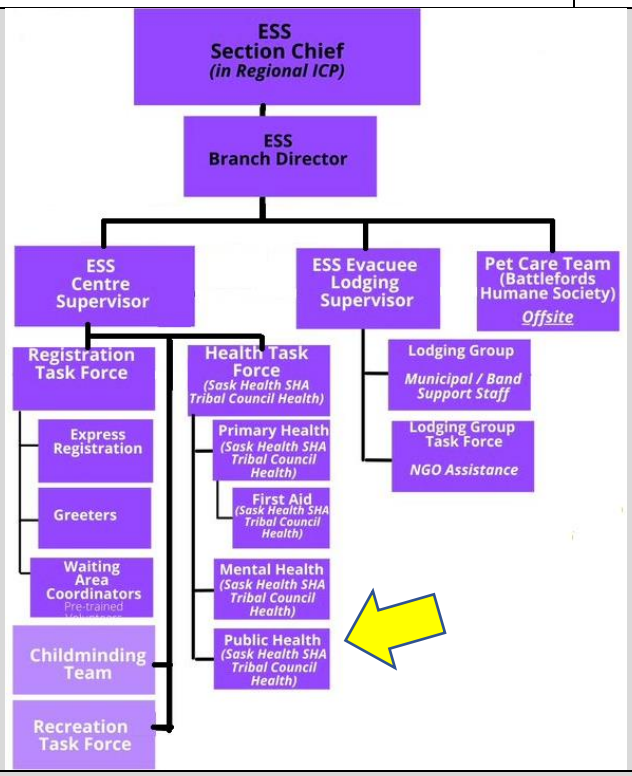
The order of consideration for the following tasks depends on the specific factors of each emergency.

Done	Initial Tasks
❑	Sign-in and assist with set-up.
❑	Put on ESS Centre and/or SaskHealth or Tribal Council Health identification.
❑	Obtain briefing from Health Task Force Leader
❑	Staff assigned station and if there is personnel capacity mingle amongst evacuees in ESS Centre to identify those in need of additional supports.
❑	Have staff available at lodging facilities if requested.
❑	Distribute printed materials to evacuees, ESS centre staff and volunteers. Regarding: • Signs of stress. • Coping with stress and disaster. • Contact and referral information.

Done	Initial Tasks
❑	If Ministerial or other faith groups are working within ESS Centre, work closely with them to identify those who may need additional psychosocial support.
❑	Request ICS Form 214 Activity Log and Resource Request From 213, from ESS Centre Supervisor.
❑	Maintain an Activity Log (ICS Form 214) of all activities and decisions made per shift. The municipality will require a copy of this documentation prior to demobilization. This only includes documentation permitted by law and the Freedom of Information & Protection of Privacy Act, it does not in any way pertain to medical information of evacuees.
❑	Participate in daily ESS Centre briefings.
Done	**Spiritual Health Providers**
In the event that municipally and/or Nation pre-approved and pre-authorized spiritual leaders are available to assist with psychosocial and spiritual health needs they will work in close cooperation with SHA and Tirbal Council Mental Health Services. Such spiritual health providers will wear identification and may mingle among evacuees/impacted residents within the ESS Centre to help de-stigmatize seeking additional professional mental health supports.	
Spiritual Health providers key responsibilities are to:	
❑	Offer a confidential and professional listening ear for evacuees/impacted public who wish to talk about how they've been impacted.
❑	Identify evacuees/impacted public who may need, or benefit from, professional mental health supports, referrals or information about coping with disasters through SHA and/or Tribal Council Mental Health.
❑	Spiritual Health providers are present to complement and enhance the services of SHA and/or Tribal Council Mental Health professionals.
Spiritual Health providers will:	
❑	Be sensitive to and respect the emotions and beliefs of all evacuees/impacted public and personnel within the ESS Centre. This includes respecting the faith and spiritual beliefs of all evacuees/impacted public and personnel within the ESS Centre regardless of whether or not these align with their own spiritual faith and beliefs.
❑	Tread lightly on matters of life and death.
❑	Be careful not to pontificate.
❑	Provide services free of judgement including respecting the culture, faith, religious affiliation, and sexual orientation and/or gender identification including LGBTQIA+ of all those in the ESS Centre.
❑	Conduct themselves in a professional manner at all times
Done	**Post Incident Tasks**
❑	Provide services if requested at re-entry/recovery centre.
❑	Continue to make information and referral contacts available to public.
❑	Be alert for signs of stress and difficulty coping within the community.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit. The affected municipality or Nation will require a copy of this documentation prior to demobilization. **Note:** This only includes documentation permitted by law and the Freedom of Information & Protection of Privacy Act, it does not in any way pertain to medical information of evacuees.
❑	Participate in emergency debrief.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

25. Public Health (SaskHealth/Tribal Council Health)

Responsibility	Reports to
• Provide written public health information and referral contacts to evacuees. • Provide guidance, information, and direction regarding mitigation of communicable disease in ESS facilities. • May inspect and provide direction and procedures for mitigating or responding to any public health concerns in ESS Centres, food services, environmental public health, etc. • Advise ESS personnel of known regional outbreaks (ex: gastrointestinal flu outbreaks, communicable diseases) and steps to take to mitigate their occurrence in ESS facilities.	• Health Task Force Leader



Key ICS Forms	
ICS 213-RR Resource Request	ICS 214 Activity Log
Other Information and Forms – not an inclusive list	
	• Shift Briefing Form

The order of consideration for the following tasks depends on the specific factors of each emergency.

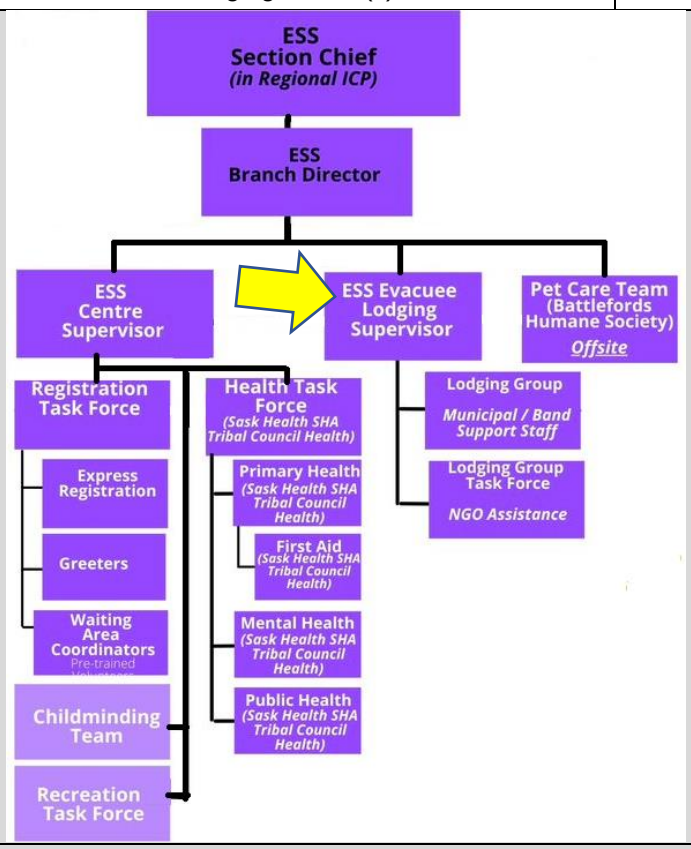
Done	Initial Tasks
❑	Sign-in and assist with set-up.
❑	Put on ESS Centre and/or SaskHealth/Tribal Council Health identification.
❑	Obtain briefing from Health Task Force Leader
❑	Aid and/or provide referrals to expectant mothers or post-natal information and follow-up, as needed.
❑	Identify and advise on any public health concerns within ESS centre (ex: sanitation considerations and requirements).
❑	Request ICS Form 214 Activity Log and Resource Request From 213, if needed from ESS Centre Supervisor.

Done	Initial Tasks
❑	Maintain an Activity Log (ICS Form 214) of all activities and decisions made per shift. The affected municipality or Nation will require a copy of this documentation prior to demobilization. This only includes documentation permitted by law and the Freedom of Information & Protection of Privacy Act, it does not in any way pertain to medical information of evacuees.
❑	Participate in daily ESS Centre briefings.

Done	Post Incident Tasks
❑	Provide services if requested at re-entry/recovery centre.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit. **Note:** This only includes documentation permitted by law and the Freedom of Information & Protection of Privacy Act, it does not in any way pertain to medical information of evacuees.
❑	Participate in emergency debrief.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

26. ESS Evacuee Lodging Supervisor

Responsibility	Reports to
• Responsible for supervision and oversight of all lodging services provided to evacuees, including any that may be delegated to authorized NGO Council member organizations to manage. • Assigning lodging to evacuees • Respond to requests/concerns from Lodging Centre(s)	• ESS Branch Director. • In absence of ESS Branch Director, reports to ESS Section Chief,



Key ICS Forms	
ICS 213-RR Resource Request	ICS 214 Activity Log
Other Information and Forms – not an inclusive list	
• Regional ESS Plan	• Shift Briefing Form
• Evacuee Assigned Lodging Tracking Form	• Evacuee Lodging Agreement

The order of consideration for the following tasks depends on the specific factors of each emergency.

Done	Initial Tasks
❑	Sign-in.
❑	Put on ESS Centre or lodging identification.
❑	Obtain briefing from ESS Branch Director or Section Chief.
❑	Arrange for delivery of cots, blankets, and hygiene kits in cooperation with the Logistics Supply Unit **if** congregate lodging will be utilized.
❑	Have evacuees being assigned lodging complete the Lodging Agreement available with ESS Forms and/or in the Emergency Social Services Plan.
❑	If possible, ensure special needs are centrally located in one accessible location so that their needs can be more easily and effectively met by other ESS personnel and organizations.

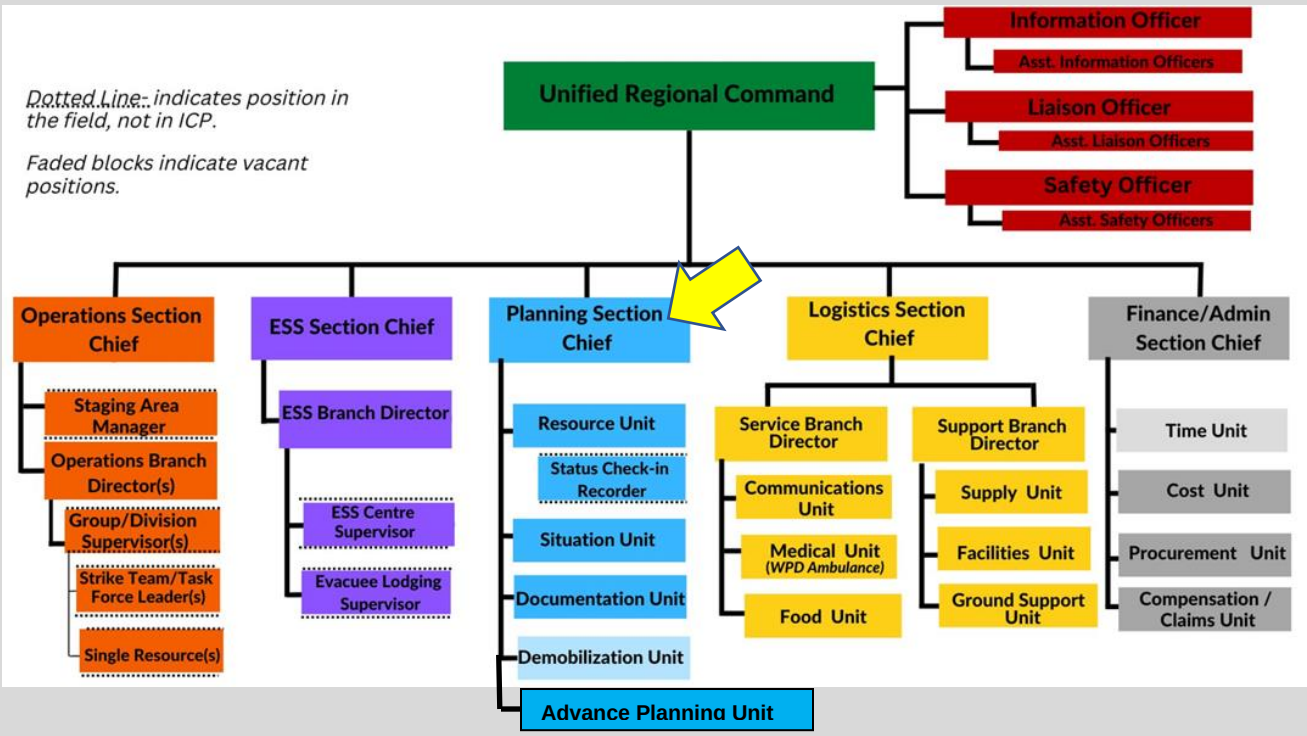
Done	Additional Responsibilities
❑	Provide staff to set-up congregate lodging facilities according to pre-established facility standards.
❑	Provide 24-hour staffing and staff schedules of congregate facilities with pre-screened (criminal record check and vulnerable sector check) staff.
❑	Provide recreational and eating areas.
❑	Be aware of services offered at ESS Centre.
❑	Make referrals to other services and organizations, as necessary.
❑	Ensure the safety and welfare of all evacuees staying at congregate lodging facility and other sites.
❑	Anticipate, mitigate, and resolve lodging challenges which may include but not be limited to Commercial Lodging and / or Congregate Lodging (a last resort)
!	Depending on the types of accommodation being provided and scale of emergency the services within this Group may be provided by any one or a combination of the following: • Municipal personnel. • Provincial support personnel. • An approved and appointed NGO with experience in providing shelter management and accommodations (ex: Canadian Red Cross).

Assigning Lodging Options
• The Lodging Group may pair personnel up with Registration & Inquiry personnel. Reason being, many of the same questions will be asked by each and it saves evacuees from waiting in another line for lodging.
• Lodging may provide Registration & Inquiry with available lodging information to be able to both register and assign lodging in the registration & inquiry area.
• Lodging is a separate service provider table set-up following Registration & Inquiry. Lodging assignments will then have to be communicated back to the Registration & Inquiry Team, which could create redundancy, bottle necks and confusion.
• In any case, a representative from Primary Health should be available to help ascertain evacuee health needs as it relates to lodging (ex: type of shelter to be provided, requirements at shelter including wheelchair accessible, ground floor accessibility, in-room refrigeration for medications) because R&I and Lodging cannot ask health questions for privacy reasons.
Commercial Lodging Challenges
• Damages to hotel rooms and evacuees subsequently evicted from commercial lodging with no place to stay. This may be partially mitigated by implementing a lodging agreement with evacuees at time of registration and lodging assignment. See Lodging Agreement in Regional ESS Plan.
• Inability to fulfill room requirements- particularly for families. Hotel rooms offer limited sleeping space and larger family suites are generally limited to only a few rooms within a hotel. This can make it difficult to assign appropriate sleeping space for families with a considerable number of children or other family members. Cots too are often in short supply at hotels and cannot always be accommodated.
• Room occupancy is often exceeded as families stay together outside of assigned rooms which may present fire and safety hazards.
• Evacuees may invite guests to their rooms for informal gatherings- noise and other complaints.
• Unique requirements such as refrigerators in rooms for storage of medicine, wheelchair accessible rooms and pet friendly hotels for service animals are often in short supply.
• Vacant rooms and unclaimed belongings - sometimes evacuees will leave hotel rooms having never checked out which increases costs while having a hotel room go unused. In other cases, evacuees may leave personal belongings behind that go unclaimed.
• Pet friendly hotels can exacerbate allergies for some evacuees who may need to stay at a hotel in which there are no pet accommodations.
Congregate Lodging Challenges
• Laundry facilities including for bed sheets, linens, and towels.

•	Shower facilities and showering accessibility for those with mobility challenges.
•	Extended nights spent on cots can present or aggravate evacuee physical heath ailments.
•	Safety.
•	Secure storage of personal belongings and theft.
•	Wear and tear to facilities.
•	Isolation space- ex: communicable diseases.
•	Potential for increased contagious illness spread.
•	Further disruption to evacuee lives including inability to express or share intimate moments with romantic partners.
•	Increased potential for conflict as some community members may not have good relationships
•	Other impacts on evacuees including reduced quality of sleep (ex: noise and lighting remains on in overnight hours for safety reasons).
Done	**Congregate Lodging – only to be used as a *last* resort**
❑	Check-in each evacuee and issue evacuee lodging identification (ex: wristbands).
❑	Post or provide each evacuee with rules and regulations for lodging facility as well as copy of fire plan for that specific facility.
❑	At earliest convenience complete facility walk-through with building owner/manager and note any pre-existing damages or other conditions, have them sign-off on walk-through.
❑	Keep ESS Centre regularly updated on amount of vacancy left at congregate and/or commercial shelters and provide lead-time if additional shelter accommodations are anticipated to be needed.
❑	Ensure 24-hour Security of congregate lodging facility or make request for such through the Logistics Section Facilities Unit.
❑	Ensure with the Facilities Unit proper sanitation and maintenance of facility including garbage removal and regular cleaning.
❑	Provide an information board with regular pre-approved updates for evacuees at lodging locations.
❑	Ensure First Aid services and supplies are available and on site at congregate facility.
❑	Maintain Activity Log (ICS From 214) of all activities and decisions made per shift.
❑	Participate in daily congregate lodging briefing and daily ESS Centre briefing where possible.
❑	Record all complaints and incidents (no matter how small). Report any such incidents to responsible leading authority and ESS Section Chief.
Done	**Post Incident Tasks**
❑	Ensure all lodging facilities are left clean and in the same condition as they were prior to evacuee arrival.
❑	Arrange for cot cleaning, take-down and loading with Facilities Unit.
❑	Complete walk-through with facility owner/manager to ensure building is left in pre-emergency condition have owner/manager sign-off.
❑	Handle any unresolved matters such as lost and found and unclaimed luggage.
❑	Confirm return home of all documented evacuees staying at lodging facilities with Registration & Inquiry.
❑	Participate in emergency debrief.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit. The affected municipality or Nation will require this documentation prior to demobilization.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

27. Planning Section Chief

Responsibility	Reports to
• Supervise development of Incident Action Plan • Oversees and assigns tasks to Planning Section • Create ICP meeting agendas and post schedule. • Work closely with Operations Section Chief to determine planning support needs (ex: Resource Tracking, specific planning such as a demobilization plan) • Determine if an Advanced Planning Unit is required.	• Incident Commander • May have one or more Deputies



Key ICS Forms			
ICS 202	Incident Objectives	ICS 233	Open Action Tracker
ICS 213-RR	Resource Request	ICS 214	Activity Log
ICS 230	Daily Meeting Schedule		
Other Forms – not an inclusive list			
• Meerting Agenda Templates		• Shift Briefing Form	

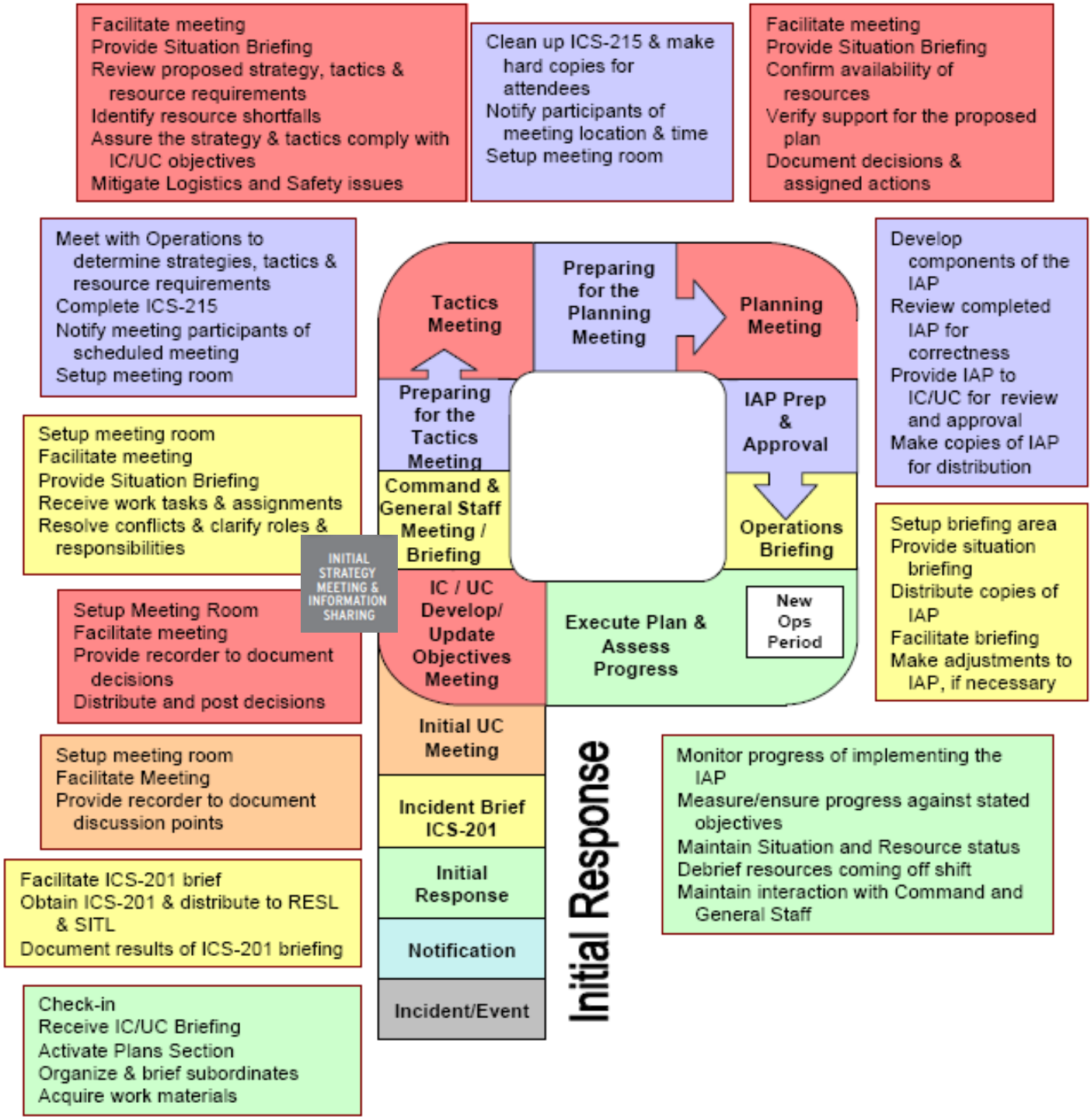
The order of consideration for the following tasks depends on the specific factors of each emergency.

Done	Initial Tasks
❑	Sign-in and assist with set-up of ICP.
❑	Obtain briefing from Regional Incident Commander.
❑	**Review and document objectives as briefed by Incident Commander.**
❑	Brief other Planning section personnel
❑	Complete the rest of Form 202 immediately following briefings. Consult with other sections as necessary to complete the form (ex: Safety Officer & Situation Unit).
❑	Get signature approval of Incident Objectives Form 202 from Incident Commander once complete. Submit a copy to Documentation Unit.

Done	Initial Tasks
❑	Provide a copy of Incident Objectives Form 202 to the Incident Commander at the Strategy and Planning Meetings so that the objectives can be read word for word.
❑	Ensure incident objectives are posted in ICP.
❑	Ensure an Incident Status Check-in Recorder is immediately established in a safe location where tactical incident resources must report prior to being utilized in the incident response. o The Incident Status Check-in Recorder reports to the Resource Unit Leader. The sooner an incident check-in recorder is established the less time and work will be required of the Planning Section to play catch-up. It will also assist the Operations Section and Finance/Admin section in confirming on-scene resources and cost tracking.
❑	The Incident Commander will be responsible for communicating any cost implications to the ICP and may appropriate a sum from the total budget to each section. o It will be the responsibility of the section chief to further divide up the sum attributed to their section into their section's Branches, Groups, Divisions or Units if they so choose and delegate any additional authorities for resource approval.
❑	Set meeting schedule and post.
❑	Set-up meeting spaces in advance of meetings including ensuring supplies are available (markers, maps to be draw on, sticky notes, flip pads, copy of objectives visibly posted).
❑	Bring copy of completed Incident Objectives Form 202 to refer to at each meeting and a blank Incident Objectives Form 202 to the strategy meeting in case objectives need to be revised.
❑	Chair Strategy & Planning Meetings. See Meeting Agenda Templates.
❑	Anticipate changing situation and create contingency plans
❑	Create a basic evacuation plan if one has not already been completed. See Regional Emergency Management Plan for Evacuation Guidelines and other information.
❑	If Demobilization Unit is vacant, create a demobilization plan. See Demobilization Unit Leader Position Checklist for more information.
❑	Determine if an Advanced Planning Unit is required. An advanced planning unit may be required for particularly complex problems that occur as part of an incident (ex: potential secondary disasters or re-entry considerations). If yes, coordinate and oversee. o An advanced planning unit should contain the subject matter expertise required to address the problem (ex: it may mean that operations and planning personnel work together as part of an advanced planning unit if necessary).
❑	Ensure staff schedules within Planning Section occur. Staff must be provided adequate rest between shifts and no staff should work more than one 12-hour shift without an adequate rest period given.
❑	Routinely check-in with Planning Unit Leaders and with other Sections in the ICP to ensure everyone is getting the incident information they need and are apprised of the most updated information as provided by the Situation Unit.
❑	Maintain Activity Log (ICS Form 214) of all actions/decisions made.

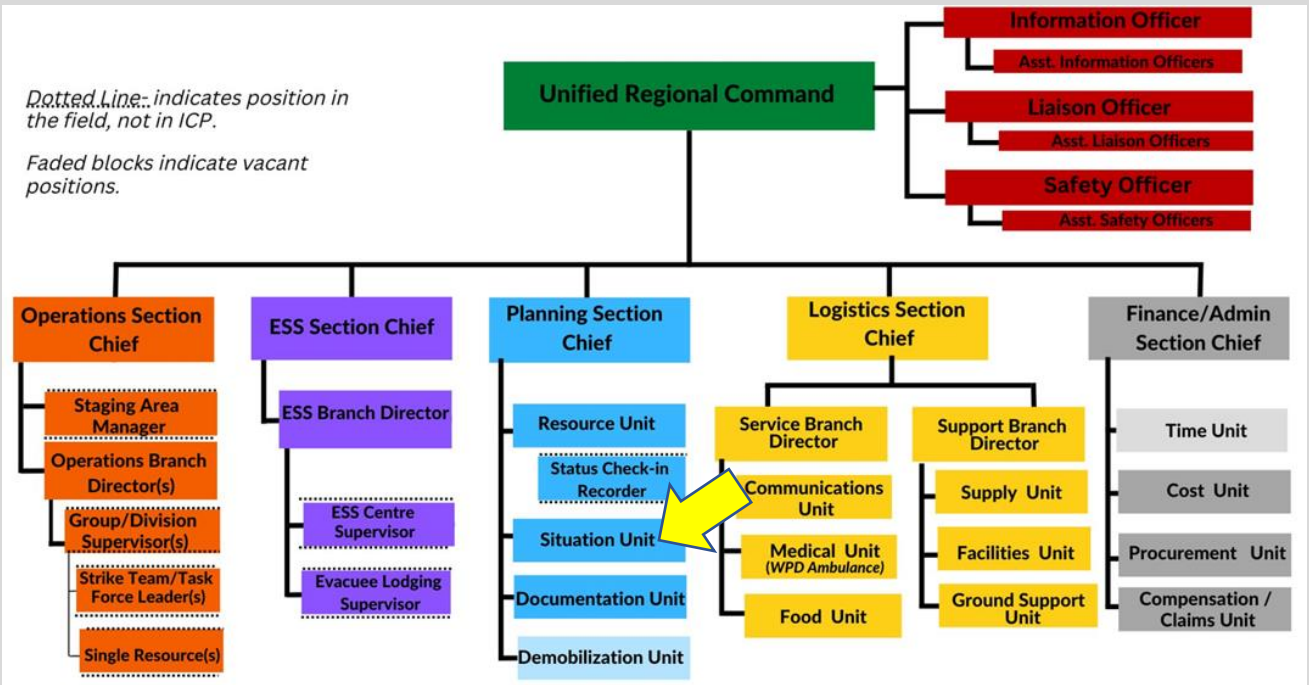
Done	Post Incident Tasks
❑	Participate in emergency debrief.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

Planning Section – Planning P Cycle



28. Situation Unit Leader

Responsibility	Reports to
• Situational awareness activities of the ICP. • Oversees and assigns tasks to Situation Unit staff • Keep ICP Status Board and situational map updated if no Display Processor appointed. • Collect, analyze, evaluate, post, and display situational information. • Provide situation report at Strategy Meeting and Planning Meeting. • Generate periodic Situation Reports as required.	• Planning Section Chief



Key ICS Forms			
ICS 214	Activity Log	ICS 209	Incident Status Summary
ICS 213-RR	Resource Request	ICS 214	Activity Log
ICS 230	Daily Meeting Schedule		

Other Documents & Forms – not an inclusive list	
• Site map (ex: google earth) used to depict all incident locations and assigned areas.	• Shift Briefing Form

The order of consideration for the following tasks depends on the specific factors of each emergency.

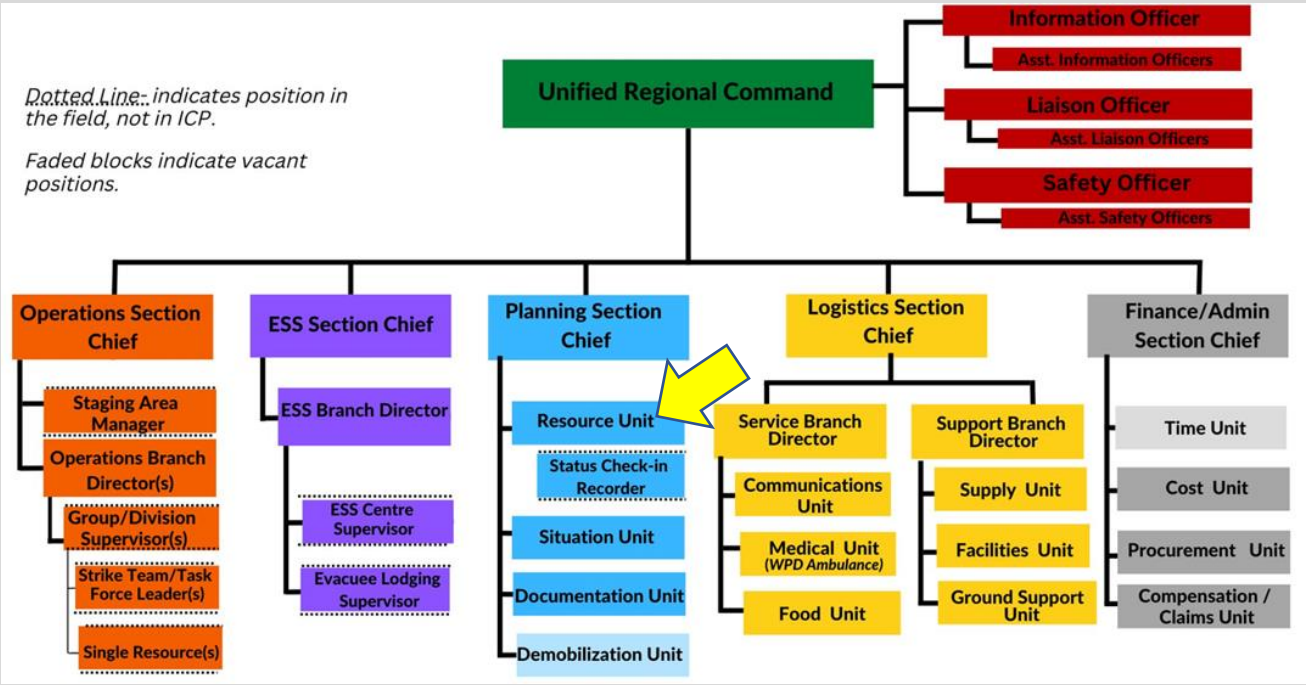
Done	Initial Tasks
❑	Sign-in and assist with set-up of ICP.
❑	Obtain briefing from Planning Section Chief.
❑	**Review and ensure that objectives as set by Incident Commander are posted in ICP**
❑	Determine if any of the following positions are required in your Unit: ○ Display Processor (DRPO) ○ Field Observer (FOB) ○ GIS Mapping ○ Weather Observer (WOB)
❑	If a Field Observer(FOB) is required:

Done	Initial Tasks
	○ Ensure that Operations Section and Safety are informed, and it is safe to send FOB(s) to field. ○ Ensure FOB(s) are briefed on any safety/security issues beforehand. ○ Ask other Units and Sections within the ICP if there is any information, they are missing that a FOB could assist in obtaining for them. Note that a FOB may be useful to appoint to ESS Centres to ensure regular ESS updates are included on status display board and situational reports. ○ Communicate intent to appoint FOB to ESS Centre with ESS Section Chief.
❑	Begin posting information collected from Briefing on Display Board (Activity Log 214 and/or Incident Status Summary 209 in wall display format) or delegate to DPRO.
❑	Begin plotting information regarding location of sites on ICP display map or delegate to DPRO/GIS.
❑	Prepare an incident briefing for the Strategy Meeting and again later for the Planning Meeting.
❑	Incident briefings should include a weather report and identify any information that may have an impact on response operations.
❑	Post ICP information as conspicuously as possible (large format) this may include but not be limited to incident objectives, meeting times and locations, press releases, weather updates, demobilization plan or delegate to DPRO.
❑	Personnel should be able to walk around ICP and by looking at displays and posted information gain a firm understanding of the current situation.
❑	Evaluate and analyze incoming information.
❑	Identify critical information and immediately report any that may significantly affect the ICP and/or field operations to Planning Section Chief.
❑	If there is no added information to update, seek out information.
❑	Provide regularly updated copies of maps of incident to ICP personnel or delegate to GIS.
❑	Regularly be in contact with ICP Sections/Units to ensure they are getting the most up to date version of the information they need. All ICP personnel should be working from the same operational picture.
❑	Collect operational photos and file along with other documentation to the Documentation Unit.
❑	Maintain Activity Log (ICS Form 214) of all actions/decisions made.

Done	Post Incident Tasks
❑	Participate in emergency debrief.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

29. Resource Unit Leader

Responsibility	Reports to
• Maintain status of all assigned tactical resources that are part of operations (under the Operations Section) at an incident. • May also track assigned ESS Section resources. • May maintain a tracking board for current operational period and another for next operational period. • Maintain record of available, assigned and out-of-service resources. • Oversee Resource Unit including any Incident Status Check-in Recorders and/or Volunteer Coordinators.	• Planning Section Chief



Key ICS Forms			
ICS 214	Activity Log	ICS 207	Incident Organization Chart
ICS 213-RR	Resource Request	ICS 203	Organization Assignment List
ICS 204	Assignment List	ICS 211	Incident Check-In List
Other Documents & Forms – not an inclusive list			
• Resource Tracking Board		• Shift Briefing Form	

The order of consideration for the following tasks depends on the specific factors of each emergency.

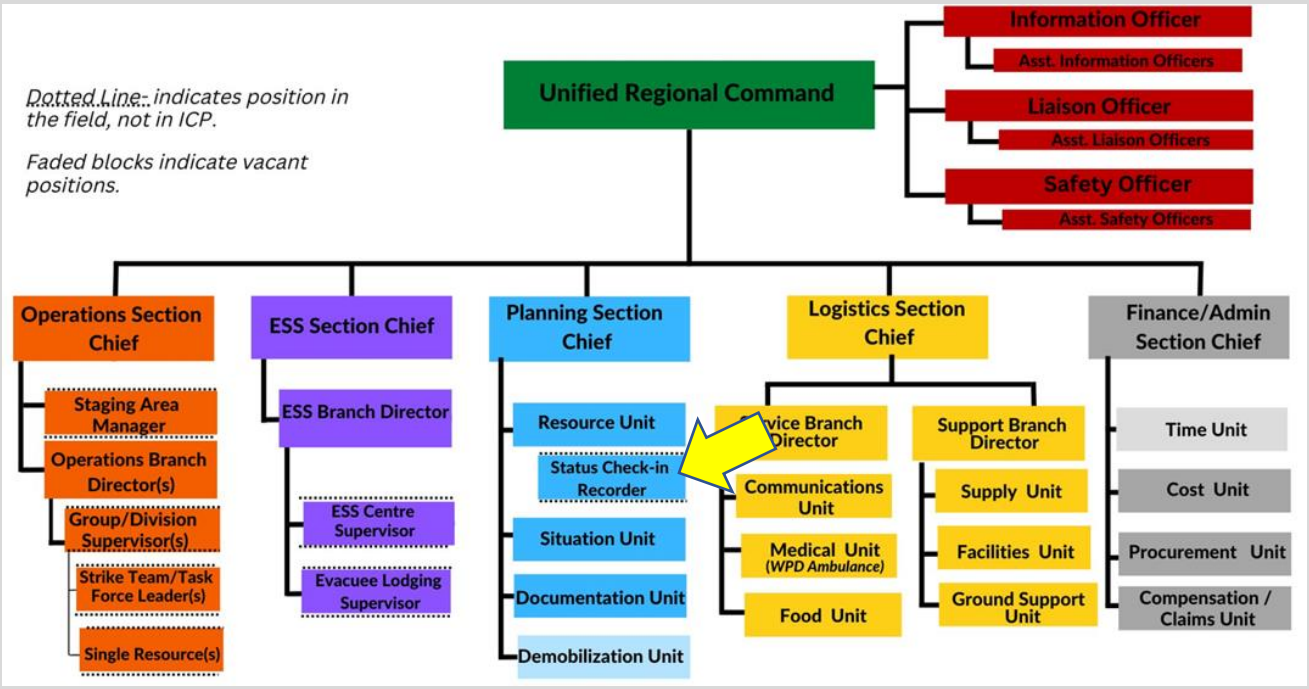
Done	Initial Tasks
❑	Sign-in and assist with set-up of ICP.
❑	Obtain briefing from Planning Section Chief.
❑	**Appoint an Incident Status Check-in Recorder and a Display Processor as soon as possible.** Establish communication system between Check-in Recorders and yourself.
❑	Set-up Resource Tracking Board for tactical resources.
❑	Begin tracking resources already on-site. Both tactical equipment and personnel shall be tracked.
❑	Indicate tactical resources as Assigned, Available or Out of Service.

Done	Initial Tasks
❑	Consider using, magnetic strips or t-cards to print name of resource on so that it can be moved around from Assigned/Available, or Out of Service Column as needed.
❑	Once Resource Request Order 213s (RR 213) have been completed, copies of RR 213s should be posted forthwith on the shared drive for incident personnel to view including any status check-in recorders in order to determine the status of incoming resources and to ensure that resources checking in are official and authorized (not a free lancer).
❑	Determine if a Volunteer Coordinator is or will be required.
❑	Fill in and post Incident Organization List 207. Wall-size recommended to be posted for ICP situational awareness.
❑	Prepare for Tactics Meeting- be able to distinguish between resources available, assigned and out of service.
❑	Assist Operations Section Chief with completing Operational Planning Worksheet 215.
❑	Ensure you have a clear understanding of the organization of the Operations Section and tasks assigned for the next operational period. The Incident Action Plan will include ESS operations unless indicated otherwise. Consult with Operations Section Chief and /or the ESS Section Chief if there are any uncertainties.
❑	Complete Assignment Lists 204 for inclusion in Incident Action Plan. Note In large scale emergencies, Group Supervisors may complete their own 204s for review by the Resource Unit Leader prior to inclusion in the Incident Action Plan.
❑	Complete Organization Assignment List 203 for inclusion in Incident Action Plan. Where possible include phone numbers of personnel listed on Form 203.
❑	Maintain Activity Log (ICS Form 214) of all actions/decisions made.

Done	Post Incident Tasks
❑	Continue to track resources as needed
❑	Participate in emergency debrief.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

30. Status Check in Recorder

Responsibility	Reports to
• Oversees the check-in area which may be co-located with Staging Area or separately from the Staging Area. • The check-in location(s) is located in the field and should have enough space for multiple resources to check-in or wait in queue at one time. • Provides resources checking-in to the incident basic incident information. • Ensures all resources checking-in to the incident are authorized to be there. Matching Resource Request Numbers may accomplish this.	• Resource Unit Leader



Key ICS Forms			
ICS 211	Incident Check-In List	ICS 213-RR	Resource Request
ICS 214	Activity Log	ICS 203	Organization Assignment List
Other Forms – not an inclusive list			
• Shift Briefing Form			

The order of consideration for the following tasks depends on the specific factors of each emergency.

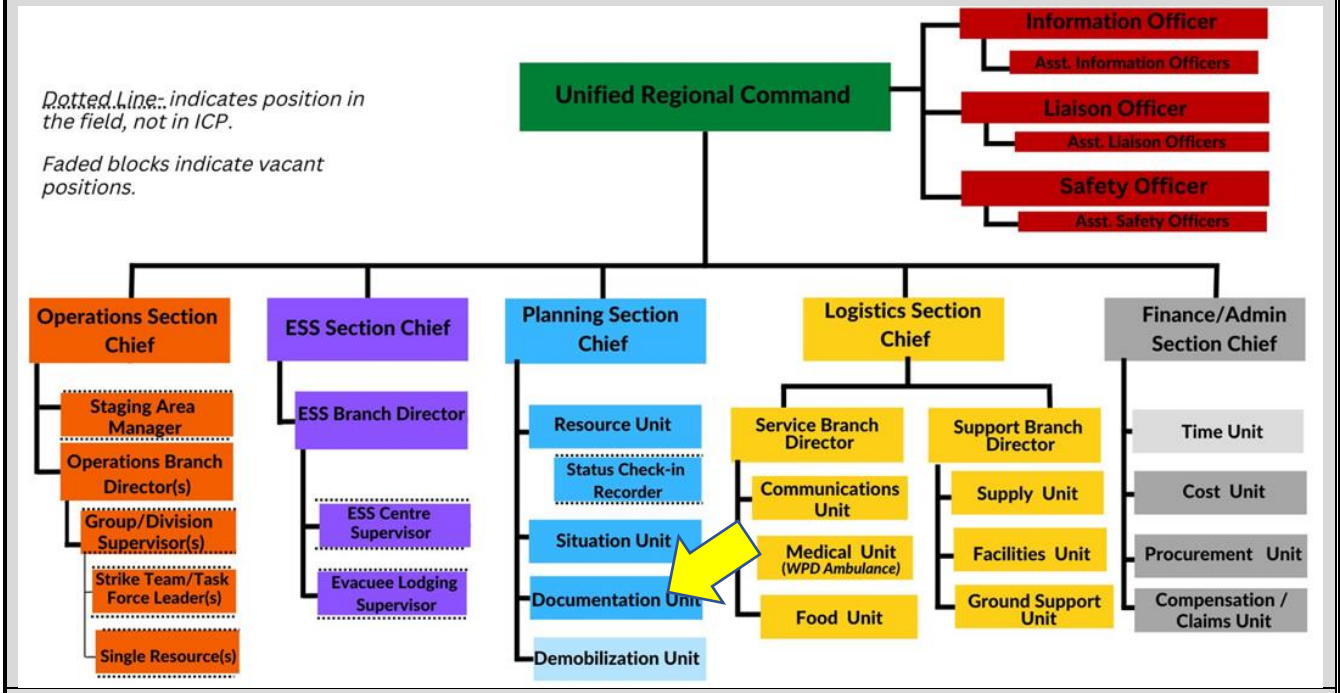
Done	Initial Tasks
❑	Sign-in
❑	Obtain briefing from Resource Unit Leader.
❑	Request a list or access to a list of all tactical resources enroute including names, equipment, anticipated time of arrival and Resource Request Number.
❑	Request a copy of enroute non-tactical resources from the Supply Unit along with Resource Request Numbers if non-tactical resources will be using the same check-in site.
❑	Ensure the Incident check-in location(s) is well-marked.
❑	Ideally, reporting resources will check-in with the Resource Request Number with which they were requested. The check-in recorder will verify their Resource Request Number matches the number on the Resource Request Form 213.

Done	Initial Tasks
❑	Determine with Resource Unit Leader what the process will be for spontaneous resources that attempt to check in (resources that are unauthorized/have not been requested).
❑	Determine if and how these will be referred to Liaison Officer or other ICP position.
❑	Provide resources checking-in to the incident basic incident information such as safety requirements, personnel and equipment time tracking requirements, fuel plan/location information, food, and rest locations
❑	May instruct check-in resources who they will be reporting to (ex: Staging Area, Operational Period Briefing), where and what time.
❑	Record resource details including Resource Request Numbers and contact information.
❑	Notify the Resource Unit Leader of all tactical resources that check-in as they check-in so that the Resource Unit Tracking Board can be accurately updated.
❑	Maintain Activity Log (ICS Form 214) of all actions/decisions made.

Done	Post Incident Tasks
❑	Continue to check in / out resources as needed
❑	Participate in emergency debrief.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

31. Documentation Unit Leader

Responsibility	Reports to
• Responsible for accurate, up to date incident files. • Responsible for proper storing, filing, and tracking of incident records/documents. • Ensure all ICP sections, units, branches are maintaining and providing timely and appropriate documentation; if not follow-up with them and ensure they are provided. • Provide duplication and copying in ICP where necessary. • Assist in compiling (printing) Incident Action Plan. • Store and organize all documents and files for future reference.	• Planning Section Chief



Key ICS Forms	
ICS 214 Activity Log	ICS 213-RR Resource Request
Other Forms – not an inclusive list	
• Shift Briefing Form	

The order of consideration for the following tasks depends on the specific factors of each emergency.

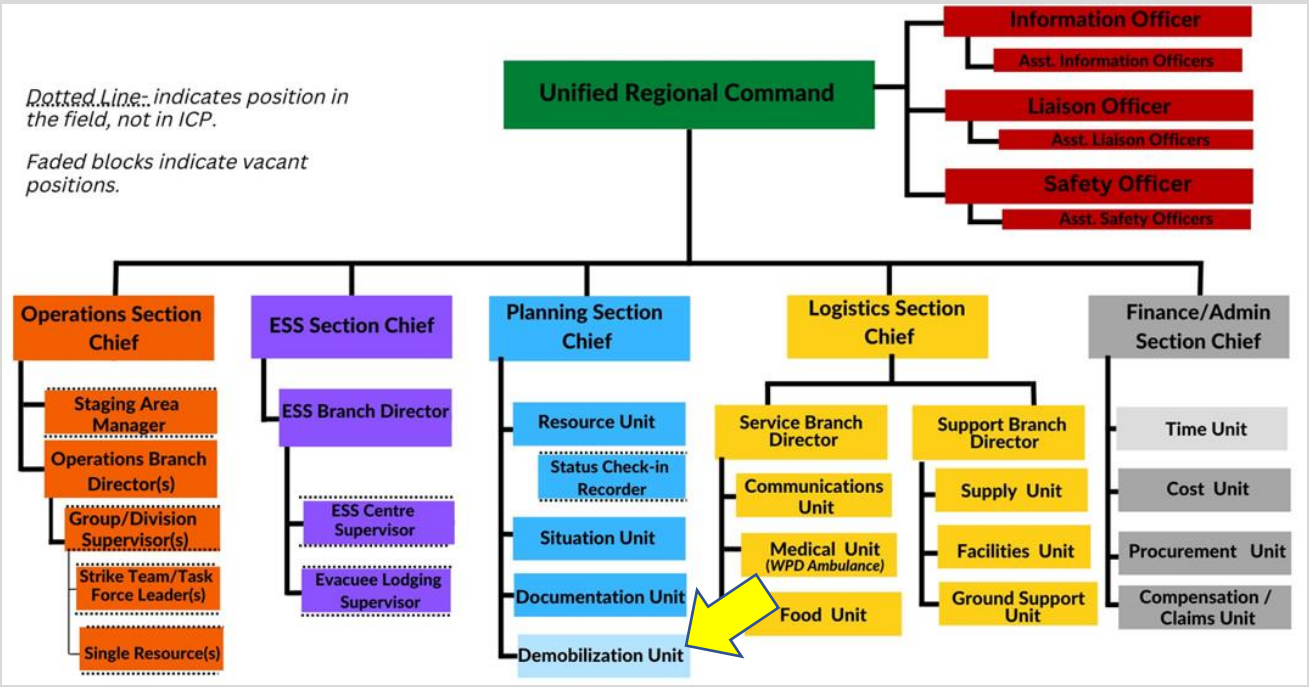
Done	Initial Tasks
❑	Sign-in and assist with set-up of ICP.
❑	Obtain briefing from Planning Section Chief.
❑	Ensure blank copies of all forms are ready and available for personnel.
❑	Ensure all ICP staff are aware of where and how to submit their documentation for filing.
❑	Create a list of ICP documentation required by position and post in large format in visible locations. Note that forms should be complete following Planning Meeting and prior to the Operational Period Briefing.
❑	Work with ESS Section Chief to establish timely submission of ESS Centre documentation. Work with other Sections to obtain timely submission of documentation.

Done	Initial Tasks
❑	Review files for completeness.
❑	Follow-up on any incomplete or missing documentation.
❑	Assist and provide copying services for ICP Sections.
❑	Regularly check-in with Units and Sections to provide additional blank copies of forms and to see if any other documentation services are required.
❑	Collect, organize, and file all completed event or incident related forms including: all ICP Activity Logs, Situation Reports, Incident Action Plans, and any other related information prior to the end of each Operational Period.
❑	Assist with compilation and printing of Incident Action Plan (IAP) including creation of cover page with incident name, date, and applicable operational period and printing of the plan.
❑	Consider printing IAP in reduced size or making available in electronic format (ex: utilizing QR Code) so that field personnel can easily carry it.
❑	Maintain Activity Log (ICS Form 214) of all actions/decisions made.

Done	Post Incident Tasks
❑	Ensure all ICP files, logs, records, and any photographs are handed over to Incident Commander (or designate) once emergency activities have been deactivated.
❑	Participate in emergency debrief.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

32. Demobilization Unit Leader

Responsibility	Reports to
• Coordinate safe & orderly release of resources • Create the Demobilization Plan for incident resource	• Planning Section Chief



Key ICS Forms	
ICS 214 Activity Log	ICS 213-RR Resource Request
ICS 221 Demobilization Checkout	
Demobilization should not be left until the end of the incident. Resources are typically demobilized throughout the incident due to change in status (ex: equipment break down) and fiscal responsibility- even resources that are sitting idle cost money.	
Other – not an inclusive list	
• Shift Briefing Form	Demobilization Plan Template

The order of consideration for the following tasks depends on the specific factors of each emergency.

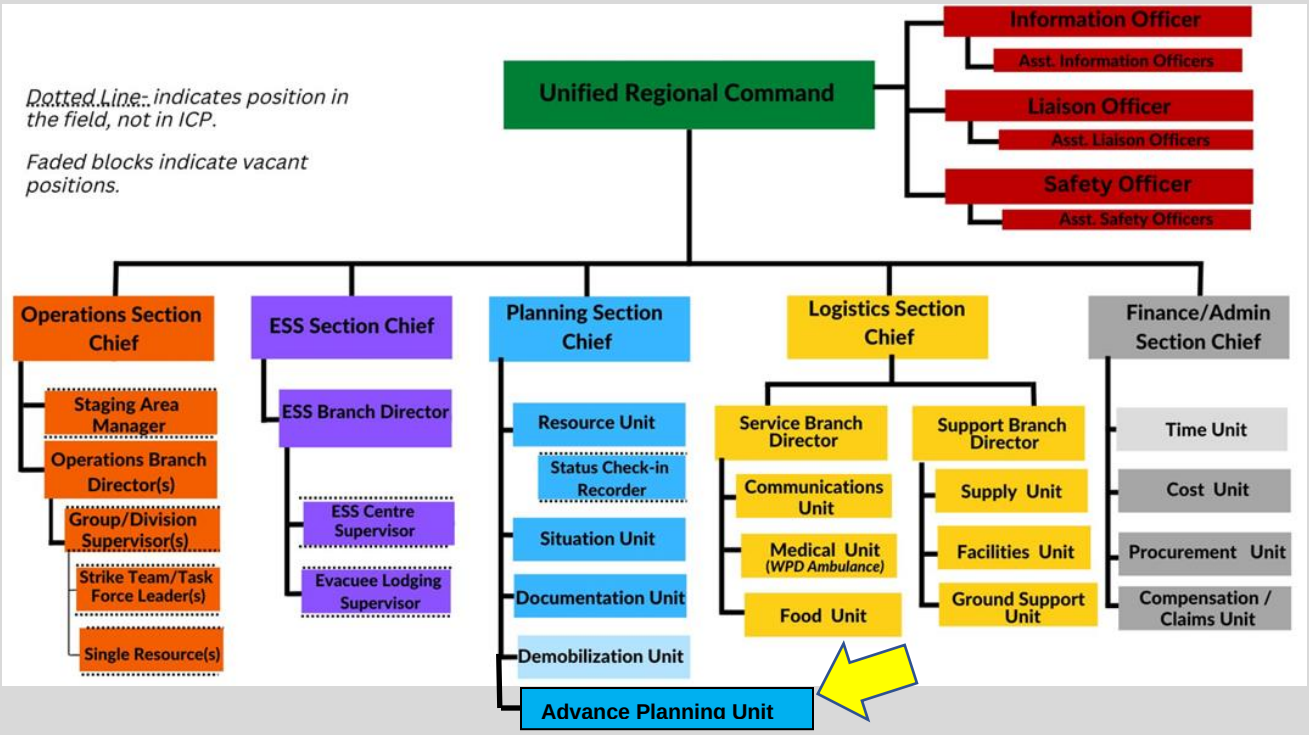
Done	Initial Tasks
❑	Sign-in and assist with set-up of ICP.
❑	Obtain briefing from Planning Section Chief.
❑	Review the Demobilization Plan Template which should be located with ICP Forms.
❑	Scale the Demobilization Plan to meet the needs and complexity of the incident.
❑	Ensure the plan has considered demobilization for all off-site centres and operations which may include ESS Section Operations, Volunteer Centres, Donations Management Facilities
❑	Get input and approval of the Demobilization Plan from all ICP sections.
❑	A Demobilization Meeting may be held with attendance of the Demobilization Unit Leader in order to discuss the Demobilization Plan.
❑	Incident Commander must approve the Plan before being implemented. Make the approved plan available to each ICP section (may also post in ICP).

Done	Initial Tasks
❑	Get input from each ICP section to determine Demobilization Checklist requirements of each resource demobilizing.
❑	Determine if a separate Demobilization Facility is required and/or where Demobilization will be located. Work with the Facilities Unit as needed.
❑	Determine layout of Demobilization Facility or space.
❑	As resources demobilize try to organize an assembly line process. This will allow demobilizing resources to visit the stations/sections required, get sign-off on their ICS 221 Demobilization Checklist while reducing bottle necks and confusion. It will also help facilitate equipment return and paperwork/documentation submission requirements
❑	Maintain Activity Log (ICS Form 214) of all actions/decisions made.

Done	Post Incident Tasks
❑	Participate in emergency debrief.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

33. Advance Planning Unit Leader

Responsibility	Reports to
• Create contingency plans (back-up plans) when an incident has the potential to disrupt current operations or cause secondary incidents. • May be assigned responsibility for re-entry or initial recovery planning where an evacuation has occurred.	• Planning Section Chief



Key ICS Forms	
ICS 214 Activity Log	ICS 213-RR Resource Request
Other – not an inclusive list	
• Shift Briefing Form	

The order of consideration for the following tasks depends on the specific factors of each emergency.

Done	Initial Tasks
❑	Sign-in and assist with set-up of ICP.
❑	Obtain briefing from Planning Section Chief.
❑	Create a contingency plan by completing and documenting the following steps: ○ Identify the problem(s) to be addressed. ○ Create objectives for each problem. ○ Identify all resources and/or pre-tactical actions that must be secured or completed before the plan can be implemented. ○ Identify tactical actions to implement the plan (operational in nature). ○ Identify locations for resources to report to conduct the plan. ○ Identify any additional information required for personnel to conduct the plan (ex: key agencies, communication, and follow-up, contact information for specific people)
❑	Have each plan reviewed by each ICP section that plays a role in the plan.
❑	Complete any edits as required by the sections.

Done	Initial Tasks
❑	Get approval of each plan by all ICP sections and the Incident Commander.
❑	Maintain Activity Log (ICS Form 214) of all actions/decisions made.

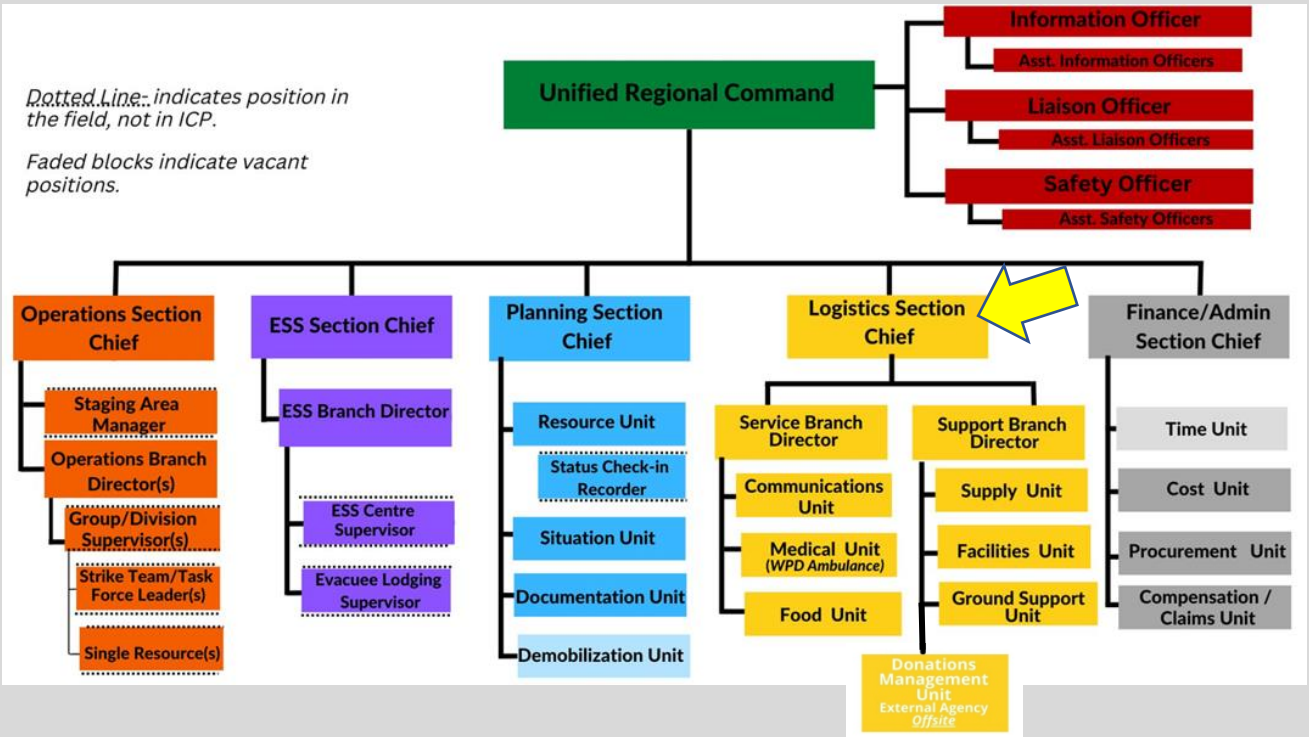
Sample Re-Entry Plan Types and Objectives

Re-Entry Plan	Objective
Damage Assessment Plan	Assess existing damage in order to ascertain current status and develop additional recovery and interim plans (ex: Rapid Building & Site Damage Assessments/ Additional Damage Inspections).
Debris Clearing Plan	Safely remove debris and clear critical egress/ingress routes including for emergency response and critical infrastructure repair. Secondary routes to be cleared will ensure safe access to additional property before residents/businesses are allowed to return home.
Debris Removal Plan	Allow for collection of personal items on private property and safe removal of potentially hazardous debris and disaster affected items on public and private property.
Critical Infrastructure Plan	Assess current damage, capacity and repairs required to ensure operability of essential power, gas, and telecommunication services for returning businesses and residents.
Sewage Plan	Bring lift stations back online to full operating capacity.
Public Works Repair Plan	Assess, plan and repair damages incurred to public works infrastructure as a result of the incident.
Storm Water Management Plan	Monitor, clear, and maintain storm water drainage.
Potable Water Plan	Provide and distribute potable water to affected residents.
Security For Re-Entry Plan	Keep persons out of unopened or unsafe incident affected areas.
Transit Plan	Provide transportation for evacuees requiring it to return home.
Volunteer Management Plan	Make use of and organize volunteers that come forward to assist in disaster or with clean-up or re-entry. See *Volunteer Management* section of Regional Emergency Management Plan.

Done	Post Incident Tasks
❑	Participate in emergency debrief.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

34. Logistics Section Chief

Responsibility	Reports to
• Locate and coordinate resources for response. • Provide logistical support to other sections as emergency dictates in form of resources (equipment and personnel), ground support, facilities, communications, and transportation. • Oversee and ensure appropriate Logistics Section staffing as required:	• Incident Commander • May have one or more Deputies



Key ICS Forms	
ICS 214 Activity Log	ICS 213-RR Resource Request
Other Forms – not an inclusive list	
• Shift Briefing Form	

The order of consideration for the following tasks depends on the specific factors of each emergency.

Done	Initial Task
❑	Sign-in and assist with set-up of ICP.
❑	Obtain briefing from Regional Incident Commander.
❑	Assess equipment, personnel and resources on site, facilities activated or that will be required (Camps, Bases, ESS Facilities) and potential resource needs.
❑	Provide briefing to Logistics Section Branch Directors & Unit Leaders.
❑	Review with Planning & Operations Chiefs planned or expected operations & personnel/resource needs.
❑	The Incident Commander will be responsible for communicating any cost implications to the ICP and may appropriate a sum from the total budget to each section. ○ It will be the responsibility of the section chief to further divide up the sum attributed to their section into their section's Branches, Groups, Divisions or Units if they so choose and delegate any additional authorities for resource approval. ○ All resource requests will require a Resource Request Form 213 (RR 213).

Done	Initial Task
	○ Once orders have been completed, copies of RR 213s should be posted forthwith on the shared drive for incident personnel to view including any status check-in recorders in order to determine the status of incoming resources.
❑	An ICS Form 260 or similar tracking form may be used in addition to posted RR 213s for quick order status reference.
❑	Consumables may be purchased as needed to maintain sufficient inventory without prior additional approval unless the expense exceeds the Supply Unit's budgetary limitation as may be set by the Logistics Section Chief. Consumables include: ○ Standard personal protective equipment (gloves, safety glasses, ear plugs, masks, hard hats, vests). ○ Office supplies - this does not include furniture or equipment. ○ Standard sanitation supplies and/or services such as hand sanitizer, toilet paper, soap, and cleaning of washrooms and other incident facilities.
❑	Update Operations Section Chief, ESS Section Chief and Incident Commander with any concerns, such as priority logistics, shortfalls, assistance needed from other organizations or mutual aid.
❑	Where Units within the Logistics Section are not established it is the responsibility of the Logistics Section Chief to take on these roles, delegate to existing staff as appropriate or place an order for additional personnel.
❑	Ensure staff schedules within Logistics Section occur. Staff must be provided adequate rest between shifts and no staff should work more than one 12-hour shift without an adequate rest period given.
❑	Maintain Activity Log (ICS Form 214) of all actions/decisions made.

Done	Post Incident Tasks
❑	Participate in emergency debrief.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

Logistics Section – Planning Cycle

Review proposed tactics
Identify resource needs & reporting locations from ICS 215 and 215a
Discuss availability of needed resources
Identify resource shortfalls
Identify resource support requirements

Meet with Log Units to confirm status & availability of required resources
Determine additional resources necessary to support objectives
Order necessary resources
Update Ops on resource non-availability to meet reporting requirements & suggest alternatives if necessary
Order support for resources
Identify contingencies as needed

Confirm availability of required resources and timelines
Determine additional resources necessary to support objectives
Identify any contingencies as needed
Verify support for upcoming plan
Provide estimates of future service and support requirements

Survey availability of tactical resources
Obtain status of ordered resources
Summarize support capabilities, facilities, comms, etc.
If needed clarify resource requesting, approval & ordering process

Provide info for IAP [ICS-205, 206 & Transport Plan

Receive IC/UC direction
- Priorities, limitations & constraints
- Objectives
- Key decisions

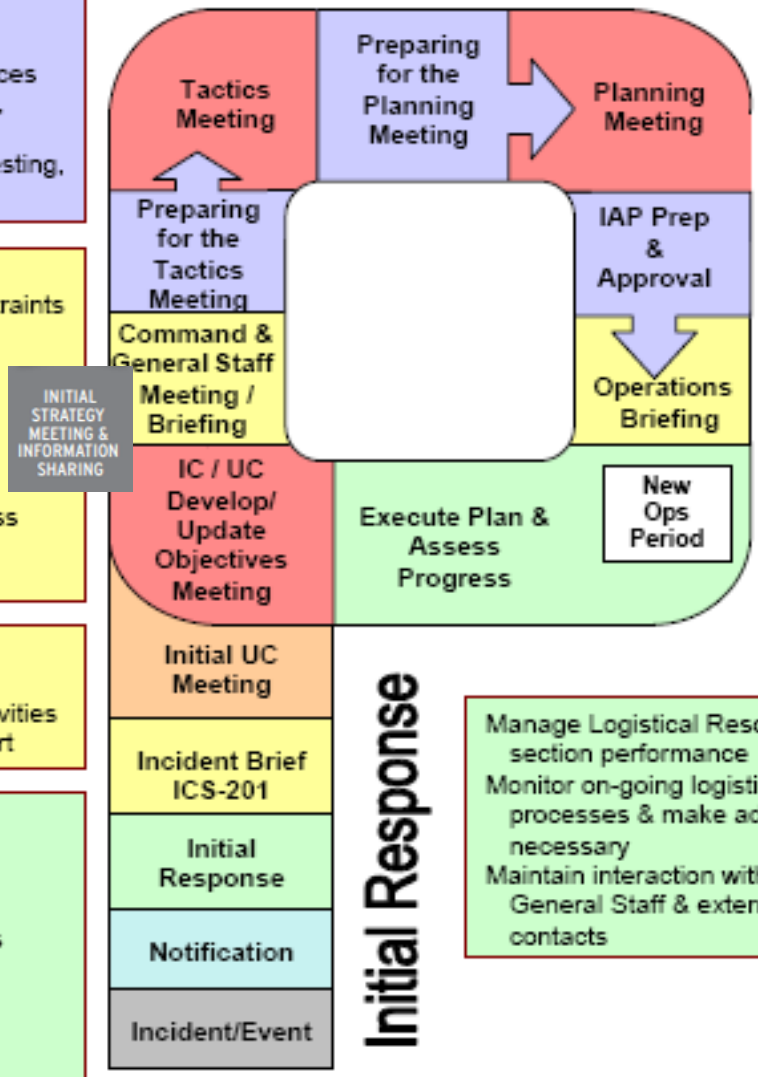
Provide feedback to IC/UC on focus/direction
Discuss interagency issues
Discuss resource requesting, approval, and ordering process
Discuss Log Section needs
Discuss support facilities

Provide logistics information briefing to Operations Section personnel
Review Medical & Comms Plan, Transportation Plan, & Other logistical information to support field operations

Attend ICS-201 brief
-Current overview
-Anticipated Log Section activities
-Indication of required support

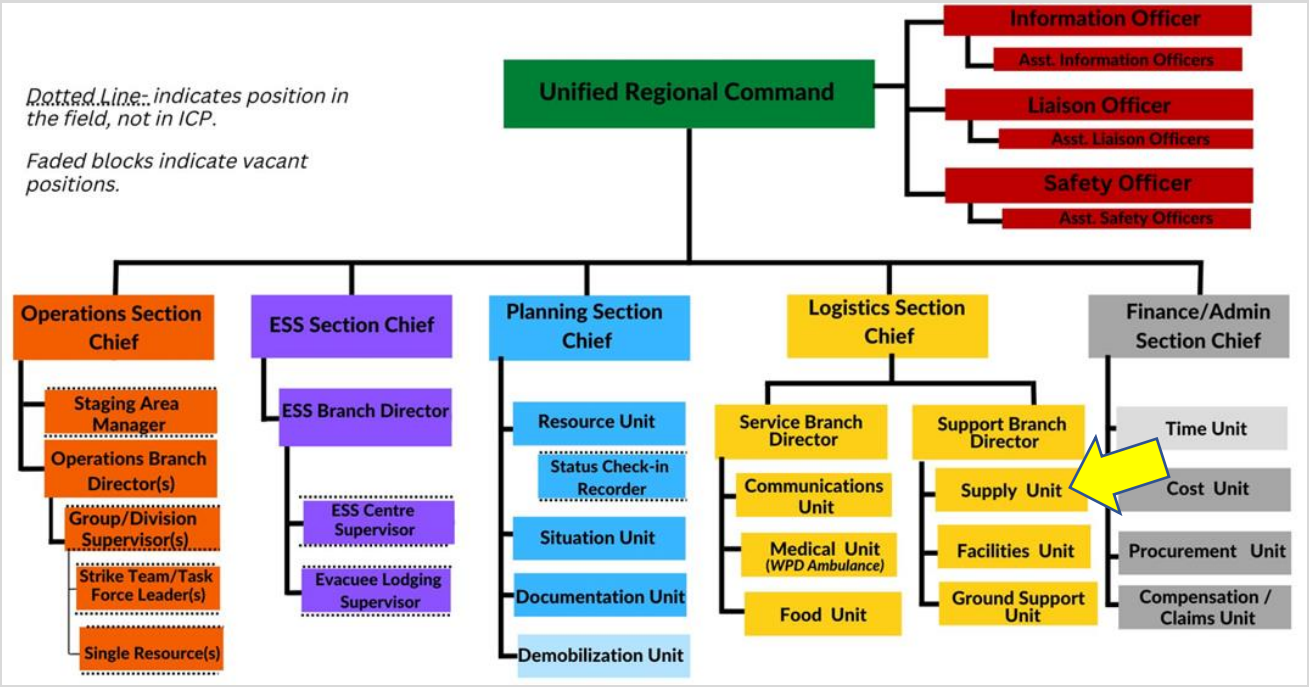
Arrive & Check-in
Assess situation
Receive IC/UC briefing
Activate Log Section
Organize & brief subordinates
Acquire work materials
Forecast Requirements
-transportation
-medical
-resources
-communications
-facilities
-resource requesting
-safety issues
-environmental issues
-food/shelter

Manage Logistical Resources & monitor section performance
Monitor on-going logistical support & processes & make adjustments as necessary
Maintain interaction with Command & General Staff & external logistical contacts



35. Supply Unit Leader

Responsibility	Reports to
• Ordering and receiving of all incident-related resource requests including both tactical personnel & equipment, including ESS resources as well as non-tactical personnel, equipment & supplies. • The Supply Unit is also responsible for storage of any non-tactical supplies/equipment. • Coordinate delivery of supplies and materials as required (ex: to Status Check-in Recorder and/or Receiving & Distribution Manager).	• Logistics Support Branch Director or in their absence, Logistics Section Chief



Key ICS Forms	
ICS 214 Activity Log	ICS 213-RR Resource Request
ICS 260 Resource Order Form - optional	
Other Forms – not an inclusive list	
• Shift Briefing Form	•

The order of consideration for the following tasks depends on the specific factors of each emergency.

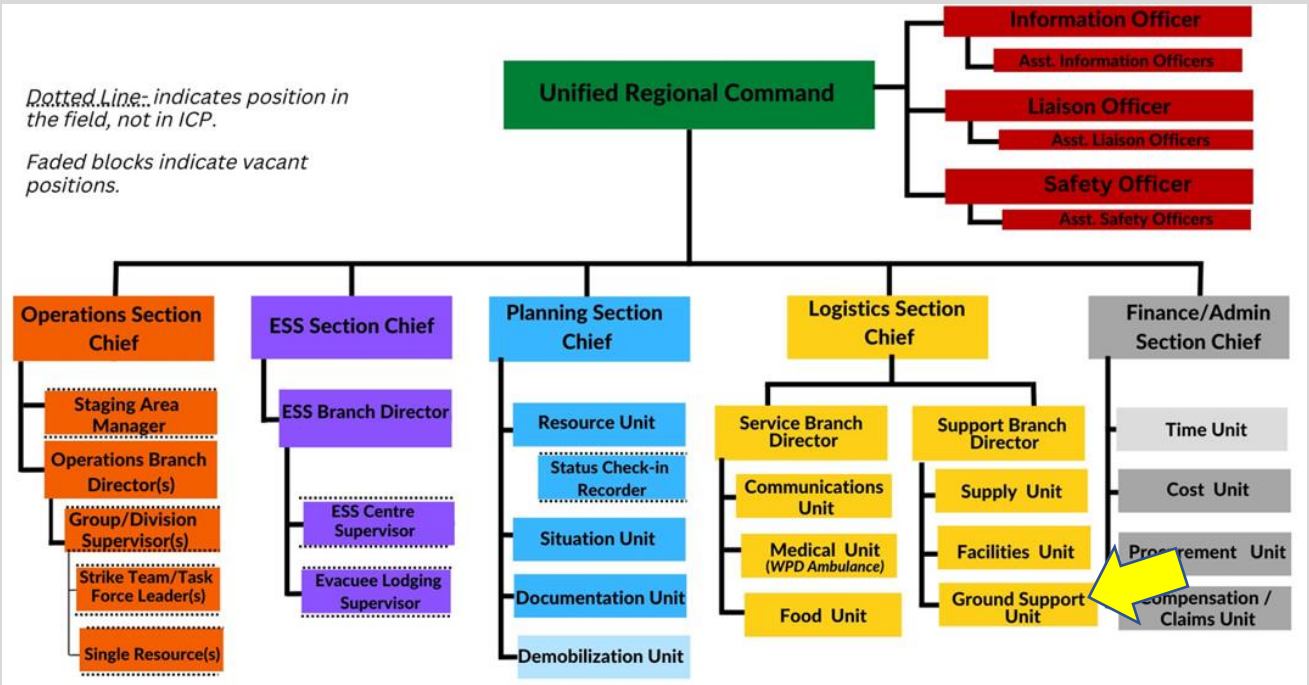
Done	Initial Tasks
❑	Sign-in and assist with set-up of ICP.
❑	Obtain briefing from Logistics Support Branch Director or in their absence, Logistics Section Chief.
❑	Determine if requested supplies and materials are available in inventory or from within the area.
❑	Obtain a list of preferred vendors and any resource, equipment and/or contact lists for resources.
❑	Where a requested resource requires a lease/rental agreement or contract, the request shall be passed on to the Procurement Unit (Finance/Admin Section) to obtain and manage any contracts or agreements.
❑	Ensure that Resource Request Form 213s (RR 213s) are filled out to the extent required by the Supply Unit, this should include indicating how long the resource is anticipated to be required so that appropriate cost estimates can be acquired.

Done	Initial Tasks
❑	Ensure that all Resource Request Forms have been approved by the appropriate authority before being submitted (ex: Section Chief).
❑	Where necessary post Resource Request Form requirements that must be met before the request will be processed (ex: areas of form that must be filled out, other form details) and/or appoint a supply unit position to review all incoming RR 213s as they are submitted to ensure pertinent information is completed before the form is submitted.
❑	Process 213s from bottom of pile (oldest first) with the exception of priority resources.
❑	Resource Request Forms should be in triplicate or quadruplicate. Where carbon copies are not utilized, anticipate requirement for a printer. Keep one copy for the Supply Unit and once fulfilled provide one copy to the requested resource or supplier and one copy to Finance/Admin (Cost Unit) for tracking of costs. If in quadruplicate provide a completed copy of the resource request to the original requestor. Note that this process may change in the event that an Ordering Manager and/or Receiving & Distribution Manager are appointed.
❑	Once orders have been completed, copies of RR 213s should be posted forthwith on the shared drive for incident personnel to view including any status check-in recorders in order to determine the status of incoming resources.
❑	An ICS Form 260 or similar tracking form may be used in addition to posted RR 213s for quick order status reference.
❑	Determine if the item can be provided without cost from another jurisdiction or through the Provincial Operations Centre.
❑	Determine the type and number of supplies enroute.
❑	Maintain inventory of non-tactical supplies.
❑	Assign an Ordering Manager if needed.
❑	Assign a Receiving and Distribution Manager for receiving and distribution of non-tactical supplies if needed.
❑	Note you may need to appoint additional Ordering Managers and/or Receiving & Distribution Managers as needed on-site at the ESS Centre. Consult with ESS Section Chief to determine if such is required. These may be responsible for ordering and supplying of evacuees supplies (ex: hygiene items, diapers, formula)
❑	Notify requesting parties of the status of their resource request, especially where there will be delays filling the request.
❑	Maintain Activity Log (ICS Form 214) of all actions/decisions made.
Done	**Ordering Manager Key Responsibilities**
❑	Create system/process for placing orders.
❑	Place orders.
❑	Perform tasks related to ordering as described under Supply Unit.
❑	Track all orders.
❑	Maintain an Activity Log (ICS Form 214) of all actions/decision made.
Done	**Receiving & Distribution Manager Key Responsibilities**
❑	Determine supply storage areas and organize layout of such.
❑	Maintain inventories.
❑	Determine security requirements for supply areas.
❑	Establish procedures for receiving and distributing.

Done	Initial Tasks
❑	Track all items distributed.
❑	May be required to set-up process for check-in/out and return of borrowed equipment for re-use or re-distribution (ex: hand tools, some types of PPE).
❑	Maintain an Activity Log (ICS Form 214) of all actions/decision made.
Done	**Resource Request Order Requirements**
❑	Best practices include securing a cost estimate of resources provided.
❑	All resources (personnel & equipment) must be checked in and checked out to track total time of resources used to ensure efficient and cost-effective use of resources.
❑	Resource Request Orders 213 must include: ○ Incident Name ○ Order/request number ○ Date and time of order (time in 24-hour clock). ○ Quantity, kind & type. ○ Reporting location (specific) and contact of person reporting to. All resource request forms should document both the location the resource is intended to be used and the affected jurisdiction having authority whose boundaries the requested resource is to be utilized within before the request can be processed. ○ In the event that a resource is to be shared between two jurisdictions, this ought to be noted on the request for resource form. Additional documentation to further attribute costs may be gathered to aid in final calculations. ○ Requested time of delivery. ○ Person placing request and their call-back number for clarification or additional information. ○ Each Resource Request **must be approved** before being submitted for ordering.
❑	Stop all orders not filled within 48 hours.
❑	Check return clause on items ordered.
❑	Mutual aid resource requests should require resource request forms.
❑	Cost estimates must be forwarded to the Finance/Admin (Cost Unit) for cost summaries/forecasts.
❑	All purchases require back-up documentation in addition to the invoice including a copy of the Request For Resource Form 213, and may also include a purchase order, original receipt or other acceptable documentation.
❑	Note that incident costs <u>may</u> be eligible for provincial reimbursement In order to be eligible: All applicants must: ○ Include a unique project identifier or the project name on each invoice and receipt. ○ Ensure that vendors and suppliers include the correct project identifier or project name on each invoice and receipt. ○ Ensure that each invoice and receipt clearly identify the response or recovery activity being performed. ○ An applicant may only be paid assistance when the applicant incurs and provides an invoice and proof of payment for a cost that is eligible for assistance under current provincial guidelines.
Done	**Post Incident Tasks**
❑	Participate in emergency debrief.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

36. Ground Support Unit Leader

Responsibility	Reports to
• Coordinate fuelling of all equipment and/or vehicles (ex: may distribute and track fuel cards to group, division supervisors or unit, task force/strike team leaders as needed). • Work with local fuel suppliers as necessary to ensure fuel services for mobile and stationary equipment (ex: generators). • Coordinate repair and maintenance of any vehicles or equipment for which the local authority has the authority/responsibility to repair or maintain. • Coordinate transportation if needed, for response personnel, supplies, food, and equipment.	• Logistics Support Branch Director or in their absence, Logistics Section Chief



Key ICS Forms	
ICS 214 Activity Log	ICS 213-RR Resource Request
ICS 218 Support Vehicle/Equipment Inventory	
Other Forms – not an inclusive list	
• Shift Briefing Form	

The order of consideration for the following tasks depends on the specific factors of each emergency.

Done	Initial Tasks
❑	Sign-in and assist with set-up of ICP.
❑	Obtain briefing from Logistics Support Branch Director or in their absence, Logistics Section Chief.
❑	With Supply Unit & Resource Unit assess available equipment and support personnel.
❑	Coordinate mass fuelling of equipment with fuel providers (may require coordination with Staging Area Manager).
❑	Create fuel plan including detailed tracking of any fuel cards (coordinate use of fuel cards with Supply Unit and Finance/Admin).

Done	Initial Tasks
❑	Each Unit/Group/Division/ Task Force/Strike Team may be given a log to complete for fuel expenditure tracking.
❑	Coordinate transportation for incident personnel if required.
❑	Coordinate maintenance of vehicles for which you have authority.
❑	Determine need for additional Ground Support personnel and request as needed.
❑	Determine need for Traffic and/or Transportation Plan (see note below). Create if needed.
❑	Determine capacity of drivers and safety requirements (see note below).
❑	Determine emergency & breakdown procedures.
❑	Track all Ground Support equipment (ICS Form 218).
❑	Track all fuel and maintenance expenditures and report to Finance/Admin daily.
❑	Track and report all vehicle records.
❑	Report any vehicle accidents or near misses to Safety Officer and to Claims/Compensation Unit (Finance/Admin Section) immediately.
❑	Maintain Activity Log (ICS Form 214) of all actions/decisions made.

Ground Support Unit Leader (continued)

Plan	Clarification
Traffic Plan:	Identifies the required flow of traffic in and around incident base/camp.
Transportation Plan:	Includes a traffic plan, but also shows traffic in and around the incident area of operations as well as who is assigned to which ground support vehicle and position assignments.
Driver Safety:	You are responsible to ensure that drivers within your unit are kept safe. This includes identifying any PPE (personal protective equipment) they may require as well as evaluating the requirements of the ground support unit. For example, the ground support unit may be requested to deliver supplies or food to operationally tasked personnel in the field. However, it may be unsafe to do so due to ingress/egress routes or other hazards. In this case you may need to determine alternate ways to provide provisions such as determining alternate safe drop-off points

Done	Equipment Manager Key Responsibilities
❑	Assist the Ground Support Unit Leader with their assigned duties.
❑	Multiple Equipment Managers can be assigned if needed.
❑	Maintain an Activity Log (ICS Form 214) of all actions/decision made.

Done	Driver Key Responsibilities
❑	Delivering of supplies.
❑	Delivering/transport of logistical incident resources.
❑	Maintain an Activity Log (ICS Form 214) of all actions/decision made
Done	**Mechanics Key Responsibilities**
❑	This will depend on the jurisdiction having authority for the equipment in question.
❑	If the authority is that of the mechanic providing said services, then they may provide minor repairs/maintenance.
❑	May assist or provide pre and/or post incident vehicle inspections.
Done	**Equipment/Time Recorder Key Responsibilities**
❑	Although this position is part of the Ground Support Unit the Equipment/Time Manager reports to the Time Unit in the Finance/Admin Section.
❑	Track equipment and ground support unit personnel time (ex: driving limit times, distance driven, required rest periods) for safety and cost purposes.
❑	Maintain an Activity Log (ICS Form 214) of all actions/decision made

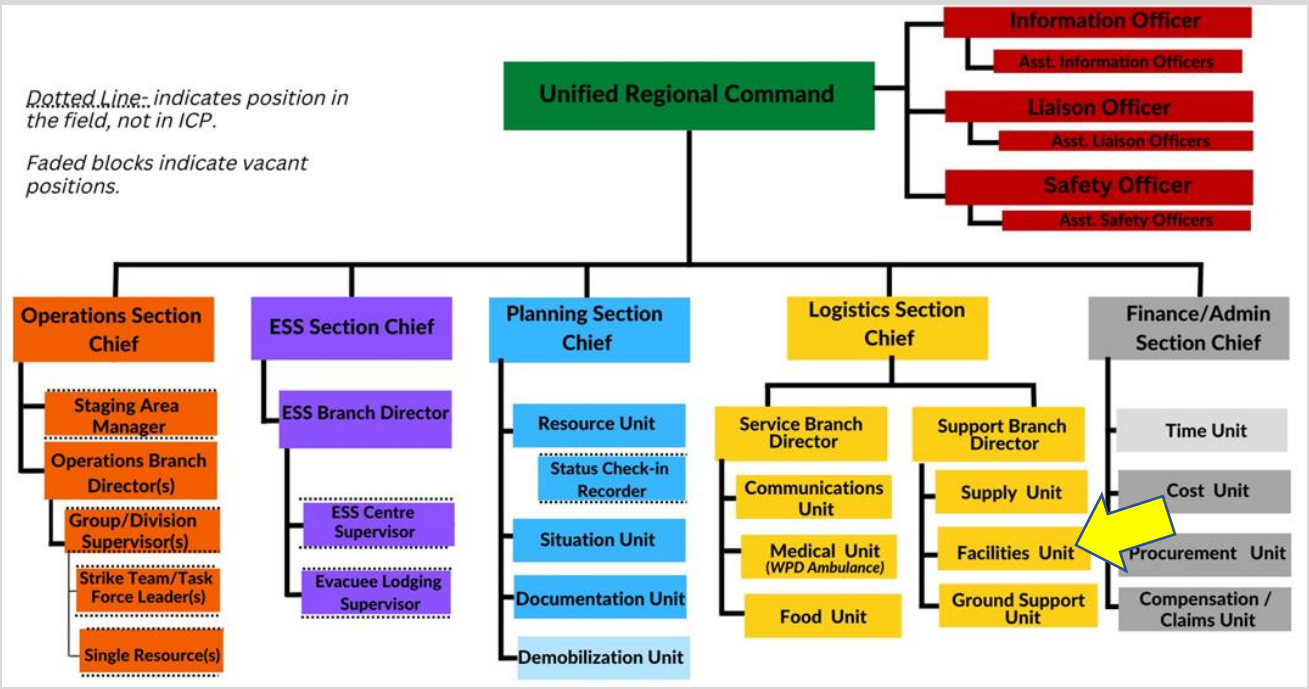
Done	Post Incident Tasks
❑	Participate in emergency debrief.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

37. Facilities Unit Leader

Responsibility	Reports to

• The Facilities Unit Leader is responsible for facility set-up, maintenance and to ensure incident facilities meet the needs of the operations/services within each incident facility.
• Identify adequate incident facilities and oversee functioning and maintenance of such throughout the incident.
• Ensure facilities comply with all safety regulations.
• Types of facilities the Facility Unit Leader may be responsible for setting up include but are not limited to:
  ○ Sanitation facilities (portable washrooms and handwashing).
  ○ ESS facilities
  ○ Sleeping areas
  ○ Rest areas
  ○ Staging facilities
	• Logistics Support Branch Director or in their absence, Logistics Section Chief

• **Note**: The Facilities Unit is also responsible for Security at all facilities except where additional tactical security is required. This will include securing security for all ESS facilities. If tactical security operations are required, this becomes the responsibility of the Operations Section.



Key ICS Forms	
ICS 214 Activity Log	ICS 213-RR Resource Request
Other Forms – not an inclusive list	
• Shift Briefing Form	

The order of consideration for the following tasks depends on the specific factors of each emergency.

Done	Initial Tasks
❑	Sign-in and assist with set-up.
❑	Obtain briefing from Logistics Support Branch Director or in their absence, Logistics Section Chief.

Done	Initial Tasks
❑	Determine outstanding incident facility needs.
❑	Determine if fixed, mobile, or temporary facilities will be used.
❑	Determine the functional needs within each facility and layout of each. Utilize existing incident floor plans where available (ex: Volunteer Centre/ESS/ICP floor plans). See Regional Emergency Management Plan and Regional ESS Plan.
❑	Try to create floor plans that reduce high traffic/potential bottle neck facility areas.
❑	If possible, complete a walk-through and inspection of each facility prior to set-up and activation. Have the facility manager sign-off on any pre-existing conditions/damages
❑	Determine furnishing and set-up requirements.
❑	Determine security needs of each facility. Note that ESS, ICP and press conference locations will all require security. Facility security is separate from tactical security which is the responsibility of the operations section. Professional contracted security services should be utilized.
❑	Assess and mitigate facility hazards (ex: slip/trip hazards, environmental hazards).
❑	Ensure facilities are accessible.
❑	Arrange for additional cleaning and maintenance of facilities as required (ex: sanitation, facility cleaning and maintenance, garbage removal).
❑	Pay attention to high-traffic areas and sanitation requirements.
❑	Prior to deactivation, complete another facility walk through and inspection with facility manager to identify any damages or other concerns caused during incident use.
❑	Get sign off on inspection from facility manager.
❑	Maintain Activity Log (ICS Form 214) of all actions/decisions made.
Done	**Post Incident Tasks**
❑	Arrange for deactivation of facilities and return to normal or previous facility condition.
❑	Participate in emergency debrief.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

Base / Camp Manager Key Responsibilities
Oversee base/camp(s) and ensures proper functioning of the facilities within.
Coordinate facility maintenance.
Ensures there is proper communication between facilities and sites or transportation.
Maintain an Activity Log (ICS Form 214) of all actions/decision made.

Security Manager Key Responsibilities
All Security personnel should be professionally contracted security personnel.
Ensure that all Security personnel are clearly identified as such.
May create security plan that includes needs, concerns, and security procedures.
Facility security is not to be confused with tactical security which is an operational function (responsibility of the Operations Section).
Security must be appointed at ESS Centres and may be required upon request at other facilities such as Donations Management facilities and volunteer centre facilities.
Maintain an Activity Log (ICS Form 214) of all actions/decision made

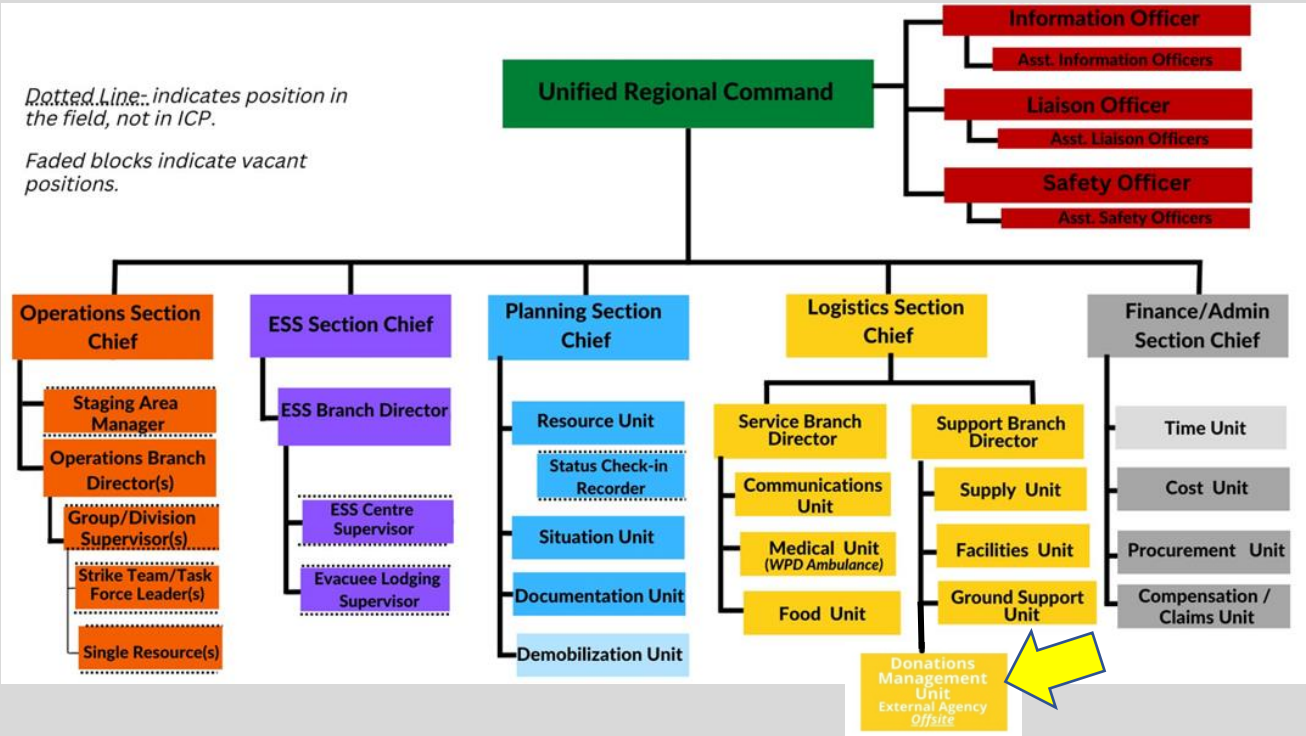
Done	Initial Tasks
	Security Responsibilities at ESS Facilities
	Ensure confidentiality of ESS facilities and privacy of evacuees.
	ESS Facilities such as Reception, Food and Lodging Centres are safe places for evacuees to go to access basic needs. It must remain confidential at all times; access should only be available to emergency response personnel, emergency social services personnel and evacuees.
	Media will not be allowed into Reception, Food, Lodging, Rest, or other ESS Centre unless specific arrangements have been made with and they are accompanied by the Information Officer, Liaison Officer, Emergency Measures Coordinator and/or Mayor/Reeve/Council.
	Be aware that stress levels of evacuees may run high, which can sometimes escalate into aggressive behavior. If possible, work with the other staff at the ESS Centre that may include mental health and management. **If you are unsure or feel the situation requires RCMP presence, do not hesitate to call them.**
	Maintain an Activity Log (ICS Form 214) of all actions/decision made

Done	ESS Security Checklist
❑	Sign-in.
❑	Put on ESS Centre identification.
❑	Obtain briefing from the ESS Centre Supervisor.
❑	Ensure all personnel check-in and out of each shift and are visibly identifiable as Emergency Social Services Personnel.
❑	Authority to refuse entry to anyone who cannot provide adequate identification.
❑	If you find it difficult to identify who is or is not an authorized personnel or evacuee, ask the ESS Centre Supervisor to ensure people are identified. Examples of acceptable identification: ○ Service Providers-Identification Tags ○ Service Providers- ID- photo or marked uniform/clothing. ○ Evacuee wristbands. ○ Evacuees- provide an electronic copy of their Registration form and photo ID or similar.
❑	Ensure Security personnel are posted at each entrance/exit point at all times.
❑	Try to mitigate loitering of evacuees and /or members of public at ESS Centre entrances/exits.
❑	Complete regular walk-throughs of ESS Reception Centre and check-in with service providers to identify any security concerns/needs.
❑	Participate in daily briefing of ESS Centre staff.
❑	Maintain an Activity Log (ICS Form 214) of all activities and decisions made.
❑	Fill out incident reports, as necessary.

Done	Post Incident Tasks
❑	Participate in emergency debrief.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

38. Donations Management Unit Leader

Responsibility	Reports to
• Oversee set-up of donations management centre and processing of donations. • Establish and implement donation policies/procedures. • Implement established procedures for return of surplus goods where possible. • Ensure public messaging re: donations are relayed to ESS Section Chief and/or Information Officer and Liaison Officer or Assistants. • Work closely with the Supply Unit and determine destinations for donations once sorted which may include ESS Facilities, Alternate Donation Management Organizations or Societies, Recycling Facilities, Waste Management Facilities. • Oversee and ensures physical and mental well-being of personnel within Donations Management Centre by arranging for proper sanitation facilities, food, and beverages.	• Logistics Support Branch Director or in their absence, Logistics Section Chief



Key ICS Forms	
ICS 214 Activity Log	ICS 213-RR Resource Request
Other Forms – not an inclusive list	
• Shift Briefing Form	•

The order of consideration for the following tasks depends on the specific factors of each emergency.

Done	Initial Tasks
❑	Sign-in and assist with set-up.
❑	Obtain briefing from Logistics Support Branch Director or in their absence, Logistics Section Chief.
❑	Assess supply needs in consultation with ESS Centre personnel and determine if they can be met with donations.

Done	Initial Tasks
❑	Determine staffing needs and hours of donation management centre. Obtain required supplies- See Donations Management in Regional ESS Plan for a list of suggested supplies and Donations Sorting Guidelines.
❑	Determine other facility needs including security/ equipment/supplies/personnel resources to ensure centre can run smoothly and process donations efficiently.
❑	Ensures all safety and sanitation requirements are in place for acceptance, sorting and disposal or distribution of donations. See Donations Management in Regional ESS Plan for more information and consult with Public Health if needed.
❑	Maintain account of expenses at Donations Centre.
❑	Ensure proper tracking of personnel hours and shifts with documented sign-in/out sheets.
❑	Maintain Activity Log (ICS Form 214) of all actions/decisions made.

Additional Donations Management Roles:

The following are Donation Management Centre functions that may be required and appointed by title. Organization of personnel and responsibilities of each within the Donations Management Unit is at the discretion of the Donations Management Unit Leader and subject to the authority of the Logistics Support Branch Director or in their absence the Logistics Section Chief.

Done	Hotline Supervisor Responsibilities
❑	Ensures a script is provided to any hotline personnel and that all personnel are aware of the donation policies.
❑	Provides information regarding donations.
❑	May arrange pick-up/drop-off times in coordination with Loading Area Supervisor and Inventory & Tracking Supervisor.
❑	Maintain an Activity Log (ICS Form 214) of all actions/decision made.
Done	**Inventory and Tracking Supervisor Responsibilities**
❑	Maintains an inventory list and determines based on need and condition which items will be routed to which donation destinations.
❑	Determines type of tracking system to be used.
❑	Keeps Donations Management Unit Leader apprised of all shipments and may provide regular summary report.
❑	Tracks: Number and type of bulk donations received (bulk/pallet), significant donations, donations delivered to ESS facilities and goods donated to other distribution or disposal sites.
❑	Tracks any significant issues and reports challenges to Donations Management Unit Leader.
❑	Maintain an Activity Log (ICS Form 214) of all actions/decision made.
Done	**Loading Area Supervisor Responsibilities**
❑	May subdivide into the following two positions if needed: Loading Supervisor & Offloading Supervisor.
❑	Manages traffic in donation centre areas by ensuring traffic safety at all times and sets up easily navigable loading/offloading sites.
❑	Establishes any loading or offloading times or appointments to avoid bottle necks.
❑	Transportation needs including acquisition of trucks, operators and a traffic plan should be requested from the Ground Support Unit of Logistics
❑	May subdivide into the following two positions if needed: Loading Supervisor & Offloading Supervisor.
❑	Maintain an Activity Log (ICS Form 214) of all actions/decision made.

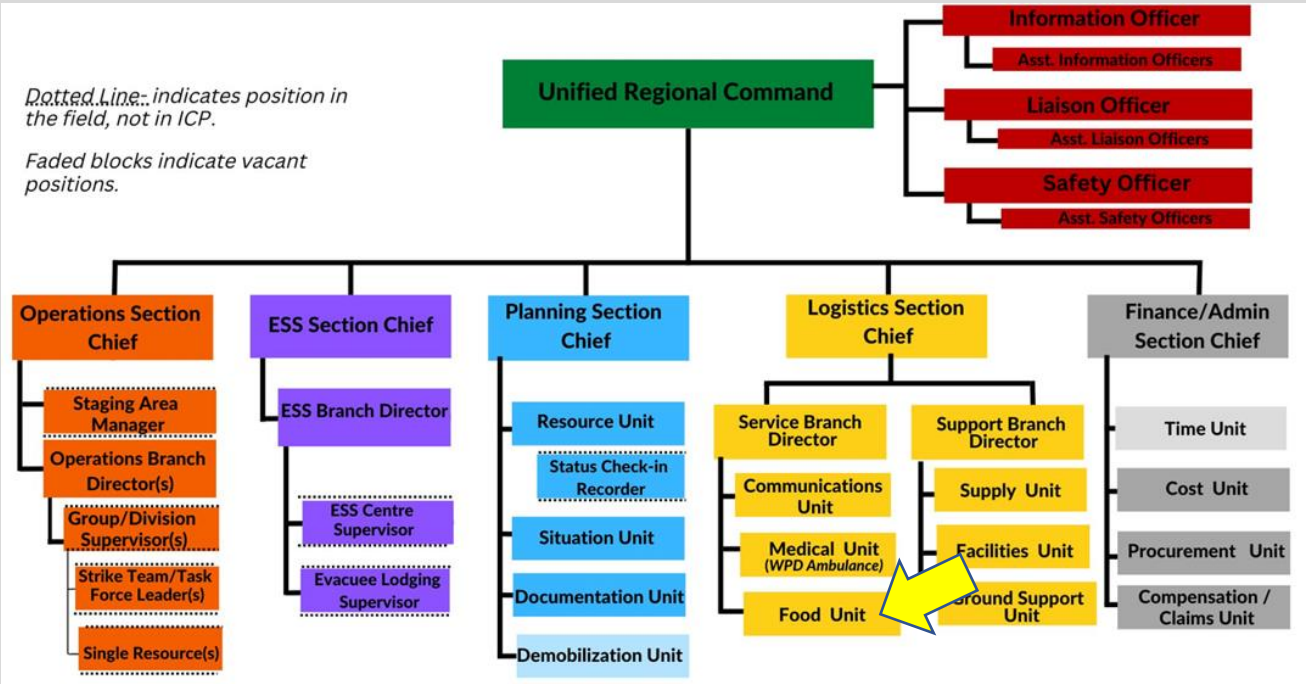
Done	Sorting Supervisor Responsibilities
The Sorting Supervisor oversees all sorting of donations and may choose to break the sorting area into as many stages as necessary for effective sorting. This may include but not be limited to:	
❑	Initial Sorting- donations are sorted according to condition with any donations meeting disposal requirements either for recycling or landfill immediately sorted out and disposed of.
❑	Secondary Sorting - donations are sorted by type. With similarly typed items sorted and staged together.
❑	Final Sorting- items are sorted based on needs of disaster affected public.
❑	Maintain an Activity Log (ICS Form 214) of all actions/decision made.
Done	**Packing Supervisor Responsibilities**
❑	Safe and appropriate packing of sorted items.
❑	Labelling of packed items.
❑	Maintaining an Activity Log (ICS Form 214) of all actions/decision made.

Done	Post Incident Tasks
❑	Participate in emergency debrief.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

39. Food Unit Leader

Responsibility	Reports to
• Determine incident food needs. • Provide food services for all incident personnel including ESS personnel and evacuees. • Ensure well-balanced menus. • Be knowledgeable of and adhere to all public health requirements including food safe handling and proper kitchen facilities (ex: commercial not private). • Submit food orders and maintain food unit supply inventory.	• Logistics Support Branch Director or in their absence, Logistics Section Chief

HOMEMADE FOOD IS NOT PERMITTED AT ANY TIME TO PERSONNEL OR EVACUEES! NO EXCEPTIONS!



Key ICS Forms	
ICS 214 Activity Log	ICS 213-RR Resource Request
Other Forms – not an inclusive list	
• Shift Briefing Form	•

The order of consideration for the following tasks depends on the specific factors of each emergency.

Done	Initial Tasks
❑	Sign-in and assist with set-up.
❑	Obtain briefing from Logistics Support Branch Director or in their absence, Logistics Section Chief.
❑	Determine personnel food requirements including meals and snacks.
❑	Determine feeding locations required.
❑	Determine food supplier(s) and capacity.

Done	Initial Tasks
❑	If additional personnel are required to manage food services for both the ESS Section & evacuees in addition to other incident personnel, consider appointing a Food Unit Manager to further assist with coordination of food services.
❑	If Public Health has not already been in contact with you, reach out to them and let them know that you are the contact person for food services. They will want to review your food plan and may want to inspect any food prep facilities.
❑	Determine food requirements including the following: ○ Food for overnight shifts. ○ Nutritional requirements and different requirements between office staff and frontline personnel. ○ Dietary restrictions & allergies. ○ Equitable distribution of business if local restaurants/caterers are being used. ○ Arrange for handwashing area adjacent to feeding areas. ○ Ensure personnel and evacuee feeding areas remain separate. ○ Where food will be left out or delivered to the field consider requiring it to be date/time stamped and ingredients listed on packaging. ○ Consider how food will be served and hygiene requirements (consult with Public Health) ex: self-serve/buffet style vs. pre-packaged/served.
❑	Ensure nutritional snacks are provide throughout each shift.
❑	Ensure utensils, travel containers, condiments, garbage/recycling receptacles are provided where required.
❑	Consider pest control requirements in food areas (ex: flies).
❑	Ensure all food meets temperature safe storage requirements.
❑	Discuss with Supply Unit and Finance/Admin what the process will be for Food requests. Determine if completed Resource Request Orders 213 will be processed and food resources secured directly by the Food Unit or if they will go through the Supply Unit. Regardless of the process- all food requests should be documented on Resource Request Orders 213 for cost tracking purposes.
❑	Maintain inventory of food supplies and track all orders.
❑	Maintain Activity Log (ICS Form 214) of all actions/decisions made.

General Food Service Safety Requirements:

Any facility providing services to large groups of people has the potential to increase the risk of contagious/communicable disease. In the past, reception centres have seen gastrointestinal outbreaks. ICPs and other incident facilities are also not immune. Such outbreaks can compromise response efforts. For this reason, food safety requirements contained in the following list should be a part of standard operating procedures.

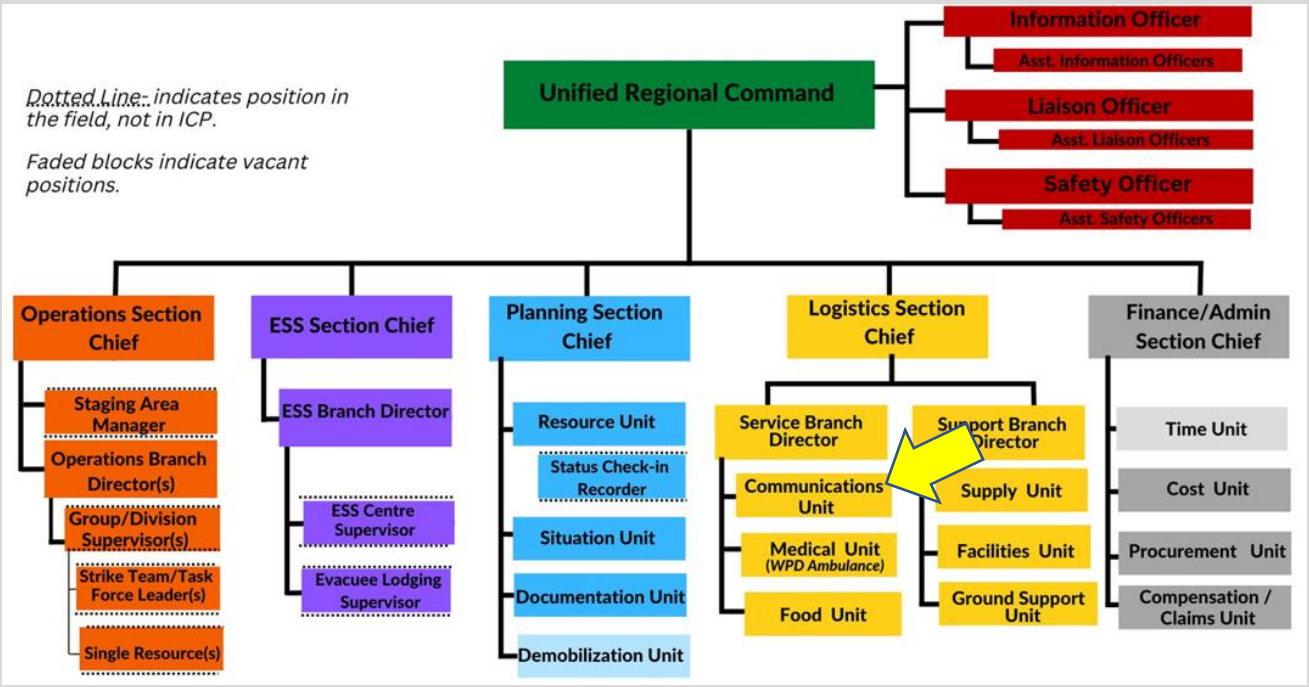
Food Safety Requirements
○ If local restaurants donate food, it must meet food safety temperature and serving requirements.
○ Leftover high-risk foods must be discarded. Substantial risk foods are those with pH water activities that will support growth of pathogenic microorganisms or production of toxins. Examples include but may not be limited to meat, eggs, poultry, dairy products, cooked rice, and cooked vegetables
○ Stay away from known allergens (ex: fish, nuts,).
○ Stamp grab-n-go food with ingredients and expiry date/time. ○ Ensure nutritional information & ingredients are labelled on each pre-packaged item and visible so that people do not have to touch multiple items to see the information.
○ Do not serve common touch items (pizza, boxes of doughnuts), unless personnel can be appointed to serve it, otherwise, provide individually wrapped items. ○ If meals will be catered, appoint personnel equipped with gloves and masks to serve food. Do not accommodate self-serve meals unless meals are pre-packaged and can be picked up by people without touching other meal containers.

○ If snacks will be provided, and if possible, appoint personnel to also serve snacks/beverages to prevent multiple touch points.
○ **Under no circumstances shall homemade food be served or distributed.**
Food Provision Recommendations
○ The dietary needs of field personnel, office personnel and evacuees are different
○ Meals and snacks for personnel may need to accommodate night shifts.
○ Anticipate that there will be vegan, vegetarian, and gluten-free food requirements
○ Consider the need for cultural/traditional foods and meal preparations. ○ Consult with public health regarding any specific requirements.
○ If local restaurants will be used to provide food services, ensure equitable distribution of business.
○ Note that some NGO partners are capable of providing surge capacity (ex: The Salvation Army can provide food trucks and Food Safety & Handling certified personnel).

Done	Post Incident Tasks
❑	Participate in emergency debrief.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

40. Communications Unit Leader

Responsibility	Reports to
• Ensure adequate functioning of incident communications including field communications and communications between ICP and field sites. • Coordinate/implement risk reduction procedures and plans for communications where possible. • This position primarily focuses on radio communications. In the event that additional assistance is required or anticipated for communications including telecommunications, internet, computer immediately inform the Logistics Service Branch Director or Section Chief so a request can be made for these technical specialists.	• Logistics Service Branch Director or in their absence, the Logistics Section Chief



Key ICS Forms			
ICS 214	Activity Log	ICS 213-RR	Resource Request
ICS 205	Incident Radio Communications Plan Form	ICS 205A	Communications List Form
ICS 216	Radio Requirement Worksheet Form	ICS 217	Communications Resource Availability Form
Other Forms – not an inclusive list			
• Shift Briefing Form		•	

The order of consideration for the following tasks depends on the specific factors of each emergency.

Done	Initial Tasks
❑	Sign-in and assist with set-up.
❑	Obtain briefing from Logistics Service Branch Director or in their absence, the Logistics Section Chief.
❑	Assess communications within and between sites including current capabilities and anticipated needs.
❑	Coordinate communication operability between emergency sites (ex: Incident Site, Staging Area, Field, ICP, ESS, Camps, Bases).
❑	Arrange for back-up communication systems based on assessment.
❑	Arrange maintenance of communications systems (ex: radio charging stations).

Done	Initial Tasks
❑	Ensure Liaison Officer is aware that telecommunications companies must be informed of the incident so they can begin mitigating any impacts (see Special Notes below and on following page).
❑	Determine if there is a need for a dedicated Incident Communication Centre. If yes, coordinate.
❑	Determine need for additional communications support which may include but not be limited to: ○ Incident Communications Technicians ○ Incident Communication Centre Manager(s) ○ Radio Operators ○ Technical Specialists
❑	A cache of additional portable P25 interoperable radios for ICP to Field communications are available from the North Battleford Fire Department and SPSA.
❑	Amateur Radio services and operators may be available from the Battlefords Amateur Radio Club
❑	Maintain Activity Log (ICS Form 214) of all actions/decisions made.

Special Notes- Emergency Telecommunications Planning & Response
○ Cell on Wheels (COWs). These can be put anywhere within a 20 km. range of telecommunications offices, if available.
○ COWs are enclosed trailer cell tower units and can be fed with microwave, radio, or fibre optics.
○ COWs are also used for large/mass event gatherings.
○ Please note that just because there may be different telecommunications providers available, they do not all operate independently of each other. This means that if one telecommunications company is affected it has the potential to affect the other telecommunication companies that rely on it as well.
○ Most telecommunications companies have back-up power of some sort. In the event of power disruptions, they will need to be notified so that they can anticipate generator needs and plan relocation of generators where necessary.
○ Where disruption to water distribution occurs, telecommunications companies should also be notified. Water is required as a coolant for data. If water is not available it can have local, provincial, and national impacts on data systems.

Done	Incident Communications Technicians Key Responsibilities
❑	Install and trouble shoot communications equipment. This includes: ○ System coverage. ○ Programming. ○ Maintenance & repair. ○ Distribution & tracking of incident communications equipment.

Done	Radio Operator(s) Key Responsibilities
❑	Staff the Incident Communication Centre(s).
❑	Relay information and messages for incident personnel

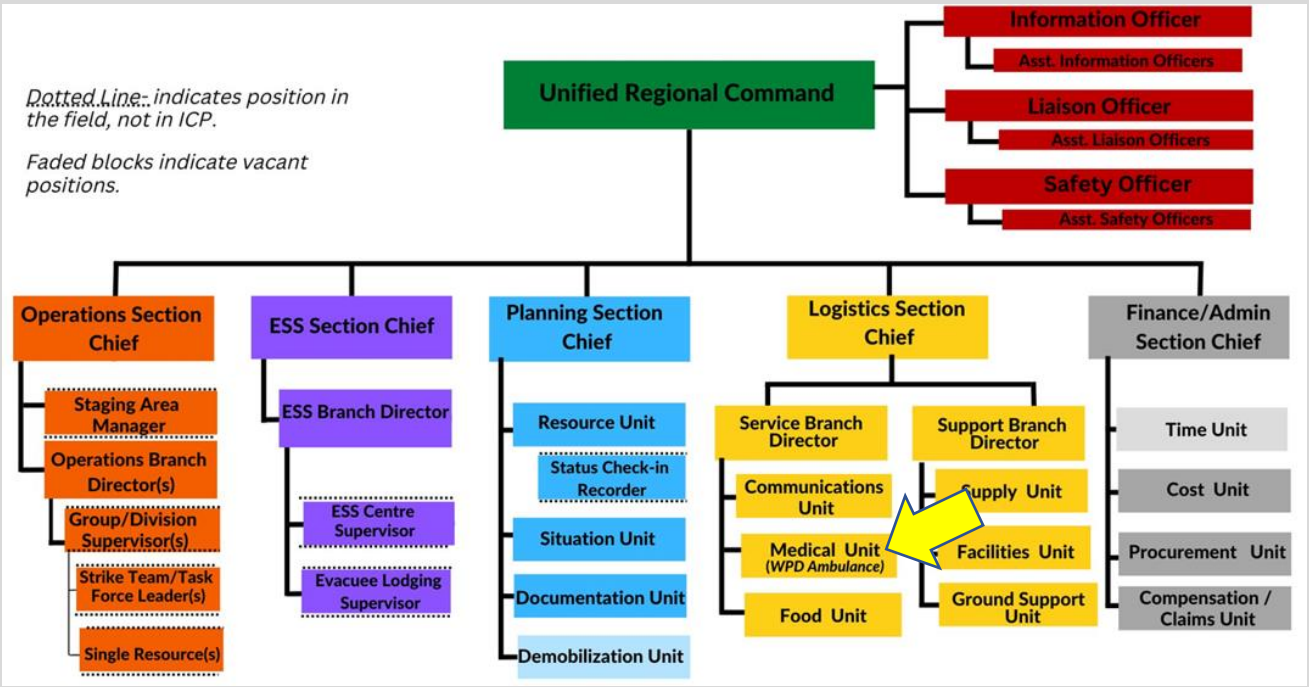
Done	Technical Specialists Key Responsibilities
❑	Technical specialists in the communications unit are considered to be any resources providing outside communications expertise. These may include Information Technology (IT) specialists, telecommunications specialists

Done	Post Incident Tasks
❑	Coordinate demobilization of any additional communication resources no longer required- coordinate with Operations prior to deactivation.
❑	Ensure any extra phone lines and phone numbers that have been established are shut down once they are no longer being utilized for emergency/recovery purposes.
❑	Participate in emergency debrief. Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit.

Done	Initial Tasks
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

41. Medical Unit Leader

Responsibility	Reports to
• Obtain medical aid and transportation for incident personnel. • Create Medical Plan (ICS From 206) for inclusion in Incident Action Plan. • Prepare medical reports and respond to requests for medical supplies.	• Logistics Service Branch Director or in their absence, the Logistics Section Chief



Key ICS Forms	
ICS 214 Activity Log	ICS 213-RR Resource Request
ICS 206 Medical Plan Form	
Other Forms – not an inclusive list	
• Shift Briefing Form	•

The order of consideration for the following tasks depends on the specific factors of each emergency.

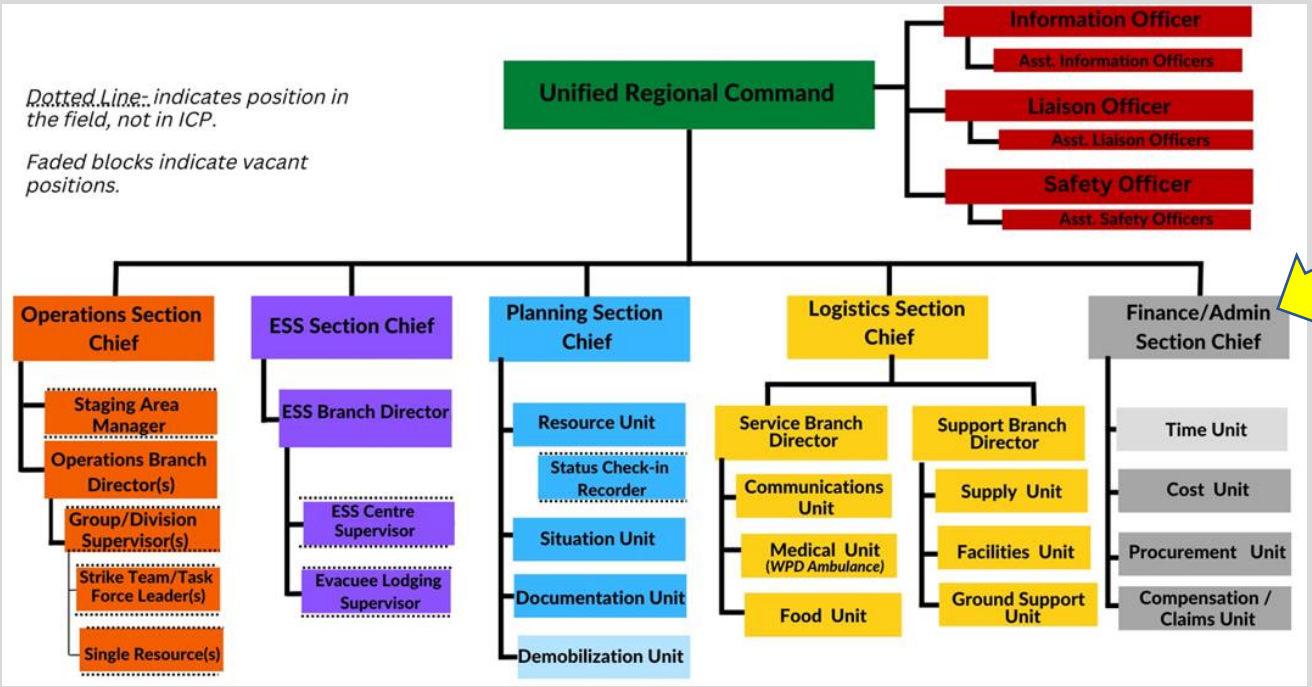
Done	Initial Tasks
❑	Sign-in and assist with set-up.
❑	Obtain briefing from Logistics Service Branch Director or in their absence, the Logistics Section Chief.
❑	Determine available medical facilities and resources.
❑	Determine types of medical facilities required and available (ex: closest burn unit or 24-Hour Emergency Department).
❑	Consult any medical facility which you plan to include in the Medical Plan ICS Form 206 to ensure they have capacity to provide services before documenting them on the Medical Plan (ex: local medical facilities may be overwhelmed by the disaster and unable to provide required services).
❑	Determine if any evacuation procedures are required for patient evacuation and identify the resources required (ex: if personnel are working in rough, isolated, or inaccessible terrain).

Done	Initial Tasks
❑	Obtain GPS coordinates for any remote work locations.
❑	Assess the incident and consult with the Safety Officer regarding planned tasks.
❑	Determine and plan for anticipated or common illnesses/injuries associated with tasks and the environment.
❑	Obtain medical supplies for anticipated injuries/illness.
❑	Determine appropriate locations for first aid kits and stations and obtain supplies for each.
❑	Track and document supplies used from first aid kits/first aid stations and maintain inventories.
❑	Look for trends in types of supplies being used and discuss with Safety Officer to try to mitigate repeat injuries/illnesses.
❑	Maintain Activity Log (ICS Form 214) of all actions/decisions made.

Done	Post Incident Tasks
❑	Participate in emergency debrief.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

42. Finance / Admin Section Chief

Responsibility	Reports to
• Track all incident finances and expenditures- including both internal and external costs. • Oversee and ensure appropriate Finance / Admin Section staffing as required:	• Incident Commander • May have one or more Deputies



Key ICS Forms	
ICS 214 Activity Log	ICS 213-RR Resource Request
Other Forms – not an inclusive list	
• Shift Briefing Form	• Worker's Compensation Forms (Claims/Compensation)
• Personnel Time Records (Time Unit)	• Purchase Orders (Procurement)

The order of consideration for the following tasks depends on the specific factors of each emergency.

Done	Initial Tasks
❑	Sign-in and assist with set-up of ICP.
❑	Obtain briefing from Regional Incident Commander.
❑	Provide briefing to Finance / Admin Section Unit Leaders.
❑	Review with Planning & Operations Chiefs planned or expected operations & personnel/resource needs.
❑	The Incident Commander will be responsible for communicating any cost implications to the ICP and may appropriate a sum from the total budget to each section. It will be the responsibility of the section chief to further divide up the sum attributed to their section into their section's Branches, Groups, Divisions or Units if they so choose and delegate any additional authorities for resource approval. The Incident Commander will ensure all financial updates are provided to the affected Council(s) forthwith.
❑	All resource requests will require a Resource Request Form 213 (RR 213). Purchase orders may be used in addition to the RR 213.

Done	Initial Tasks
❑	Finance/Admin will be responsible to report expenditures and cost projections for the next operational period to the Incident Commander daily or at more frequent intervals as requested.
❑	Notify the Incident Commander when 80% of costs are reached prior to the anticipated burn rate
❑	Communicate financial procedures, processes, and requirements to all ICP personnel.
❑	If Section Chiefs will be required to approve resource requests, ensure that they have the financial authority to do so.
❑	If not already pre-established, assign financial code(s) for incident expenditures.
❑	Ensure cost tracking of all committed resources including both internal resources and external.
❑	Work closely with other Section Chiefs to ensure proper financial tracking and cost-effective use of all resources obtained (may be charges for resources sitting idle).
❑	Ensure timely payment for costs incurred.
❑	Keep complete and accurate records for future reference.
❑	Track incident costs that may be eligible under Provincial Recovery Program:
❑	Maintain an Activity Log (ICS Form 214) of all activities and decisions made.
❑	Ensure staff schedules within Finance Section occur. Staff must be provided adequate rest between shifts and no staff should work more than one 12-hour shift without adequate rest time given.

Done	Post Incident Tasks
❑	Request through the Emergency Measures Coordinator that Council make resolution to apply for Disaster Recovery Program funding if applicable.
❑	Upon provincial disaster recovery funding approval ensure processing of any local authority-related claims.
❑	Upon provincial disaster recovery funding approval, ensure system in place for residents to report damages and/or information and ensure that applications and instructions are supplied to residents on how to contact the provincial recovery program for claims.
❑	Assist with financial planning/projections for recovery phase.
❑	Prepare a final financial report
❑	Participate in emergency debrief.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

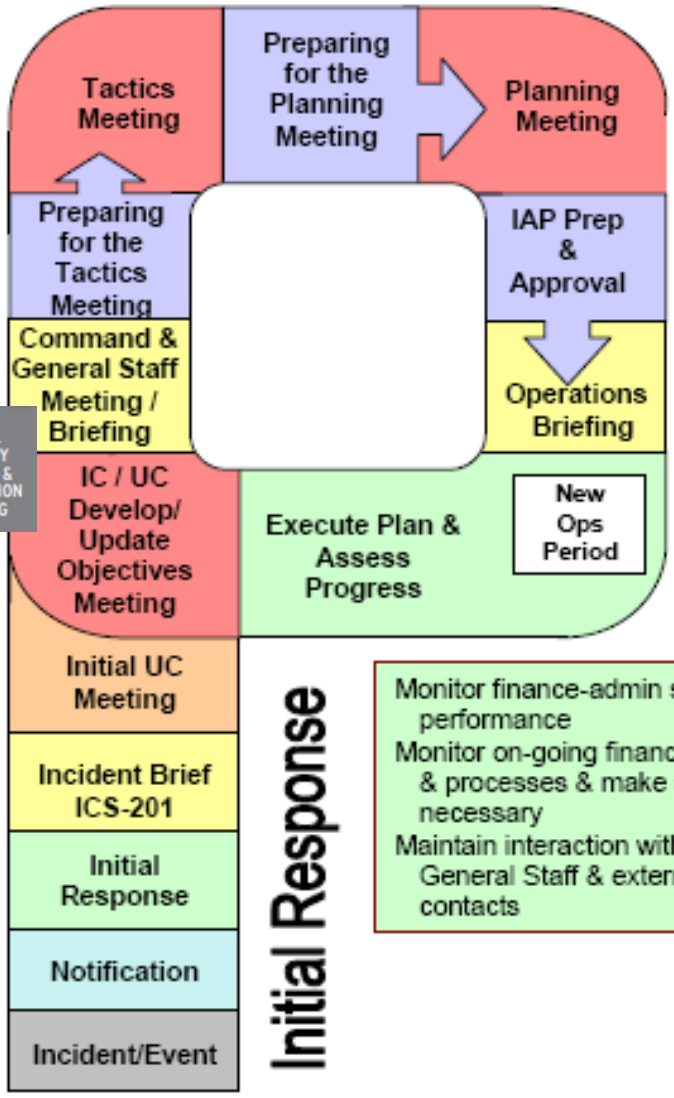
Finance/Admin Section – Planning Cycle

Review resources assigned/ordered to determine proper use depending on funding source restrictions/regulations
Provide input on resource availability due to contracting/procurement issues
Procure necessary resources
Meet with Unit leaders to determine briefing topics

Verify support for upcoming plan
Brief on
- funding source(s)
- ceilings
- burn rate
- contract issues
- admin services
- claims & claims procedures

Provide estimates of future finance-admin requirements

As Necessary:
- Clarify resource requesting, approval & ordering process, as needed
- Identify contracting / procurement issues to be resolved
- Implement/Review Cost doc process



Receive IC/UC direction
- Priorities, limitations & constraints
- Objectives
- Key decisions

Provide feedback to IC/UC on focus/direction
Discuss interagency issues
Discuss resource requesting, approval, and ordering process
Discuss funding source & ceilings
Discuss Finance Section needs

Brief on funding issues as appropriate

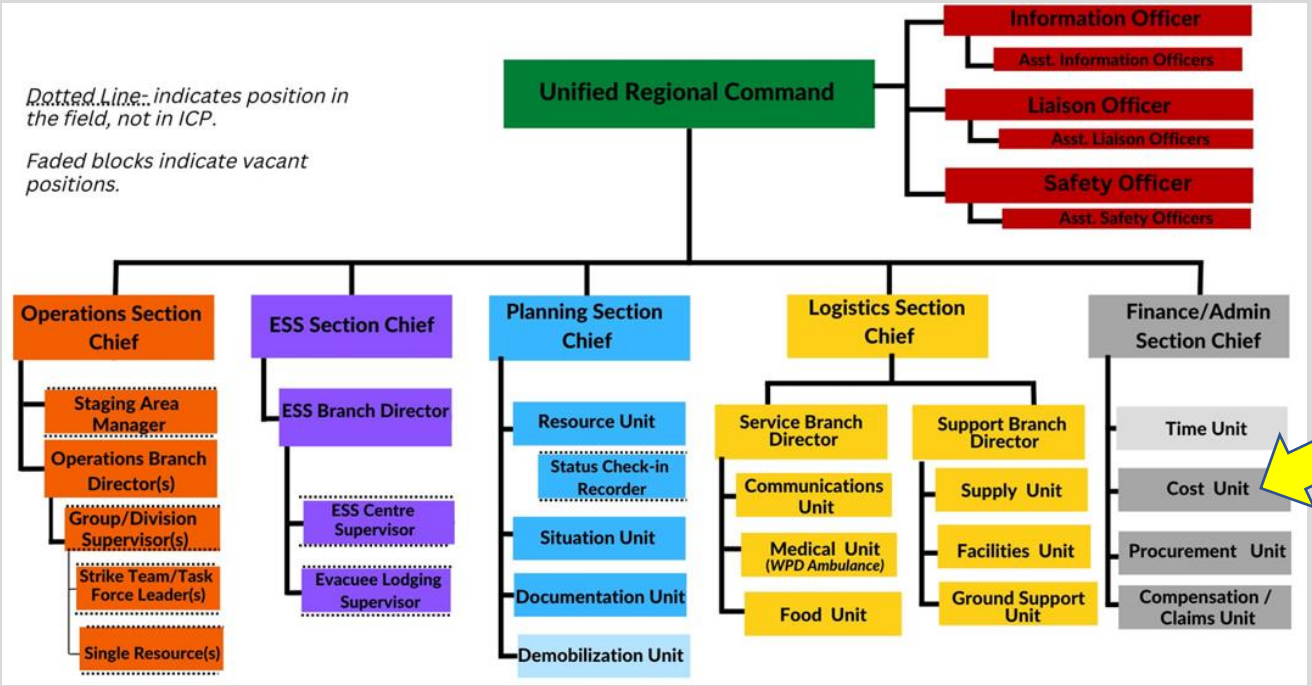
Attend ICS-201 brief
-Current overview
-Anticipated Fin Section activities
-Indication of required support
Determine if funding is required based upon incident/event
Determine funding source(s), accounting requirements and limitations

Monitor finance-admin section performance
Monitor on-going finance-admin support & processes & make adjustments as necessary
Maintain interaction with Command & General Staff & external financial contacts

Arrive & Check-in
Assess situation
Receive IC/UC briefing
Activate Finance Section
Organize & brief subordinates
Acquire work materials
Forecast Requirements

43. Cost Unit Leader

Responsibility	Reports to
• Ensure accurate tracking system for receipts, invoices, and accounts payable. • Keep a record of all expenses to determine if they are eligible for reimbursement through Provincial Disaster Financial Assistance (SK PDAP/EMAP) tracking, recording and payment of all expenditures and costs generated through ICP and Emergency Social Services operations. • May assist with distribution of gift or cash cards to evacuees where such are being distributed by appointing a Cost Unit Manager to the ESS Centre. • Track burn rate. Track internal and external costs.	• Finance/Admin Section Chief



Key ICS Forms	
ICS 214 Activity Log	ICS 213-RR Resource Request
Other Forms – not an inclusive list	
• Shift Briefing Form	• Master Cost Tracking Spreadsheet (Cost Unit)

The order of consideration for the following tasks depends on the specific factors of each emergency.

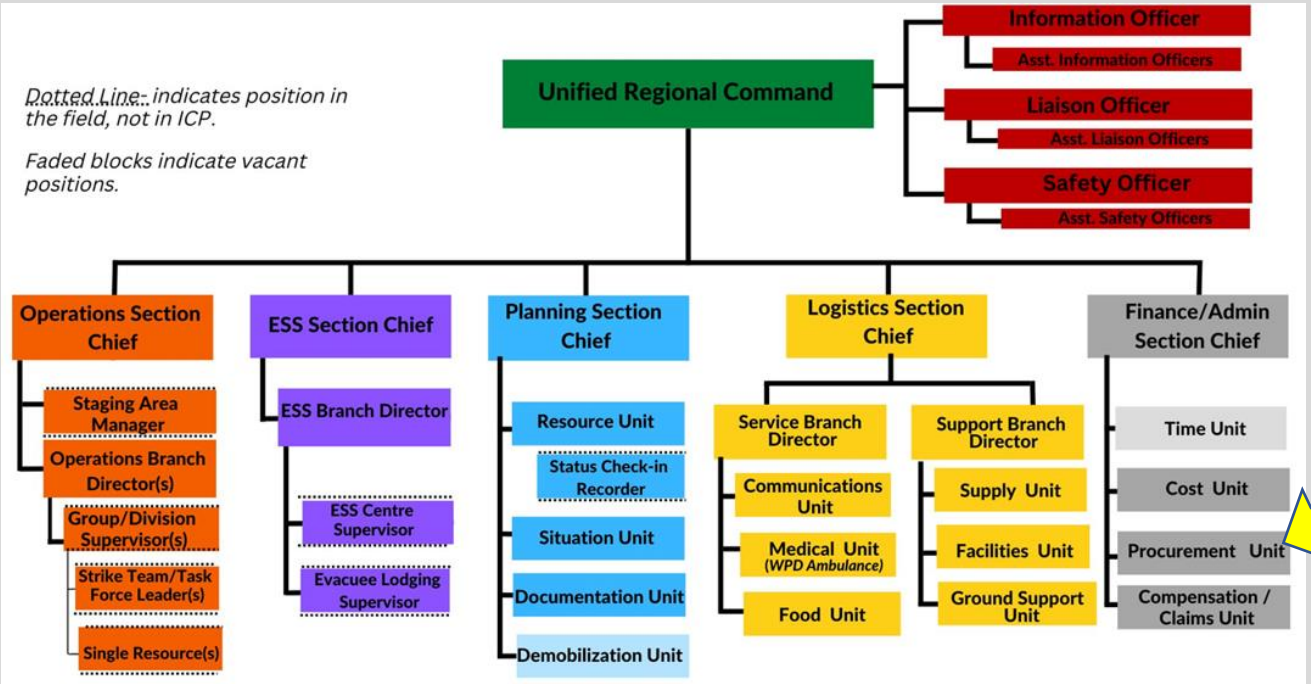
Done	Initial Tasks
❑	Sign-in and assist with set-up.
❑	Obtain briefing from Finance/Admin Section Chief.
❑	Obtain any approved emergency spending budgets for ICP & ESS operations from Finance/Admin Section Chief.
❑	Establish requirements for appropriate documentation to accompany any invoices or receipts from ESS Centres and within the ICP.
❑	Obtain copies of Resource Request Forms 213 for cost tracking purposes from the Supply Unit.
❑	Ensure cost tracking of all committed resources including both internal resources and external.

Done	Initial Tasks
❑	Prepare incident cost summaries by operational period, or as directed by the Finance Section Chief.
❑	Track burn rate.
❑	Track internal and external costs.
❑	Notify Finance/Admin Section Chief once 80% of expenditure budget has been reached so that additional funding can be requested.
❑	Maintain Activity Log (ICS Form 214) of all actions/decisions made.

Done	Post Incident Tasks
❑	May assist with processing Disaster Financial Assistance claims
❑	Prepare a final financial report.
❑	Participate in emergency debrief.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

44. Procurement Unit Leader

Responsibility	Reports to
• Administers vendor contracts, agreements, leases • Procures resources that Supply Unit may be unable to • Requests quotes	• Finance/Admin Section Chief



Key ICS Forms	
ICS 214 Activity Log	ICS 213-RR Resource Request
Other Forms – not an inclusive list	
• Shift Briefing Form	• Purchase Orders

The order of consideration for the following tasks depends on the specific factors of each emergency.

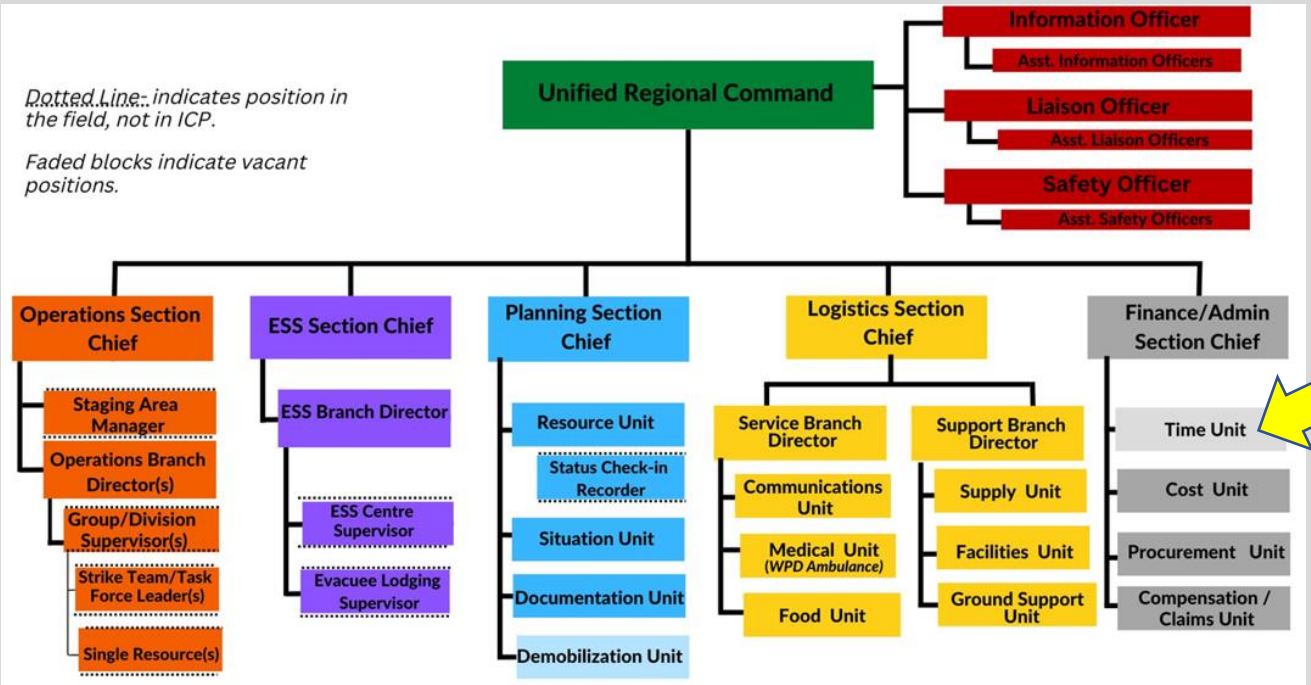
Done	Initial Tasks
❑	Sign-in and assist with set-up.
❑	Obtain briefing from Finance/Admin Section Chief.
❑	All resource requests will require a Resource Request Form 213 (RR 213). If purchase orders will be used in addition to Resource Request Order 213s, provide block of purchase orders or purchase order numbers to Supply Unit.
❑	Provide copy of preferred vendor list to Supply Unit.
❑	Provide copy of any current purchasing policies including credit card use, to Supply Unit and advise on any municipal emergency spending policies.
❑	Once orders have been completed, copies of RR 213s should be posted forthwith on the shared drive for incident personnel to view including the Cost Unit and Resource Unit.
❑	Follow established local authority financial processes/procedures.
❑	Develop Incident Procurement Plan. This plan should address/include: ○ Spending caps. ○ Necessary forms.

Done	Initial Tasks
	○ Supply of emergency purchase orders.
❑	Ensure that all equipment rental documents are complete before signing.
❑	Maintain final incident receiving documents: ○ Obtain copies of all vendor invoices. ○ Maintain comprehensive audit trail for all procurement documents. ○ Check completeness of all data entries on vendor invoices. ○ Compare invoices against procurement documents.
❑	Request supplier invoices to state the Resource Request Number assigned.
❑	Maintain Activity Log (ICS Form 214) of all actions/decisions made.

Done	Post Incident Tasks
❑	Participate in emergency debrief.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

45. Time Unit Leader

Responsibility	Reports to
• Ensure that daily time logs are kept for all personnel and equipment hours. This includes tracking of any volunteer hours and all ESS personnel. • Ensure any personnel time requirements are implemented including ensuring adequate rest time for all personnel.	• Finance/Admin Section Chief



Key ICS Forms	
ICS 214 Activity Log	ICS 213-RR Resource Request
Other Forms – not an inclusive list	
• Shift Briefing Form	• Personnel Time Records (Time Unit)

The order of consideration for the following tasks depends on the specific factors of each emergency.

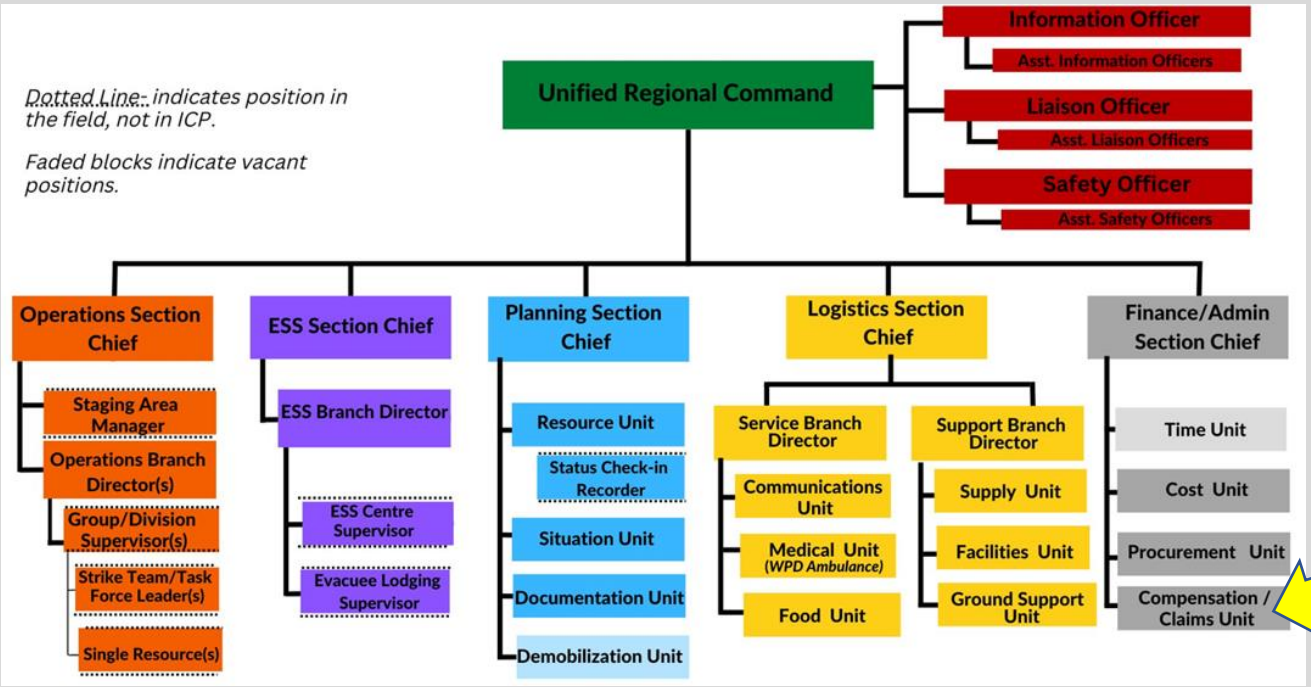
Done	Initial Tasks
❑	Sign-in and assist with set-up.
❑	Obtain briefing from Finance/Admin Section Chief.
❑	Assess approximate expected length of incident and number of personnel.
❑	Coordinate tracking of any volunteers, volunteer organizations and hours (with Volunteer Coordinator if activated).
❑	Coordinate tracking of both Nation/municipal and non-Nation or non-municipal personnel hours.
❑	Advise all Sections and Units of the requirement of a daily record of equipment and personnel time.
❑	Note that daily shift sign-in/out ESS personnel sheets may be delegated the responsibility of ESS Facility Security as they are pre-positioned at entrances/exit points that ESS personnel utilize. Work with Security at these facilities to establish proper sign-in/out procedures and obtain copies of sign-in/out sheets.
❑	Track all overtime hours.

Done	Initial Tasks
❑	Provide cost estimate of personnel time to Cost Unit if requested.
❑	Ensure all personnel time records are complete before demobilization.
❑	Ensure all equipment time records are complete before demobilization.
❑	Time reports from assisting agencies should be released to the respective agency representatives prior to demobilization.
❑	Keep all personnel information confidential and arrange for confidential storage of such.
❑	Maintain Activity Log (ICS Form 214) of all actions/decisions made.

Done	Post Incident Tasks
❑	Participate in emergency debrief.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

46. Compensation / Claims Unit Leader

Responsibility	Reports to
• Oversee any administrative matters pertaining to compensation and claims related to property damage or injury during incident response operations. • Ensure injury claims are routed through the correct personnel and managed in a timely fashion. • Ensure any municipal legal and insurance representatives are contacted as appropriate on claims issues. • Work closely with Time Unit to review and address records, potential and outstanding claims. • Work closely with Safety Officer to review incidents and complete all required paperwork. • Follow-up with claimant or representative organization as appropriate.	• Finance/Admin Section Chief



Key ICS Forms	
ICS 214 Activity Log	ICS 213-RR Resource Request
Other Forms – not an inclusive list	
• Shift Briefing Form	• Worker's Compensation Forms (Claims/Compensation)

The order of consideration for the following tasks depends on the specific factors of each emergency.

Done	Initial Tasks
❑	Sign-in and assist with set-up.
❑	Obtain briefing from Finance/Admin Section Chief.
❑	Review Medical Plan.
❑	Ensure Safety Officer and Section Chiefs are aware of procedures for damages, injury and/or claims and that this information is shared with personnel in each section.
❑	Ensure any compensation/claims forms are fully completed and routed to the proper organization to address in a timely manner.

Done	Initial Tasks
❑	Ensure copies of all documents kept for records where appropriate.
❑	Provide regular and timely updates regarding any claims to Finance/Admin Section Chief.
❑	Check-in regularly with ICP Sections (including the ESS Section) for any outstanding claims as well as the Demobilization Unit for potential issues related to personnel as they are demobilized and exit the incident response.
❑	Maintain Activity Log (ICS Form 214) of all actions/decisions made.

Done	Post Incident Tasks
❑	Participate in emergency debrief.
❑	Keep a copy of your Activity Log 214 and any other notes taken for personal reference. Submit all originals to Documentation Unit.
❑	Continue to retain confidentiality regarding the incident and response after the incident is over.

Appendix C: Forms

1. Evacuation Alert Template
2. Door Hanger / Magnet Templates
3. Mandatory Evacuation Waiver Form
4. Evacuation of Clients with Special Needs Form
5. Evacuation Log
6. Livestock Evacuation Form
7. Shift Change Briefing Template
8. Volunteer Application/ Record
9. Volunteer Code of Conduct
10. Volunteer Confidentiality Agreement
11. Volunteer Request Form
12. Reception Centre Hand-out
13. Lodging Agreement Form
14. Parent Information Sheet: Childminding Area
15. Childminding Check-In/Out Sheet
16. ESS Personnel Shift Sign-in/Out
17. Pet Shelter Registration from Template
18. Pet Shelter Departure Form Template
20. SOLE Declaration Template
21. SOLE Declaration: In Absence of Quorum of Council Template
22. Extension: State of Local Emergency Template
23. Termination: State of Local Emergency Template
24. First Nation Band Council Resolution
25. **Incident Command System Forms**

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1. Evacuation Alert Template

Evacuation Preparation Instructions:

An evacuation has NOT yet been ordered.

In the event that you are ordered to evacuate, you will have a 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).
- Plan to stay with family or friends. If you do not have lodging arrangements made, congregate lodging may be assigned.
- Plan for any pets - ensure you have a pet carrier and transportation for your pet ahead of time. Kennels may be limited. Pets may NOT be allowed in reception centres or group lodging facilities. Where a service 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) ready to go.
- Prior to leaving unplug small appliances and close windows and doors.

There is no need to evacuate unless ordered to do so by the local authority.

If you evacuate prior to such an evacuation order, any costs you incur may not be covered or eligible for reimbursement.

The following will be used to issue evacuation notifications:

- **SaskAlert**
- Q98 97.9 FM
- 93.3 FM The Rock
- 1050 AM CJNB
- Door-to-door notifications *may* be issued if there is time but are not guaranteed.
- Applicable municipal and Nation apps and/or social media platforms.

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2. Door Hanger / Magnet Templates

Front Side

This is a **mandatory** evacuation order.

- Stay with family or friends. If you do not have a place to stay, group lodging may be assigned.
- Pack essential items such as: prescription medications, identification, health, bank and social insurance cards and other important documents.
- Pack essential items for any pets including food, carrier, leash and record of vaccinations. Up to date vaccines may be required at kennels.
- Unplug small appliances and close windows and doors before leaving.
- Go to the reception centre to register & access additional services 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.

PLEASE TURN THIS HAND-OUT OVER TO INDICATE *EVACUATED*.

POST IN A VISIBLE LOCATION SUCH AS FRONT WINDOW OR ON DOOR WHEN YOU LEAVE TO INDICATE YOU HAVE EVACUATED AS ORDERED.

Stay tuned to the following for more information:

- **SaskAlert**
- Q98 97.9 FM
- 93.3 FM The Rock
- 1050 AM CJNB

Reverse Side

E V A C U A T E D

SAVE THESE MAGNETS!

If you are instructed to evacuate by authorities in response to an emergency or disaster use the pop-out magnets to the right.

Stick the appropriate magnet to your front door to let responders know if you're OK or if you need HELP.

EVACUATED – You are OK and have safely evacuated all members of your household.

HELP – You are unable to evacuate your household on your own and require help.

For emergencies only affecting your household or that are life threatening, call 9-1-1.

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3. Mandatory Evacuation Waiver Form

I hereby acknowledge that there is a mandatory evacuation order in place for the area in which I reside.

- I am signing this waiver of my own free will to indicate my refusal to evacuate under the current evacuation order.
- I hereby accept all risks associated with refusal to evacuate for myself and all members of my household.
- I understand that by refusing to evacuate, myself and members of my household may be denied access to emergency services if the situation is too hazardous or deemed unsafe for emergency responders to enter the evacuation area to assist me and/or members of my household.
- I, for myself and my heirs, executors, administrators and assigns hereby release, indemnify, and hold harmless the City/Town/R.M./Nation of _____ the organizers, coordinators and supervisors of all disaster preparedness, response, and recovery activities from all liability for any and all risk of damage or bodily injury or death that may occur to me or members of my household in connection with my/our refusal to evacuate.

Must be signed by all members of the household 18 years or older. PLEASE PRINT

Full Name	Age	Date	Signature

Please indicate any persons residing in the household under the age of 18.

Full Name	Age	Relation

4. Evacuation of Clients with Special Needs Form

Nations: Evacuation of Clients With Special Needs Form

Complete this form and send it with the client being evacuated

Evacuation of Client with Special Needs

Name: _____ Age: _____

Address: _____ HSN: _____

_____

Treaty No.: _____ Cell #: _____

Name of Next of Kin: _____

Phone number and / or cell number from another community:_____

Diagnosis: _____

Special Diet: _____

Medications: (or a photocopied list of medications)

_____

_____

_____

Required care: (appointments, prescriptions, treatments, etc.)

_____

_____

Information provided by: _____

Health Centre address: _____ Health Centre phone # _____

Physician Name & Clinic phone #: _____

_____

Date filled out: _____

Send a copy of this form with client being evacuated and keep a copy at the health clinic.

5. Evacuation Log

Incident Name: _____ Incident Number: _____ Date: _____

Start Time (24-hour): _____ **Assigned Neighborhood/Evacuation Area:** _____

Evacuation Status : NOTICE ☐ MANDATORY EVACUATION ORDER ☐

Street Name	House/ Unit #	Family Name	# of Occupants Present	# of Minor Children (<18)	Transportation Required	Notified	Need Assistance	Refused	Not Home	Evacuated	Time 24-hour	Comments • If RED, note type of assistance required and make arrangements. Note when complete. • If BLACK, note reason for refusal. Incident Command Post Phone Number to arrange assistance: _____

Page ___ of ___ Recorded By: _____ **Agency (ex: RCMP, Fire Dept. etc.):** _____

6. Livestock Evacuation Form

Courtesy of Saskatchewan Sheep Development Board SSDB Emergency Preparedness Guide 2021

http://www.sksheep.com/documents/SSDB%20Emergency%20Preparedness%20Guide-JAN%202021.pdf

Date:			
OWNER INFORMATION			
Owner's name:			
Address:			
Premises Identification Number (PID)*:			
Telephone number:			
Owner signature:			
TRANSPORTER INFORMATION			
Transporter's name:			
Telephone number:			
Type of livestock:		Number of livestock transported:	
Identification (brand, tattoo, etc.)			
Location livestock picked up from:			
Transporter signature:			
Was owner present for transport?	Yes/No		
RECEIVER INFORMATION			
Receiving name:			
Receiver location:			
Premises Identification Number (PID)*:			
Telephone number:			
Receiver signature:			
Was owner present for delivery?	Yes/No		

7. *Shift Change Briefing Template*

Date		**Time (24 hour)**	
Position Title			
Incoming Personnel **Name** (print clearly)			
Outgoing Personnel **Name** (print clearly)			

Shift Highlights

- Document anything created such as plans, maps, messages
- Indicate where copies of each can be located ex: shared drive, posted in ICP, filed with Documentation Unit
- Document any key developments pertinent to your position.

Items Not Completed:

Items Requiring Follow-up:

Note any additional Information on the back of this page

I have briefed my incoming shift relief: _____
(Outgoing personnel signature)

I received and understood the shift brief as presented: _____
(Incoming personnel signature)

Submit original to the Documentation Unit for filing.
Retain a completed copy for your records.

Shift Change Briefing (page 2 of 2)

Additional Notes for Incoming Personnel:

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8. Volunteer Application/ Record

All information contained in this application should be kept confidential according to the Freedom of Information & Protection of Privacy Act.

➡ **Please print.**

Name: _____

Address:
_____

Home Phone: _____ **Cell Phone:** _____**Work Phone:** _____

Email: _____

Do you have any allergies or medical conditions we should be aware of?
_____

_____

Emergency Contact (Name): _____

Emergency Contact Home Phone: _____**Cell Phone:** _____**Work Phone:** _____

Skills, Experience, Interests (Present or previous employment, community involvement, special interests, or skills):
_____

_____

Availability (Please indicate if specific hours):

❑ Monday_____	❑ Tuesday_____
❑ Wednesday_____	❑ Thursday_____
❑ Friday_____	❑ Saturday_____
❑ Sunday_____	

I have read and understand the volunteer application/record. I, for myself and my heirs, executors, administrators and assigns hereby release, indemnify, and hold harmless the Nation/Town/R.M./ City of _____ the organizers, coordinators and supervisors of all disaster preparedness, response, and recovery activities from all liability for any and all risk of damage or bodily injury or death that may occur to me in connection with any volunteer emergency or disaster effort in which I participate. I likewise hold harmless from liability any person transporting me to or from any disaster/emergency volunteer activity.

_____ _____ _____
Print Name **Signature** **Date**

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9. Volunteer Code of Conduct

Required Conduct:

- Respect the privacy of those you serve.
- Tread carefully on matters of life and death (not extending your individual opinions on these matters).
- Be responsible with your volunteer duties.
- Remain humble and aware of your own frailty.
- Respect the established lines of authority.
- Report fit for duty.
- Follow all safety instructions and safety requirements at all times.
- In order to respect those affected by the incident, photos/videos of disaster sites and/or people affected are not permitted while volunteering.
- Volunteers will be held accountable for their actions while volunteering for the local authority.

Behaviours that may be reasons for immediate dismissal include but are not limited to:

- Conduct that endangers life, safety, health and/or well-being of others.
- Reporting to volunteer shift under the influence of non-prescription drugs, alcohol or in an intoxicated state.
- Repeated failure to attend scheduled shifts.
- Gross misconduct or insubordination.
- Theft.
- Abuse or mistreatment of those you are assisting, staff, or other volunteers.
- Breach of confidentiality as outlined in the volunteer confidentiality agreement.

Additional Information:

- If you will be working outside, it is your responsibility to come dressed for the weather. Boots including steel toed may be required. If you are unsure, ask prior to your shift.
- If you will be working outside, it is suggested you bring a pre-filled water bottle.
- You are expected to check-in and out of each shift.
- You may be expected to submit a written activity or shift log.
- Follow all instructions given to you at your work site.
- You are expected to arrive on time and attend any required briefing activities.

As a volunteer I may voice any concerns to my immediate supervisor.

I have read and understand the above Code of Conduct. I agree to abide by the conduct described above and understand that I may be immediately dismissed for violation of any of the above.

_____	_____	_____
Print Name	**Signature**	**Date**

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10. Volunteer Confidentiality Agreement

I understand that in the course of my volunteer work I may have access to information of a confidential or personal nature from those I am assisting, other volunteers or personnel. I hereby agree to keep this information confidential throughout the course of my volunteer position.

I agree not to reproduce any written information of a confidential or personal nature and to refrain from taking pictures, video, voice, or other recordings while volunteering.

I understand that when I am no longer a volunteer with the Nation/Town/R.M. and/or City that any confidential information I have learned must continue to be kept confidential.

I agree not to post any information, photo(s), video or other recordings on any social media sites, blogs, or other media platforms.

I agree not to post personalized comments on social media, sites, blogs, or other media platforms regarding incidents I may become aware of while volunteering.

I agree to exercise due care to ensure that any information that I may give to others in the course of my volunteer position will only be given to persons I believe are entitled to such information (ex: where required by law, supervisory authority, governmental or judicial order).

I understand that any media inquiries/requests shall be directed to my supervisor.

I have read, understand, and agree to abide by this confidentiality agreement.

_____	_____	_____
Print Name	**Signature**	**Date**

11. Volunteer Request Form

This request form may be used with and in addition to ICS Resource Request Form 213

Indicate all times in 24-hour time.

Request # _____ Today's Date _____ Start Date _____ End Date _____

Shift Start Time (if known) _____ Shift End Time (if known) _____

Title of Volunteer Position: _____

Duties: _____

Skills Required:

_____

Must be physically able to:

_____

Indicate any PPE or special attire required that will not be provided:

_____

Any additional information:

_____

Number of Volunteers Needed Per Shift: _____

Volunteers Assigned

Shift Date	Shift Time	Name

Request Closed on _____/_____/_____

Completed ☐ No placements found N☐nger needed ☐

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12. Reception Centre Hand-out

These may be handed out by Greeters to evacuees/affected persons arriving at the ESS Centre **OR** projected on wall/screen **OR** pre-printed on posters to reduce touch points and additional ESS Centre paper waste. **Review and revise before distribution.**

Welcome to the Reception Centre

Important Information for Evacuees:

- All evacuees are encouraged to register.
- Registration is a first step to access other services within the Emergency Social Services Centre.
- Please wait your turn to register.
- Registration personnel will work as quickly as possible.
- Please self-report if you are experiencing cough/fever/diarrhea/rash or other cold/flu like symptoms.
- Registration is on first come-first serve basis- however *priority situations may cause people to be bumped.
- *Priority situations are considered *critical* safety/medical issues.
- We appreciate your patience and understanding.

Our personnel will work hard to make your time here as comfortable as possible.
If you have questions or concerns, please ask one of our Emergency Social Services personnel.

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13. Lodging Agreement Form

Review prior to use.

- By signing this agreement, I hereby accept responsibility for my actions and the actions of any family or household members listed on my registration form while staying within assigned evacuee lodging.
- In the event that my family/household members or myself are asked to leave a lodging facility due to unacceptable behavior or damages to premises, I hereby acknowledge that neither my household members nor myself will be provided additional or alternate accommodations and that it will be our sole responsibility to make arrangements for our own lodging including any costs associated with such lodging.
- Furthermore, if assigned hotel or commercial lodging, I understand that if there are damages caused to the hotel room by my actions or those of any household members staying in the room or guests I or my household members may allow in, it is my responsibility to pay for any and all repairs.

Name of Evacuee: _____ Registration Number: _____
(Printed- First and Last Name)

Date: _____ Evacuee Signature: _____

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14. Parent Information Sheet: Childminding Area

- Your children are welcome to remain in our Childminding Area for the time required for you to access the services of the Centre **ONLY.** Abuse of this time allotment may prevent the admittance of other children into the area and result in loss of permission to use Childminding area again.
- Children must be age 2 or over and must not be in diapers. Children in diapers will remain with their parents.
- Children with contagious illness will not be permitted for the safety and health of other children within the childminding area.
- Childminding workers will uphold a safe and appropriate ratio of workers to children and may refuse entry for reasons such as space and worker capacity.
- **All staff in the Childminding Area have a clear criminal record and vulnerable sector check.**
- All children must be signed in before entering. Parent and child will each receive an identification wrist band.
- Children must be signed-out of the Childminding Area upon pick-up and corresponding wrist band must be shown to match.
- **Please provide Childminding workers with any other information that may be useful.**
- No medication will be distributed by any childminding worker unless the parents/guardians stipulate the use of emergency equipment such as inhaler or Epi-Pen; in these cases, this information and instructions must be documented on the Check-In Form.
- Snacks may be provided, please ensure snacks are suitable and any allergies reported to Childminding workers and noted on Childminding Check-In Form.
- Parents/guardians are responsible for ensuring their own children are fed regular meals.

Childminding Area Rules- Please review these with your child!

- Stay in the Childminding area.
- Listen to the Leaders/workers.
- Keep hands and feet to yourself.
- Respect others.

Behaviour Management:

- In the event of unmanageable behaviour, parents may be asked to retrieve their child and keep them in their care.

By signing below, I acknowledge that I have read and understood the above and agree to the terms listed within.

_____ _____ _____

(Parent/Guardian Name-Printed) (Signature) (Date)

15. Childminding Check-In/Out Sheet

To be filled out by Childminding Worker (except pick-up signature)

Childminding Area Location: _____ Date: _____ Page: ___ of ___

(Please Print)

Child's Name	Child / Guardian Wristband Identification Number	Time of Drop Off	Time of Pick Up	Special Needs (allergies, behaviour, etc.)	Parent/Guardian Name	Parent/ Guardian Cell or Emergency Phone Number	Parent/Guardian Signature (at pick-up)

16. ESS Personnel Shift Sign-in/Out

Date: _____ **ESS Facility Location:** _____

Please Print Legibly

If you have fever/flu symptoms- notify your supervisor and stay home.

First & Last Name	Agency	Contact Number	Fever or Flu Symptoms Yes/No	Sign-in Time (24 Hour Clock)	Sign-out Time (24 Hour Clock)

SAMPLE ONLY - REVIEW AND REVISE BEFORE DISTRIBUTION

17. Pet Shelter Registration from Template

Pet Registration Form # _____

Emergency Pet Facility Assigned Pet Registration Number

TO OWNERS:

- Owner must be able to provide their documented phone number given at time of registration in order to reclaim their animals.
- Photo ID may be requested.
- Owners may be asked for the registration number of their animal.

BY SIGNING THIS FORM YOU:

- Acknowledge and release the local authority including the City of North Battleford, Town of Battleford, R.M. of North Battleford No. 437, Little Pine First Nation, Lucky Man Cree Nation, Moosomin First Nation, Saulteaux First Nation and Sweetgrass First Nation and any assisting or cooperating agencies and Emergency Pet Shelter personnel of all liability.
- Acknowledge and agree that while personnel will do their best to maintain a clean shelter to prevent disease transmission that some pets in the shelter may not have been vaccinated and there is no guarantee that your pet will be protected against disease transmission.
- You agree to make all reasonable efforts to have your pet picked up by an authorized person within the designated timeframe following a rescind of the evacuation order. Failure to do so may result in the animal becoming the property of the local authority having jurisdiction.

Owner Information

Name of owner(s) print: _____

Permanent Address: _____

Emergency Address: _____

Cell Phone Number: _____

Emergency Phone Number if different or in addition to cell phone:

_____

Picture of Animal & Owner Provided

◯ Yes (attach to pet's file or this form) ◯ No

Signature of Owner:

_____

Date:

_____

Animal Information

◯ Dog ◯ Cat ◯ Other: _____

Age: _____ Wearing a Collar: Yes / No Collar Color: _____

ID Tag: Yes / No Tattoo: Yes / No Microchip: Yes / No

Tag Number: _____ Tattoo Number: _____ Microchip Number: _____

◯ Female ◯ Male ◯ Unknown: _____

◯ Spayed ◯ Neutered

Name: _____

Breed: _____

Color: _____ Distinguishing Marks: _____

Aggressive to People: Yes / No Ears (Circle): Erect /Flopped /Cropped

Tail (circle): Long /Short /Stubby /Bushy /Curly /Docked

If Cat (circle): Claws Intact / Declawed

SAMPLE ONLY - REVIEW AND REVISE BEFORE DISTRIBUTION

18. Pet Shelter Departure Form Template

Pet Departure Form

Emergency Pet Facility Assigned Pet Registration Number

When complete, attach this form to the original pet registration form.

◯ **Reunited With Owner**

Owner's Name (print): _____

Owner's Signature: _____

Date: _____

Time: _____

◯ **Foster Care**

Name of Foster (print): _____

Foster Address: _____

Foster Phone Number: _____

◯ **Other Departure (indicate):** _____

Reason (indicate): _____

Veterinarian/Vet Technician Signature (print): _____

Date: _____

Time: _____

19. *Cleaning & Care Schedule*

Log #_____

Dog____ Cat____ Bird ___ Other_____ M/F_____ Spayed/Neutered_____

Date Arrived_____ Breed_____ Color_____

Special Diet or Other Requirements_____

Place in Plastic Envelope on Outside of Cage- PLEASE PRINT

Note: Walk= Minimum 15 minutes except in extreme heat or cold. However, other arrangements to exercise the animal indoors or sheltered from the elements should be made

Date	Time Walked (Indicate AM /PM and if the animal urinated or had bowel movement)	Time Fed	Time Cage Cleaned	Comments	Caretaker's Initials

20. SOLE Declaration Template

RESOLUTION NO. _____ **Date:** _____ Time**:** _____(*24-hour)*

Moved by: _____ _____
(Print Name) *(Print Title)*

Seconded by: _____ _____
(Print Name) *(Print Title)*

WHEREAS the _____ **of** _____is
(R.M./Town /City) *(Official name of R.M./Town/City.)*
encountering _____

_____

that requires prompt action to prevent harm or damage to the safety, health or welfare of persons located within _____ and to prevent damage to property within its boundaries. *(Indicate area of R.M./Town/City if applicable)*

THEREFORE, BE IT RESOLVED THAT pursuant to *section 21(1)* of *The Saskatchewan Emergency Planning Act,* Chapter. E-8.1 of Saskatchewan, the _____**of**
_____ Council moves to declare a State of Local
(Official name of R.M./Town/City)

Emergency, from this _____ day of _____, 20_____ for seven (7) days from this date or until such times as it is extended, terminated, or expires at the end of seven (7) days.

IN WITNESS WHEREOF of the Council of the _____
(Official name of R.M./Town/City)
has by resolution carried and declared a State of Local Emergency this _____ day of_____, 20____.

Per: _____ _____ _____
(Signature) *(Printed Name)* *(Title)*

All declarations must be followed by a phone call to the Provincial Emergency Operations Centre and/or your Emergency Services Officer along with a copy of the declaration.

24 Hour Emergency Provincial Emergency Call Centre: 1-800-667-9660

21. SOLE Declaration: In Absence of Quorum of Council Template

Mayor or Reeve or Designated Alternate

Date: _____

Time: _____ (*Indicate in 24-hour time*)

I, _____, _____ of the
(Name) (Elected official title)
_____ on behalf of Council, hereby declare a State of Local
(Official name of R.M./Town/City)
Emergency for _____due to
(R.M./Town/City)

_____in
(State nature of emergency)

_____
(Specify area(s) of R.M./Town/City experiencing emergency if applicable)

Due to the extent of the emergency, there is insufficient time to convene a regular meeting of Council. Therefore, in the interest of public safety I _____, _____
(Print Name) *(Elected Official Title)*
am declaring a State of Local Emergency on behalf of the _____this
(R.M./Town/City)
_____ day of _____, 20_____.

_____ _____ _____
(Signature) *(Printed Name)* *(Title)*

All declarations must be followed by a phone call to the Provincial Emergency Operations Centre and/or your Emergency Services Officer along with a copy of the declaration.

24 Hour Emergency Provincial Emergency Call Centre: 1-800-667-9660

22. Extension: State of Local Emergency Template

RESOLUTION NO. _____ **Date:** _____ Time**:** _____(*24-hour*)

Moved by: _____ _____
(Print Name) *(Print Title)*
Seconded by: _____ _____
(Print Name) *(Print Title)*

I, _____, _____hereby request an extension
(Print Name) *(Print Title)*

of the declared State of Local Emergency in _____
(Official name of R.M./Town/City)

due to _____
(Indicate reason for requested extension)
upon approval of the Minister.

THEREFORE, BE IT RESOLVED THAT pursuant to *section 22(2)* of *The Emergency Planning Act, Chapter E-8.1* of Saskatchewan, the Council of the _____requests
(Official name of R.M./Town/City)
an extension to the current State of Local Emergency this _____ day of _____, 20____ for seven (7) days from this date or until such time as it is renewed, terminated, or expires at the end of seven (7) days.

_____ _____ _____
(Signature) *(Printed Name)* *(Title)*

All declarations must be followed by a phone call to the Provincial Emergency Operations Centre and/or your Emergency Services Officer along with a copy of the declaration.

24 Hour Emergency Provincial Emergency Call Centre: 1-800-667-9660

23. Termination: State of Local Emergency Template

RESOLUTION NO. _____ **Date:** _____ **Time:** _____(*24-hour*)

Moved by: _____ _____
(Print Name) *(Print Title)*
Seconded by: _____ _____
(Print Name) *(Print Title)*

THEREFORE, BE IT RESOLVED THAT pursuant to *section 23* of the *Saskatchewan Emergency Planning Act, Chapter E-8.1* of Saskatchewan, the Council of the _____
(Official name of R.M./Town/City)
declares that the State of Local Emergency is terminated in

_____

Dated this _____ day of _____, 20___.

_____ _____ _____
(Signature) *(Printed Name)* *(Title)*

All declarations must be followed by a phone call to the Provincial Emergency Operations Centre and/or your Emergency Services Officer along with a copy of the declaration.

24 Hour Emergency Provincial Emergency Call Centre: 1-800-667-9660

24. First Nation Band Council Resolution

Band Council Resolution

The Council of the _____

Address: _____

Date of Meeting: _____

Do Hereby Resolve:

1. That the community is experiencing an emergency due to _____
   (type of emergency: i.e., flood, fire, road access) effective _____ (provide date and time.)
2. The Chief and council are requesting assistance be provided for _____
   _____ (type of services required: i.e., Emergency and Crisis Support, Evacuation, Flood support, etc.)

Quorum: _____

Chief:		Councillor:	
Councillor:		Councillor:	
Councillor:		Councillor:	
Councillor:		Councillor:	
Councillor:			

All declarations must be followed by a phone call to the Provincial Emergency Operations Centre and/or your Emergency Services Officer along with a copy of the declaration. First Nations must also notify their tribal council.

24 Hour Emergency Provincial Emergency Call Centre: 1-800-667-9660

saskpublicsafety.ca

Saskatchewan PUBLIC SAFETY AGENCY

25. Incident Command System Forms Booklet (PDF)

NOTE:

On-line Word and PDF ICS Forms Located here:

https://www.icscanada.ca/en/Forms.html

ICS Form #:	Form Title:	Typically Prepared By:
ICS 201	Incident Briefing	Initial Incident Commander
ICS 202*	Incident Objectives	Planning Section Chief
ICS 203*	Organization Assignment List	Resources Unit Leader
ICS 204*	Assignment List	Resources Unit Leader and Operations Section Chief
ICS 205*	Incident Radio Communications Plan	Communications Unit Leader
ICS 205A	Communications List	Communications Unit Leader
ICS 206*	Medical Plan	Medical Unit Leader (reviewed by Safety Officer)
ICS 207	Incident Organization Chart	Resources Unit Leader
ICS 208**	Safety Message/Plan	Safety Officer
ICS 209	Incident Status Summary	Situation Unit Leader
ICS 210	Resource Status Change	Communications Unit Leader
ICS 211	Incident Check-In List	Resources Unit/Check-In Recorder
ICS 213	General Message *(3-part form)*	Any Message Originator
ICS 214	Activity Log	All Sections and Units
ICS 215	Operational Planning Worksheet	Operations Section Chief
ICS 215A	Incident Action Plan Safety Analysis	Safety Officer
ICS 216	Radio Requirement Worksheet	Communications Unit
ICS 217	Communications Resource Availability	Communications Unit
ICS 218	Support Vehicle/Equipment Inventory	Ground Support Unit
ICS 220**	Air Operations Summary Worksheet	Operations Section Chief or Air Branch Director
ICS 221	Demobilization Check-Out	Demobilization Unit Leader
ICS 224	Crew Performance Rating	Crew Supervisor
ICS 225	Incident Personnel Performance Rating	Supervisor
ICS 230	Daily Meeting Schedule	Situation Unit Leader
ICS 232	Resources at Risk Summary	Environmental Specialist/Unit Leader
ICS 233	Incident Open Action Tracker	Planning Section Chief
ICS 234	Work Analysis Matrix	Operations/Planning Section Chiefs
ICS 309	Communications Log	Communication Unit

And finally, the ICS 213 RR Resource Request Form

Battlefords Regional Emergency Social Services Plan
2023 - 2024

PMO

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1. *Scope*

This Regional Emergency Social Services Plan outlines and provides practical guidelines for the delivery of ESS for the authorities named herein. The main part of this plan has been written for incidents of a type 3, 2 or 1 nature requiring an ESS response. In these larger type events, additional assisting agencies will be called upon to provide services which may include but not be limited to Saskatchewan Health Authority, Battlefords Humane Society, and other experienced disaster NGO organizations.

This plan is not a stand-alone document. The following supporting documentation in addition to the Saskatchewan Emergency Planning Act and any existing Bylaws should be integrated as needed with this plan:

- Regional Emergency Management Plan.
- Position Checklists: ICP & ESS.
- ICS & ICP Forms.
- ESS Forms & Templates.
- Regional Emergency Contact List.

2. *Provincial ESS Support*

Emergency & Crisis Services (formerly provincial ESS) may assist communities with Emergency Social Services operations when requested by the community and in the event that additional support is required such as during evacuations. Provincial Emergency & Crisis Services are provided through a collaboration of the following agencies:

- Government of Saskatchewan staff.
- Indigenous Service Providers.
- Canadian Red Cross.

<u>ESS Support Available</u>

- **Canadian Red Cross (CRC) - to be utilized to coordinate and provide lodging and for registration of evacuees.**
- **SPSA - to be used for all other ESS services required.**
- CRC registration (EMIS) training for municipalities - will be up to each municipality to determine if they will use and delegate personnel to take EMIS registration training. Note: in order to take training personnel must become a CRC volunteer.
- First Nations are considering taking the EMIS registration system training so that they have some internal capacity.
- Other ESS Training outside of EMIS will be pursued through SPSA.

3. *ESS Centre Authority*

External Assisting/Cooperating Agencies

External agencies remain in control and authority of their own personnel at all times. However, the agency delivering services is accountable to the local authority having jurisdiction or region to which it is providing support and is subject to their authority within the ESS Centre. This means that while the local authority may not direct personnel, policies or procedures of an assisting or coordinating agency they are entitled to determine to what extent these agency services are needed.

Provincial - The province may retain authority for ESS facilities in the following situations:

- Hosting- if a local or regional authority is hosting evacuees from outside of their own jurisdiction. See Hosting section of this plan.
- Under a provincial State of Emergency.
- In the event that authority for the incident is removed from the local authority by the Minister.

Conflict Resolution

Professional conduct of local, regional, and assisting or cooperating agency volunteers and personnel is required at all times. **It should be anticipated that in any significant event there will be complaints from evacuees/residents regarding attitude, behavior, or actions of one or more ESS Centre personnel.** All complaints must be taken seriously. This will require conversations with the person lodging the complaint and the ESS Centre personnel in question. In many cases, these complaints can be resolved through discussion, explanation and/or implementation of policies and procedures. However, there may be some instances in which ESS personnel are better suited to other jobs or may need to be dismissed.

If the personnel are municipally or Nation appointed staff or volunteers the local authority has the responsibility and authority to dismiss these persons from their position. However, if the personnel in question is that of an external assisting or cooperating agency the complaint and any requests for dismissal from ESS Centre personnel shall immediately be brought to the attention of the personnel's supervisor. **If a resolution cannot be agreed upon, the local authority having jurisdiction or region reserves the right to dismiss personnel or agencies from the ESS Centre at their discretion.**

If the ESS Centre is under the authority of the Province, the appropriate provincial authority shall be immediately notified and requested to resolve the situation forthwith.

Confidentiality

- Only designated spokespersons will have authority to speak to media.
- All media requests must be referred to the appointed Information Officer.
- Personnel should be aware that disasters affect the personal lives of people.

  As such, in the course of their work information may be disclosed that shall remain personal and confidential during and following the incident except in cases where such information poses a risk, danger or other threat to persons or disclosure is authorized in accordance with the laws of Saskatchewan.

When to request SK Emergency & Crisis Support Services
☑ When the Region's ESS capacity has or is anticipated to be exceeded.
☑ If additional direct frontline ESS service delivery or support is required.
☑ It is recommended that any full-scale activation of an ESS Centre be followed by notification to Provincial Emergency & Crisis Services.

Registration & Inquiry
☑ Registration is used to register evacuees. Registration is voluntary though strongly encouraged. Registration helps to track evacuees and registration is an evacuees' proof that they indeed live in the evacuated area(s) and are entitled to the services made available for evacuees which may include lodging and other emergency services.
☑ Inquiry can be conducted by the same volunteers that conduct registration services. Inquiry is used less often now in Canadian disasters especially with the widespread use of cell phones and social media. ☑ However, inquiry allows friends/family of evacuees to call to inquire as to their safety and welfare. ☑ Evacuees may choose to restrict their information. This means that their information remains confidential and if an inquiry is made, the evacuee will be notified so that they can choose if they wish to contact the inquirer or not. In this case, no information regarding the evacuee will be given to inquirers.

How To Request SK Provincial Emergency & Crisis Services
☑ The local authority must approve all requests. Note that ESS provision is not free, and the local authority may be responsible for costs associated with provincial requests for assistance.
☑ Requests for provincial ESS support through Emergency & Crisis Services should be made through your Emergency Social Services Office. In their absence, contact the Provincial Emergency Operations Centre. **Provincial Emergency Call Centre:** **24 Hour Emergency Phone: 1- 800 – 667- 9660**

4. *Regional ESS Activation Steps*

Refer to Part 1 - Section 1.7

5. *Regional ESS Centre Locations*

Refer to Part 1 -Section 1.8

6. *ESS Service Provider Location Set-up*

Subject to Change: *Service provider locations are dependent on type of incident.*

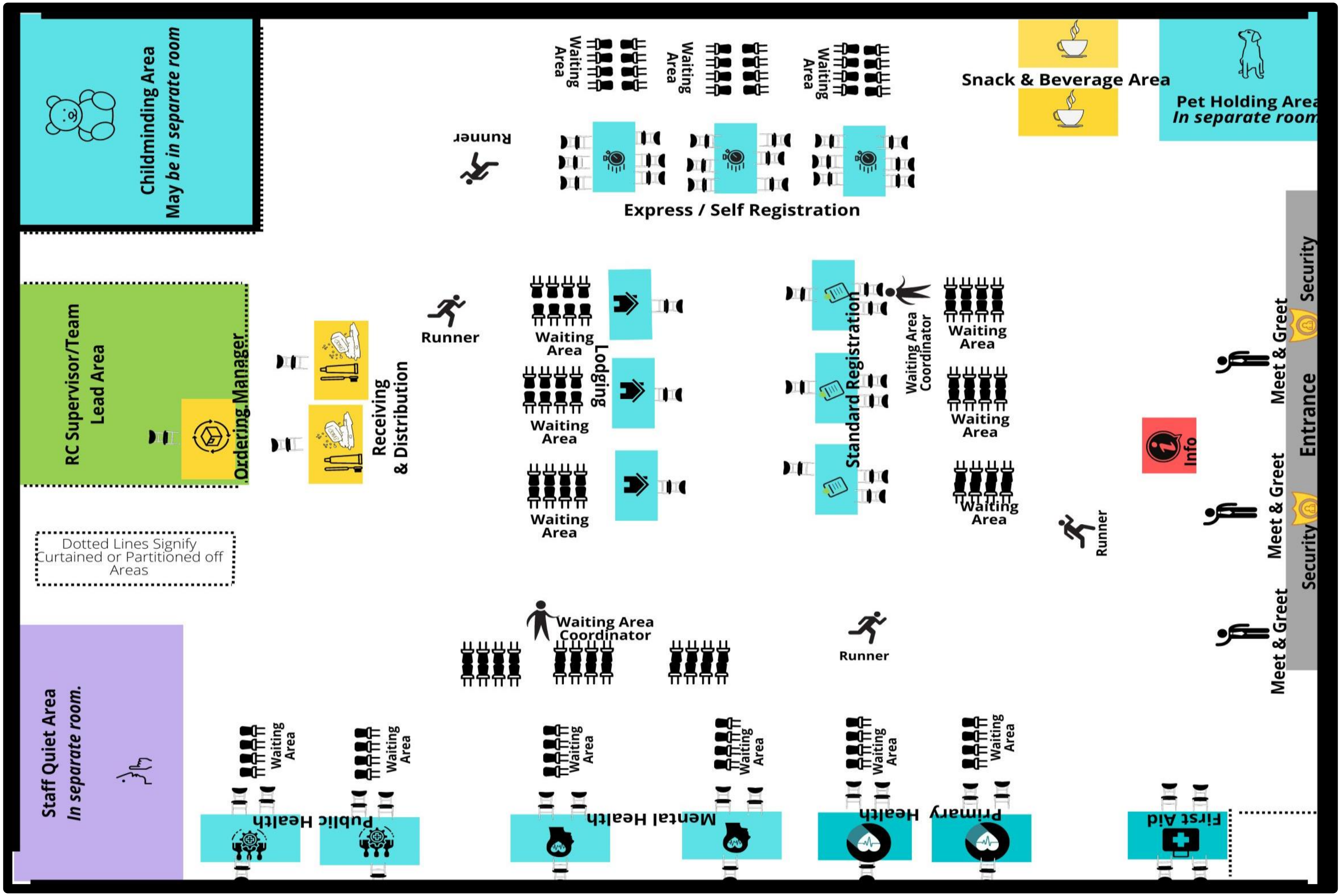
ESS Centre Supervisor Office	A room or office space with phone in the ESS Centre but separate from the main Reception and Service Provider area. Will spend time in main Reception and Service Provider Area, but will also require office space to coordinate, organize and support activities of all service providers.
Security	Located at each entrance/exit being used. Located in congregate lodging area and at all congregate entrances/exits in use. Ensure Security has direct line to RCMP.
Greeters	Located just inside Reception Centre doors.
Waiting Area Coordinators	Located after Greeters in ESS Centre waiting areas – especially Registration.
Registration	**Distance between the waiting area and each table at this provider area must be separated far enough from each other to ensure privacy for each registrant/household.**
Express Registration	Located near entrance but in lower traffic area. Space to allow for privacy of each registrant/household is required
	Express Registration: For those individuals that only need to register and do not require any other services within the ESS Centre.
Lodging	The Lodging Group includes not only securing, set-up and overseeing accommodations, but also assigning lodging to evacuees. There are several ways in which initially assigning lodging may be accomplished. Options: • The Lodging Group may pair personnel up with Registration personnel. Reason being, many of the same questions will be asked by each and it saves evacuees from having to wait in another line for lodging. • Lodging may provide Registration with available lodging information to be able to both register and assign lodging in the Registration area. • Lodging is a separate service provider table set-up following Registration. In any case, a representative from Primary Health should be available to help ascertain evacuee health needs as it relates to lodging because Registration and Lodging cannot ask health questions for privacy reasons.
Primary Health	Assign floater from Primary Health to the lodging assignment area. Primary Health can help ascertain evacuee health and lodging needs that Registration and/or Lodging cannot for privacy reasons. Set-up an additional area designated to Primary Health for those persons that do not require lodging but still require Primary Health services.

Primary Health & First Aid	Located near entrance so evacuees requiring immediate first aid/health needs can be easily escorted to health. Many evacuees will require health services, so it is important to be easily accessible and provide a waiting area. First Aid if provided as a separate service should be located near a room with sink for sanitary and privacy reasons. An additional private room should be made available for Health Services if additional services/consultations will be provided. It should have access to handwashing and toilet facilities and have a clear and designated pathway for emergency services (EMS), delivery of supplies and removal of medical waste.
Mental Health	Mental Health (SHA/Tribal Councill Heath professionals) should have access to a separate quiet room. Mental Health personnel may mingle amongst evacuees in ESS Centre. May require waiting area.
Public Health	Located near other health services with access to a private room. May require waiting area.
Food Services	Do not serve common touch items (pizzas, boxes of doughnuts), instead provide individually packaged snacks. Wherever possible serve food (including snacks and drinks) to evacuees using personnel equipped with gloves and mask. Ensure nutritional information & ingredients are labelled on each item and visible so that people do not have to touch multiple items to see the information. Grab-n-go snacks may be provided in ESS Centre, but full meals should be served in area separate from the main reception area.
Supplies	Managed out of the Supply Unit at the ICP but may appoint Ordering and/or Receiving & Distribution Manager to the ESS Centre. May require significant space. Located in main reception area but does not need to be near the entrance. Provision of clothes is unlikely. However, in event clothing is required, supplies should be located near rooms that can provide privacy for changing and are gender separate and include gender neutral space.3
Childminding Area	Ideally located in space adjacent but separate from main ESS Centre area. If this cannot be accommodated, use existing walls within the space to create protective and manageable space for supervision of children. Additional partitions may be required.

[3] *In most cases, evacuees will have brought some clothing with them. Where there is need, gift cards or vouchers may be provided instead through Provincial Emergency & Crisis Support.*

Evacuee Transportation	Although not designated in the regional organization chart due to capacity limitations, it may become necessary to appoint transportation services in the rare event that evacuees do not evacuate with their own mode of transportation. Request assistance for evacuee transportation coordination through the ICP. If feasible, transportation will be coordinated in a shuttle fashion for groups of evacuees to access additional services in town.
Congregate Lodging	Located separately from main ESS Centre- whether in same facility or not.
Pet Care	**Refer to REMP Appendix B - Regional Emergency Pet Plan** Pet sheltering located off-site. If evacuees arrive on bus, there may be need for a Pet Minding Area on-site where pets can be supervised while owners access services in ESS Centre before picking their pet up and taking with them to assigned commercial lodging or family and friends. Large area capable of managing numerous kennels ideal. Facility with outdoor area where animals can be walked. Area that can be easily cleaned (ex: concrete floors).
Donations Management	**Refer to REMP Appendix C - Regional Donations Management Plan** Located off-site. Large area with room to sort donations. Facility with overhead door in event trailers of donations are received or loaded.

7. *Sample ESS Centre Floor Plan*



8. *Reception Centre Hand-out*

These may be handed out by Greeters to evacuees/affected persons arriving at the ESS Centre **OR** projected on wall/screen **OR** pre-printed on posters to reduce touch points and additional ESS Centre paper waste. **Review and revise before distribution.**

Welcome to the Reception Centre

Important Information for Evacuees:

- All evacuees are encouraged to register.
- Registration is a first step to access other services within the Emergency Social Services Centre.
- Please wait your turn to register.
- Registration personnel will work as quickly as possible.
- Please self-report if you are experiencing cough/fever/diarrhea/rash or other cold/flu like symptoms.
- Registration is on first come-first serve basis- however *priority situations may cause people to be bumped.
- *Priority situations are considered *critical* safety/medical issues.
- We appreciate your patience and understanding.

Our personnel will work hard to make your time here as comfortable as possible.
If you have questions or concerns, please ask one of our Emergency Social Services personnel.

9. *ESS Personnel Management*

COSTS:

Note: External ESS agencies, non-profits or other may bill for services.

- Some external agencies may come with processes built in for provision of food, security, and ordering. However, the Region will want to know and be able to track all costs as they occur.
- **Request daily cost reports and projections**
- Preference should always be given to keeping Regional personnel in ESS leadership positions (ESS Branch Director, ESS Centre Supervisor, ESS Lodging Supervisor etc.).

AVOIDING ROLE OVERLAP

- The Facilities Unit in the ICP (Logistics Section) organizes all incident facility security including ESS and arranges for security at these facilities.
- The Supply Unit in the ICP (Logistics Section) places orders for incident and ESS resources and oversees their distribution. The Supply Unit may be requested to appoint an **Ordering Manager and Receiving & Distribution Manager** on-site at the ESS Centre for these purposes.
- The Food Unit in the ICP (Logistics Section) is responsible not only for ICP and operations personnel food, but also for the food requirements including meals and/or snacks as applicable for ESS personnel and coordinating the same for evacuees as needed.
- The Donations Management Unit if activated, is part of the Logistics Section and reports in to ICP.

10. *ESS Personnel Shifts*

An incident extending past 12 hours will require multi-shift personnel sustainability in order for response operations to continue. Personnel shifts may be 8-12 hours in length. **It is not necessary for personnel shifts to line-up with operational periods** which may be as short as a few hours up to 24 hours in length.

✓	ESS Shift Schedule Guidelines
❑	**Fully brief personnel**. This should be done prior to the start of each shift. Both one-on-one briefings and group briefings are beneficial.
❑	Ensure that within personnel's daily scheduled shifts they are provided **break and mealtimes away from their workstation.**
❑	**Watch for signs of fatigue** which may include but not be limited to: Irritability; Reduced alertness, concentration and/or memory.; Loss of appetite. Headache; Refusal to take rests, breaks or scheduled time off.; Tunnel vision. Giddiness; Increased accidents and/or loss of productivity.; Loss of personnel morale.
❑	Some personnel may need to be ordered to take rest or time off. Any such matters should be reported to the ESS Centre Supervisor or Lodging Supervisor as appropriate. **Enforce required rest periods**.
❑	ESS personnel should not work more than three consecutive 12-hour shifts without being given 1 or more days of rest.
❑	**It is the responsibility of Team/Task Force & Supervisory personnel at the ESS Centre(s) to develop staff schedules and to ensure that their respective Teams and personnel positions are staffed.**
❑	Depending on the ESS incident and types of services provided, some services may be required 24 hours per day. It can take up to 10 days for personnel to adapt to night shift schedules.
❑	If possible and depending on incident scope and operations, reduce the number of nighttime personnel required.
❑	Even with rest given, personnel working night shifts and given rest periods during the day will experience disruptions to their quality of sleep and sleep patterns.
❑	ESS personnel should monitor themselves and others and be alert to signs of mental exhaustion.
❑	Try to avoid scheduling those personnel who are also being significantly impacted by the ongoing incident in their personal lives for incident shifts.
❑	Consider increasing the number of consecutive days personnel work over the number of hours worked in a day, being sure to respect all labor laws and regulations.

✓	ESS Shift Schedule Guidelines
❑	Tasks that require heavy physical labor or significant concentration should be performed at the beginning of shifts where possible.
❑	Consider how current municipal/band overtime, banked time policies or lack of may negatively impact personnel morale and capacity.

11. *ESS Communications*

- The **Region** will utilize the **City of North Battleford's Voyent Alert** system for personnel notifications.
- Pre-established ICP & ESS groups will be created on the system and utilized as needed.

✓	Notification
❑	The lead on-site response organization will notify their appointed Emergency Measures Coordinator or equivalent if additional assistance is required.
❑	The Emergency Measure Coordinator or equivalent will assess the situation and determine if a regional response is or may be required. If a regional response may be required, the Emergency Measures Coordinator or equivalent will **notify their elected council and/or C.A.O./Band Manager or equivalent before making a request to the Region for assistance.**
❑	If a regional response is required, the City of North Battleford will be notified, and a request made to issue a partial or full Voyent regional personnel callout to meet the needs of the incident
❑	**External assisting or cooperating agencies**, such as NGOs with a role in ESS, or other agencies will be **notified via phone** of reporting location and any assistance required on an as needed basis.

✓	ESS Centre to ICP Communications
❑	Formal communications will follow the chain of command as laid out in the organizational structures of both the Regional ICP and Regional ESS organizational charts.
❑	**The ESS Section Chief and/or ESS Branch Director should establish communications with the ESS Centre Supervisor and ESS Lodging Supervisor as soon as possible**. The most effective mode of communication will be utilized which may include cell phones for direct communication in addition to emails.
❑	In the event that cell phone networks are disrupted by the incident, the **Battlefords Amateur Radio Association** may be utilized to facilitate communications between the ESS Centre and the ICP.
❑	The **ESS Section Chief and ESS Branch Director** should make an effort to visit ESS Centres at least daily to ensure personnel are properly briefed, encourage personnel morale, and obtain firsthand account of ESS operations.
❑	A Regional ICP email system or online ICP software may also be used.
	Internal ESS Centre Communications
❑	It is **suggested that walkie talkies be made available for ESS Centre personnel** –at least one at each service provider station and to any ESS Centre runners or waiting area coordinators.
❑	**Formal communication in the ESS Centre will be reported up the chain of command** as per the organizational chart (solid lines). However, **ESS personnel should be working and communicating with each other between teams and sections as needed** throughout the response.

12. *ESS Media Restrictions*

✓	**Media Requirements**
⚠	**Media are not allowed to be in ESS Centres. This is paramount to ensure the confidentiality of evacuees/disaster impacted persons.**
❑	**Media shall not enter any ESS Centres unless all of the following conditions have been met:** ☐ Evacuees/disaster impacted persons are not present (ex: in off-hours). ☐ ESS Centre personnel have been provided notification. ☐ All confidential information has been removed from sight (ex: forms, information boards, phone numbers, personnel contact information, etc.). ☐ Arrangements for media tours have been coordinated through the Information Officer and Liaison Officer and approved by the Incident Commander. ☐ Media are chaperoned by the Information Officer (or Asst. Information Officer) and/or Liaison Officer (or Asst. Liaison Officer). ☐ In all cases it is best to ensure that cameras are not recording, and photo opportunities are only allowed in pre-approved designated areas.
✓	**Media Notification**
❑	Large visible **signage should be posted advising that media is not permitted entry to the ESS Centre along with an explanation for why** (to protect and respect the privacy of evacuees/impacted public). **Consider posting additional signage with similar wording to discourage evacuees/impacted public from taking videos/photos in the Reception Centre.**
✓	**Media Requests**
❑	**If personnel are approached by the media:** **Request contact card or information** from the reporter or other media personnel and let them know you will **forward it to the Asst. or Information Officer** forthwith. Do **not** share the Information Officer's phone number or make it public.
⚠	**Media Holding Statement: The following media statement may be used by any incident personnel if approached by media.**

> "*We have activated our emergency response plan and have personnel actively responding to the incident. Updated information will be provided by the Information Officer through local radio stations.*
>
> *Information can also be found on SaskAlert as it becomes available. Our goal is to keep residents as informed and as safe as possible throughout the incident*."

13. *Alternate ESS Delivery Options Under Public Health Orders*

	While this entire plan should be reviewed annually and updated as needed, in particular special attention should be paid to this section in which ever evolving technology changes the world and possibilities in which we live. **All suggested Alternate ESS Delivery Service Options Under Public Health Orders are subject to the approval of the health agency/authority having jurisdiction.**

Disasters may occur simultaneously with other disaster events such as pandemics, creating a need to deliver ESS in more socially distanced ways for the protection of both evacuees and personnel.

It should be noted that as technology continues to evolve and access to technology and knowledge in its use progresses there may be alternate options for streamlining delivery of ESS, reducing the capacity required for personnel (including volunteers). Any such approaches must be careful not to exclude needs of the most vulnerable or isolated residents and additional protocols should be put in place to ensure effective delivery of services to all evacuees. That being said, technology including use of phones, cell phones and computer not only offer options for streamlining services but for providing services *remotely* as may be required in future pandemics or public health crises.

14. *General Protective Measures*

✓	General Protective Measures
❑	• **Consult with Public Health Agency/Authority having jurisdiction.**
❑	• **All evacuees and personnel must wear any required personal protective equipment** (ex: face masks/shields) and maintain social distancing at all times as outlined by public health.
❑	• All personnel are required to take their **temperature** and record it at shift sign-in.
❑	• All **pens for sign-in to be used only once**. Used pens to be put in labelled container, collected, and sanitized each day.
❑	• **Personnel, whether working indoors or outdoors, should be kept as separate as possible to facilitate social distancing**. This may be achieved through use of physical barriers such as plastic shields/screens or arrangement of furniture such as tables and chairs to prevent people from getting too close.

Screening & Foot Traffic Protective Measures	
❑	• **Communicable disease emergency testing/screening of evacuees at ESS Centre or Lodging may occur as needed and under authority of public health**. Screening may include forehead temperature readings. • Additional health professionals will be required to assist with screening.
❑	• **Any screening should be conducted in an area separate from the ESS Centre prior to entry of persons**. • **Post signage before entry** to screening area explaining the requirement to be health screened.
❑	• **Designate a quarantine hotel location or if not possible an isolation area of individual rooms for those testing positive for the particular communicable disease in question. <u>Consult with public health.</u>** • **SK Health Authority 24-Hour On-call Emergency Management Unit: 833-999-7996** • Ensure any isolation rooms are well ventilated.
❑	• **Identify close contact protocol** and contact tracing requirements **as per Public Health**.
	• **Appoint personnel to monitor traffic flow** in and out of building as well as ongoing occupancy to ensure it meets any public health occupancy limitations set (consider use of clicker counter). • If needed, post information at entrances about maximum number of people that can be in the facility or spaces in the facility (ex: washrooms) at one time. • Post other public health measure information in visible locations around facility.
Distancing Protective Measures	
❑	• **Mark or arrange any seating in ESS Centres to allow for required physical distancing**. • Use tape markings on the floor to indicate proper physical distancing when lining up.
❑	• **Designate travel paths** so people do not have to pass each other closely. • Consider use of separate entry and exit doors to help control traffic flow. • Install transparent plastic sneeze guards where appropriate.

Cleaning Protective Measures	
❑	• **Ensure cleaning of service provider stations** and documentation after each individual/family use (tables, pens, chairs, computers). • Consider providing pens for individuals/families to use and then keep or providing a separate container for used pens to be sanitized.
❑	• **Ensure common touch surfaces are cleaned and disinfected regularly** (doorknobs, railings) • **Ensure any publicly accessed items** such as phones, computers, tablets, and chargers **are cleaned between uses.**
❑	• **Any dining tables must be cleaned and sanitized after each use.**
❑	• **Provide access to handwashing stations and/or hand sanitizer in all public areas/common touch locations** (ex: doors, laundry facilities, etc.)
❑	• **Remove all common items that cannot easily be cleaned** (toys, newspapers) • **Suspend provision of ESS Centre childminding services**.
Other Protective Measures	
❑	• Some commercial lodging facilities may be set aside to be used as “quarantine” hotels or lodging for those confirmed ill and that require lodging.
❑	• **Decentralization** will be key. Consider the need for multiple and/or mobile ESS facilities and services to reduce the number of people congregating at one time. • This may require significant coordination and personnel capacity.

15. *ESS Delivery Services for Those with Own Modes of Transportation*

✓	Drive-thru
	• **Consult with Public Health Agency/Authority having jurisdiction.**
	• Create multiple vehicular traffic lanes at the ESS Centre. • Accommodate influx of vehicular traffic through traffic control methods. • A back log of vehicles blocking traffic outside of the facility parking lot on to main roads should be anticipated and measures put in place to mitigate.
	• Create queues so that evacuees can remain in their vehicles while they register and obtain lodging assignment. • ESS Centre personnel may organize themselves into task forces so that vehicles only have to stop *once* to get all services needed (ex: Registration/Lodging/Primary Health/Public Health) or may organize themselves into separate stations. • Note that separate service stations will require significantly more space. • Signage, traffic signs, and pop-up tents to protect personnel from weather will be required.
	• If the weather is cold, personnel will need to be provided adequate rest and warm-up breaks in a heated facility capable of accommodating social distancing. Or consider drive through facilities that offer protection from outdoor elements (ex: vacant shop bays, etc.)
✓	**Online & Telephone**
	• If evacuees with their own modes of transportation do not require lodging, they may be requested to simply phone in to a hotline to register or to register via web site or app.

✓	Online & Hotels
	• **Consult with Public Health Agency/Authority having jurisdiction.**
	• If the evacuation is contained and there are enough commercial lodging spaces available, evacuees may be asked to register online or through telephone and affected neighborhoods assigned specific hotels. • **Note:** It would be necessary to **ensure equitable access to types of hotels**. For example, if certain neighborhoods are afforded 5-star hotels over other neighborhoods who are assigned 2-star hotels. Other ways to assign commercial lodging more equitably might be based on first affected or most severely affected neighborhoods or by initial of last name if damages are spread evenly amongst neighborhoods
	• Proof of evacuation such as providing registration number to the hotel would be required.
	• ESS personnel would need to follow-up by phone with evacuees. However, it could reduce the number of people required at an ESS Centre and help to prevent long line-ups at facility by allowing evacuees requiring lodging to go directly to lodging facility.
	• May require ESS personnel (such as Primary Health) at hotels to determine room needs to avoid priority rooms such as wheelchair accessible being assigned to those without wheelchair requirements over those with them.
	• Evacuees at hotels that have outstanding priority needs (ex: hygiene items/clothing/other supplies) would be given a hotline number to arrange. Supplies, or vouchers for supplies may be bagged, labeled with evacuee names and room number, and dropped at hotel.

16. *ESS Delivery for Those Without Modes of Transportation*

✓	Bussed to ESS Centre
❑	• **Consult with Public Health Agency/Authority having jurisdiction.**
	• Evacuees without or unable to utilize their own modes of transportation are bussed to the ESS Centre to register. All evacuees are required to don appropriate personal protective equipment (ex: masks) prior to boarding the bus. Bus seats are marked or taped off to ensure social distancing requirements are met.
	• Priority lanes are designated for busses carrying evacuees. • Busses utilize bus lanes at ESS Centre • Evacuees, unless members of the same household, disembark bus *individually* to obtain services outside with all social distancing requirements in place. • Evacuees then board the bus again for drop-off at assigned lodging facility *or* may board other busses that make a shuttle loop between designated hotel(s) and ESS Centre.
✓	**Direct to Lodging**
❑	• **Consult with Public Health Agency/Authority having jurisdiction.**

	• Evacuees without or unable to utilize their own modes of transportation are bussed directly to:
	  • Designated evacuee hotel.
	  AND/OR
	  • Provided area to wait for where they have requested family/friends that they are staying with to pick them up or bussed to pickup point facility for pick-up (if possible, under public health guidelines).

	• ESS personnel (ex: primary health) or task force may be at each hotel to address additional needs and assign hotel rooms according to need.
	• Other outstanding priority needs (ex: hygiene items/clothing/other supplies) are given a hotline number to arrange. Supplies or vouchers for supplies may be bagged, labeled with evacuee names and room number, and dropped at hotel.
✓	**If Able to Remain at Home**
❑	• **Consult with Public Health Agency/Authority having jurisdiction.**
	• If residents are able to *safely* remain at home, but do not have own modes of transportation regular wellness checks may be completed by phone and recorded for each household (ex: daily). In the event that telephone services are interrupted, newsletters and daily in-person wellness checks that accommodate social distancing requirements may be provided to those residents able to remain in their homes.
	• Where members of the household cannot be reached by telephone an in-person wellness check may be required. ESS personnel wearing appropriate PPE may be

	required to knock on doors. Social distancing by maintaining space between personnel and homeowner must be followed. • Personnel will check on residents, record needs and either make referrals or address needs by returning with supplies required by household resident (grocery hampers, prescriptions, other supplies).

17. *Congregate Lodging- Last Resort*

✓	Congregate Lodging – The Last Resort
	During a communicable disease emergency or pandemic situation, congregate lodging should only be used as a **last resort**. **Consult with Public Health Agency/Authority having jurisdiction.**
	If congregate lodging is unavoidable: • Utilize smaller shelters over larger shelters (ex: fewer than 50 people) in which households can be separated into their own living areas. Note that this may impact ICP operations that may also be utilizing additional facilities to accommodate decentralization of ICP personnel. • Provide a stock of clean PPE for each household – including child size masks. • Provide cleaning supplies to each household and implement a requirement for each to regularly clean and sanitize their own living space. • Only toys that can be disinfected should be provided and they should be assigned to 1 household at a time. No sharing of toys between households. • Create a waste management plan in consultation with public health. • Provision of meals should be through remote drop-off- not provided in congregate eating areas.
	• In consultation with Public Health determine if self-quarantine requirements are necessary after evacuees have stayed in congregate lodging and are able to return home. • If so, work with other service providers/businesses to coordinate services for such which may include delivery of groceries, etc.

Family & Friends:

If evacuees are permitted to stay with family/friends during a communicable disease emergency, the potential for disease spread should be anticipated.

They should be made aware of potential risks that asymptomatic persons could present to family & friends they choose to stay with. Especially any family/friends that may have pre-existing health conditions or that are more vulnerable to communicable disease infection (ex: elderly or very young).

Consult with Saskatchewan Health Authority.

18. *Official Reception Centre/ESS Centre Designation*

- A State of Local Emergency is **not** required in order for a local authority to submit response costs to the province for reimbursement under the Provincial Disaster Assistance Program (PDAP).
- **However**, all ESS Centres must be officially designated and approved by the Province in order for the local authority to submit any ESS costs for reimbursement. Resources from the Province and/or other assisting/coordinating NGO partners **may not be provided to *unofficial*** ESS Centres or facilities.

When to Request Official Designation as ESS Centre Location	
	If the Region wants to set up an ESS Centre in response to the need of another community *outside* of the Region but has not been requested to do so or given approval by the Province.
	If the Region begins receiving a large influx of evacuees from a disaster outside its jurisdiction and it is determined that ESS and regional intervention or support is needed to better respond to the needs of evacuees and their impact on the communities within the Region.
❶ ***Note:*** *Official designation can be requested and may be granted but is up to the discretion of the province*	

In the event that a local authority is approved or delegated to host persons from another community, particularly **if there is no existing emergency management aid agreement; a written agreement should be created and signed by both the Party Requesting Assistance and the Party Providing Assistance indicating:**

- ☑ Resources to be provided.
- ☑ Services to be provided.
- ☑ Other expectations of the host community.
- ☑ Cost requirements including any limitations and process for cost reimbursement.

19. *Hosting & Local Evacuation ESS Checklist*

✓	Step 1 (Hosting)
❑	• Ensure **copy of hosting request is provided in writing** from applicable Provincial Department (SPSA/ Provincial Emergency & Community Support).
❑	• **Determine level of support that will be provided from Province and any NGO partners including:** ☐ Types of resources that will be provided. ☐ Number of staff being provided from Province/NGO(s). ☐ Anticipated arrival time.
❑	• **Notify:** ☐ Emergency Measures Coordinator or equivalent ☐ Respective jurisdictions' C.A.O. /Band Manager or equivalent. ☐ Ensure elected officials are notified. ☐ BREMG Steering Committee. ☐ Each jurisdictions' respective Planning Committee which should include all ESS team members, volunteers, and service providers that may be required. • **Obtain required approvals**.
❑	• **If congregate lodging is required**, secure a facility with showers, kitchen, private rooms, space to quarantine and capacity required. Alternately, shower trailers may also be utilized. • **If commercial lodging is being provided** obtain number and type of rooms available. See Appendix A – ESS Plan for more. • Assess number of hotel rooms available for special needs/priorities.
❑	• **Open Regional ICP- hold Briefing and begin Planning Cycle.** • **Identity ESS objectives, strategies & tactics and any support functions required from other ICP sections.**
❑	• **Plan to staff all ESS positions to assist any assisting or cooperating NGO partners**. This can always be scaled back later.
❑	• **Secure transportation**- determine if evacuees are being flown in or will be bussed in. • **Anticipate that evacuees will require transportation** around the hosting community **throughout the evacuation** in order to access numerous services. • **Request evacuee transportation resources and services be coordinated by the ICP**.
❑	• **Identify and plan for self-evacuated people**. Note that only those in the specified evacuation zone are eligible for services. Costs of evacuees that have self-evacuated will typically not be covered under the provincial disaster assistance program.
❑	• **Determine type of identification for evacuees**, if required (ex: wristbands).

✓	Step 2 (Hosting & Local Evacuation)
❑	• **Notify RCMP or local policing** that additional services will be called upon as needed and request regular daily walk-throughs of ESS facilities.
❑	• **Security will be required immediately**. Appoint contracted security at key entrances and in sleeping area where evacuee belongings are stored. • **Provide a direct RCMP/policing Liaison phone number to Security and ESS Centre Supervisor.**
❑	• Consider the need for **Community Liaisons or representatives**. • If hosting, **determine who the appointed community liaisons are and request their presence in ESS Centre**. **These persons** may represent their community within the ESS Centre and **will be an indispensable resource in ensuring strong relationships and reducing any conflict between both the hosting community and the evacuated community**. If there are none appointed, make a request for such.
❑	• **Secure Primary Healthcare** to have scheduled doctor/pharmacist/nurse services on site for duration of evacuation (may be just for few hours a day).
❑	• **Coordinate as many pre-authorized recreational facilitators from community clubs as possible** (*Cold Lake required sixty recreational programmers split into shifts over 2 weeks for 700 people*). • **Provide free access to local recreational opportunities if possible (ex: movie/swimming passes)** • **All facilitators should have the appropriate clear and current criminal record and vulnerable sector checks.**
❑	• **Create a recreational schedule for all evacuees including adults**- collaborating with other authorized recreational community partners as appropriate.
❑	• **Set-up information area at all ESS Centres including all Lodging facilities (hotel and/or congregate) and Reception Centre Facility to be updated at least daily**. Provide daily incident situation updates, recreational opportunities, shuttle, and other service information.
❑	• Make requests for use of **charging stations** and portable cell towers for evacuee use from telecommunications company through Supply Unit.
❑	• **ALL PERSONNEL, INCLUDING VOLUNTEERS MUST HAVE CLEAR CRIMINAL RECORD CHECKS. ANYONE ASSIGNED A POSITION OF AUTHORITY MUST ALSO HAVE A CLEAR VULNERABLE SECTOR CHECK IN ORDER TO PROVIDE SERVICES.**

✓	Step 3 (Hosting & Local Evacuation)
❑	• **Ensure Food Unit of ICP Logistics Section** provide snacks throughout day in addition to meals.
❑	• **Determine if additional or specialized food services might be requested** (ex: cultural/traditional). If yes, advise Food Unit in ICP Logistics Section as separate cooking facilities may be required as per food safety requirements and consultation with Public Health Inspector.
❑	• **Ensure the Facilities Unit (ICP Logistics Section) has arranged laundry facilities/services** for use- personal and bed sheets.
❑	• **Ensure the ICP makes a safety plan for any evacuees that do not return on last daily shuttles** to their assigned lodging from numerous services and/or recreation opportunities being provided.

Billeting is NEVER acceptable regardless of who the host or guest may be. It shall not be utilized as a means of accommodation! Billeting puts both the host and the guest at increased risk.

Ensure any commercial lodging to be used is not booked for other events or rooms are not pre-booked for other guests in the near future so evacuees do not have to be re-located. **This occurs more often than expected and presents significant challenges in relocating evacuees** to adequate alternate facilities.

A person who requires use of a service animal is **not** required to give proof of a disability. **Service animals are allowed in all reception centres and shelters.** It is an offence to deny access or discriminate against someone who is blind on the basis of having a guide dog and anyone responsible for refusing admittance on these premises can be fined for doing so. If a person is accompanied by a service animal for reasons related to their disability, to deny access to the service animal would be discrimination on the basis of disability. Consideration should be given to evacuees with service animals.

20. *Lodging*

Guidelines For Assigning Evacuee Hotel Rooms
Evacuees are encouraged to stay with **family and friends first**.
If evacuees do not have friends/family to stay with, they will be assigned congregate and/or commercial lodging. Commercial lodging is preferred over congregate (group) lodging. **Congregate lodging should be used as a last resort**.
Hotel rooms may be limited and determined based on evacuees' needs. **If this is the case, work with Primary Health (Saskatchewan Health Authority/Tribal Council Health professionals) to determine appropriate lodging options for each evacuee.**
General Considerations
Will the potential damage/impact caused by lodging them in a congregate facility outweigh those of being placed in a hotel?
If the evacuee is placed in a hotel, are they capable of caring for themselves and/or will any special support services they need be available at a hotel?
You may consider other options if they make more sense for the evacuee. For example, if it is summertime and the evacuee have their camper/RV wit them, free use of campgrounds may be provided.

Special Considerations
In the event that there are not enough hotel rooms and both commercial and congregate lodging must be used, some things to consider on a case-by-case basis are listed below. These are not questions you can ask due to *The Freedom of Information and Protection of Privacy Act*, but they may self-volunteer this information.
Mobility - Will the evacuee be able to get around the congregate lodging facility easily and safely (for example cots are often set up in rows with narrow aisles running between- not always convenient for those in wheelchairs). Will providing them assigned hotel room alleviate this challenge?
Expectant mothers - Is the mother on bed rest? How far along is she in her pregnancy?
Special needs - Not all special needs require hotel lodging- never assume. We want to **provide lodging** that the evacuee is comfortable with and **that is safe** for each evacuee's circumstance. However, special needs might include special medical needs (ex: is the person on routine dialysis or have a compromised immune system? Do they require specialized medical equipment? Hotel Lodging over congregate might be better). Other special needs may also be better in a hotel- however; it will depend on the severity and the individual evacuee.
Special family situations - For example, single parent families with young kids that may be difficult to safely take care of and keep an eye on in a large congregate facility. Or families in which the second generation is the care provider for the first generation.

Special Considerations
Effects of lodging an evacuee in a congregate facility with other evacuees - There may be rare situations in which lodging an evacuee within a congregate facility with other evacuees would have a negative effect on the other evacuees being lodged at the congregate shelter.
Hostile/Violent situations – Unfortunately, depending on the incident, some evacuees may want to lay blame for the incident on other evacuees. In this case, for their own safety, it may be better to lodge those being assigned blame in separate lodging.

21. *Lodging Agreement Form*

Review prior to use.

- By signing this agreement, I hereby accept responsibility for my actions and the actions of any family or household members listed on my registration form while staying within assigned evacuee lodging.
- In the event that my family/household members or myself are asked to leave a lodging facility due to unacceptable behavior or damages to premises, I hereby acknowledge that neither my household members nor myself will be provided additional or alternate accommodations and that it will be our sole responsibility to make arrangements for our own lodging including any costs associated with such lodging.
- Furthermore, if assigned hotel or commercial lodging, I understand that if there are damages caused to the hotel room by my actions or those of any household members staying in the room or guests I or my household members may allow in, it is my responsibility to pay for any and all repairs.

Name of Evacuee: _____ **Registration Number:** _____
(Printed- First and Last Name)

Date: _____ **Evacuee Signature**: _____

22. *Childminding Area Guidelines*

Information courtesy of Justice Institute of BC 2009

✓	Childminding Worker Requirements
❑	**All childminding workers must have a current and clear criminal record check *and* vulnerable sector check.**
❑	**Personnel must have valid Standard First Aid & CPR certificate and/or Emergency Childcare or Standard Child Care First Aid & CPR or equivalent.**
❑	For the safety of children and workers, there must always be at least two adults present with children at all times. **At no time will any child be left alone with an adult.**
❑	**Only children aged two and over and *not* in diapers** will be accepted in the childminding area. Children still requiring diapering service, will **not** be accepted in the area.
❑	Children with contagious illnesses will **not** be permitted in the childminding area.
❑	**There will be absolutely no bathing or changing of any children** by Childminding Workers- in this case, the parent/guardian should be notified.
❑	Childminding workers will not distribute medications unless it is a vital emergency medication (ex: inhaler or EPI-Pen) that the parent/guardian has noted and provided instructions for on the childminding check-in form.

✓	Set-up
❑	**If you plan to provide a child-minding area – coordinate with the governing body for childcare services in Saskatchewan (Ministry of Education) to ensure all appropriate measures and guidelines are implemented.**
❑	A childminding area will not be set-up unless there are sufficient people present to operate it (1 for check-in desk, plus enough to supervise children area with appropriate ratio of adults to children, plus an additional two personnel if needed to accompany a child to washroom). These are *minimum* guidelines only and dependent on number and age of children present in childminding area. **For worker to child ratios consult *The Child Care Regulation* and the governing body for childcare services in Saskatchewan (Ministry of Education).**
❑	One person is responsible for attending the check-in/out desk at all times. **This desk shall never be left unattended.**
❑	Try to set-up an area that is close to washrooms, water but away from high foot traffic areas
❑	Location will ideally have visual physical boundaries, if not, be sure to create / add some. **The space should not be accessible for people to just walk into without having to go past the check-in/out table.**
❑	Any materials borrowed from the ESS Centre or facility supporting emergency response/recovery should be documented and returned upon closing of the Centre.

❑	Ensure a planned escape/exit route has been identified and communicated to staff.
❑	Wash and disinfect surfaces at minimum, on a daily **basis or as recommended by public health**.
❑	If it makes more sense and you have the capacity to set-up two smaller childminding areas, you may do so (ex: younger children/older children).
❑	If snacks will be served, all snack items **should be posted at check-in/out area so that parents/guardians can review them.**
✓	**Check-In Guidelines**
❑	**All children must be checked-in to the childminding area** (unless unattended- see Appendix A - guidelines for *Unattended Children*)
❑	**All parents/ guardians are required to read and sign the parent information sheet as well as fill out a registration form for their child/children.**
❑	**All information should be filed** (ex: alphabetized file box) and **kept confidential**.
❑	Secure a wristband to the child's wrist that indicates the child's name, age, guardian/parent and **tracking number**. Secure another wristband **with the same information on the parent/guardian's wrist.** The parent's cell phone number may be used to ensure unique tracking number.
❑	Let parents/guardians know it must be the same person picking the child up as dropping them off and that their **wristbands must match up**.
❑	**Ensure registration form is completely filled out**.

✓	**Additional Considerations & Special Circumstances**
❑	Children needing to use the bathroom will be attended by **at least two adults, if the washroom is in a separate room and if the child is not old enough to do so on their own.**
❑	If an unattended child is brought to the childminding area, notify the ESS Centre Supervisor and request them to notify both the ICP **and** the appropriate children's service organization agency as per below for further instructions.

Keyanow Child & Family Centre Inc.	Kanaweyimik Child & Family Services	Child & Family Services North Battleford
• Lucky Man Cree Nation • Little Pine First Nation • Poundmaker Cree Nation	• Moosomin First Nation • Saulteaux First Nation • Sweetgrass First Nation • Thunderchild First Nation • Mosquito First Nation • Red Pheasant First Nation	• R.M of North Battleford. • City of North Battleford • Town of North Battleford • Other areas not listed.

❑	Complete a registration form for the child as best as possible.
❑	Notify First Aid in case there are any unknown allergies or medical issues.
❑	Use caution at meal and snack times (stay clear of common allergen foods such as nuts, fish)
❑	**Follow the instructions of the appropriate Child and Family organization regarding release of the child to an arriving guardian or family member.**
❑	A guardian claiming an unattended dependent must provide adequate identification. Identification and contact number for guardian **must be recorded.**
✓	**Emotional Support**
	If children are suffering obvious distress from the incident, let the parent/guardian know and make gentle referral to mental healthcare through Saskatchewan Health Authority and/or BATC Health if present or providing services in the ESS Centre.

23. *Parent Information Sheet: Childminding Area*

Review and revise before distribution.

- Your children are welcome to remain in our Childminding Area for the time required for you to access the services of the Centre **ONLY.** Abuse of this time allotment may prevent the admittance of other children into the area and result in loss of permission to use Childminding area again.
- Children must be age 2 or over and must not be in diapers. Children in diapers will remain with their parents.
- Children with contagious illness will not be permitted for the safety and health of other children within the childminding area.
- Childminding workers will uphold a safe and appropriate ratio of workers to children and may refuse entry for reasons such as space and worker capacity.
- **All staff in the Childminding Area have a clear criminal record and vulnerable sector check.**
- All children must be signed in before entering. Parent and child will each receive an identification wrist band.
- Children must be signed-out of the Childminding Area upon pick-up and corresponding wrist band must be shown to match.
- **Please provide Childminding workers with any other information that may be useful.**
- No medication will be distributed by any childminding worker unless the parents/guardians stipulate the use of emergency equipment such as inhaler or Epi-Pen; in these cases, this information and instructions must be documented on the Check-In Form.
- Snacks may be provided, please ensure snacks are suitable and any allergies reported to Childminding workers and noted on Childminding Check-In Form.
- Parents/guardians are responsible for ensuring their own children are fed regular meals.

Childminding Area Rules- Please review these with your child!

- Stay in the Childminding area.
- Listen to the Leaders/workers.
- Keep hands and feet to yourself.
- Respect others.

Behaviour Management:

- In the event of unmanageable behaviour, parents may be asked to retrieve their child and keep them in their care.

By signing below, I acknowledge that I have read and understood the above and agree to the terms listed within.

_____ _____ _____

(Parent/Guardian Name-Printed) (Signature) (Date)

24. *Childminding Check-In/Out Sheet*

To be filled out by Childminding Worker (except pick-up signature)

Childminding Area Location: _____ Date: _____ Page: ___ of ___

(Please Print)

Child's Name	Child / Guardian Wristband Identification Number	Time of Drop Off	Time of Pick Up	Special Needs (allergies, behaviour, etc.)	Parent/Guardian Name	Parent/ Guardian Cell or Emergency Phone Number	Parent/Guardian Signature (at pick-up)

25. *Vulnerable Persons*

A vulnerable person is anyone not capable of caring for themselves and may include any unattended child or adult dependents and/or persons under the influence of drugs or alcohol.

All ESS volunteers require a clear criminal record check.

Any ESS volunteers assigned a position of authority require a clear vulnerable sector check in addition to a criminal record check.

At no time shall a vulnerable person be supervised by less than 2 people. **Supervision by 3 people is ideal** to allow ESS personnel to switch off during breaks, etc.

Vulnerable persons should be reported to the ESS Centre Supervisor. In cases where the person has been separated from their caregiver, the Supervisor will immediately notify the Incident Command Post (ICP).

Spontaneous or emergent volunteers shall not ever be assigned tasks that may present situations for them to be one-on-one with evacuees or disaster affected individuals. This is for the protection of volunteers, evacuees, and disaster affected individuals.

Emergent or spontaneous volunteers must never be assigned a position of authority or power over any vulnerable persons.

Emergent or spontaneous volunteers will not be utilized in Emergency Social Service (ESS) operations unless able to do so without coming in direct contact with evacuees or affected members of the public being provided services at an ESS Centre.

Spontaneous & emergency volunteers refers to those volunteers that are not affiliated with an authorized organization that has been integrated into the incident response or recovery. These volunteers ***are typically individuals or organizations who have not been requested as an incident resource but just emerge to help****.*

26. *Unattended Children & Dependents*

✓	Unattended Children & Dependents - Guidelines
❑	If an unattended child or dependent is arriving at the ESS Centre, notify the ESS Centre Supervisor and request them to notify both the ICP **and** the appropriate children's service organization agency as per below or other social service organization (i.e., Health Agency: BATC Health or SK Health Authority for adult dependents) for further instructions.

Keyanow Child & Family Centre Inc.	Kanaweyimik Child & Family Services	Child & Family Services North Battleford
• Lucky Man Cree Nation • Little Pine First Nation • Poundmaker Cree Nation	• Moosomin First Nation • Saulteaux First Nation • Sweetgrass First Nation • Thunderchild First Nation • Mosquito First Nation • Red Pheasant First Nation	• R.M of North Battleford. • City of North Battleford • Town of North Battleford • Other areas not listed.

❑	Complete a registration form for the child/dependent as best as possible.
❑	Notify First Aid in case there are any unknown allergies or medical issues.
❑	Use caution at meal and snack times (stay clear of common allergen foods such as nuts, fish)
❑	**Follow the instructions of the appropriate Child and Family organization or authorized social service organization such as BATC Health/SK Health Authority regarding release of the dependent to an arriving guardian or family member.**

27. *Intoxicated & Aggressive Persons*

✓	Cooperative Intoxicated Persons
❑	☐ If the person has sober friends or family that are of legal age and capable of caring for the person, they should be allowed to do so. These should be friends/family that the intoxicated person has **self-identified. Be careful not to put the person in a situation that could further increase their risk and vulnerability**.
	☐ **Record the contact information and address or temporary emergency address of the sober family/friend.**
	☐ Ensure that if the person is leaving the ESS Centre that a sober ride is provided to them, and the friend or family member has agreed to supervise them until they have sobered up.
❑	☐ If the intoxicated person does *not* have any sober friends or family that can assist, 2- 3 persons shall also accompany them as per the requirements for working with vulnerable persons.
	☐ It is advisable to ensure that at least one person of the 2 ESS Centre persons is the same gender as the intoxicated person for all parties' protection.
	☐ Note that if the person falls asleep, they still must be supervised by two persons to ensure that they do not choke or suffer any other medical distress.
	☐ Personnel should inform First Aid services of the person and their location in case first aid is needed.
✓	**Aggressive Persons & Aggressive Intoxicated Persons**
❑	It is understandable that in an emergency, emotions may run high. Notwithstanding, all persons in an ESS Centre are expected to show respect to personnel and vice versa.
❑	Use your communication skills to **de-escalate** the situation.
❑	**No less than 2 staff persons are required at all times.**
❑	Security shall be made aware of the situation and monitor closely.
❑	Staff persons accompanying any aggravated persons shall be **senior ESS Centre personnel with the authority to handle the situation** as well as to ask the individual to leave -- *if sober* (Ex: ESS Centre Supervisor).
❑	If the person is intoxicated and there are no sober family or friends who can assist, RCMP shall be called.

If at any time, the safety of yourself, other personnel and/or other evacuees becomes a concern, RCMP shall be called. **If unsure, call the RCMP.**

28. *ESS Personnel Shift Sign-in/Out*

Print on 11 x 17 size paper.

Date: _____ **ESS Facility Location:** _____

Please Print Legibly

If you have fever/flu symptoms- notify your supervisor and stay home.

First & Last Name	Agency	Contact Number	Fever or Flu Symptoms Yes/No	Sign-in Time (24 Hour Clock)	Sign-out Time (24 Hour Clock)

29. *Shift Change Briefing Template*

Date: _____ **Time (24-hour):** _____

Position Title: _____

Incoming Personnel Name: _____

Outgoing Personnel Name: _____

Shift Highlights

- Document anything created such as plans, maps, messages
- Indicate where copies of each can be located ex: shared drive, posted in ESS Centre, filed with Documentation Unit
- Document any key developments pertinent to your position.

Items Not Completed:

Page 1 of 2

Items Requiring Follow-up:

Any Additional Information:

I have briefed my incoming shift relief: _____
(Outgoing personnel signature)

I have received and understand the shift brief as presented: _____
(Incoming personnel signature)

⟶ **Retain a completed copy for your records and submit original to the Documentation Unit for filing.**

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Appendix E - Regional Emergency Pet Plan

1. OVERVIEW
2. CALCULATING NUMBER OF ANIMALS
3. PET CARE COORDINATING ORGANIZATIONS & FACILITIES
4. PET SHELTER SAFETY REQUIREMENTS
5. EMERGENCY PET SHELTER GUIDELINES
6. PET FACILITY DEACTIVATION
7. EMERGENCY PET SHELTER SUPPLY LIST & FORMS
8. PET SHELTER REGISTRATION FROM TEMPLATE
9. PET SHELTER DEPARTURE FORM TEMPLATE

1. *Overview*

An Emergency Pet Plan is intended for domestic companion animals.

Where possible, efforts will be made for pets to stay with their owners. This can reduce costs, human resources required and stress on both animals and owners. However, this may not always be possible, especially in situations in which congregate lodging is utilized.

In general, the following types of emergency companion animal services may be required:

Temporary Pet Supervision Area	For evacuees arriving at a Reception Centre who need to access services before they and their pet can reach their lodging location. A temporary pet supervision area may be provided to curtail evacuees from bringing animals inside the main Reception Centre area to ensure the safety of both people and pets.
Emergency Pet Sheltering	In the event that evacuees are not able to keep pets with them in lodging (ex: if congregate lodging is being used or if unable to keep with them at family and friends).
Pet Supplies	Even if evacuees are able to keep their pets with them, it should be expected that they will require additional pet supplies that they may not have had time to pack prior to evacuation.
Rescue of Animals Left Behind	During an evacuation animals may be frightened and hide, resulting in animals left behind. In an extended emergency of this nature, it may become necessary to rescue and transport animals left behind if safe to do so. Such operations will require coordination through the ICP.

WARNING: Not all animal rescue organizations or their personnel are as well-intentioned as they appear. Some may have ulterior motives. In previous Canadian disasters, some animal rescue organizations presented themselves as helping in the emergency pet response by caring and providing shelter for pets. However, these organizations then sold the pets to buyers and pets were not reunited with their families.

Only known, recognized and reputable assisting organizations should be approved to assist, and any unauthorized organizations swiftly reported.

2. *Calculating Number of Animals*

According to a 2011 IPSOS –REID study and a 2016 Canadian Animal Health Clinic study, approximately 35-41% of Canadian households owned at least one dog and 38% of households owned at least one cat. The number of dogs is rising.

Applying these numbers to the total of 9258 private dwellings in the region:

Dogs: 9258 x 41%= 3796 dogs Cats: 9258 x 38%= 3518 cats

However, emergency shelter planning assumes that only approximately 15-20% of the population being evacuated will be require emergency lodging and 30% of evacuees will be bringing a pet with them when they present themselves at a reception centre. In the unlikely event the entire region had to evacuate:

9258 private dwellings x 20= projected 1851 households with pets.

1851 x .30 = 555 companion animals.

The above estimates are *variable* and may:

- **Increase** - based on the fact that even those evacuees who do not need to be provided lodging, may still require lodging for their animals.
- **Decrease** – The above numbers are calculated based on the entire Region which would require a large-scale incident to affect as many households as possible.

3. *Pet Care Coordinating Organizations & Facilities*

Recent disasters in Saskatchewan have relied on a patchwork network of animal rescue societies to help care for companion animals.

	Limited Scale Evacuation
	Battlefords Humane Society along with **local area kennels** and **veterinarians** may choose to shelter pets within their current facilities, to provide pet sheltering and care services.
	Mass Pet Evacuation
	The **Battlefords Humane Society** may be asked to **lead the response with additional support and resources provided by SK SPCA.**
	The **BREMG Region** should expect to be **required to provide an adequate pet shelter facility** for mass pet sheltering purposes.
	Additional Surge Capacity:
	CDART – Canadian Animal Disaster Response Team based out of BC but will respond anywhere in Canada if requested. Must be requested by the affected local authority. Experience providing sheltering, fostering and rescue of domesticated animals. Prior experience in Lytton BC and Fort McMurray wildfires. Provided logistical support by cell phone to La Ronge SK wildfires in 2015.
✓	**Pet Facility Requirements**
❑	The pet facility must be able to maintain **adequate ventilation and comfortable temperature** for animals and personnel (cool in summer, warmer in winter). • Floors and walls that can easily be cleaned and sprayed down such as cement floors are recommended.
	Potential Locations
	City of North Battleford: Northland Power Curling Rink – April-September **Town of Battleford Arena** ***Note**: Depending on the type of disaster, weather, and facility amenities these locations may conflict with other regional ESS Centre locations. Location will need to be determined at the time of incident based on expected need*

4. *Pet Shelter Safety Requirements*

✓	General
❑	All personnel involved in rescue, evacuation and sheltering of animals must **ensure proper disease and bite prevention methods are exercised**. This includes **smart animal handling behaviours** as well as **using protective equipment** such as catch poles, gloves, and safety glasses where necessary.
❑	**Current tetanus and rabies vaccine for all pet facility personnel is recommended.**
❑	**Personnel should have proper animal handling experience.**
❑	All pet facility staff shall wear clearly marked identification such as vests.
❑	All staff and volunteers are required to log into and out of each shift. No staff or volunteer should work more than three consecutive 12-hour shifts.
✓	**Bite Case Protocol**
❑	☐ **All bites shall be immediately reported to a staff member of the lead animal shelter agency/organization providing services.** ☐ Staff shall ensure that treatment of bites and injuries are available to affected persons. ☐ Health care providers who tend to a person bitten by an animal known to be a potential carrier of rabies may report that person to the public health authority as may be required by healthcare protocol.
✓	**Exotic Animals**
❑	☐ The pet facility will endeavor to shelter all animals in need, however, there may be certain kinds of exotic animals with unusual care requirements (special food, shelter temperatures, etc.) that cannot be accommodated. ☐ There may also be pets which may pose a risk to pet facility workers or other pets. In this case, alternate arrangements may be made for their care with service providers that have personnel experienced with exotic pet handling and care.

✓	Animal Health
❑	**A pet care facility worker has the right to turn away any animals that they feel are unhealthy or may pose a significant risk to other animals within the facility.**
❑	Animals that present with visible illness or symptoms may not be allowed into the shelter or may require a vet referral.
❑	**Vets and vet technicians have the authority to make medical decisions, such as if an animal needs to be transported off-site to be cared for or given additional medical attention**. Licensed vets or vet technicians may treat animals left in the care of the emergency pet shelter if their condition requires it. The following are some reasons for veterinary referral: • Lethargy • Hair loss • Vomiting • Diarrhea • Ocular or nasal discharge. • Physical injury. • Neurological symptoms, difficulty while moving, presence of chemical or biological contaminant on the animal.

5. *Emergency Pet Shelter Guidelines*

✓	Facility & Kennel Sizes Required
❑	Approximately ten square feet of space will be required for one large carrier.
❑	The carriers used should be plastic or metal that can house an animal with food and water bowls and in which the animal can stand up, move around, and lie down comfortably.
❑	• Recommended kennel sizes for **cats and small dogs (up to 20 lbs.)** are at least 25 in x 20 in x 18 in. • **Larger dogs (20 to 70 lbs.)** at least 42 in x 28 in x 30 in. • **Giant breed dogs at least 75 + pounds** will require larger carriers.
✓	**Emergency Pet Facility Layout**
❑	The pet facility will be set-up with a large registration table at the main entrance staffed by several people.
❑	All other entrances must be secure, meaning they are not accessible to anyone, other than personnel.
❑	Kennelling areas should be separated into Cat, Dog and Miscellaneous Pet spaces. Misc. pets must only include those pets for which the shelter can provide adequate care and that do not pose a threat to workers or other animals at the facility.
❑	Provide signage in all areas including Registration/Check-in & Check-out, Play Area, Quarantine, Walking Area, Veterinary and Morgue. If a morgue is provided at the facility **DO NOT** mark the morgue as such- simply mark it as "Area 3" or another ***non-descriptive*** title.
❑	Indoor cordoned play area(s) may be set-up for personnel and owners to socialize with animals and for animals to get exercise. ☐ Two personnel are always required in an exercise/play area ☐ May provide several traffic cones for male dogs to urinate on.
❑	Ensure there is ability to hook up hose to clean and spray kennelling, play and registration areas down regularly (cement floor is best). ☐ Any furniture in the pet facility should be able to be easily cleaned and hosed down (including all tables and chairs).
❑	Provide a space outside for pets to be walked by owners/staff on leash if possible.
❑	A small separate room or rooms should be set- aside, if possible, for any pets in quarantine. Another small room should be set aside for any veterinary referrals.
❑	A light towel or other fabric may be draped over kennels or cages to help relax animals

✓	Inspections
❑	☐ **A vet or vet technician should be requested to complete an inspection of the facility once it has been set-up to ensure that it meets animal health and welfare regulations.** ☐ **If possible, a vet or vet technician may also be requested to be present during high-traffic registration hours** to assist with intake and animal health assessment at intake. ☐ **A vet or vet technician should complete regular inspections if the shelter stays open.**
❑	☐ **The pet facility must be staffed <u>24 hours/day</u> with <u>no less than two staff</u> on duty at any given time.** ☐ **All animals should be checked <u>at minimum</u>, <u>hourly.</u>**

✓	Arrival & Registration of Pets at Pet Facility
❑	Pet registration sheets are available at the end of this Regional Pet Plan section.
❑	Assess animal for any signs of injury or illness that should be referred to vet.
❑	Assign the animal the next available registration number according to the registration system you are using. This number may also serve as the animal's cage/kennel number.
❑	Print animal registration number on card for owner and give to owner- they need to provide this number AND their documented phone number to pick-up their animal or sign it out for visits. Ensure the owner includes in owner information anyone else who may pick up the animal (ex: spouse/partner). This person must also be able to provide animal and owner assigned numbers
❑	Fill out as MUCH information as possible on the form. The more information the easier it will be to reunite animals with owners (some animals look alike- we want to make sure the right animal goes home with the correct owner!) ☐ **Be sure to get as many phone numbers as possible for the owner.**
❑	Ask for a recent picture of the animal and owner. If no picture available, with owner permission one may be taken and stored with animal registration.
❑	Electronic record storage is highly recommended using electronic formats for registration sheets and to store and file pet photos with owner information. **Be sure to back-up any electronically stored documentation.** If using paper records, keep each animal's documentation together in its own file.
❑	Instruct the owner that once the evacuation order has been lifted or decision has been made to close shelter, how long they will have to pick up their pets. After that point, the animal may be fostered or adopted out as deemed necessary.
❑	If the animal did not come with its own cage/ kennel, assign one. **<u>ALL</u>** cages/kennels must be large enough for the animal to stand-up and turn around in.

	Attach string tag to kennel/cage where it **cannot** be chewed on by animal- if the cage/kennel belongs to the owner make a note of this on the registration forms and on the string tag. Put personal pet supplies next to cage/kennel (ex: food/ pet treats).
✓	**Visitation Guidelines**
❑	Owners will be allowed to visit their pets upon provision of their documented phone number and pet's assigned registration number.
❑	If the owner would like to take their pet out for the day, ask how long the pet will be gone and inform the owner of any set shelter hours.
❑	Record date and time pet was checked- out and checked back in along with pet and owner's name and registration numbers.
❑	Owners may also wish to visit their pet on-site- in the visiting area.
❑	All owners must have pets on a leash (including cats) if they are going to be out of their kennels, cages, crates.
❑	All owners are required to clean-up after their pets.
✓	**Animal Return & Check-out Guidelines**
❑	Ensure owner provides the correct animal registration number and their own documented phone number.
❑	Inform the owner of any additional information (ex: pet's behaviours in shelter, any concerns).
❑	Return pet supplies with pet.
❑	Ensure owner has printed their name, signed, and dated the departure portion of their animal's registration form as may be applicable.
✓	**Unclaimed Animals**
❑	The shelter will make efforts to identify owners of stray/lost animals. If owners cannot be found, representatives will attempt to foster or adopt out animals according to established procedures.
✓	**Release & Disposal Guidelines**
❑	**Animals that die or are dead on arrival should be seen by a vet or vet technician**, before being stored.
❑	**Attempt to make contact and notify owner. Request owner to identify pet.**
❑	If owner wishes to claim pet's body, make a note on the animal's registration form, and have the owner sign and date the form under "Animal Departure" or similar.
❑	If the owner does not wish to make their own arrangements for the animal's body, make a note on the registration form in this regard and have the owner sign the form under "Animal Departure" or similar.

❑	Notify the Pet Facility Manager of any unclaimed, deceased animals. **The local veterinarian will be the lead authority** for organizing proper disposal of the body.
❑	The local authority's public works department may remove and dispose of dead animals at the request of veterinarian. ☐ If the required disposal response is greater than the region's ability to deploy staff and resources, a request for assistance can be sent to the province through the ICP. They will attempt to arrange for assistance from the province for disposal and approval of any disposal sites. Dead animals should be disposed of within 48 hours.

6. *Pet Facility Deactivation*

✓	Pet Facility Deactivation Guidelines
❑	The building must be inspected by the facility manager and should be left in the same condition in which it was lent prior to activation. The facility manager should sign-off on final condition of facility after take-down and final cleaning of pet facility has been completed.
❑	All towels, blankets laundered.
❑	All cages/crates/carriers/kennels cleaned, disinfected, and returned.
❑	Ensure that Pet Care Team Leader turns over all closed files and records to Documentation Unit, as well as list of items to be re-stocked.

7. *Emergency Pet Shelter Supply List & Forms*

✓	Pet Facility Supplies
	Buckets
	Cat Food
	Catch poles
	Collars
	Crates
	Dishes
	Disinfectant
	Dog Food
	First Aid kit
	Forms for tracking lost/found/strays
	Garbage bags
	Hand sanitizer
	Handling Gloves
	Hard Copy of the *Regional Pet Plan* and all Pet Shelter forms.
	Heavy Contractor bags- black for disposal of dead animals.
	Leashes
	Letter size plastic sheet protector envelopes
	Litter Alternate Litter: • Dirt • And • Shredded newspaper
	Litter boxes
	Microchip Scanner
	Paper Towel
	Pens, pencils
	Permanent Markers
	Photocopier
	Plastic bags (sandwich for poop pick-up)
	Registration Cards (samples to be photocopied)
	Registration Number Assignment Form (1 each Cats/Dogs/ Miscellaneous)
	Rubber gloves
	Safety Glasses
	Signage
	Spray bottles
	String Tags
	Tape
	Towels, sheets, tarps
	Water hose & nozzle/pressure washer
	Dog Runs Alternate dog runs: fencing from contractors. Alternate dog surfaces to get them from ground: Plastic bread trays, wooden pallets.

8. *Pet Shelter Registration from Template*

Review prior to use.

Pet Registration Form # _____

TO OWNERS: **Emergency Pet Facility Assigned Pet Registration Number**

- Owner must be able to provide their documented phone number given at time of registration in order to reclaim their animals.
- Photo ID may be requested.
- Owners may be asked for the registration number of their animal.

BY SIGNING THIS FORM YOU:

- Acknowledge and release the local authority including the City of North Battleford, Town of Battleford, R.M. of North Battleford No. 437, Little Pine First Nation, Lucky Man Cree Nation, Moosomin First Nation, Saulteaux First Nation and Sweetgrass First Nation and any assisting or cooperating agencies and Emergency Pet Shelter personnel of all liability.
- Acknowledge and agree that while personnel will do their best to maintain a clean shelter to prevent disease transmission that some pets in the shelter may not have been vaccinated and there is no guarantee that your pet will be protected against disease transmission.
- You agree to make all reasonable efforts to have your pet picked up by an authorized person within the designated timeframe following a rescind of the evacuation order. Failure to do so may result in the animal becoming the property of the local authority having jurisdiction.

Owner Information

Name of owner(s) print: _____

Permanent Address: _____

Emergency Address: _____

Cell Phone Number: _____

Emergency Phone Number if different or in addition to cell phone:

_____

Picture of Animal & Owner Provided

◯ Yes (attach to pet's file or this form) ◯ No

Signature of Owner:

_____

Date:

_____

Animal Information

◯ Dog ◯ Cat ◯ Other: _____

Age: _____ Wearing a Collar: Yes / No Collar Color: _____

ID Tag: Yes / No Tattoo: Yes / No Microchip: Yes / No

Tag Number: _____ Tattoo Number: _____ Microchip Number: _____

◯ Female ◯ Male ◯ Unknown: _____

◯ Spayed ◯ Neutered

Name: _____

Breed: _____

Color: _____ Distinguishing Marks: _____

Aggressive to People: Yes / No Ears (Circle): Erect /Flopped /Cropped

Tail (circle): Long /Short /Stubby /Bushy /Curly /Docked

If Cat (circle): Claws Intact / Declawed

9. *Pet Shelter Departure Form Template*

Review prior to use.

Pet Departure Form

Emergency Pet Facility Assigned Pet Registration Number

When complete, attach this form to the original pet registration form.

◯ **Reunited With Owner**

Owner's Name (print): _____

Owner's Signature: _____

Date: _____

Time: _____

◯ **Foster Care**

Name of Foster (print): _____

Foster Address: _____

Foster Phone Number: _____

◯ **Other Departure (indicate):** _____

Reason (indicate): _____

Veterinarian/Vet Technician Signature (print): _____

Date: _____

Time: _____

10. *Cleaning & Care Schedule*

Log #_____

Dog____ Cat____ Bird ___ Other_____ M/F_____ Spayed/Neutered_____

Date Arrived_____ Breed_____ Color_____

Special Diet or Other Requirements_____

Place in Plastic Envelope on Outside of Cage- PLEASE PRINT

Note: Walk= Minimum 15 minutes except in extreme heat or cold. However, other arrangements to exercise the animal indoors or sheltered from the elements should be made

Date	Time Walked (Indicate AM /PM and if the animal urinated or had bowel movement)	Time Fed	Time Cage Cleaned	Comments	Caretaker's Initials

Appendix F - Donations Management Plan

1. Donations Management Organization & Purpose
2. Public Donations Messaging Guidelines
3. Donation Procedures
4. Donation Centre Set-up
5. Donations Management Centre Supplies
6. Donation Sorting Guidelines
7. Donation Facility Demobilization

1. *Donations Management Organization & Purpose*

Donations management within this section refers to the **organization and distribution or disposal of *unsolicited* tangible items.**

Typically, the public will not be asked for donations. Instead needed supplies and resources will be requested through the proper resource ordering and procurement procedures in the ICP. However, it is recognized that in significant disaster events, items may be donated for use in disaster response or recovery despite best efforts to redirect donations and will require significant coordination. Furthermore, some donors may refuse to take back donations gathered for purpose of donation in which case the Region will need to determine their use.

Small Scale Donations Management	Utilize pre-existing **local thrift and/or second-hand community organizations with experience in donations management.**
Large Scale Donations Management	**Request additional support through the province** (Emergency & Community Support) for a reputable and experienced Donations Management organization to lead or support the Region's Donations Management activities. **The Salvation Army** & **Adventist Community Disaster Response** are NGOs that specialize in Donations Management.

2. *Public Donations Messaging Guidelines*

✓	Public Messaging
❑	Donors often do not understand the challenges that unsolicited donations create for emergency personnel. **Information** and **Liaison Officers** should be up front about donation management challenges and explain to the public alternative ways in which they can better support those affected by the disaster.
❑	Publicize any donation management procedures in the event that donations will be accepted.
❑	In general, monetary donations should be encouraged over other types of donations. Monetary donations can often be more quickly disbursed, do not require as much space, equipment, and other resources to manage and are the most beneficial for affected persons by providing them monetary resources to get exactly what they need rather than choosing from donations that may be in less than excellent condition nor meet their specific needs.
✓	**Evacuee/Beneficiary Messaging**
❑	In the unlikely event that, physical donations are made available to evacuees/impacted residents outside of any donations management system (ex: from stand-alone groups or individuals) **evacuees should be made aware that use of such donations is at their own risk**. Evacuees must be made aware of any potential public health effects acceptance of these donations could have (ex: soiled or used clothing/linens).
❑	Donation messaging and procedures for affected residents should focus on: ☑ **Safe and Equitable distribution.** ☑ **Ensuring that** where practical any **unmet needs that can be met by donations are met.**

3. *Donation Procedures*

A significant influx of donations can create delays in getting useable donations out to beneficiaries. In recent years various software applications have been utilized to create donation wish lists and registries in response to major disasters.

This helps to reduce unwanted donations and focus donations on those most needed. Below are general donation procedures that should be **publicized** and **implemented** to potential donors.

✓	General Donation Procedure Recommendations
❑	Repayment, publicity, or tax write-offs for unsolicited goods will **not** be provided.
❑	Donations that have marketing or other potential financial kickbacks or conditions including various marketing ploys attached to them will **not** be accepted.
❑	Expired items will be disposed of and any requiring special accommodation (ex: refrigeration) will not be accepted.

❑	Establish and publicize list of prohibited items which should include but may not be limited to: ○ Wet/mildew items. ○ Soiled items. ○ Drugs including medication. ○ Chemicals & flammables. ○ Weapons.
❑	Corporate donations must label all goods with company name and contact and include a detailed inventory with all shipments.
❑	Out of season donations will be redirected (ex: winter coats in response to summer disaster).
❑	Donations of volunteer service will not be accommodated through the Disaster Donation Centre but should be redirected to any established Disaster Volunteer Coordinator/Centre or reputable assisting/cooperating non-profit agency to be matched with volunteer opportunities.
❑	Items that do not meet announced or advertised expectations where donations are requested will not be accepted.
❑	Consider packaging requirements for safety of donation management personnel and intended recipients such as labelling items and packing so that items in boxes/bags are clearly visible.
❑	Donations cannot be allocated to a specific person or group.

✓	**Monetary Donation Procedure Recommendations**
❑	Cash donations whether online or other will **not** be the responsibility of Donations Management.
❑	Refer public to make monetary donations to reputable and authorized non-profit organizations that are assisting/cooperating with the response. Be sure to make and publicize a complete list of these organizations for equitable donation opportunity.
❑	Determine if cash card donations will be useful. Any cash cards must indicate the dollar value of the card in permanent marker.
❑	Work closely with authorized non-profits to ensure that any disaster donation funds do not compete with other non-profits or voluntary agencies that are assisting.
❑	All receipting for donations will be the responsibility of the benefactor organization that receives the cash donation.
❑	The affected municipal or Band authorities will not accept public cash donations unless a donation tracking, accountability, and distribution process subject to financial audit has been established ahead of time.

4. *Donation Centre Set-up*

✓	Location & Services
❑	Determine best location for Donations Centre. It should be a reasonable distance away from other disaster facilities and clearly marked. The Logistics Section (Facilities Unit) should arrange this.
❑	Determine Donations Management Centre personnel. These positions may be co-assigned or delegated to local agency representatives or ESS organizations. **The Salvation Army** & **Adventist Community Disaster Response** are NGOs that specialize in Donations Management.
❑	Determine if a hotline will be activated to screen donation offers and provide other donation information. If yes, create a pre-approved script for hotline personnel that includes: • Donation procedures & guidelines. • Any current needs/donations required and amount. • Other organizations to which donations that the Facility is not currently accepting can be made. Hotline personnel should be kind but firm about any donation procedures.
❑	Establish Donation Centre and hotline hours if hotline or another staffed phone will be utilized.
❑	Determine security needs. Ex: Additional lighting/monitoring through surveillance equipment and/or in-person controls and security. In person security may be required when donations are being stored outside.
❑	Ensure pest management and control protocols are in place. Consult with Environmental Public Health if needed.
✓	**Assess Needs**
❑	Request a needs assessment from ESS providers and if applicable ICP to determine if there are any specific donated goods required, or outstanding needs that can be met through donations. Create a needs list of any identified items.
❑	Obtain the names of all organizations that accept any donations that cannot be used, are leftover or otherwise need to be re-routed. This list should include: • Regional and non-regional organizations, with regional organizations given priority. • Large organizations that have space in storage and warehouse locations.
✓	**Management & Personnel**
❑	Ensure care of Donation Centre personnel is arranged including provision of snacks/meals/refreshments and access to first aid supplies.

✓	Functional Centre Areas

❑	**Organized Offloading Area**
❑	**Organized Loading Area**
❑	**Secure Temporary Storage Spaces and Containers**
❑	**Sorting Area** This area may be broken down by type of donation or into several subsets of sorting such as: • **Initial Sorting** - sorting based on condition of goods/items. • **Secondary Sorting** - based on type of goods/items. • **Final Sorting** - where certain types of goods are further sorted prior to packing for distribution or disposal.
❑	**Packing Area**
❑	**Hotline Area** – if activating donation hotlines. Located in quiet area away from other main sorting, packing, and loading areas.
❑	**Administrative Area** – office or other quiet space away from main sorting, packing, and loading areas.

5. *Donations Management Centre Supplies*

The following is a basic list of supplies required for donation management centres. It is not all-inclusive.

✓	**Donation Management Facility Basic Supplies**
	Equipment
	Forklifts
	Pallet Jacks/Motorized Dollies
	Manual Dollies
	Shrink Wrap Equipment
	Ramps
	Trucking transportation for distribution or disposal of donations.
✓	**Facility Amenities**
	Flood lights
	Overhead Door(s)
	Ramp/loading area
	Significant outdoor space for outdoor storage.
	Portable Fencing
	Dumpsters
	Recycling Bins
	Sanitary facilities & supplies for personnel.
✓	**Packing & Sorting Supplies**

	Portable Fencing
	Shrink wrap
	Twine
	Packing tape
	Boxes - assorted sizes
	Bags - waterproof
	Empty trailers/storage containers.
	Totes- assorted sizes.
	Tables to sort items.
	First Aid Supplies
	Markers
	Labels
✓	**Other Office Supplies**
	Personnel identification
	Gloves including the following: • Nitrile • Leather work gloves • **Puncture proof gloves - must be used in initial sorting.**
	Large signs to indicate different areas of donation centre and grounds.
	• Sorting & disposal procedures posted, and personnel made aware of them. • Safety procedures posted. • Sign indicating where first aid supplies are located posted, and personnel made aware of first aid supplies. • Injury procedures posted including with first aid kit and personnel made aware of required procedures. If unsure must consult with the Safety Officer. These should align with all Occupational Health & Safety requirements.
	Pens, pencils, highlighters
	Paper
	File Folders
	ICS Form 214 Activity Logs to be completed by all personnel.
	Shift briefing forms.
	Personnel shift sign-in/out sheets
✓	**IT Supplies**
	Telephone(s). More than one with call waiting capability if setting up donation hotline.
	Laptop(s) for tracking & spreadsheets.
	Printer

6. *Donation Sorting Guidelines*

Integrate the following with any incident waste management plans and/or protocols including proper and safe disposal of expired and/or toxic materials.

Sorting Guidelines should be **evaluated by the Safety Officer** and additional requirements may be added to align with all Occupational Health & Safety Requirements.

✓	Donation Sorting Guidelines
❑	Don puncture proof gloves.
❑	Carefully empty bag/box on to sorting table.
❑	Check for anything that may cause health & safety risk or injury.
❑	**NEVER** stick hands in containers/bags/boxes where complete contents of container or bag is not visible.
❑	Remove any broken, sharp, or soiled items and dispose of according to waste management/recycling guidelines.
✓	**Contactless Donation Guidelines**
❑	Request donors to sort their own donations into: • Clothing & fabrics. • Electronics. • Small items- household appliances, toys. • Bulky items (if accepting large donations) such as furniture.
❑	Create designated drop-off locations for each category.
❑	Ensure proper social distancing between category drop-off locations. And/or request donors make appointments to drop off items.
❑	Depending on public health guidelines, items may be left to sit for several days. If this is the case, ensure that donations are protected from weather and pests.

7. *Donation Facility Demobilization*

Demobilization
Demobilization should occur when amount of donations begins to ease, and the local authority has the capacity either through its own personnel or agreements with other local organizations such as second-hand and recycling organizations to manage donation intake, sorting and distribution.
It is time to demobilize donations if local businesses can provide items to ensure that donations do not compete or impede the economic recovery of the community.
If you are unsure or donations continue to arrive, assess the local regional capacity.
Contact regional organizations before contacting other organizations to determine if there is a long-term need or capacity to accept remaining donations.

Appendix G – Planning Cycle Meeting Agendas

1. INCIDENT BRIEFING MEETING - SAMPLE AGENDA
2. UNIFIED COMMAND MEETING – SAMPLE AGENDA
3. STRATEGY MEETING – SAMPLE AGENDA
4. TACTICS MEETING – SAMPLE AGENDA
5. PLANNING MEETING – SAMPLE AGENDA
6. OPERATIONAL PERIOD BRIEFING – SAMPLE AGENDA
7. OTHER ICP MEETINGS

1. *Incident Briefing Meeting - Sample Agenda*

INCIDENT BRIEFING AGENDA

- Note that the initial Incident Briefing and Objectives meeting may occur simultaneously or separately. The Incident Commander will determine which.
- The Incident Commander Chairs the Incident Briefing/Objectives Meeting.

Attendees: Command & General Staff

Chairperson: Incident Commander / Unified Command

Incident Commander:

- Present the current situation.
- Present the operational period.
- Agree on organizational structure of ICP (review positions assigned).
- Present incident objectives and any priorities. Revise as needed.
- Review procedures for resource ordering, cost accounting and authority for public information.
- Open for brief discussion to clarify priorities or other concerns.
- **Encourage team & promote safety**

Operations Section Chief:

- Indicate if you have identified any anticipated issues/limitations with the objectives. If so, provide alternative suggestions where possible.

Planning Section Chief:

- Announce time of next meeting (strategy meeting).
- Immediately following the Briefing/Objectives Meeting:
  - Write and post objectives in ICP.
  - Complete Form 202 Objectives for sign-off by Incident Commander.

All Section Chiefs:

- Immediately following the briefing, brief your subordinates (Branch Directors, Unit Leaders)

•

2. *Unified Command Meeting – Sample Agenda*

UNIFIED COMMAND MEETING AGENDA

Attendees: Unified Commanders

- Review ground rules (Phones/radio set to vibrate, no sidebar conversations. Full attention required, be brief (break-out meetings can happen as required after the meeting).
- Validate make-up of newly formed Unified Command.
- Identify jurisdictional boundaries and focus.
- Establish and document limitations and constraints.
- Establish and agree on response priorities.
- Designate the best qualified Operations Section Chief and Deputy Operations Section Chief (suggested they be from the affected jurisdiction(s)).
- Agree on other staff assignments as needed.
- Agree on incident support facilities and their location.
- Agree on how assisting organizations will be incorporated into the organizational structure as required.
- Agree on resource ordering and any cost sharing/tracking or recovery procedures.
- Agee on operational period and work shifts.
- Agree on sensitive/confidential information and procedures and operational security issues.

3. *Strategy Meeting – Sample Agenda*

STRATEGY MEETING AGENDA

Attendees: Command & General Staff & Situation Unit Leader

Chairperson: Planning Section Chief

- Review ground rules (Phones/radio set to vibrate, no sidebar conversations. Full attention required, be brief (break-out meetings can happen as required after the meeting).

Situation Unit Leader:

- Provide update on current situation and weather forecast

Incident Commander:

- Read objectives from ICS Form 202 supplied to you by Planning.

Operations Section Chief:

- Briefly indicate your strategies for achieving the Incident Objectives.
- Rank strategies in order of which is most viable strategy for each objective (A/B/C).
- Present any additional/critical information.

Round Table:

All Command & General staff given opportunity to share additional or critical information.

BE AS BRIEF AS POSSIBLE.

Additional follow-up and discussion can happen after the meeting in break-out sessions as required.

Chairperson: **Planning Section Chief**-

- Adjourn meeting & announce time of Planning Meeting. Be sure to give Operations time to hold the Tactics Meeting prior to the Planning Meeting.

4. *Tactics Meeting – Sample Agenda*

TACTICS MEETING AGENDA

Attendees: Operations Section Chief, Resource Unit Leader, Logistics Section Chief, Safety Officer

Chairperson: Operations Section Chief

Operations Section Chief:

- Provide any updates from Branch Directors or Group/Division Supervisors.
- Review your strategies (what you are going to do) and tactics (how you are going to do it). Address safety concerns.
- Prioritize tactics for each strategy- which tactic is the most practical? Identify resources and resource limitations.
- Complete the Operational Planning Worksheet 215.
- Determine field work assignments.

Resource Unit Leader:

- Review current status of all operational resources (as per resource tracking board). Note that the Operations Section Chief may request that you fill out the Operational Planning Worksheet 215 as per their direction.
- Following the Tactics Meeting:
- **Small-scale Incidents:** Using the information from the Operational Planning Worksheet 215 and the Safety Analysis 215A you may fill out the appropriate number of ICS 204 Work Assignment List(s) for inclusion in the Incident Action Plan which will be presented at the next operational period briefing. Consult with the Operations Section as needed to ensure you have a clear understanding of how the work for the next operational period is being assigned.
  - **Large Scale Incidents:** The safety officer, communications unit and group/division supervisors may assist with completing 204s as per their respective section on the ICS Form 204.

Safety Officer:

- Review and evaluate all work locations and assignments.
- If there are any work assignments that you deem too unsafe on the Operational Planning Worksheet you may veto them. Safety of incident personnel is a priority.
- Complete a Safety Analysis ICS Form 215A. Be sure to address each work assignment indicated on the Operational Planning Worksheet 215, and document safety hazards and safety requirements for each.

Logistics Section:

- Note the resources required including any priority resources.
- Note if there are any challenges securing the resources the operations section has indicated as required for each work assignment.
- Leave the Tactics meeting prepared to submit orders for any additional resources required (not currently available at incident).

If there is time, it is a clever idea for the Resource Unit Leader and Operations Section Chief to complete a rough draft of the Operational Planning Worksheet 215 prior to the Tactics Meeting.

5. *Planning Meeting – Sample Agenda*

- *This is a presentation of the plan to Command*
- *There should not be any questions or surprises at this meeting.*
- *Personnel have already had a chance to voice any concerns at previous planning cycle meetings (strategy & tactics meetings).*

PLANNING MEETING AGENDA

Attendees: Command & General Staff (& Situation Unit Leader if invited to provide update)

Chairperson: Planning Section Chief

Planning Section Chief should review the agenda with the Incident Commander prior to the meeting.

Planning Section Chief	Attendance, review meeting Ground Rules & call on each person to speak.
Situation Unit Leader	Provide situation update including weather forecast
Incident Commander	State the established objectives from ICS Form 202.
Operations Section Chief	Provide update on operations at the site. Present the finalized operational planning worksheet (ICS Form 215) and chosen strategies and tactics over the next operational period in order to achieve command objectives.
Safety Officer	Advise of any safety requirements and safety messages.
Logistics Section Chief	Confirm availability of and identify any key resources.
Finance/Admin	Outline committed costs and remaining budget.
Information Officer	Provide update on messages going out to public (general key messages, any significant public concerns).
Liaison Officer	May provide brief update on assisting and cooperating agencies.
Planning Section Chief	Get approval of plan from each Command and General Staff person (Officers & Chiefs). Ask each position individually "Do you support the plan as briefed?"
Planning Section Chief	• Allow the Incident Commander a chance to ask questions before giving verbal approval of the plan. • Ask for verbal approval of plan from Incident Commander. • The Incident Commander may also want to provide closing comments to the team.
Planning Section Chief	Announce when Incident Action Plan documents need to be in for compilation of the Plan. Plan documents will be submitted to the Resource Unit to review for completeness. *After the meeting, the Planning Section Chief will print and review the IAP and submit to the Incident Commander for formal approval signature.*

Incident Action Plan documents include:

- ICS Form 202 Incident Objectives
- ICS Form 203 Organization Assignment list
- ICS Form 204 Assignment List(s)
- ICS Form 205 Communications Plan
- ICS Form 206 Medical Plan
- ICS Form 208 Safety Message/Plan
- Map of incident site.
- Other as appropriate

6. *Operational Period Briefing – Sample Agenda*

- *This meeting is to brief operational field personnel that will be conducting the strategies and tactics over the next operational period. The Incident Action Plan is distributed at this meeting.*
- *Does not typically occur in the ICP.*
- *Depending on scale of incident operations the meeting may require significant space, lighting, and display area(s). Ensure all attendees can see and hear (consider use of a stage, screen, and microphones).*

OPERATIONAL PERIOD BRIEFING AGENDA

Attendees: At minimum attendees should include Operations personnel down to at least the Group/Division Supervisor level. However, depending on the scale and nature of the incident as well as meeting area all operational personnel may be invited including strike team/task force leaders and individual resources.

If meeting is limited to operational supervisors, these supervisors **must** hold sub-briefings with their Groups/Divisions and review the Incident Action Plan with them *prior t*o beginning work.

Presenters: Each member of the ICP Command & General Staff as appropriate.

Chairperson: Planning Section Chief

Planning Section Chief: Review Meeting Ground Rules (re: radio/phones, side conversations). Call on meeting presenters in turn.

Operations Section Chief: Provide update on current situation.

Planning Section Chief: Begin working through the Incident Action Plan from the beginning.

- Review the incident objectives (ICS Form 202), draw attention to the Organization Assignment List (ICS Form 203) and provide weather update if a Weather Observer has not been appointed or Situation Unit Leader not called on to do so.
- Call on other ICP positions to review other forms in Incident Action Plan as per below.

Operations Section Chief: Review operational assignments (Work Assignment Lists - ICS 204s).

- Complete a roll call for each supervisor and assigned resources.
- Ask if there are any unassigned resources and follow-up with any after the briefing. Be sure to notify the Resource Unit Leader of any unassigned resources so that they can be tracked.
- Hold questions until after you have completed briefing work assignments. Address Division/Group specific questions one-on-one after meeting.
- Stay after the meeting to answer any outstanding questions and address any unassigned resources.

Safety Officer: Review the Safety Message in the Incident Action Plan.

Logistics Section Chief: If you have not delegated to the Communications Unit Leader or Medical Unit Leader to review, it will be your responsibility to review the Communications Plan (ICS Form 205) and Medical Plan (ICS Form 206) at the operational period briefing.

Finance/Admin Section Chief: Review requirements for time sheets, expense claims and other appropriate information, as necessary.

Information Officer: Review media procedures and other appropriate information, as necessary.

Liaison Officer: Provide information as necessary regarding other agencies at the incident.

Incident Commander: Review any key messages and provide words of encouragement & motivation

Planning Section Chief: Closing comments and any final instructions.

7. *Other ICP Meetings*

Mid-Operational Briefing

- Held at discretion of Branch/Group/Division.
- Opportunity for personnel to provide feedback on effectiveness of tactics and for Supervisors to provide personnel with any incident updates.

Command & General Staff Meetings

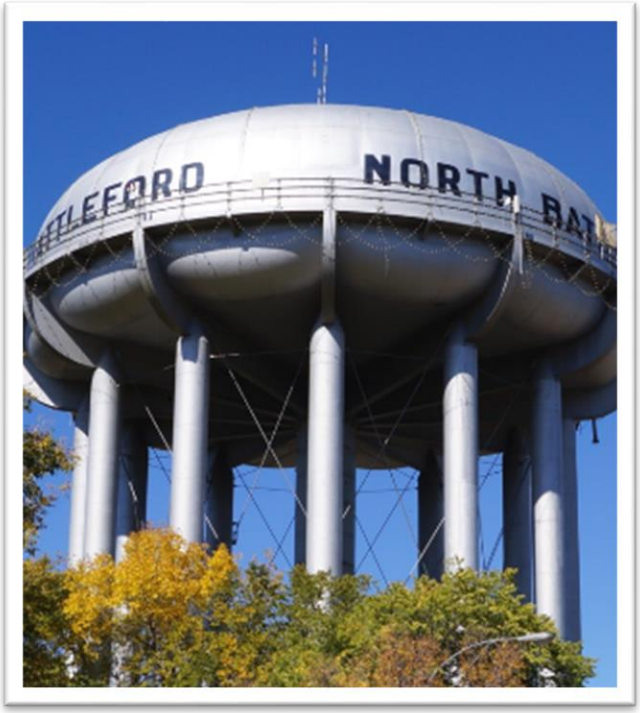
- Held on an as needed basis to discuss incident developments.
- Typically called by the Incident Commander.

Appendix H: Regional Emergency Facilities

- *Locations listed are incident dependent. Some locations may be interchangeable depending on incident location, impact, and scale. Note that any ESS facilities being considered for use as congregate (group) lodging must provide at least 40 sq feet per cot.*

Regional Incident Command Post Locations		
Refer to REMP Part 1- Section 1.5		
Council Reporting Locations		
Refer to REMP Part 1- Section 1.6		
ESS Facilities		
Refer to REMP Part 1- Section 1.8		
Companion Animal Emergency Shelter Facilities		
City of North Battleford: Northland Power Curling Rink	623 – Carlton Trail	Six ice sheets. Ice is in October through March. Lounge, cafeteria & spectator seating.
Ritchie Brothers- Livestock & Pets	East Hill Road Highway #16	
Town of Battleford Arena	401-28th St. W, Battleford, SK	
Volunteer Centre & Donations Management Facilities		
City of North Battleford Access Communications Centre	1902 – 104 St.	Skating rink, seats up to 2500 spectators.
Town of Battleford Arena	401 28th St W, Battleford, SK	
Media Conference Locations		
City of North Battleford City Hall	1291 – 101 St.	
Alex Dillabough Centre	If not already in use as an ESS Facility. 432 – 27 St.	Main hall 70' x 100' 500-800 person capacity. Three meeting rooms, fully services kitchen, separate change rooms, portable stage.
Staging Area Locations		
Kramer Auction	3 miles east of North Battleford on Highway #16.	
Additional Locations		

Annex 1: City of North Battleford Emergency Management Plan



1. Scope & Objective

1.1 Objective

This annex is intended to be a supplement to the *Battlefords Regional Emergency Management Incident Command Post Manual* by outlining emergency management information specific to the City of Battleford and should be used in conjunction with the Incident Command Post Manual, BREMG Program Documents and position checklist.

The following information can be found within this Municipal plan:

- City Activation & Authority
- City ICP Organizational Chart
- City ICP Roles & Responsibilities
- State of Local Emergency Steps
- City Communications
- City Evacuation Guidelines

1.2 Scope

- In order to avoid duplication, only basic information specific to the City is contained within this annex. Refer to the Battlefords Regional Incident Command Post Manual for any information not found in REMP annexes.
- To determine whether local or regional activation is required, see next page of this annex ICP Activation Guidelines.

All emergencies that are type 1-3 require Regional ICP activation due to the need to staff multiple operational periods and local personnel capacity shortages.

2. Authority

2.1 Municipal Plan & ICP Activation

This municipal emergency management plan may be activated partially or fully on behalf of the City by any of the following:

- Director of Protective Services.
- Appointed Emergency Measures Coordinator or designate.
- Deputy Emergency Measures Coordinator or designate
- Fire Chief or designate.
- Two or more elected officials of the City.
- City Manager

In the event of disagreement as to the need for plan activation, the opinion of the Director of Protective Services shall prevail, subject to the authority City of North Battleford Council.

2.2 Local ICP Activation Guidelines

In all cases the City shall err on the side of caution and be as proactive as reasonably practicable in activating its Incident Command Post. The ICP can be partially activated and/or personnel put on standby.

2.2.1 Local City ICP Activation

✓	**Guidelines For Activating the Local Incident Command Post** *Any **one** of these conditions justifies activation of the Local ICP.*
❑	Fire mutual aid is or may be requested in response to an incident in the City.
❑	An incident requires additional coordination outside of the scene such as assistance with securing resources, coordination for affected public, services for field personnel (food, rest areas, warm-up facilities, communications, etc.).
❑	There is an occurring or potential need for evacuation of a significant number of residents that will require emergency social services beyond what can be provided though *Personal Disaster Assistance (approx. 25 households or more).
❑	An incident is expected to have significant psychosocial impacts on City residents (ex: pandemic, mass casualty incident, etc.).
❑	An incident is expected to worsen (ex: severe weather) and requires monitoring.
❑	An incident disrupts daily essential service operations (ex: utility disruptions lasting more than several hours).
❑	An incident has occurred that has disrupted key municipal stakeholder operations (ex: school/workplace threat etc.).
❑	An incident has or may occur affecting a key stakeholder in which City assistance such as resources and planning support would aid in a more efficient response (ex: public health incidents, workplace, school, industry, utilities incident etc.).

***Personal Disaster Assistance** is available through the Canadian Red Cross for emergencies **limited in size and scope** such as housefires but may be applicable to other types of personal emergencies.

It is available **free of charge** from the Canadian Red Cross. This service covers the first seventy-two (72) hours following a personal disaster.

In the event that a substantial number of household units and people are affected, it may be considered a municipal response in which the municipality may be billed for services. To access Personal Disaster Assistance, call the **24-Hour Line at: 1-888-800-6493**.

2.2.2 When To Request Additional Regional Assistance

Stretching personnel too thin and failure to request help from Battlefords Regional Emergency Management Group (BREMG) will compromise the response and may compromise the safety of people & property. Do not wait to ask for help!

✓	When to Request Assistance From BREMG *Any **one** of these conditions justifies a request for assistance.*
❑	Incident may or will last **more than one operational period** OR more than one ICP personnel shift.
❑	Anytime there are **local** ICP or ESS **personnel shortages**.
❑	**Additional personnel** are or may be required **to fill ICS roles *in addition to* the ones listed on the City organizational chart.**
❑	The incident **involves multiple agencies** or organizations.
❑	**ESS services** beyond personal disaster assistance and exceeding 72 hours are required.
❑	A **significant number of emergent/spontaneous volunteers** have or are or expected to converge.
❑	The incident has caused **widespread damage, injury and/or fatalities**.
❑	The incident is expected to require **significant coordination in the recovery period**.
❑	The incident has or may receive **widespread media attention**.

3. Roles & Responsibilities

3.1 City of North Battleford Limitations

- The positions assigned within the City of North Battleford's organizational chart are not all inclusive. Only those positions for which the City has capacity to fill have been indicated on the organizational chart.

- The org chart accounts for:

  - Only 1 – 2 persons in each role for majority of positions.

  - Staffing capacity is based on just one operational period.

  - Assumption that all personnel assigned responsibilities within the ICP/ESS are present.

- Each section chief is responsible for ensuring all subordinate roles and responsibilities within their section are filled and are responsible for conducting any left vacant or ordering additional personnel. Likewise, the Incident Commander is responsible for filling the roles of any command staff not listed on the organizational chart.

- Personnel may fill more than one role only if they have the capacity to do so.

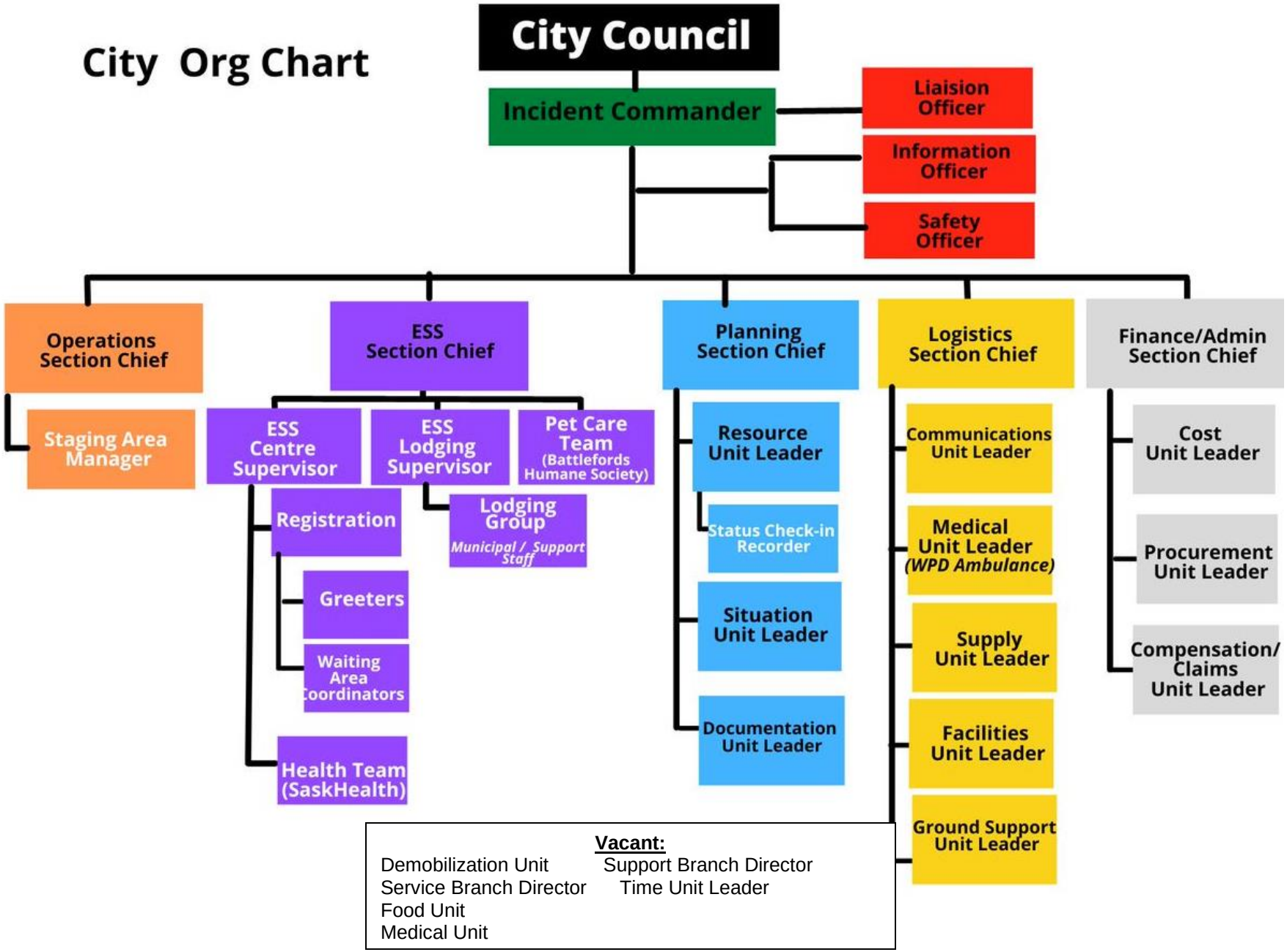
- Additional ICS roles may be added as needed.

- The org chart provides a basic view of how the ICP may be organized, however the Incident Commander may re-assign roles however and whenever they see fit to manage the needs of the incident.

- Personnel role assignments should be flexible to meet needs of the incident. Not all incidents will require the same personnel positions as listed in the ICP organizational chart.

- City personnel may be assigned distinct positions apart from their assigned regional ICP positions, if necessary, to maximize personnel capacity. However, where possible they should be kept within the same ICS sections to maintain a level of ICS section familiarity and expertise in order to be successful

3.2 City of North Battleford ICP Organization Chart



3.3 City of North Battleford ICP – Designated Staff

During an emergency, the Incident Commander reserves the right to move or re-assign personnel at any time. Additional revisions may be made outside of emergency response by the appointed Emergency Measures Coordinator. All personnel designated should be provided the proper training in order to fill the ICS roles assigned.

Note: The table below lists primary and back up staff designated to fill key positions. However additional support staff and replacement staff are required to run an ICP effectively.

Position	Staff Designated to fill Position
Incident Commander	Director of Protective Services Emergency Measures Coordinator City Manager
Liaison Officer	Executive Assistant City Clerk
Safety Officer	OH & S Specialist
Information Officer	Public Relations Coordinator City Clerk
Operations Section Chief	Deputy Fire Chief or other senior firefighter personnel. Director of Operations
Staging Area Manager	Fleet & Maintenance Manager
ESS Section Chief	Director Leisure Services Community Programmer/Don Ross Centre Manager
ESS Centre Supervisor	InnovationPlex Manager Manager/Curator Galleries
ESS Lodging Supervisor	CSR Scheduler CSR Senior most Customer Service Rep ESS Lodging Support Staff: ○ Other CSR Customer Service Representatives
ESS Registration Staff	DRC Secretary Allen Sapp Gallery Assistants
ESS Greeters	CSR Customer Service Representatives
ESS Waiting Area Coordinators	Pre-authorized ESS volunteers
ESS Health Task Force	SaskHealth
ESS Pet Care	Battlefords Humane Society
Planning Section Chief	Corporate Services Clerk Asst. Director Corporate Services
Resource Unit Leader	Fire/Admin Asst. HR Manager
Status Check-in Recorder	Waterworks Clerk
Situation Unit Leader	RCMP GIS Clerk – if available Information Technologist
Documentation Unit Leader	Records Management Coordinator
Demobilization Unit Leader	*Vacant*
Logistics Section Chief	Environmental Operations Manager

Position	Staff Designated to fill Position
Service Branch Director	*Vacant*
Communications Unit Leader	IT Coordinator
Medical Unit Leader	*Vacant*
Food Unit Leader	*Vacant*
Support Branch Director	*Vacant*
Supply Unit*	Process Improvement Accountant Water Utility Clerk
Facilities Unit Leader	Building Maintenance Supervisor Building Maintenance Journeyman
Ground Support Unit Leader	Equipment Supervisor Senior Mechanic Journeyman
Finance/Admin Section Chief	Director of Finance Finance Manager
Time Unit Leader	*Vacant*
Cost Unit Leader	Finance Supervisor
Procurement Unit Leader	Finance Associate
Compensation/Claims Unit Leader	Finance Supervisor

4. State of Local Emergency

4.1 Overview of Responsibilities

Council	**It is the responsibility of the local elected Council of the affected jurisdiction to declare a State of Local Emergency.**
Local Emergency Planning Committee	Chaired by the locally appointed emergency measures coordinator. Incudes local personnel and any stakeholder or other partners as deemed relevant for emergency planning purposes by the Emergency Measures Coordinator.
Battlefords Regional Emergency Management Group (BREMG)	**The purpose of the Battlefords Regional Emergency Management Group (BREMG) during an incident at the local or regional level is to provide additional personnel to staff an ICP.** During incidents which affect only one municipality or First Nation within the region the appointed Emergency Measures Coordinator or delegate may at any time request assistance from the Battlefords Regional Emergency Management Group for personnel to fill additional roles, supplement existing staff levels or to help fill additional operational periods.
Incident Command	❑ **It is the responsibility of the initial on-scene incident commander to fully assess the situation and determine if additional support is or may be required.** ❑ **If it is determined that additional support is required and/or that the incident is likely to have a larger impact that extends past the initial incident location the incident commander shall immediately notify the Emergency Measures Coordinator or designate** and advise on the need for an ICP.
Emergency Measures Coordinator	The Emergency Measures Coordinator will assess the situation and may choose to: ❑ Activate a local ICP and serve as the Incident Commander. ❑ Activate the local ICP, serve as Incident Commander and request support from BREMG to provide additional personnel. ❑ Request partial or full activation of a Regional ICP in the event that an incident meets any of the following: ○ Affects more than one (1) regional local authority ○ May require more than one operational period. ○ Is a type 3 or higher event.

4.2 Steps to Declare A State of Local Emergency (SOLE)

Each local authority shall at all times retain authority for the power to declare, renew or terminate a state of local emergency (SOLE) for its respective jurisdiction even in the event that a Regional Incident Command Post is activated to better organize a regional response and resources.

A state of local emergency may be declared by any of the following:

- Mayor /Deputy Mayor/Any member of Council - in absence of quorum.

The local authority having jurisdiction may by resolution apply to have a State of Local Emergency renewed or terminated and the details of such immediately made public by the most effective means of communication for the population of the area possible.

A state of local emergency lapses after seven **(7) days** unless it is renewed or terminated.

✓	Steps to Declare a State of Local Emergency
❑	If quorum is available, by resolution declare a State of Local Emergency. If quorum is not available, proceed to next step.
❑	Complete a Declaration of a State of Local Emergency (SOLE) and submit to Saskatchewan Public Safety Agency.
❑	Upon declaration, the affected public must be made aware of the SOLE immediately and in the quickest way or ways possible that is most likely to reach the majority of the population *s. 20(4)* of the *Act*.
❑	Council may by resolution apply to have the State of Local Emergency renewed for an additional 7 days if powers under a SOLE are still required.
❑	A State of Local Emergency is considered expired after 7 days, unless it is renewed prior. A State of Local Emergency should not be allowed to expire on its own and should by resolution be terminated when the powers under such declaration are no longer required.
❑	A termination of a SOLE, like a declaration must also be submitted to Saskatchewan Public Safety Agency and the affected public immediately notified.
❑	**Templates for Declaration, Extension & Termination of State of Local Emergency can be found in the *Appendices* of the *BREMG Regional Emergency Management Plan*.**

5. City Communications

For more information see the *s. 5* of the *Regional Emergency Management Plan Communications*.

Internal City Communications	
Personnel Notification	1. The lead on-site response organization will notify the Emergency Measures Coordinator or designate if additional assistance is required. 2. Personnel will be notified by the Emergency Measures Coordinator or designate who will coordinate a partial or complete call-out of personnel required to report to the ICP. ☐ **Primary: Voyent Alert will be utilized to notify personnel and Council.** ☐ **Secondary:** In the event that the Voyent system is disrupted, personnel will be notified to report to the ICP/ESS Centre by using the personnel list in **Appendix A – Contact List** ☐ **Council:** Additional information to Council should be provided by the City Manager and/or an appointed Liaison Officer.
City ICP to Field Communications	☐ **Primary:** Cell Phone ☐ **Secondary:** Use of existing City radios ☐ **Tertiary:** Request for use of P25 radios from Provincial Operations Centre. ☐ **Other:** Use of the Battleford's Amateur Radio Association
Remote Communications	Remote real-time web communications may be used to augment ICP staffing levels when personnel are unable to attend the ICP in-person.
City Public Communications	
SaskAlert	☐ **Primary: All critical alerts (indicating imminent life-threatening danger) will be issued on SaskAlert.** In the absence of an authorized municipal SaskAlert user, the Saskatchewan Public Safety Agency may be requested to distribute a message on the City's behalf by contacting: **24/7 Provincial Emergency Call Centre: 1-800-667-9660** ☐ **Secondary: Information Officers will be responsible for distribution of all other public modes of communication** which may include both critical and informational alerts on other platforms (radio, social media, online and print media). **All critical alerts (life safety) must be re-approved and/or directed by the Incident Commander.**
Other Notifications	
Neighboring Municipalities	**Required when:** • Incident is expected to grow or affect neighboring municipalities. • Mutual aid is or may be required. • Other resources may be requested from neighboring municipality.
Province	**Required When:** • A State of Local Emergency is declared. • If other outside assistance including mutual aid is required. • Incidents may affect neighboring jurisdictions. • Evacuations require activation of ESS. • A more detailed list can be found in the *Regional Emergency Management Plan, section 5 Communications.*
Spokespersons	
Case-by-case Basis	Spokespersons will be appointed on a case-by-case basis. **All spokespersons will coordinate any statements or messages they plan to issue to the public with the Information Officer <u>prior</u> to distribution.**

6. City Evacuation Guidelines

Refer to Regional REMP Part 1 - Section 6.2 Public Evacuation for more detail.

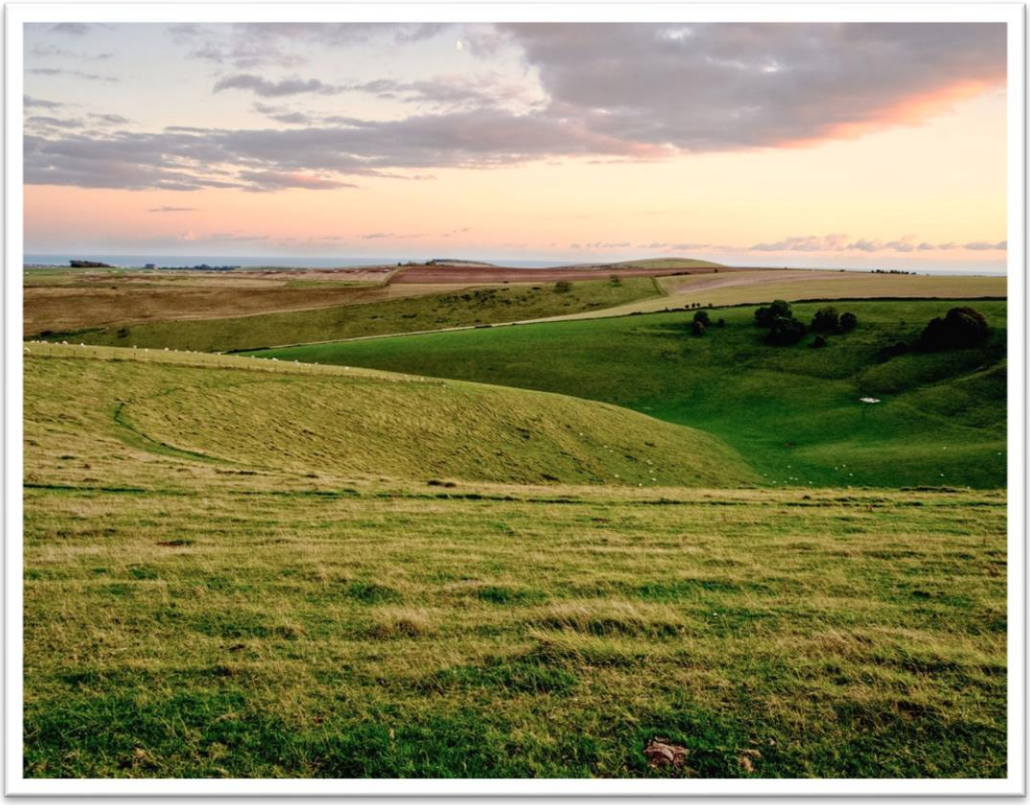
Notice	Ratepayers put on notice they may be required to evacuate and given instructions on how to prepare if there is adequate lead-up time.
Order	All *mandatory* evacuation orders **require** a State of Local Emergency be declared.
Supplies	See Evacuation Supplies List, Evacuation Notice and Order templates, Log and waiver forms for door-to-door evacuations in *s. 7 Evacuation* in the *Regional Emergency Management Plan*.
Notification	• Methods chosen will be incident dependent and prioritize life safety of first responders. • The following are listed in order of most to least effective. However, a **combination** of the following should be used to be most effective. **Most Effective** ○ Door-to-door by uniformed personnel. ○ SaskAlert. ○ Voyent ○ Loudspeaker ○ Local radio. ○ Online- social media, web sites. **Least Effective**
Transportation	**General Transportation:** ○ School Busses (North Battleford Public Transit Buses, Battlefords Handi-Bus, Southland Transportation, Living Sky School Division, Ventures West, Crown Cab, NB City Cab, Fast Taxicab).
	Specialty Transportation: Battlefords Handi-Bus ○ Handi-Busses
Process	Determine areas to be evacuated.
	Determine if evacuation will occur in phases or all at once (ex: most vulnerable areas or persons evacuate first).
	Determine traffic control requirements (road closures, signage, detours, barricades, directions).
	Determine safest evacuation routes.
	Set-up a dedicated phone line with call-waiting capacity for ratepayers to request transportation.
	Ask ratepayers to check on their neighbors and provide transportation to those that require it if safe to do so.
Evacuation Transportation Options	☐ **Self-evacuation** – least number of resources required. ☐ **By request** – requires public call-in line with call waiting and coordinated workforce for dispatch operations. May be used for limited scope evacuations. ☐ **Shuttle** – defined shuttle loop of evacuation area, shuttle picks people up along the route at their homes. May present problems for those with accessibility issues unable to leave home and for residents waiting outside in winter conditions. May be used for larger scope evacuations. ☐ **Pick-up Points** – residents must be able to walk to designated pick-up or collection points, winter weather could create accessibility & safety issues. May be used for larger scope evacuations. **Any one or more of the above may be utilized.**

	☐ **A Liaison Officer or other personnel should be appointed during any large-scale evacuation to communicate with agencies that provide services for vulnerable populations** to ensure agency owned facilities have been considered in evacuation operations and to determine if additional support is required from the City.
Evacuation Numbers	**City Population:** 13836
	Total Occupied Private Dwellings: 6346
Estimated Evacuation Times	**Self-evacuation:** Self-evacuation will be the quickest way for people to evacuate. **Transportation Provided Evacuation:** It should be anticipated that transportation being provided by subcontractors will take a *minimum of 30 minutes to arrive*. Arrival time is *in addition* to loading and transport times. Total evacuation time will be dependent on number of people that require evacuation and number of transportation resources required. • 30 minutes initial arrival time. • 15 minutes loading. • 90 minutes to Saskatoon • 90 minutes to Lloydminster. • 15 minutes offloading. • **4 hours Return Trip per bus to Saskatoon/Lloydminster** • **45 minute per bus locally in the Battlefords.** The times above are estimated and assumes residents are ready and waiting at pick-up points.
Temporary Evacuee Holding Locations	• **Consideration should be given to appointing a temporary mid-way evacuee holding location.** • In this case, a holding location may be set-up in the City a safe distance from the incident. Residents could be transported out of the immediate evacuation zone to a safe temporary holding location before final transportation to evacuee shelters/lodging elsewhere. This would aid in quicker evacuation of residents to a safe location out of the evacuation zone.
Evacuation Destinations	☐ **Primary:** Other safe location in North Battleford ☐ **Secondary:** Saskatoon ☐ **Tertiary:** Lloydminster ***Above locations subject to advisement By SPSA (Province).*** Locations above are based on ability to host and provide services for a substantial number of people at one time.
Pets	☐ **See *Appendix B - Regional Emergency Pet Plan* for more details.**
	☐ Encourage evacuees to take pets with them and keep pets in their care where possible.
	☐ **Best Choice:** Pets stay with owners. ☐ **Second Choice:** Pets housed in local area kennels and veterinarians. ☐ **Third Choice:** Pets cared for in a domestic pet emergency centre.
Secure Evacuation Area	☐ If there is time and it is safe to do so, complete an all-clear to ensure everyone has evacuated from the evacuation area. ☐ Implement a security perimeter around the evacuation area.
	☐ Once the proper support systems are in place for the successful return of evacuees the evacuation order shall be rescinded.

Rescind	☐ Every effort shall be made to allow evacuees to return home as soon as possible.
Re-Entry	☐ **See *s. 9 Re-entry* of *Regional Emergency Management Plan* for more.**
	☐ **Temporary Re-entry:** Provided under controlled circumstances for ratepayers to retrieve priority items from homes and complete checks/ care of property or business operations left behind.
	☐ **Permanent Re-Entry:** Requires significant assessment and pre-planning. See *s. 9 Re-Entry* in the BREMG Regional Emergency Management Plan for more.

Annex 2: R.M. of North Battleford No. 437 Emergency Management Plan

RURAL MUNICIPALITY OF NORTH BATTLEFORD NO. 437



1. Scope & Objectives

This annex is intended to be a supplement to the *Battlefords Regional Emergency Management Incident Command Post Manual* by outlining emergency management information specific to the R.M. of North Battleford and should be used in conjunction with the Incident Command Post Manual, BREMG Program Documents and position checklist.

The following information can be found within this Municipal plan:

- R.M. Activation & Authority
- R.M. ICP Organizational Chart
- R.M. ICP Roles & Responsibilities
- State of Local Emergency Steps
- R.M. Communications
- R.M. Evacuation Guidelines

1.2 Scope

In order to avoid duplication, only basic information specific to the R.M. is contained within this annex. **Refer to the Battlefords Regional Incident Command Post Manual for any information not found in REMP annexes.**

To determine whether local or regional activation is required, see next page of this annex *ICP Activation Guidelines*.

All emergencies that are type 1-3 require Regional ICP activation due to the need to staff multiple operational periods and local personnel capacity shortages.

2. Authority

2.1 Municipal Plan & ICP Activation

This municipal emergency management plan may be activated partially or fully on behalf of the R.M. by any of the following:

- Appointed Emergency Measures Coordinator or designate.
- Deputy Emergency Measures Coordinator or designate.
- Two or more elected officials of the R.M.
- R.M. Administrator or delegate
- Fire Chief or designate

In the event of disagreement as to the need for plan activation, the opinion of the Emergency Measures Coordinator shall prevail, subject to the authority R.M. of North Battleford Council.

2.2 Local ICP Activation Guidelines

In all cases the R.M. shall err on the side of caution and be as proactive as reasonably practicable in activating its Incident Command Post. The ICP can be partially activated and/or personnel put on standby.

2.2.1 Local R.M. ICP Activation

✓	Guidelines For Activating the Local Incident Command Post Any one of these conditions justifies activation of the Local ICP.
❑	Fire mutual aid is or may be requested in response to an incident in the R.M.
❑	An incident requires additional coordination outside of the scene such as assistance with securing resources, coordination for affected public, services for field personnel (food, rest areas, warm-up facilities, communications, etc.).
❑	There is an occurring or potential need for evacuation of a significant number of residents that will require emergency social services beyond what can be provided though *Personal Disaster Assistance (approx. 25 households or more).
❑	An incident is expected to have significant psychosocial impacts on R.M. residents (ex: pandemic, mass casualty incident, etc.).
❑	An incident is expected to worsen (ex: severe weather) and requires monitoring.
❑	An incident disrupts daily essential service operations (ex: utility disruptions lasting more than several hours).
❑	An incident has occurred that has disrupted key municipal stakeholder operations (ex: workplace threat etc.).
❑	An incident has or may occur affecting a key stakeholder in which R.M. assistance such as resources and planning support would aid in a more efficient response (ex: public health incidents, workplace, park incidents, etc.)

*Personal Disaster Assistance is available through the Canadian Red Cross for emergencies **limited in size and scope** such as housefires but may be applicable to other types of personal emergencies. It is available **free of charge** from the Canadian Red Cross. This service covers the first seventy-two (72) hours following a personal disaster.

In the event that a substantial number of household units and people are affected, it may be considered a municipal response in which the municipality may be billed for services.

To access Personal Disaster Assistance, call the **24-Hour Line at: 1-888-800-6493**.

2.2.2 When To Request Additional Regional Assistance

Stretching personnel too thin and failure to request help from Battlefords Regional Emergency Management Group (BREMG) will compromise the response and may compromise the safety of people & property. Do not wait to ask for help!

✓	When to Request Assistance From BREMG Any one of these conditions justifies a request for assistance.
❑	Incident may or will last **more than one operational period** OR more than one ICP personnel shift.
❑	Anytime there are **local** ICP or ESS **personnel shortages**.
❑	**Additional personnel** are or may be required **to fill ICS roles *in addition to* the ones listed on the R.M. organizational chart.**
❑	The incident **involves multiple agencies** or organizations.
❑	**ESS services** beyond personal disaster assistance and/or exceeding 72 hours are required.
❑	A **significant number of emergent/spontaneous volunteers** have or are or expected to converge.
❑	The incident has caused **widespread damage, injury and/or fatalities**.
❑	The incident is expected to require **significant coordination in the recovery period**.
❑	The incident has or may receive **widespread media attention**.

3. Roles & Responsibilities

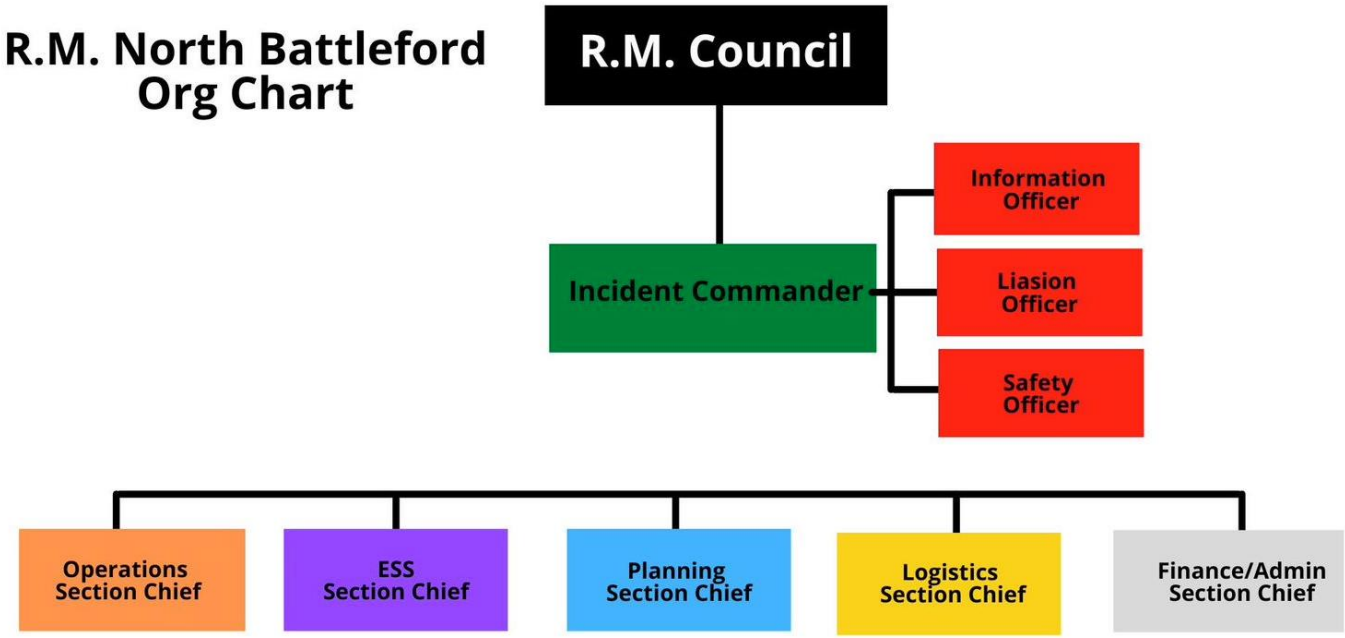
3.1 R.M. of North Battleford Limitations

- The positions assigned within the R.M. of North Battleford's organizational chart are **not** all inclusive. Only those positions for which the R.M. has capacity to fill are indicated on the organizational chart.
- The org chart accounts for:
  - Only **one person** in each role for positions listed on the org chart.
  - Staffing capacity is based on just **one operational period**.
  - **Assumption that all personnel** assigned responsibilities within the ICP/ESS **are present.**
- Each section chief is responsible for ensuring all subordinate roles and responsibilities within their section are filled and are responsible for conducting any left vacant or ordering additional personnel. Likewise, the Incident Commander is responsible for filling the roles of any command staff not listed on the organizational chart.
- Personnel may fill more than one role only if they have the capacity to do so.
- Additional ICS roles may be added as needed.
- The org chart provides a basic view of how the ICP may be organized, however the Incident Commander may re-assign roles however and whenever they see fit to manage the needs of the incident.
- Personnel role assignments should be flexible to meet needs of the incident. Not all incidents will require the same personnel positions as listed in the ICP organizational chart. R.M. personnel may be assigned distinct positions apart from their assigned regional ICP positions, if necessary, to

maximize personnel capacity. However, where possible they should be kept within the same ICS sections to maintain a level of ICS section familiarity and expertise in order to be successful.

Due to R.M personnel limitations, **it is highly recommended that in addition to the above, any type 4 or above incident** (anything outside of normal operating procedures) **trigger a request for assistance from the Regional Emergency Management Agency.**

3.2 R.M. of North Battleford Organization Chart



Vacancies:

- The R.M. does **not** have the capacity to fill 2 of 5 section chief positions and only 1 of 3 Command staff positions at this time.
- There are approx. **5-6 people available to fill roles at any given time.**

3.3 R.M. of North Battleford ICP – Designated Staff

During an emergency, the Incident Commander reserves the right to move or re-assign personnel at any time. Additional revisions may be made outside of emergency response by the appointed Emergency Measures Coordinator. All personnel designated should be provided the proper training in order to fill the ICS roles assigned.

Note: The table below lists primary and back up staff designated to fill key positions. However additional support staff and replacement staff are required to run an ICP effectively.

Position	Staff Designated to fill Positions
Incident Commander	Emergency Measures Coordinator
Information Officer	R.M. Administrator
Liaison Officer	Lt. Officer
Safety Officer	Safety Firefighter Officer
Operations Section Chief	Co-fire Chief – if available
ESS Section Chief	Captain Officer
Planning Section Chief	Assistant Administrator
Logistics Section Chief	Foreman
Finance/Admin Section Chief	R.M. Administrator

4. State of Local Emergency

4.1 Overview of Responsibilities

Council	**It is the responsibility of the local elected Council of the affected jurisdiction to declare a State of Local Emergency.**
Local Emergency Planning Committee	Chaired by the locally appointed Emergency Measures Coordinator. Incudes local personnel and any stakeholder or other partners as deemed relevant for emergency planning purposes by the Emergency Measures Coordinator.
Battlefords Regional Emergency Management Group (BREMG)	**The purpose of the Battlefords Regional Emergency Management Group (BREMG) during an incident at the local or regional level is to provide additional personnel to staff an ICP.** During incidents which affect only one municipality or First Nation within the region the appointed Emergency Measures Coordinator or delegate may at any time request assistance from the Battlefords Regional Emergency Management Group for personnel to fill additional roles, supplement existing staff levels or to help fill additional operational periods.
Incident Command	☐ **It is the responsibility of the initial on-scene incident commander to fully assess the situation and determine if additional support is or may be required.** ☐ **If it is determined that additional support is required and/or that the incident is likely to have a larger impact that extends past the initial incident location the incident commander shall immediately notify the Emergency Measures Coordinator or designate** and advise on the need for an ICP.
Emergency Measures Coordinator	**The Emergency Measures Coordinator will assess the situation and may choose to:** ☐ Activate a local ICP and serve as the Incident Commander. ☐ Activate the local ICP, serve as Incident Commander and request support from BREMG to provide additional personnel. ☐ Request partial or full activation of a Regional ICP in the event that an incident meets any of the following: ○ Affects more than one (1) regional local authority ○ May require more than one operational period. ○ Is a type 3 or higher event.

4.2 Steps to Declare A State of Local Emergency (SOLE)

Each local authority shall at all times retain authority for the power to declare, renew or terminate a state of local emergency (SOLE) for its respective jurisdiction even in the event that a Regional Incident Command Post is activated to better organize a regional response and resources.

A state of local emergency may be declared by any of the following:

- Reeve /Deputy Reeve/Any member of Council - in absence of quorum.

The local authority having jurisdiction may by resolution apply to have a State of Local Emergency renewed or terminated and the details of such immediately made public by the most effective means of communication for the population of the area possible.

A state of local emergency lapses after seven **(7) days** unless it is renewed or terminated.

✓	Steps to Declare a State of Local Emergency
❑	If quorum is available, by resolution declare a State of Local Emergency. If quorum is not available, proceed to next step.
❑	Complete a Declaration of a State of Local Emergency (SOLE) and submit to Saskatchewan Public Safety Agency.
❑	Upon declaration, the affected public must be made aware of the SOLE immediately and in the quickest way or ways possible that is most likely to reach the majority of the population *s. 20(4)* of the *Act*.
❑	Council may by resolution apply to have the State of Local Emergency renewed for an additional 7 days if powers under a SOLE are still required.
❑	A State of Local Emergency is considered expired after 7 days unless it is renewed prior. A State of Local Emergency should not be allowed to expire on its own and should by resolution be terminated when the powers under such declaration are no longer required.
❑	A termination of a SOLE, like a declaration must also be submitted to Saskatchewan Public Safety Agency and the affected public immediately notified.
❑	**Templates for Declaration, Extension & Termination of State of Local Emergency can be found in the *Appendices* of the *BREMG Regional Emergency Management Plan*.**

5. R.M. Communications

For more information see the *Regional Emergency Management Plan section 5 Communications*.

Internal R.M. Communications	
Personnel Notification	1. The lead on-site response organization will notify the Emergency Measures Coordinator or designate if additional assistance is required. 2. The Emergency Measures Coordinator or designate who will coordinate a partial or complete call-out of personnel required to report to the ICP. ☐ **Primary: WhatsApp will be used to notify personnel and Council.** ☐ **Secondary:** In the event that the What's App system is disrupted, personnel will be notified to report to the ICP/ESS Centre - personnel list in **Appendix A Contact List.** ☐ **Council:** Additional information to Council should be provided by the Administrative Assistant and/or an appointed Liaison Officer.
R.M. ICP to Field Comms	☐ **Primary:** Cell Phone and use of existing R.M. radio. ☐ **Secondary:** Request for use of P25 radios from the City of North Battleford's ICP. ☐ **Tertiary:** Request for us of P25 radios from Provincial Operations Centre. ☐ **Other:** Use of the Battleford's Amateur Radio Association
Remote Comms	Remote real-time web communications may be used to augment ICP staffing levels when personnel are unable to attend the ICP in-person.
R.M. Public Communications	
SaskAlert	☐ **Primary: All critical alerts (indicating imminent life-threatening danger) will be issued on SaskAlert.** In the absence of an authorized municipal SaskAlert user, the Saskatchewan Public Safety Agency may be requested to distribute a message on the R.M.'s behalf by contacting: **24/7 Provincial Emergency Call Centre: 1-800-667-9660** ☐ **Secondary: Information Officer will be responsible for distribution of all other public modes of communication** which may include both critical and informational alerts on other platforms (radio, social media, online and print media). **All critical alerts (life safety) must be pre-approved and/or directed by the Incident Commander.**
Other Notifications	
Neighboring Municipalities	**Required when:** • Incident is expected to grow or affect neighboring municipalities. • Mutual aid is or may be required. • Other resources may be requested from neighboring municipality. • If the neighboring municipality will be used as a destination for evacuees.
Province	**Required When:** • A State of Local Emergency is declared. • If other outside assistance including mutual aid is required. • Incidents may affect neighboring jurisdictions. • Evacuations require activation of ESS. • A more detailed list can be found in the *Regional Emergency Management Plan, section 5, Communications.*
Spokespersons	
Case-by-case Basis	Spokespersons will be appointed on a case-by-case basis. **All spokespersons will coordinate any statements or messages they plan to issue to the public with the Information Officer prior to distribution.**

6. R.M. Evacuation Guidelines

Refer to Regional REMP Part 1 - Section 6.2 Public Evacuation for more detail.

Notice	☐ Ratepayers put on notice they may be required to evacuate and given instructions on how to prepare if there is adequate lead-up time.
Order	☐ All *mandatory* evacuation orders **require** a State of Local Emergency be declared.
Supplies	☐ See Evacuation Supplies List, Evacuation Notice and Order templates, Log and waiver forms for door-to-door evacuations in *s. 7 Evacuation* of the *Regional Emergency Management Plan*.
Notification	• Methods chosen will be incident dependent and prioritize life safety of first responders. • The following are listed in order of most to least effective. However, a **combination** of the following should be used to be most effective. **Most Effective** ↓ ○ Door-to-door by uniformed personnel. ○ SaskAlert. ○ Loudspeaker ○ Local radio. ○ Online- social media, web sites. **Least Effective**
Transportation	☐ **General Transportation:** ○ School Busses (Southland Transportation, Living Sky School Division, Ventures West).
Process	☐ Determine areas to be evacuated.
	☐ Determine if evacuation will occur in phases or all at once (ex: most vulnerable areas or persons evacuate first).
	☐ Determine traffic control requirements (road closures, signage, detours, barricades, directions).
	☐ Determine safest evacuation routes.
	☐ Set-up a dedicated phone line with call-waiting capacity for ratepayers to request transportation.
	☐ Ask ratepayers to check on their neighbors and provide transportation to those that require it if safe to do so.
	Evacuation Transportation Options: ☐ **Self-evacuation** – least number of resources required. ☐ **By request** – requires public call-in line with call waiting and coordinated workforce for dispatch operations. May be used for limited scope evacuations. ☐ **Shuttle** – defined shuttle loop of evacuation area, shuttle picks people up along the route at their homes. May present problems for those with accessibility issues unable to leave home and for residents waiting outside in winter conditions. May be used for larger scope evacuations. **Any one or more of the above may be utilized.**
Evacuation Numbers	**R.M. Population:** 687
	Total Occupied Private Dwellings: 288

Estimated Evacuation Times	**Self-evacuation:** Self-evacuation will be the quickest way for people to evacuate. **Transportation Provided Evacuation:** It should be anticipated that transportation being provided by subcontractors will take a *minimum of 30 - 45 minutes* <u>*to arrive*</u>. Arrival time is *in addition* to loading and transport times. Total evacuation time will be dependent on number of people that require evacuation and number of transportation resources required. • 45 minutes initial arrival time. • 15 minutes loading. • 45 - 60 minutes to North Battleford • 90 - 120 minutes to Saskatoon. • 15 minutes offloading. • **Approx. 3.5 – 4 hours Return Trip per bus to North Battleford/Saskatoon** • The times above are estimated and assumes residents are ready and waiting at pick-up points.
Temporary Evacuee Holding Locations	• **Consideration should be given to appointing a temporary mid-way evacuee holding location.** • In this case, a holding location may be set-up in the R.M. a safe distance from the incident. Residents could be transported out of the immediate evacuation zone to a safe temporary holding location before final transportation to evacuee shelters/lodging elsewhere. This would aid in quicker evacuation of residents to a safe location out of the evacuation zone.
Evacuation Destinations	☐ **Primary:** City of North Battleford ☐ **Secondary:** Saskatoon ☐ **Tertiary:** Lloydminster ***Above locations subject to advisement By SPSA (Province).*** Locations above are based on ability to host and provide services for a substantial number of people at one time.
Pets	☐ **See Appendix B - Regional Emergency Pet Plan for more details.**
	☐ Encourage evacuees to take pets with them and keep pets in their care where possible.
	☐ **Best Choice:** Pets stay with owners. ☐ **Second Choice:** Pets housed in local area kennels and veterinarians. ☐ **Third Choice:** Pets cared for in a domestic pet emergency centre.
Livestock	☐ Provide livestock producers/owners as much notice as possible.
	☐ Assist with coordinating livestock transport where possible
	☐ **Each BREMG Nation in the Region has sporting grounds with access to water that may be used as temporary livestock holding sites.**
	☐ Determine if alternate routes are required for livestock transport which may slow other evacuation routes or create bottlenecks on emergency ingress routes
	☐ **See *section 8 Livestock Emergency Evacuation* in the Regional Emergency Management Plan for more information.**
Secure Evacuation Area	☐ If there is time and it is safe to do so, complete an all-clear to ensure everyone has evacuated from the evacuation area. ☐ Implement a security perimeter around the evacuation area.
	☐ Once the proper support systems are in place for the successful return of evacuees the evacuation order shall be rescinded.

Rescind	☐ Every effort shall be made to allow evacuees to return home as soon as possible.
Re-Entry	☐ **See *s. 9 Re-entry* of *Regional Emergency Management Plan* for more.**
	☐ **Temporary Re-entry:** Provided under controlled circumstances for ratepayers to retrieve priority items from homes and complete checks/ care of property or business operations left behind.
	☐ **Permanent Re-Entry:** Requires significant assessment and pre-planning. See *s. 9* of the BREMG Regional Emergency Management Plan for more.

Annex 3: Town of Battleford Emergency Management Plan

1. Scope & Objectives

This annex is intended to be a supplement to the *Battlefords Regional Emergency Management Incident Command Post Manual* by outlining emergency management information specific to the Town of Battleford and should be used in conjunction with the Incident Command Post Manual, BREMG Program Documents and position checklist.

The following information can be found within this Municipal plan:

- **Town Activation & Authority**
- **Town ICP Organizational Chart**
- **Town ICP Roles & Responsibilities**
- **State of Local Emergency Steps**
- **Town Communications**
- **Town Evacuation Guidelines**

1.2 Scope

In order to avoid duplication, only basic information specific to the Town is contained within this annex. **Refer to the Battlefords Regional Incident Command Post Manual for any information not found in REMP annexes.**

To determine whether local or regional activation is required, see next page of this annex *ICP Activation Guidelines*.

All emergencies that are type 1-3 require Regional ICP activation due to the need to staff multiple operational periods and local personnel capacity shortages.

2. Authority

2.1 Municipal Plan & ICP Activation

This municipal emergency management plan may be activated partially or fully on behalf of the Town by any of the following:

- Mayor or in his/her absence, Deputy Mayor
- Town Chief Administrative Officer or designate
- Appointed Emergency Measures Coordinator or designate
- Fire Chief or designate

In the event of disagreement as to the need for plan activation, the opinion of the Emergency Measures Coordinator shall prevail, subject to the authority Town of Battleford Council.

2.2 Local ICP Activation Guidelines

In all cases the Town shall err on the side of caution and be as proactive as reasonably practicable in activating its Incident Command Post. The ICP can be partially activated and/or personnel put on standby.

2.2.1 Local Town ICP Activation

✓	Guidelines For Activating the Local Incident Command Post Any one of these conditions justifies activation of the Local ICP.
❑	Fire mutual aid is or may be requested in response to an incident in the Town.
❑	An incident requires additional coordination outside of the scene such as assistance with securing resources, coordination for affected public, services for field personnel (food, rest areas, warm-up facilities, communications, etc.).
❑	There is an occurring or potential need for evacuation of a significant number of residents that will require emergency social services beyond what can be provided though *Personal Disaster Assistance (approx. 25 households or more).
❑	An incident is expected to have significant psychosocial impacts on Town residents (ex: pandemic, mass casualty incident, etc.).
❑	An incident is expected to worsen (ex: severe weather) and requires monitoring.
❑	An incident disrupts daily essential service operations (ex: utility disruptions lasting more than several hours).
❑	An incident has occurred that has disrupted key municipal stakeholder operations (ex: workplace, school threat etc.).
❑	An incident has or may occur affecting a key stakeholder in which Town assistance such as resources and planning support would aid in a more efficient response (ex: public health incidents, workplace, school, industry, utilities incident etc.)

*Personal Disaster Assistance is available through the Canadian Red Cross for emergencies **limited in size and scope** such as housefires but may be applicable to other types of personal emergencies. It is available **free of charge** from the Canadian Red Cross. T

his service covers the first seventy-two (72) hours following a personal disaster. **In the event that a substantial number of household units and people are affected, it may be considered a municipal response in which the municipality may be billed for services.**

To access Personal Disaster Assistance, call the **24-Hour Line at: 1-888-800-6493**.

2.2.2 When To Request Additional Regional Assistance

Stretching personnel too thin and failure to request help from Battlefords Regional Emergency Management Group (BREMG) will compromise the response and may compromise the safety of people & property. Do not wait to ask for help!

✓	When to Request Assistance From BREMG Any one of these conditions justifies a request for assistance.
❑	Incident may or will last **more than one operational period** OR more than one ICP personnel shift.
❑	Anytime there are **local** ICP or ESS **personnel shortages**.
❑	**Additional personnel** are or may be required **to fill ICS roles *in addition to* the ones listed on the Town organizational chart.**
❑	The incident **involves multiple agencies** or organizations.
❑	**ESS services** beyond personal disaster assistance and/or exceeding 72 hours are required.
❑	A **significant number of emergent/spontaneous volunteers** have or are or expected to converge.
❑	The incident has caused **widespread damage, injury and/or fatalities**.
❑	The incident is expected to require **significant coordination in the recovery period**.
❑	The incident has or may receive **widespread media attention**.

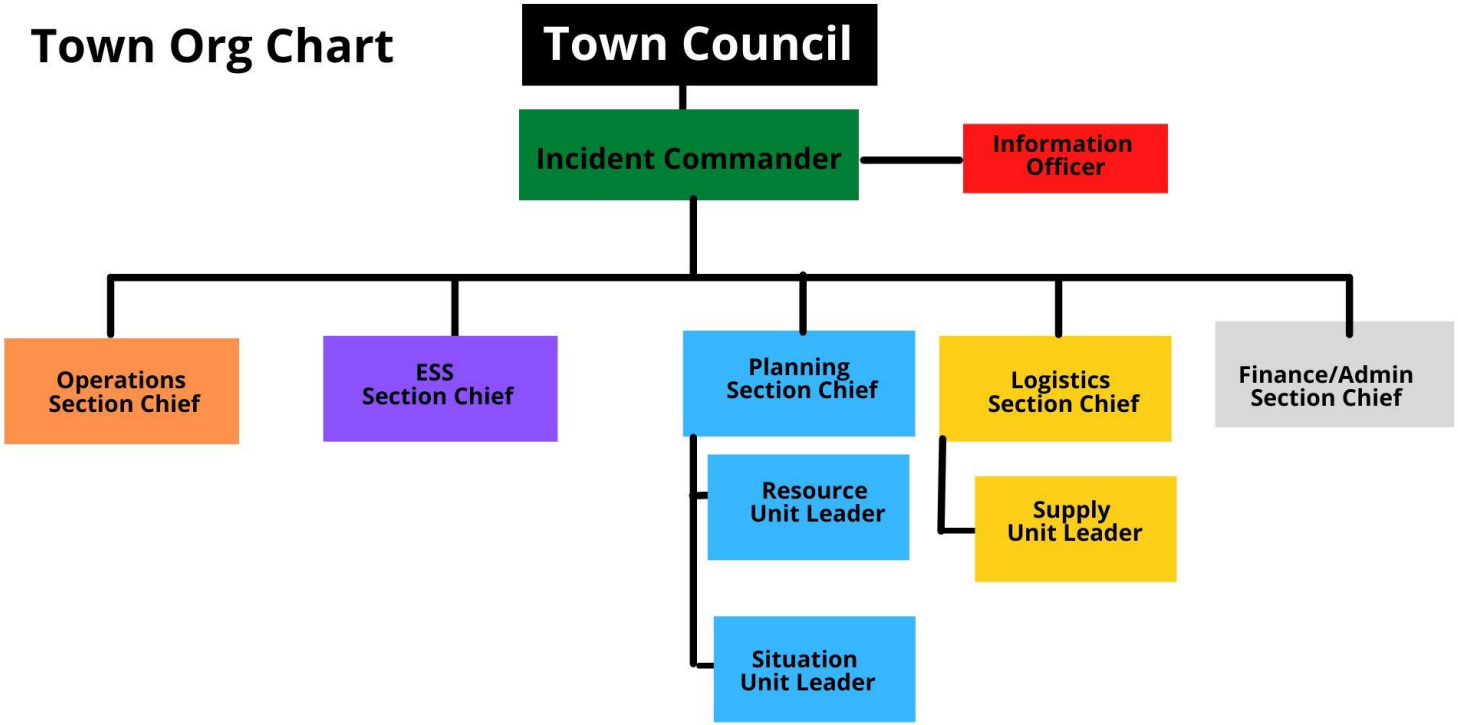
3. Roles & Responsibilities

3.1 Town of Battleford Limitations

- The positions assigned within the Town of Battleford's organizational chart are **not** all inclusive. Only those positions for which the Town has capacity to fill have been indicated on the organizational chart.
- The org chart accounts for:
  - Only **1-2 persons** in each role for positions listed on the org chart.
  - Staffing capacity is based on just **one operational period**.
  - **Assumption that all personnel** assigned responsibilities within the ICP/ESS **are present.**
- Each section chief is responsible for ensuring all subordinate roles and responsibilities within their section are filled and are responsible for conducting any left vacant or ordering additional personnel. Likewise, the Incident Commander is responsible for filling the roles of any command staff not listed on the organizational chart.
- Personnel may fill more than one role only if they have the capacity to do so.
- Additional ICS roles may be added as needed.
- The org chart provides a basic view of how the ICP may be organized, however the Incident Commander may re-assign roles however and whenever they see fit to manage the needs of the incident.
- **Personnel role assignments should be flexible to meet needs of the incident.** Not all incidents will require the same personnel positions as listed in the ICP organizational chart. Town personnel may be assigned distinct positions apart from their assigned regional ICP positions, if necessary, to maximize personnel capacity. However, where possible they should be kept within the same ICS sections to maintain a level of ICS section familiarity and expertise in order to be successful

3.2 Town of Battleford ICP Organization Chart

Due to Town personnel limitations, **it is highly recommended that any incident requiring ESS services trigger a request for assistance from the Regional Emergency Management Agency.**



3.3 Town of Battleford ICP – Designated Staff

During an emergency, the Incident Commander reserves the right to move or re-assign personnel at any time. Additional revisions may be made outside of emergency response by the appointed Emergency Measures Coordinator. All personnel designated should be provided the proper training in order to fill the ICS roles assigned.

Note: The table below lists primary and back up staff designated to fill key positions. However additional support staff and replacement staff are required to run an ICP effectively.

Position	Staff Designated to fill Positions
Incident Commander	CAO
Information Officer	Front Desk Reception
Operations Section Chief	Public Safety Officer Fire Chief or Deputy – *if available*
ESS Section Chief	Admin – Parks & Recreation Admin Asst. – Utility Dept.
Planning Section Chief	Utilities Manager Utilities Asst.
Resource Unit Leader	Executive Assistant
Situation Unit Leader	Community Planner
Logistics Section Chief	Manager – Works Department Director – Parks & Recreation
Supply Unit Leader	Parks & Recreation
Finance/Admin Section Chief	Finance Supervisor AP/Payroll

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4. State of Local Emergency

4.1 Overview of Responsibilities

Council	**It is the responsibility of the local elected Council of the affected jurisdiction to declare a State of Local Emergency.**
Local Emergency Planning Committee	Chaired by the locally appointed Emergency Measures Coordinator. Incudes local personnel and any stakeholder or other partners as deemed relevant for emergency planning purposes by the Emergency Measures Coordinator.
Battlefords Regional Emergency Management Group (BREMG)	**The purpose of the Battlefords Regional Emergency Management Group (BREMG) during an incident at the local or regional level is to provide additional personnel to staff an ICP.** During incidents which affect only one municipality or First Nation within the region the appointed Emergency Measures Coordinator or delegate may at any time request assistance from the Battlefords Regional Emergency Management Group for personnel to fill additional roles, supplement existing staff levels or to help fill additional operational periods.
Incident Command	☐ **It is the responsibility of the initial on-scene incident commander to fully assess the situation and determine if additional support is or may be required.** ☐ **If it is determined that additional support is required and/or that the incident is likely to have a larger impact that extends past the initial incident location the incident commander shall immediately notify the Emergency Measures Coordinator or designate** and advise on the need for an ICP.
Emergency Measures Coordinator	**The Emergency Measures Coordinator will assess the situation and may choose to:** ☐ Activate a local ICP and serve as the Incident Commander. ☐ Activate the local ICP, serve as Incident Commander and request support from BREMG to provide additional personnel. ☐ Request partial or full activation of a Regional ICP in the event that an incident meets any of the following: ○ Affects more than one (1) regional local authority ○ May require more than one operational period. ○ Is a type 3 or higher event.

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4.2 Steps to Declare A State of Local Emergency (SOLE)

Each local authority shall at all times retain authority for the power to declare, renew or terminate a state of local emergency (SOLE) for its respective jurisdiction even in the event that a Regional Incident Command Post is activated to better organize a regional response and resources.

A state of local emergency may be declared by any of the following:

- Mayor & Council
- Mayor /Deputy Mayor in absence of quorum as per Bylaw No. 22/2004.

The local authority having jurisdiction may by resolution apply to have a State of Local Emergency renewed or terminated and the details of such immediately made public by the most effective means of communication for the population of the area possible.

A state of local emergency lapses after seven **(7) days** unless it is renewed or terminated.

✓	Steps to Declare a State of Local Emergency
❑	If quorum is available, by resolution declare a State of Local Emergency. If quorum is not available, proceed to next step.
❑	Complete a Declaration of a State of Local Emergency (SOLE) and submit to Saskatchewan Public Safety Agency.
❑	Upon declaration, the affected public must be made aware of the SOLE immediately and in the quickest way or ways possible that is most likely to reach the majority of the population *s. 20(4)* of the *Act*.
❑	Council may by resolution apply to have the State of Local Emergency renewed for an additional 7 days if powers under a SOLE are still required.
❑	A State of Local Emergency is considered expired after 7 days unless it is renewed prior. A State of Local Emergency should not be allowed to expire on its own and should by resolution be terminated when the powers under such declaration are no longer required.
❑	A termination of a SOLE, like a declaration must also be submitted to Saskatchewan Public Safety Agency and the affected public immediately notified.
❑	**Templates for Declaration, Extension & Termination of State of Local Emergency can be found in the *Appendices* of the *BREMG Regional Emergency Management Plan*.**

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5. Town Communications

For more information see the *Regional Emergency Management Plan* section 5 *Communications*.

Internal Town Communications	
Personnel Notification	**1.** The lead on-site response organization will notify the Emergency Measures Coordinator or designate if additional assistance is required. **2.** The Emergency Measures Coordinator or designate will coordinate a partial or complete call-out of personnel required to report to the ICP. ☐ **Primary: A phone call-out will be used to notify personnel and Council.** ☐ **Secondary:** In the event that telecommunications are disrupted, HAM Radio may be used to notify personnel where possible, or door-to-door notifications to personnel will be made if necessary. ☐ **Council:** Additional information to Council should be provided by the C.A.O. and/or an appointed Liaison Officer.
Town ICP to Field Communications	☐ **Primary:** Cell Phone ☐ **Secondary:** Request for use of P25 radios from the City of North Battleford's ICP. ☐ **Tertiary:** Request for us of P25 radios from Provincial Operations Centre. ☐ **Other:** Use of the Battleford's Amateur Radio Association
Remote Communications	Remote real-time web communications may be used to augment ICP staffing levels when personnel are unable to attend the ICP in-person.
Town Public Communications	
SaskAlert	☐ **Primary: All critical alerts (indicating imminent life-threatening danger) will be issued on SaskAlert.** In the absence of an authorized municipal SaskAlert user, the Saskatchewan Public Safety Agency may be requested to distribute a message on the Town's behalf by contacting: **24/7 Provincial Emergency Call Centre: 1-800-667-9660** ☐ **Secondary: Information Officer will be responsible for distribution of all other public modes of communication** which may include both critical and informational alerts on other platforms (radio, social media, online and print media). **All critical alerts (life safety) must be pre-approved and/or directed by the Incident Commander.**
Other Notifications	
Neighboring Municipalities	**Required when:** • Incident is expected to grow or affect neighboring municipalities. • Mutual aid is or may be required. • Other resources may be requested from neighboring municipality. • If the neighboring municipality will be used as a destination for evacuees.
Province	**Required When:** • A State of Local Emergency is declared. • If other outside assistance including mutual aid is required. • Incidents may affect neighboring jurisdictions. • Evacuations require activation of ESS. • A more detailed list can be found in the *Regional Emergency Management Plan, section 5, Communications.*
Spokespersons	
Case-by-case Basis	Spokespersons will be appointed on a case-by-case basis. **All spokespersons will coordinate any statements or messages they plan to issue to the public with the Information Officer <u>prior</u> to distribution.**

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6. Town of Battleford Evacuation Guidelines

Refer to Regional REMP Part 1 - Section 6.2 Public Evacuation for more detail.

Notice	☐ Residents put on notice they may be required to evacuate and given instructions on how to prepare if there is adequate lead-up time.
Order	☐ All *mandatory* evacuation orders **require** a State of Local Emergency be declared.
Supplies	☐ See Evacuation Supplies List, Evacuation Notice and Order templates, Log and waiver forms for door-to-door evacuations in *s. 7 Evacuation* of the *Regional Emergency Management Plan*.
Notification	• Methods chosen will be incident dependent and prioritize life safety of first responders. • The following are listed in order of most to least effective. However, a **combination** of the following should be used to be most effective. **Most Effective** ○ Door-to-door by uniformed personnel. ○ SaskAlert. ○ Loudspeaker ○ Local radio. ○ Online- social media, web sites. **Least Effective**
Transportation	☐ **General Transportation:** ○ School Busses (North Battleford Public Transit Buses, Battlefords Handi-Bus, Southland Transportation, Living Sky School Division, Ventures West, Crown Cab).
	☐ **Specialty Transportation: Battlefords Handi-Bus** ○ Handi-Busses
Process	☐ Determine areas to be evacuated.
	☐ Determine if evacuation will occur in phases or all at once (ex: most vulnerable areas or persons evacuate first).
	☐ Determine traffic control requirements (road closures, signage, detours, barricades, directions).
	☐ Determine safest evacuation routes.
	☐ Set-up a dedicated phone line with call-waiting capacity for ratepayers to request transportation.
	☐ Ask ratepayers to check on their neighbors and provide transportation to those that require it if safe to do so.
	Evacuation Transportation Options: ☐ **Self-evacuation** – least number of resources required. ☐ **By request** – requires public call-in line with call waiting and coordinated workforce for dispatch operations. May be used for limited scope evacuations. ☐ **Shuttle** – defined shuttle loop of evacuation area, shuttle picks people up along the route at their homes. May present problems for those with accessibility issues unable to leave home and for residents waiting outside in winter conditions. May be used for larger scope evacuations.

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	☐ **Pick-up Points** – residents must be able to walk to designated pick-up or collection points, winter weather could create accessibility & safety issues. May be used for larger scope evacuations. **Any one or more of the above may be utilized.** ☐ **A Liaison Officer or other personnel should be appointed during any large-scale evacuation to communicate with agencies that provide services for vulnerable populations** to ensure agency owned facilities have been considered in evacuation operations and to determine if additional support is required from the Town.
Evacuation Numbers	**Town Population:** 4400
	Total Occupied Private Dwellings: 1877
Estimated Evacuation Times	**Self-evacuation:** Self-evacuation will be the quickest way for people to evacuate. **Transportation Provided Evacuation:** It should be anticipated that transportation being provided by subcontractors will take a *minimum of 30 minutes* <u>*to arrive*</u>. Arrival time is *in addition* to loading and transport times. Total evacuation time will be dependent on number of people that require evacuation and number of transportation resources required. • 30 minutes initial arrival time. • 15 minutes loading. • 90 minutes to Saskatoon • 90 minutes to Lloydminster. • 15 minutes offloading • **4 hours Return Trip per bus to Saskatoon/Lloydminster** • **45 minute per bus locally in the Battlefords.** The times above are estimated and assumes residents are ready and waiting at pick-up points.
Temporary Evacuee Holding Locations	• **Consideration should be given to appointing a temporary mid-way evacuee holding location.** • In this case, a holding location may be set-up in the Town a safe distance from the incident. • Residents could be transported out of the immediate evacuation zone to a safe temporary holding location before final transportation to evacuee shelters/lodging elsewhere. This would aid in quicker evacuation of residents to a safe location out of the evacuation zone.
Evacuation Destinations	☐ **Primary:** City of North Battleford ☐ **Secondary:** Saskatoon ☐ **Tertiary:** Lloydminster ***Above locations subject to advisement By SPSA (Province).*** Locations above are based on ability to host and provide services for a substantial number of people at one time.
Pets	☐ **See Appendix B - Regional Emergency Pet Plan for more details.**
	☐ Encourage evacuees to take pets with them and keep pets in their care where possible.
	☐ **Best Choice:** Pets stay with owners. ☐ **Second Choice:** Pets housed in local area kennels and veterinarians. ☐ **Third Choice:** Pets cared for in a domestic pet emergency centre.
Secure Evacuation Area	☐ If there is time and it is safe to do so, complete an all-clear to ensure everyone has evacuated from the evacuation area. ☐ Implement a security perimeter around the evacuation area.

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Rescind	☐ Once the proper support systems are in place for the successful return of evacuees the evacuation order shall be rescinded.
	☐ Every effort shall be made to allow evacuees to return home as soon as possible.
Re-Entry	☐ **See *s. 9 Re-entry* of *Regional Emergency Management Plan* for more.**
	☐ **Temporary Re-entry:** Provided under controlled circumstances for residents to retrieve priority items from homes and complete checks/ care of property or business operations left behind.
	☐ **Permanent Re-Entry:** Requires significant assessment and pre-planning. See s. 9 of the BREMG Regional Emergency Management Plan for more.

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Annex 4: Moosomin First Nation Emergency Management Plan

1. Scope & Objectives

This annex is intended to be a supplement to the *Battlefords Regional Emergency Management Incident Command Post Manual* by outlining emergency management information specific to Moosomin First Nation and should be used in conjunction with the Incident Command Post Manual, BREMG Program Documents and position checklist.

The following information can be found within this plan:

- Nation Activation & Authority
- Nation ICP Organizational Chart
- Nation ICP Roles & Responsibilities
- Band Council Resolution Steps
- Nation Communications
- Nation Evacuation Guidelines

1.2 Scope

In order to avoid duplication, only basic information specific to Moosomin First Nation is contained within this annex. **Refer to the Battlefords Regional Incident Command Post Manual for any information not found in REMP annexes.**

To determine whether local or regional activation is required, see next page of this annex *ICP Activation Guidelines*.

All emergencies that are type 1-3 require Regional ICP activation due to the need to staff multiple operational periods and local personnel capacity shortages.

2. Authority

2.1 Moosomin First Nation Plan & ICP Activation

This emergency management plan may be activated partially or fully on behalf of Moosomin First Nation by any of the following:

- Chief
- In absence of the Chief, the Council

In absence of the Chief and Council any of the following:

- Personnel authorized to function as Emergency Measures Coordinator
- Fire Chief or designate
- Manager of Public Works & Housing or designate.

In the event of disagreement as to the need for plan activation, the opinion of the Emergency Measures Coordinator shall prevail, subject to the authority of Chief and Council.

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2.2 Local ICP Activation Guidelines

In all cases the Nation shall err on the side of caution and be as proactive as reasonably practicable in activating its Incident Command Post. The ICP can be partially activated and/or personnel put on standby.

2.2.1 Local ICP Activation

✓	Guidelines For Activating the Local Incident Command Post Any one of these conditions justifies activation of the Local ICP.
❑	Fire mutual aid is or may be requested in response to an incident on the Nation.
❑	An incident requires additional coordination outside of the scene such as assistance with securing resources, coordination for affected public, services for field personnel (food, rest areas, warm-up facilities, communications, etc.).
❑	There is an occurring or potential need for evacuation of a significant number of residents that will require emergency social services beyond what can be provided though *Personal Disaster Assistance (approx. 25 households or more).
❑	An incident is expected to have significant psychosocial impacts on Nation residents (ex: pandemic, mass casualty incident, etc.).
❑	An incident is expected to worsen (ex: severe weather) and requires monitoring.
❑	An incident disrupts daily essential service operations (ex: utility disruptions lasting more than several hours).
❑	An incident has occurred that has disrupted key other Band operations (ex: workplace, school threat, serious health clinic incident, etc.).
❑	An incident has or may occur affecting other key Band operations in which additional assistance such as resources and planning support would aid in a more efficient response (ex: public health incidents, workplace, school, health clinic, utilities incident etc.)

*Personal Disaster Assistance is available through the Canadian Red Cross for emergencies **limited in size and scope** such as housefires but may be applicable to other types of personal emergencies. It is available **free of charge** from the Canadian Red Cross.

This service covers the first seventy-two (72) hours following a personal disaster. **In the event that a substantial number of household units and people are affected, it may be considered a municipal response in which the municipality may be billed for services.**

To access Personal Disaster Assistance, call the **24-Hour Line at: 1-888-800-6493**.

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2.2.2 When To Request Additional Regional Assistance

Stretching personnel too thin and failure to request help from Battlefords Regional Emergency Management Group (BREMG) will compromise the response and may compromise the safety of people & property.
Do not wait to ask for help!

✓	When to Request Assistance From BREMG Any one of these conditions justifies a request for assistance.
❑	Incident may or will last **more than one operational period** OR more than one ICP personnel shift.
❑	Anytime there are **local** ICP or ESS **personnel shortages**.
❑	**Additional personnel** are or may be required **to fill ICS roles *in addition to* the ones listed on the Nation's organizational chart.**
❑	The incident **involves multiple agencies** or organizations.
❑	**ESS services** beyond personal disaster assistance and/or exceeding 72 hours are required.
❑	A **significant number of emergent/spontaneous volunteers** have or are or expected to converge.
❑	The incident has caused **widespread damage, injury and/or fatalities**.
❑	The incident is expected to require **significant coordination in the recovery period**.
❑	The incident has or may receive **widespread media attention**.

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3. Roles & Responsibilities

3.1 Moosomin First Nation Limitations

- **The Incident Commander and all personnel listed in the organizational chart are at all times subject to the discretion and authority of Chief and Council.**
- The positions assigned within Moosomin First Nation's organizational chart are **not** all inclusive. Only those positions for which the Nation has capacity to fill have been indicated on the organizational chart.
- The org chart accounts for:
  - Only **1 -2 persons** in each role for positions listed on the org chart.
  - Staffing capacity is based on just **one operational period**.
  - **Assumption that all personnel** assigned responsibilities within the ICP/ESS **are present.**
- Each section chief is responsible for ensuring all subordinate roles and responsibilities within their section are filled and are responsible for conducting any left vacant or ordering additional personnel. Likewise, the Incident Commander is responsible for filling the roles of any command staff not listed on the organizational chart.
- Personnel may fill more than one role only if they have the capacity to do so.
- Additional ICS roles may be added as needed.
- The org chart provides a basic view of how the ICP may be organized, however the Incident Commander may re-assign roles however and whenever they see fit to manage the needs of the incident.
- **Personnel role assignments should be flexible to meet needs of the incident.** Not all incidents will require the same personnel positions as listed in the ICP organizational chart. Nation personnel may be assigned distinct positions apart from their assigned regional ICP positions, if necessary, to maximize personnel capacity.
- However, where possible they should be kept within the same ICS sections to maintain a level of ICS section familiarity and expertise in order to be successful

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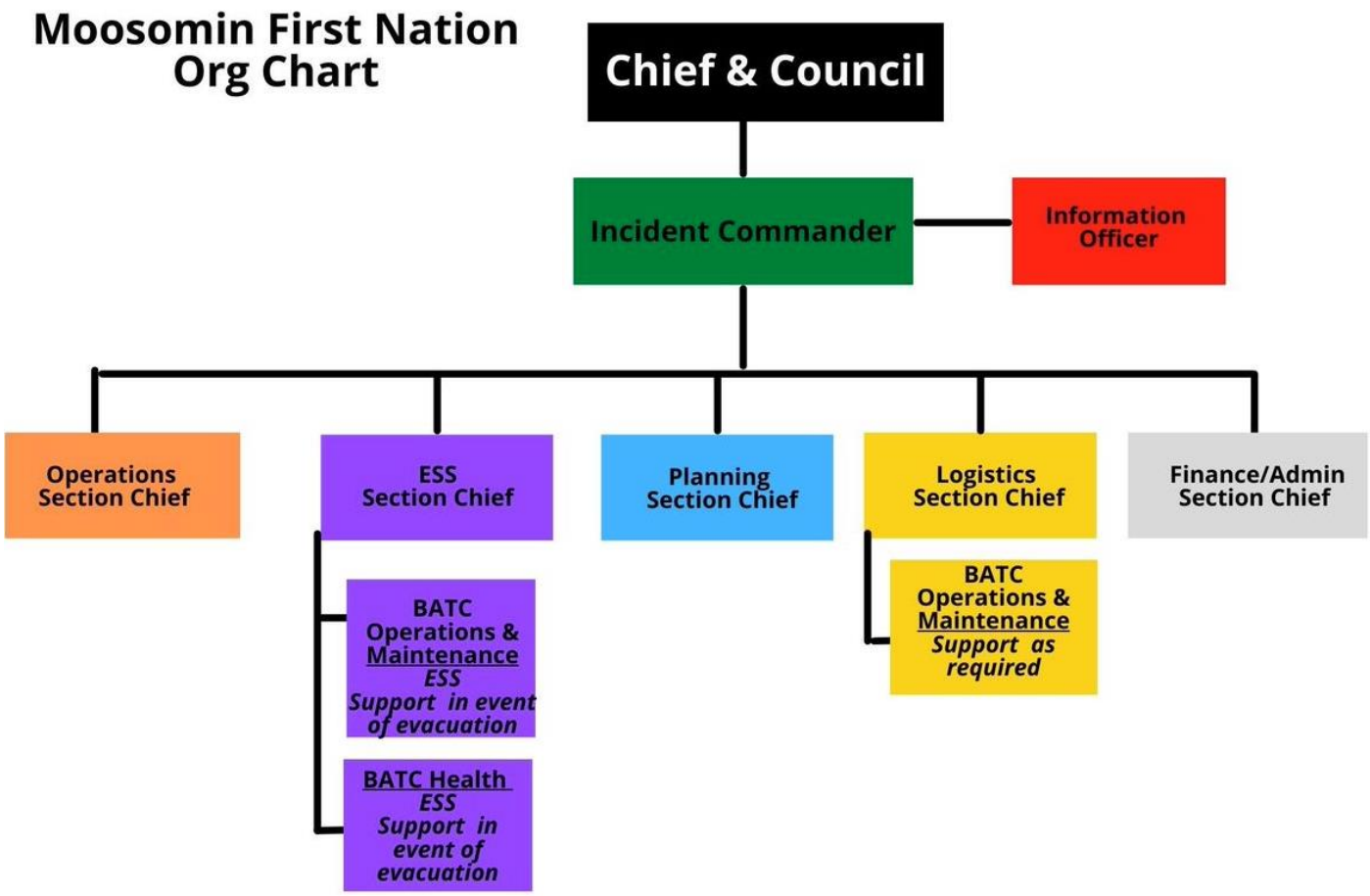
3.2 Moosomin First Nation ICP Organization Chart



3.3 Moosomin First Nation - ICP Staffing

During an emergency, the Incident Commander reserves the right to move or re-assign personnel at any time. Additional revisions may be made outside of emergency response by the appointed Emergency Measures Coordinator. All personnel designated should be provided the proper training in order to fill the ICS roles assigned.

Note: The table below lists primary and back up staff designated to fill key positions. However additional support staff and replacement staff are required to run an ICP effectively.

Position	Staff Designated to fill Positions
Incident Commander	Band Manager
Information Officer	Income Trust Manager
Operations Section Chief	Housing Manager/Public Works Fire Chief- *if available*
ESS Section Chief	Community Navigator
ESS Support	BATC Housing & Health as needed and available.
Planning Section Chief	Lands/Membership Clerk Office Manager
Logistics Section Chief	Own-Source/Non-Federal Finance Clerk Federal Finance Clerk
Finance/Admin Section Chief	Band Accountant

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4. Band Council Emergency Resolution

4.1 Overview of Responsibilities

Council	**It is the responsibility of Chief and Council to pass a Band Council Resolution.**
Battlefords Regional Emergency Management Group (BREMG)	**The purpose of the Battlefords Regional Emergency Management Group (BREMG) during an incident at the local or regional level is to provide additional personnel to staff an ICP.** During incidents which affect only one municipality or First Nation within the region the appointed Emergency Measures Coordinator or delegate may at any time request assistance from the Battlefords Regional Emergency Management Group for personnel to fill additional roles, supplement existing staff levels or to help fill additional operational periods.
Incident Command	☐ **It is the responsibility of the initial on-scene incident commander to fully assess the situation and determine if additional support is or may be required.** ☐ **If it is determined that additional support is required and/or that the incident is likely to have a larger impact that extends past the initial incident location the incident commander shall immediately notify the Emergency Measures Coordinator or designate** and advise on the need for an ICP.
Emergency Measures Coordinator	**The Emergency Measures Coordinator will assess the situation and may choose to:** ☐ Activate a local ICP and serve as the Incident Commander. ☐ Activate the local ICP, serve as Incident Commander and request support from BREMG to provide additional personnel. ☐ Request partial or full activation of a Regional ICP in the event that an incident meets any of the following: ○ Affects more than one (1) regional local authority ○ May require more than one operational period. ○ Is a type 3 or higher event.

4.2 Band Council Emergency Resolution

Moosomin First Nation shall at all times retain authority for the power to invoke a Band Council Resolution for its respective jurisdiction even in the event that a Regional Incident Command Post is activated to better organize a regional response and resources.

A Band Council Emergency Resolution Form can be found in the Regional Emergency Management Plan - Appendix C (Form 21)

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5. Moosomin First Nation Communications

For more information see the *Regional Emergency Management Plan* section *5 Communications*.

Internal Nation Communications	
Personnel Notification	1. The lead on-site response organization will notify the Emergency Measures Coordinator or designate if additional assistance is required. 2. The Emergency Measures Coordinator or designate will coordinate a partial or complete call-out of personnel required to report to the ICP. ☐ **Primary: A phone call-out will be used to notify personnel and Chief & Council.** ☐ **Secondary:** In the event that telecommunications are disrupted, door-to-door notifications to personnel will be made if necessary. ☐ **Chief & Council:** Additional information to Council should be provided by the Band Manager and/or an appointed Liaison Officer.
Nation ICP to Field Communications	☐ **Primary:** Cell Phone ☐ **Secondary:** Request for use of P25 radios from the City of North Battleford's ICP. ☐ **Tertiary:** Request for use of P25 radios from the Province by requesting through the Provincial Emergency Operations Centre. ☐ **Other:** Use of the Battleford's Amateur Radio Association
Remote Communications	Remote real-time web communications may be used to augment ICP staffing levels when personnel are unable to attend the ICP in-person.
Nation Public Communications	
SaskAlert	☐ **Primary: All critical alerts (indicating imminent life-threatening danger) will be issued on SaskAlert.** In the absence of an authorized Band SaskAlert user, the Saskatchewan Public Safety Agency may be requested to distribute a message on the Nation's behalf by contacting: **24/7 Provincial Emergency Call Centre: 1-800-667-9660** ☐ **Secondary: Information Officer will be responsible for distribution of all other public modes of communication** which may include both critical and informational alerts on other platforms (radio, social media, online and print media). **All alerts must be pre-approved by Moosomin First Nation Chief.**
Other Notifications	
Neighboring Municipalities	**Required when:** • Incident is expected to grow or affect neighboring municipalities. • Mutual aid is or may be required. • Other resources may be requested from neighboring municipality/Nation. • If the neighboring municipality will be used as a destination for evacuees.
BATC & Province	**Required When:** • A State of Local Emergency is declared. • If other outside assistance including mutual aid is required. • Incidents may affect neighboring jurisdictions. • Evacuations require activation of ESS. • A more detailed list can be found in the *Regional Emergency Management Plan, section 5, Communications.*
Spokespersons	
Chief	The Chief will function as the primary spokesperson for Moosomin First Nation. The Chief may identify additional spokespersons on a case-by-case basis. **All public statements or messages should be coordinated with the Information Officer prior to distribution.**

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6. Moosomin First Nation Evacuation Guidelines

Any decision to evacuate either partial or full-scale should be made in consultation with:

- **9-1-1 service provider**
- **Tribal Council Emergency Measures Coordinator or equivalent.**
- **Chief & Council.**
- **Third party service providers (ex: Canadian Red Cross, SPSA)**
- **Ensure Indigenous Services Canada has received notification and confirmed any cost recovery.**

Nations may choose to issue a partial (selective) or full-scale evacuation based on Priority #1, #2 and #3 groups based on pre-existing health conditions.

A copy of the Evacuation of Clients With Special Needs Form can be found in Section 6.4 of the Regional Emergency Management Plan.

Refer to Regional REMP Part 1 - Section 6.3 First Nation Evacuation for more detail.

Notice	☐ On reserve members put on notice they may be required to evacuate and given instructions on how to prepare if there is adequate lead-up time.
Order	☐ All *mandatory* evacuation orders **require** notification to BATC and Indigenous Services Canada. ☐ A Band Council Resolution should be declared.
Supplies	☐ See Evacuation Supplies List, Evacuation Notice and Order templates, Log and waiver forms for door-to-door evacuations in *s. 7 Evacuation* of the *Regional Emergency Management Plan*.
Notification	• Methods chosen will be incident dependent and prioritize life safety of first responders. • The following are listed in order of most to least effective. However, a **combination** of the following should be used to be most effective. **Most Effective** ○ Door-to-door by uniformed personnel. (ex: Nation Fire/Security personnel) ○ SaskAlert. ○ Loudspeaker ○ Local radio. ○ Online- social media, web sites. **Least Effective**
Transportation	☐ **General Transportation:** ○ School Busses ○ Medical Transportation Vehicles ○ Mobility Assist Van
Process	☐ Determine areas to be evacuated.
	☐ Determine if evacuation will occur in phases or all at once (ex: most vulnerable areas or persons evacuate first).
	☐ Determine traffic control requirements (road closures, signage, detours, barricades, directions).

	☐ Determine safest evacuation routes.
	☐ Set-up a dedicated phone line with call-waiting capacity for members to request transportation.
	☐ Ask members to check on their neighbors and provide transportation to those that require it if safe to do so.
Evacuation Transportation Options	☐ **Self-evacuation** – least number of resources required. ☐ **By request** – requires public call-in line with call waiting and coordinated workforce for dispatch operations. May be used for limited scope evacuations. ☐ **Shuttle** – defined shuttle loop of evacuation area, shuttle picks people up along the route at their homes. May present problems for those with accessibility issues unable to leave home and for residents waiting outside in winter conditions. May be used for larger scope evacuations. ☐ **Pick-up Points** – residents must be able to walk to designated pick-up or collection points, winter weather could create accessibility & safety issues. May be used for larger scope evacuations. **Any one or more of the above may be utilized.**
Evacuation Numbers	**Moosomin On-reserve Population:** 915
	Total Occupied On-reserve Private Dwellings: 185
Estimated Evacuation Times	**Self-evacuation:** Self-evacuation will be the quickest way for people to evacuate. **Transportation Provided Evacuation:** It should be anticipated that transportation being provided by any subcontractors could take *30 -45 minutes <u>to arrive</u>*. Arrival time is *in addition* to loading and transport times. Total evacuation time will be dependent on number of people that require evacuation and number of transportation resources required. • 30 minutes initial arrival time. • 15 minutes loading. • 30 minutes to North Battleford • 105 minutes to Saskatoon. • 15 minutes offloading. • **Approx. 2 hours Return Trip per bus to North Battleford** • **Approx. 4.5 – 5 hours Return Trip to Saskatoon** ○ Using all school buses and band owned vans available approximately 330 people can be move in one trip. • The times above are estimated and assumes residents are ready and waiting at pick-up points.

Temporary Evacuee Holding Locations	• **Consideration should be given to appointing a temporary mid-way evacuee holding location.**
	• In this case, a holding location may be set-up on-reserve or in Cochin a safe distance from the incident.
	• Off-reserve temporary facilities:
	  ○ Cochin Community Hall
	  ○ Meota Community Complex
	  ○ Jackfish Lodge
	  ○ Battlefords Provincial Park – Recreation Hall
	Residents could be transported out of the immediate evacuation zone to a safe temporary holding location before final transportation to evacuee shelters/lodging elsewhere. This would aid in quicker evacuation of residents to a safe location out of the evacuation zone.

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Evacuation Destinations	☐ **Primary:** City of North Battleford ☐ **Secondary:** Saskatoon ☐ **Tertiary:** Lloydminster Locations above are based on ability to host and provide services for a substantial number of people at one time.
Pets	☐ **See Appendix B - Regional Emergency Pet Plan for more details.**
	☐ Encourage evacuees to take pets with them and keep pets in their care where possible.
	☐ **Best Choice:** Pets stay with owners. ☐ **Second Choice:** Pets housed in local area kennels and veterinarians. ☐ **Third Choice:** Pets cared for in a domestic pet emergency centre.
Livestock	☐ Provide livestock producers/owners as much notice as possible.
	☐ Assist with coordinating livestock transport where possible.
	☐ **Each BREMG Nation in the Region has sporting grounds with access to water that may be used as temporary livestock holding sites.**
	☐ Determine if alternate routes are required for livestock transport which may slow other evacuation routes or create bottlenecks on emergency ingress routes
	☐ **See *section 8 Livestock Emergency Evacuation* in the Regional Emergency Management Plan for more information.**
Secure Evacuation Area	☐ If there is time and it is safe to do so, complete an all-clear to ensure everyone has evacuated from the evacuation area. ☐ Implement a security perimeter around the evacuation area.
Rescind	☐ Once the proper support systems are in place for the successful return of evacuees the evacuation order shall be rescinded.
	☐ Every effort shall be made to allow evacuees to return home as soon as possible.
Re-Entry	☐ **See *s. 9 Re-entry* of *Regional Emergency Management Plan* for more.**
	☐ **Temporary Re-entry:** Provided under controlled circumstances for members to retrieve priority items from homes and complete checks/ care of property or business operations left behind.
	☐ **Permanent Re-Entry:** Requires significant assessment and pre-planning. See s. 9 of the BREMG Regional Emergency Management Plan for more.

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Annex 5: Sweetgrass First Nation Emergency Management Plan

SWEETGRASS
FIRST NATION

1. Scope & Objectives

This annex is intended to be a supplement to the *Battlefords Regional Emergency Management Incident Command Post Manual* by outlining emergency management information specific to Sweetgrass First Nation and should be used in conjunction with the Incident Command Post Manual, BREMG Program Documents and position checklist.

The following information can be found within this plan:

- Nation Activation & Authority
- Nation ICP Organizational Chart
- Nation ICP Roles & Responsibilities
- Band Council Resolution Steps
- Nation Communications
- Nation Evacuation Guidelines

1.2 Scope

In order to avoid duplication, only basic information specific to Sweetgrass First Nation is contained within this annex. **Refer to the Battlefords Regional Incident Command Post Manual for any information not found in REMP annexes.**

To determine whether local or regional activation is required, see next page of this annex *ICP Activation Guidelines*.

All emergencies that are type 1-3 require Regional ICP activation due to the need to staff multiple operational periods and local personnel capacity shortages.

2. Authority

2.1 Sweetgrass First Nation Plan & ICP Activation

This emergency management plan may be activated partially or fully on behalf of Sweetgrass First Nation by any of the following:

- Chief
- In absence of the Chief, the Council

In absence of the Chief and Council any of the following:

- Personnel authorized to function as Emergency Measures Coordinator
- Fire Chief or designate
- Manager of Public Works & Housing or designate.

In the event of disagreement as to the need for plan activation, the opinion of the appointed Emergency Measures Coordinator shall prevail, subject to the authority of Chief and Council.

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2.2 Local ICP Activation Guidelines

2.2.1 Local ICP Activation

✓	Guidelines For Activating the Local Incident Command Post Any one of these conditions justifies activation of the Local ICP.
❑	Fire mutual aid is or may be requested in response to an incident on the Nation.
❑	An incident requires additional coordination outside of the scene such as assistance with securing resources, coordination for affected public, services for field personnel (food, rest areas, warm-up facilities, communications, etc.).
❑	There is an occurring or potential need for evacuation of a significant number of residents that will require emergency social services beyond what can be provided though *Personal Disaster Assistance (approx. 25 households or more).
❑	An incident is expected to have significant psychosocial impacts on Nation residents (ex: pandemic, mass casualty incident, etc.).
❑	An incident is expected to worsen (ex: severe weather) and requires monitoring.
❑	An incident disrupts daily essential service operations (ex: utility disruptions lasting more than several hours).
❑	An incident has occurred that has disrupted key other Band operations (ex: workplace, school threat, serious health clinic incident, etc.).
❑	An incident has or may occur affecting other key Band operations in which additional assistance such as resources and planning support would aid in a more efficient response (ex: public health incidents, workplace, school, health clinic, utilities incident etc.)

*Personal Disaster Assistance is available through the Canadian Red Cross for emergencies **limited in size and scope** such as housefires but may be applicable to other types of personal emergencies. It is available **free of charge** from the Canadian Red Cross. This service covers the first seventy-two (72) hours following a personal disaster.
In the event that a substantial number of household units and people are affected, it may be considered a municipal response in which the municipality may be billed for services.

To access Personal Disaster Assistance, call the **24-Hour Line at: 1-888-800-6493**.

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2.2.2 When To Request Additional Regional Assistance

Stretching personnel too thin and failure to request help from Battlefords Regional Emergency Management Group (BREMG) will compromise the response and may compromise the safety of people & property.
Do not wait to ask for help!

✓	When to Request Assistance From BREMG Any one of these conditions justifies a request for assistance.
❑	Incident may or will last **more than one operational period** OR more than one ICP personnel shift.
❑	Anytime there are **local** ICP or ESS **personnel shortages**.
❑	**Additional personnel** are or may be required **to fill ICS roles *in addition to* the ones listed on the Nation's organizational chart.**
❑	The incident **involves multiple agencies** or organizations.
❑	**ESS services** beyond personal disaster assistance and/or exceeding 72 hours are required.
❑	A **significant number of emergent/spontaneous volunteers** have or are or expected to converge.
❑	The incident has caused **widespread damage, injury and/or fatalities**.
❑	The incident is expected to require **significant coordination in the recovery period**.
❑	The incident has or may receive **widespread media attention**.

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3. Roles & Responsibilities

3.1 Sweetgrass First Nation Limitations

- **The Incident Commander and all personnel listed in the organizational chart are at all times subject to the discretion and authority of Chief and Council.**
- The positions assigned within Sweetgrass First Nation's organizational chart are **not** all inclusive. Only those positions for which the Nation has capacity to fill have been indicated on the organizational chart.
- The org chart accounts for:
    - Only **1 -2 persons** in each role for positions listed on the org chart.
    - Staffing capacity is based on just **one operational period**.
    - **Assumption that all personnel** assigned responsibilities within the ICP/ESS **are present.**
- Each section chief is responsible for ensuring all subordinate roles and responsibilities within their section are filled and are responsible for conducting any left vacant or ordering additional personnel. Likewise, the Incident Commander is responsible for filling the roles of any command staff not listed on the organizational chart.
- Personnel may fill more than one role only if they have the capacity to do so.
- Additional ICS roles may be added as needed.
- The org chart provides a basic view of how the ICP may be organized, however the Incident Commander may re-assign roles however and whenever they see fit to manage the needs of the incident.
- **Personnel role assignments should be flexible to meet needs of the incident.** Not all incidents will require the same personnel positions as listed in the ICP organizational chart. Nation personnel may be assigned various positions apart from their assigned regional ICP positions, if necessary, to maximize personnel capacity. However, where possible they should be kept within the same ICS sections to maintain a level of ICS section familiarity and expertise in order to be successful

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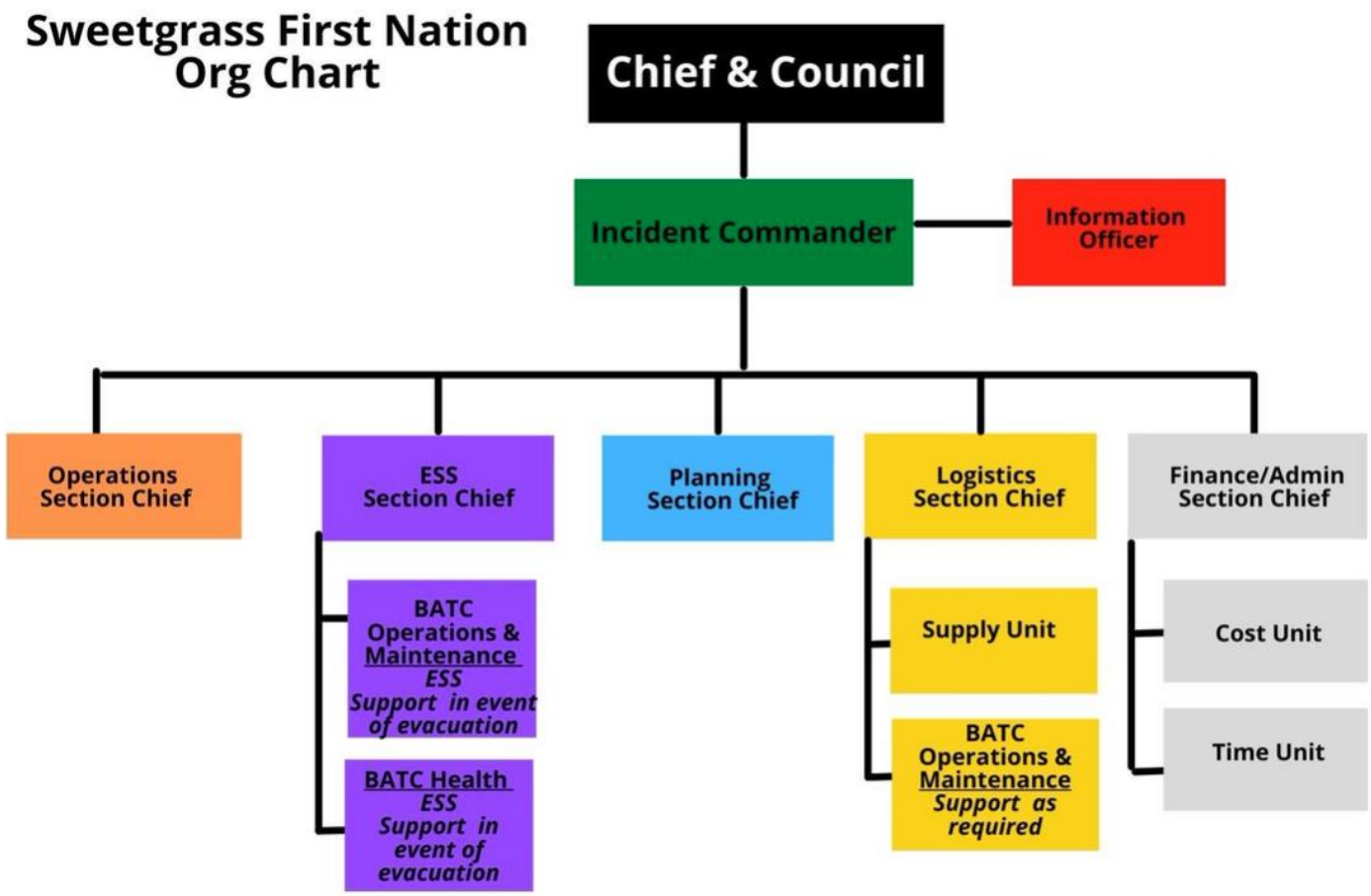
3.2 Sweetgrass First Nation ICP Organization Chart



3.3 Sweetgrass First Nation -ICP Staffing

During an emergency, the Incident Commander reserves the right to move or re-assign personnel at any time. Additional revisions may be made outside of emergency response by the appointed Emergency Measures Coordinator. All personnel designated should be provided the proper training in order to fill the ICS roles assigned.

Note: The table below lists primary and back up staff designated to fill key positions. However additional support staff and replacement staff are required to run an ICP effectively.

Position	Staff Designated to fill Positions
Incident Commander	Director of Operations
Information Officer	Band Office Receptionist
Operations Section Chief	Public Safety personnel Fire Chief- *if available*
ESS Section Chief	Community Navigator Skills Link Worker
ESS Support	BATC Housing & Health as needed and available.
Planning Section Chief	Housing Manager Housing Intern School Principal
Logistics Section Chief	Pandemic Team Community Buildings Personnel
Supply Unit	Lands/Indian Registry Officer Treaty Land Enforcement Coordinator Lands & Registry Assistant
Finance/Admin Section Chief	Finance Officer Ops Manager/Accounts Payable
Cost Unit	Finance Clerk
Time Unit	Finance Clerk

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4. Band Council Resolution

4.1 Overview of Responsibilities

Council	**It is the responsibility of Chief and Council to declare a Band Council Resolution for the emergency.**
Battlefords Regional Emergency Management Group (BREMG)	**The purpose of the Battlefords Regional Emergency Management Group (BREMG) during an incident at the local or regional level is to provide additional personnel to staff an ICP.** During incidents which affect only one municipality or First Nation within the region the appointed Emergency Measures Coordinator or delegate may at any time request assistance from the Battlefords Regional Emergency Management Group for personnel to fill additional roles, supplement existing staff levels or to help fill additional operational periods.
Incident Command	☐ **It is the responsibility of the initial on-scene incident commander to fully assess the situation and determine if additional support is or may be required.** ☐ **If it is determined that additional support is required and/or that the incident is likely to have a larger impact that extends past the initial incident location the incident commander shall immediately notify the Emergency Measures Coordinator or designate** and advise on the need for an ICP.
Emergency Measures Coordinator	**The Emergency Measures Coordinator will assess the situation and may choose to:** ☐ Activate a local ICP and serve as the Incident Commander. ☐ Activate the local ICP, serve as Incident Commander and request support from BREMG to provide additional personnel. ☐ Request partial or full activation of a Regional ICP in the event that an incident meets any of the following: ○ Affects more than one (1) regional local authority ○ May require more than one operational period. ○ Is a type 3 or higher event.

4.2 Band Council Resolution

Sweetgrass First Nation shall at all times retain authority for the power to invoke a Band Council Emergency Resolution for its respective nation even in the event that a Regional Incident Command Post is activated to better organize a regional response and resources.

A Band Council Emergency Resolution Form can be found in the Regional Emergency Management Plan - Appendix C (Form 21)

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5. Sweetgrass First Nation Communications

For more information see the *Regional Emergency Management Plan* section 5 *Communications*.

Internal Nation Communications	
Personnel Notification	1. The lead on-site response organization will notify the Emergency Measures Coordinator or designate if additional assistance is required. 2. The Emergency Measures Coordinator or designate will coordinate a partial or complete call-out of personnel required to report to the ICP. ☐ **Primary: A phone or text call-out will be used to notify personnel and Chief & Council.** ☐ **Secondary:** Sweetgrass First Nation app ☐ **Tertiary:** In the event that telecommunications are disrupted, door-to-door notifications to personnel will be made if necessary. ☐ **Chief & Council:** Additional information to Council should be provided by the Director of Operations and/or an appointed Liaison Officer.
Nation ICP to Field Communications	☐ **Primary:** Cell Phone ☐ **Secondary:** Request for use of P25 radios from the City of North Battleford's ICP. ☐ **Tertiary:** Request for use of P25 radios from the Province by requesting through the Provincial Emergency Operations Centre. ☐ **Other:** Use of the Battleford's Amateur Radio Association.
Remote Communications	Remote real-time web communications may be used to augment ICP staffing levels when personnel are unable to attend the ICP in-person.
Nation Public Communications	
SaskAlert	☐ **Primary: All critical alerts (indicating imminent life-threatening danger) will be issued on SaskAlert.** In the absence of an authorized municipal SaskAlert user, the Saskatchewan Public Safety Agency may be requested to distribute a message on the Nation's behalf by contacting: **24/7 Provincial Emergency Call Centre: 1-800-667-9660** ☐ **Secondary: Information Officer will be responsible for distribution of all other public modes of communication** which may include both critical and informational alerts on other platforms (radio, social media, online and print media). **All alerts must be pre-approved by the Sweetgrass First Nation Chief.**
Other Notifications	
Neighboring Municipalities	**Required when:** • Incident is expected to grow or affect neighboring municipalities. • Mutual aid is or may be required. • Other resources may be requested from neighboring municipality. • If the neighboring municipality will be used as a destination for evacuees.
BATC & Province	**Required When:** • A Band Council Resolution is made. • If other outside assistance including mutual aid is required. • Incidents may affect neighboring jurisdictions. • Evacuations require activation of ESS.
Spokespersons	
Chief	The Chief will function as the primary spokesperson for Sweetgrass First Nation. The Chief may identify additional spokespersons on a case-by-case basis. **All public statements or messages should be coordinated with the Information Officer prior to distribution.**

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6. Sweetgrass First Nation Evacuation Guidelines

Any decision to evacuate either partial or full-scale should be made in consultation with:

- **9-1-1 service provider**
- **Tribal Council Emergency Measures Coordinator or equivalent.**
- **Chief & Council.**
- **Third party service providers (ex: Canadian Red Cross, SPSA)**
- **Ensure Indigenous Services Canada has received notification and confirmed any cost recovery.**

Nations may choose to issue a partial (selective) or full-scale evacuation based on Priority #1, #2 and #3 groups based on pre-existing health conditions.

A copy of the Evacuation of Clients With Special Needs Form can be found in Section 6.4 of the Regional Emergency Management Plan.

Refer to Regional REMP Part 1 - Section 6.3 First Nation Evacuation for more detail.

Notice	☐ On reserve members put on notice they may be required to evacuate and given instructions on how to prepare if there is adequate lead-up time.
Order	☐ All *mandatory* evacuation **require** notification to BATC and Indigenous Services Canada. ☐ A Band Council Resolution should be made.
Supplies	☐ See Evacuation Supplies List, Evacuation Notice and Order templates, Log and waiver forms for door-to-door evacuations in *s. 7 Evacuation* of the *Regional Emergency Management Plan*.
Notification	• Methods chosen will be incident dependent and prioritize life safety of first responders. • The following are listed in order of most to least effective. However, a **combination** of the following should be used to be most effective. **Most Effective** ↓ ○ Door-to-door by uniformed personnel. (ex: Nation Fire/Security personnel) ○ SaskAlert. ○ Sweetgrass First Nation App ○ Loudspeaker ○ Local radio. ○ Online- social media, web sites. **Least Effective**
Transportation	☐ **General Transportation:** ○ School Busses (x 6) ○ Passenger Van -15 passenger (x1) ○ Flex Van (x1) ○ Medical Transportation Vans (x2)
	☐ Determine areas to be evacuated.

Process	☐ Determine if evacuation will occur in phases or all at once (ex: most vulnerable areas or persons evacuate first).
	☐ Determine traffic control requirements (road closures, signage, detours, barricades, directions).
	☐ Determine safest evacuation routes.
	☐ Set-up a dedicated phone line with call-waiting capacity for members to request transportation.
	☐ Ask members to check on their neighbors and provide transportation to those that require it if safe to do so.
Evacuation Transportation Options	☐ **Self-evacuation** – least number of resources required. ☐ **By request** – requires public call-in line with call waiting and coordinated workforce for dispatch operations. May be used for limited scope evacuations. ☐ **Shuttle** – defined shuttle loop of evacuation area, shuttle picks people up along the route at their homes. May present problems for those with accessibility issues unable to leave home and for residents waiting outside in winter conditions. May be used for larger scope evacuations. ☐ **Pick-up Points** – residents must be able to walk to designated pick-up or collection points, winter weather could create accessibility & safety issues. May be used for larger scope evacuations. **Any one or more of the above may be utilized.**
Evacuation Numbers	**Sweetgrass On-reserve Population:** 537
	Total Occupied On-reserve Private Dwellings: 200
Estimated Evacuation Times	**Self-evacuation:** Self-evacuation will be the quickest way for people to evacuate. **Transportation Provided Evacuation:** It should be anticipated that transportation being provided by any subcontractors could take *30 -45 minutes <u>to arrive</u>*. Arrival time is *in addition* to loading and transport times. Total evacuation time will be dependent on number of people that require evacuation and number of transportation resources required. • 30 minutes initial arrival time. • 15 minutes loading. • 40 minutes to North Battleford • 60 minutes to Saskatoon. • 15 minutes offloading. • **Approx. 2.5 hours Return Trip per bus to North Battleford** • **Approx. 3 hours Return Trip to Saskatoon** The times above are estimated and assumes residents are ready and waiting at pick-up points.

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Temporary Evacuee Holding Locations	• **Consideration should be given to appointing a temporary mid-way evacuee holding location.** • In this case, a holding location may be set-up on-reserve or in a neighboring community. • Residents could be transported out of the immediate evacuation zone to a safe temporary holding location before final transportation to evacuee shelters/lodging elsewhere. This would aid in quicker evacuation of residents to a safe location out of the evacuation zone.
Evacuation Destinations	☐ **Primary:** City of North Battleford ☐ **Secondary:** Saskatoon ☐ **Tertiary:** Lloydminster Locations above are based on ability to host and provide services for a substantial number of people at one time.
Pets	☐ **See Appendix B - Regional Emergency Pet Plan for more details.**
	☐ Encourage evacuees to take pets with them and keep pets in their care where possible.
	☐ **Best Choice:** Pets stay with owners. ☐ **Second Choice:** Pets housed in local area kennels and veterinarians. ☐ **Third Choice:** Pets cared for in a domestic pet emergency centre.
Livestock	☐ Provide livestock producers/owners as much notice as possible.
	☐ Assist with coordinating livestock transport where possible.
	☐ **Each BREMG Nation in the Region has sporting grounds with access to water that may be used as temporary livestock holding sites.**
	☐ Determine if alternate routes are required for livestock transport which may slow other evacuation routes or create bottlenecks on emergency ingress routes
	☐ **See *section 8 Livestock Emergency Evacuation* in the Regional Emergency Management Plan for more information.**
Secure Evacuation Area	☐ If there is time and it is safe to do so, complete an all-clear to ensure everyone has evacuated from the evacuation area. ☐ Implement a security perimeter around the evacuation area.
Rescind	☐ Once the proper support systems are in place for the successful return of evacuees the evacuation order shall be rescinded.
	☐ Every effort shall be made to allow evacuees to return home as soon as possible.
	☐ **See *s. 9 Re-entry* of *Regional Emergency Management Plan* for more.**

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Re-Entry	☐ **Temporary Re-entry:** Provided under controlled circumstances for members to retrieve priority items from homes and complete checks/ care of property or business operations left behind.
	☐ **Permanent Re-Entry:** Requires significant assessment and pre-planning. See s. 9_ of the BREMG Regional Emergency Management Plan for more.

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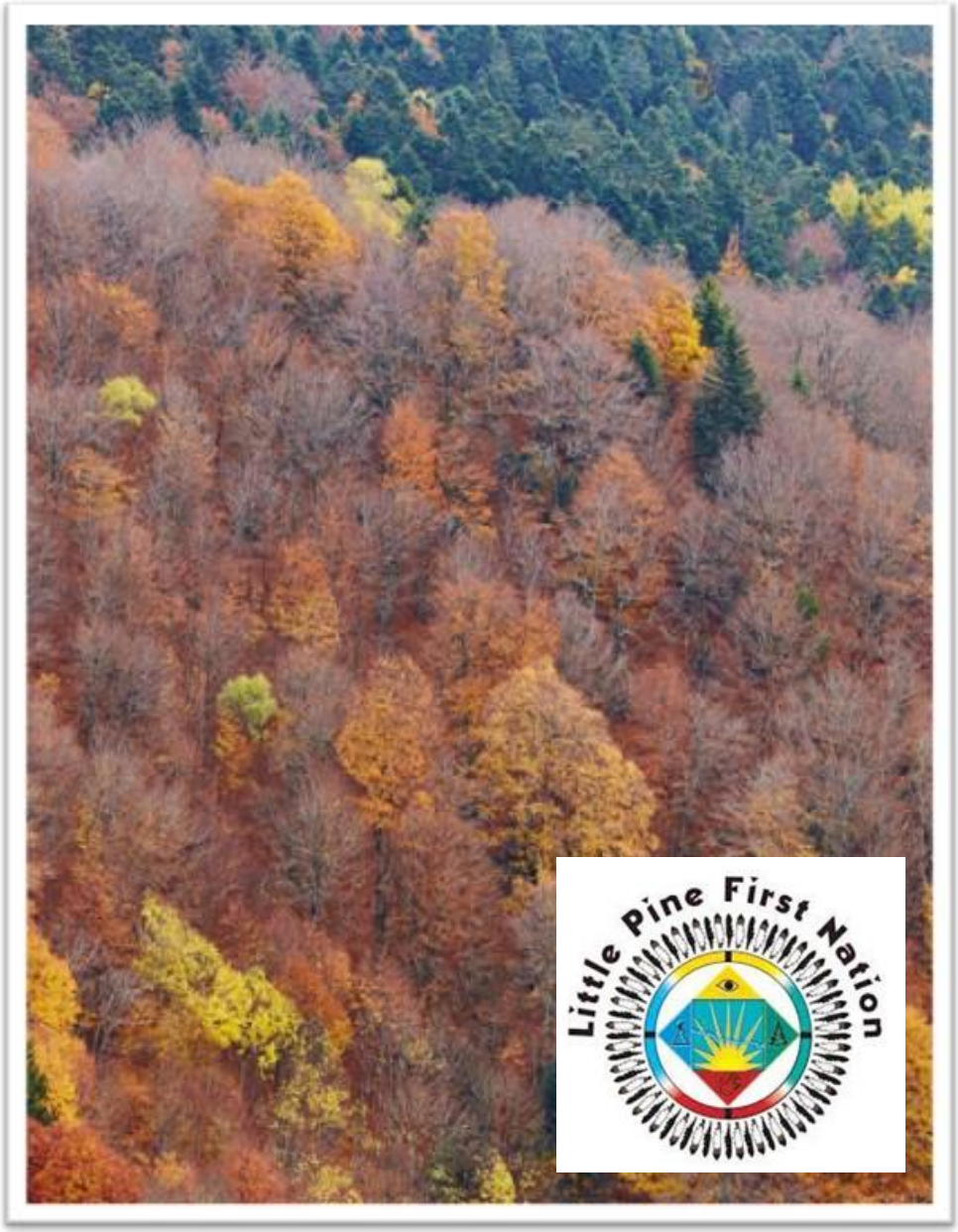
Annex 6: Little Pine First Nation Emergency Management Plan



1. Scope & Objectives

This annex is intended to be a supplement to the *Battlefords Regional Emergency Management Incident Command Post Manual* by outlining emergency management information specific to Little Pine First Nation and should be used in conjunction with the Incident Command Post Manual, BREMG Program Documents and position checklist.

The following information can be found within this plan:

- Nation Activation & Authority
- Nation ICP Organizational Chart
- Nation ICP Roles & Responsibilities
- Band Council Resolution Steps
- Nation Communications
- Nation Evacuation Guidelines

1.2 Scope

In order to avoid duplication, only basic information specific to Little Pine First Nation is contained within this annex. **Refer to the Battlefords Regional Incident Command Post Manual for any information not found in REMP annexes.**

To determine whether local or regional activation is required, see next page of this annex *ICP Activation Guidelines*.

All emergencies that are type 1-3 require Regional ICP activation due to the need to staff multiple operational periods and local personnel capacity shortages.

2. Authority

2.1 Little Pine First Nation Plan & ICP Activation

This emergency management plan may be activated partially or fully on behalf of Little Pine First Nation by any of the following:

- Chief
- In absence of the Chief, the Council

In absence of the Chief and Council any of the following:
  - Personnel authorized to function as Emergency Measures Coordinator
  - Fire Chief or designate
  - Manager of Public Works & Housing or designate.

In the event of disagreement as to the need for plan activation, the opinion of the appointed Emergency Measures Coordinator shall prevail, subject to the authority of Chief and Council.

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2.2 Local ICP Activation Guidelines

In all cases the Nation shall err on the side of caution and be as proactive as reasonably practicable in activating its Incident Command Post. The ICP can be partially activated and/or personnel put on standby.

2.2.1 Local ICP Activation

✓	Guidelines For Activating the Local Incident Command Post Any one of these conditions justifies activation of the Local ICP.
❑	Fire mutual aid is or may be requested in response to an incident on the Nation.
❑	An incident requires additional coordination outside of the scene such as assistance with securing resources, coordination for affected public, services for field personnel (food, rest areas, warm-up facilities, communications, etc.).
❑	There is an occurring or potential need for evacuation of a significant number of residents that will require emergency social services beyond what can be provided though *Personal Disaster Assistance (approx. 25 households or more).
❑	An incident is expected to have significant psychosocial impacts on Nation residents (ex: pandemic, mass casualty incident, etc.).
❑	An incident is expected to worsen (ex: severe weather) and requires monitoring.
❑	An incident disrupts daily essential service operations (ex: utility disruptions lasting more than several hours).
❑	An incident has occurred that has disrupted key other Band operations (ex: workplace, school threat, serious health clinic incident, etc.).
❑	An incident has or may occur affecting other key Band operations in which additional assistance such as resources and planning support would aid in a more efficient response (ex: public health incidents, workplace, school, health clinic, utilities incident etc.)

*Personal Disaster Assistance is available through the Canadian Red Cross for emergencies **limited in size and scope** such as housefires but may be applicable to other types of personal emergencies. It is available **free of charge** from the Canadian Red Cross. This service covers the first seventy-two (72) hours following a personal disaster.
In the event that a substantial number of household units and people are affected, it may be considered a municipal response in which the municipality may be billed for services.

To access Personal Disaster Assistance, call the **24-Hour Line at: 1-888-800-6493**.

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2.2.2 When To Request Additional Regional Assistance

Stretching personnel too thin and failure to request help from Battlefords Regional Emergency Management Group (BREMG) will compromise the response and may compromise the safety of people & property.
Do not wait to ask for help!

✓	**When to Request Assistance From BREMG** **Any one of these conditions justifies a request for assistance.**
❑	Incident may or will last **more than one operational period** OR more than one ICP personnel shift.
❑	Anytime there are **local** ICP or ESS **personnel shortages**.
❑	**Additional personnel** are or may be required **to fill ICS roles *in addition to* the ones listed on the Nation's organizational chart.**
❑	The incident **involves multiple agencies** or organizations.
❑	**ESS services** beyond personal disaster assistance and/or exceeding 72 hours are required.
❑	A **significant number of emergent/spontaneous volunteers** have or are or expected to converge.
❑	The incident has caused **widespread damage, injury and/or fatalities**.
❑	The incident is expected to require **significant coordination in the recovery period**.
❑	The incident has or may receive **widespread media attention**.

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3. Roles & Responsibilities

3.1 Little Pine First Nation Limitations

- **The Incident Commander and all personnel listed in the organizational chart are at all times subject to the discretion and authority of Chief and Council.**
- The positions assigned within Little Pine First Nation's organizational chart are **not** all inclusive. Only those positions for which the Nation has capacity to fill have been indicated on the organizational chart.
- The org chart accounts for:
  - Only **1 -2 persons** in each role for positions listed on the org chart.
  - Staffing capacity is based on just **one operational period**.
  - **Assumption that all personnel** assigned responsibilities within the ICP/ESS **are present.**
- Each section chief is responsible for ensuring all subordinate roles and responsibilities within their section are filled and are responsible for conducting any left vacant or ordering additional personnel. Likewise, the Incident Commander is responsible for filling the roles of any command staff not listed on the organizational chart.
- Personnel may fill more than one role only if they have the capacity to do so.
- Additional ICS roles may be added as needed.
- The org chart provides a basic view of how the ICP may be organized, however the Incident Commander may re-assign roles however and whenever they see fit to manage the needs of the incident.
- **Personnel role assignments should be flexible to meet needs of the incident.** Not all incidents will require the same personnel positions as listed in the ICP organizational chart. Nation personnel may be assigned various positions apart from their assigned regional ICP positions, if necessary, to maximize personnel capacity. However, where possible they should be kept within the same ICS sections to maintain a level of ICS section familiarity and expertise in order to be successful

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3.2 Little Pine First Nation ICP Organization Chart

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3.3 Little Pine First Nation -ICP Staffing

During an emergency, the Incident Commander reserves the right to move or re-assign personnel at any time. Additional revisions may be made outside of emergency response by the appointed Emergency Measures Coordinator. All personnel designated should be provided the proper training in order to fill the ICS roles assigned.

Note: The table below lists primary and back up staff designated to fill key positions. However additional support staff and replacement staff are required to run an ICP effectively.

Position	Staff Designated to fill Positions
Incident Commander	TBD
Information Officer	TBD
Operations Section Chief	TBD
ESS Section Chief	TBD
ESS Support	TBD
Planning Section Chief	TBD
Logistics Section Chief	TBD
Supply Unit	TBD
Finance/Admin Section Chief	Band Accountant
Cost Unit	Finance Clerk
Time Unit	Finance Clerk

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4. Band Council Resolution

4.1 Overview of Responsibilities

Council	**It is the responsibility of Chief and Council to declare a Band Council Resolution for the emergency.**
Battlefords Regional Emergency Management Group (BREMG)	**The purpose of the Battlefords Regional Emergency Management Group (BREMG) during an incident at the local or regional level is to provide additional personnel to staff an ICP.** During incidents which affect only one municipality or First Nation within the region the appointed Emergency Measures Coordinator or delegate may at any time request assistance from the Battlefords Regional Emergency Management Group for personnel to fill additional roles, supplement existing staff levels or to help fill additional operational periods.
Incident Command	☐ **It is the responsibility of the initial on-scene incident commander to fully assess the situation and determine if additional support is or may be required.** ☐ **If it is determined that additional support is required and/or that the incident is likely to have a larger impact that extends past the initial incident location the incident commander shall immediately notify the Emergency Measures Coordinator or designate** and advise on the need for an ICP.
Emergency Measures Coordinator	**The Emergency Measures Coordinator will assess the situation and may choose to:** ☐ Activate a local ICP and serve as the Incident Commander. ☐ Activate the local ICP, serve as Incident Commander and request support from BREMG to provide additional personnel. ☐ Request partial or full activation of a Regional ICP in the event that an incident meets any of the following: ○ Affects more than one (1) regional local authority ○ May require more than one operational period. ○ Is a type 3 or higher event.

4.2 Band Council Resolution

Little Pine First Nation shall at all times retain authority for the power to invoke a Band Council Emergency Resolution for its respective nation even in the event that a Regional Incident Command Post is activated to better organize a regional response and resources.

A Band Council Emergency Resolution Form can be found in the Regional Emergency Management Plan - Appendix C (Form 21)

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5. Little Pine First Nation Communications

For more information see the *Regional Emergency Management Plan* section 5 *Communications*.

Internal Nation Communications	
Personnel Notification	3. The lead on-site response organization will notify the Emergency Measures Coordinator or designate if additional assistance is required. 4. The Emergency Measures Coordinator or designate will coordinate a partial or complete call-out of personnel required to report to the ICP. ☐ **Primary: A phone or text call-out will be used to notify personnel and Chief & Council.** ☐ **Secondary:** In the event that telecommunications are disrupted, door-to-door notifications to personnel will be made if necessary. ☐ **Chief & Council:** Additional information to Council should be provided by the Director of Operations and/or an appointed Liaison Officer.
Nation ICP to Field Communications	☐ **Primary:** Cell Phone ☐ **Secondary:** Request for use of P25 radios from the City of North Battleford's ICP. ☐ **Tertiary:** Request for use of P25 radios from the Province by requesting through the Provincial Emergency Operations Centre. ☐ **Other:** Use of the Battleford's Amateur Radio Association.
Remote Communications	Remote real-time web communications may be used to augment ICP staffing levels when personnel are unable to attend the ICP in-person.
Nation Public Communications	
SaskAlert	☐ **Primary: All critical alerts (indicating imminent life-threatening danger) will be issued on SaskAlert.** In the absence of an authorized municipal SaskAlert user, the Saskatchewan Public Safety Agency may be requested to distribute a message on the Nation's behalf by contacting: **24/7 Provincial Emergency Call Centre: 1-800-667-9660** ☐ **Secondary: Information Officer will be responsible for distribution of all other public modes of communication** which may include both critical and informational alerts on other platforms (radio, social media, online and print media). **All alerts must be pre-approved by the Little Pine First Nation Chief.**
Other Notifications	
Neighboring Municipalities	**Required when:** • Incident is expected to grow or affect neighboring municipalities. • Mutual aid is or may be required. • Other resources may be requested from neighboring municipality. • If the neighboring municipality will be used as a destination for evacuees.
Tribal Council & Province	**Required When:** • A Band Council Resolution is made. • If other outside assistance including mutual aid is required. • Incidents may affect neighboring jurisdictions. • Evacuations require activation of ESS.
Spokespersons	
Chief	The Chief will function as the primary spokesperson for Little Pine First Nation. The Chief may identify additional spokespersons on a case-by-case basis. **All public statements or messages should be coordinated with the Information Officer prior to distribution.**

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6. Little Pine First Nation Evacuation Guidelines

Any decision to evacuate either partial or full-scale should be made in consultation with:

- **9-1-1 service provider**
- **Tribal Council Emergency Measures Coordinator or equivalent.**
- **Chief & Council.**
- **Third party service providers (ex: Canadian Red Cross, SPSA)**
- **Ensure Indigenous Services Canada has received notification and confirmed any cost recovery.**

Nations may choose to issue a partial (selective) or full-scale evacuation based on Priority #1, #2 and #3 groups based on pre-existing health conditions.

A copy of the Evacuation of Clients With Special Needs Form can be found in Section 6.4 of the Regional Emergency Management Plan.

Refer to Regional REMP Part 1 - Section 6.3 First Nation Evacuation for more detail.

Notice	☐ On reserve members put on notice they may be required to evacuate and given instructions on how to prepare if there is adequate lead-up time.
Order	☐ All *mandatory* evacuation **require** notification to Tribal Council and Indigenous Services Canada. ☐ A Band Council Resolution should be made.
Supplies	☐ See Evacuation Supplies List, Evacuation Notice and Order templates, Log and waiver forms for door-to-door evacuations in *s. 7 Evacuation* of the *Regional Emergency Management Plan*.
Notification	• Methods chosen will be incident dependent and prioritize life safety of first responders. • The following are listed in order of most to least effective. However, a **combination** of the following should be used to be most effective. **Most Effective** ○ Door-to-door by uniformed personnel. ex: Nation Fire/Security personnel) ○ Little Pine First Nation App and SaskAlert. ○ Loudspeaker ○ Local radio. ○ Online- social media, web sites. **Least Effective**
Transportation	☐ **General Transportation:** ○ School Busses ○ Band owned Vans ○ Medical Transportation Vans or Taxis if available
	☐ Determine areas to be evacuated.

Process	☐ Determine if evacuation will occur in phases or all at once (ex: most vulnerable areas or persons evacuate first).
	☐ Determine traffic control requirements (road closures, signage, detours, barricades, directions).
	☐ Determine safest evacuation routes.
	☐ Set-up a dedicated phone line with call-waiting capacity for members to request transportation.
	☐ Ask members to check on their neighbors and provide transportation to those that require it if safe to do so.
Evacuation Transportation Options	☐ **Self-evacuation** – least number of resources required. ☐ **By request** – requires public call-in line with call waiting and coordinated workforce for dispatch operations. May be used for limited scope evacuations. ☐ **Shuttle** – defined shuttle loop of evacuation area, shuttle picks people up along the route at their homes. May present problems for those with accessibility issues unable to leave home and for residents waiting outside in winter conditions. May be used for larger scope evacuations. ☐ **Pick-up Points** – residents must be able to walk to designated pick-up or collection points, winter weather could create accessibility & safety issues. May be used for larger scope evacuations. **Any one or more of the above may be utilized.**
Evacuation Numbers	**Little Pine On-reserve Population: 983**
	Total Occupied On-reserve Private Dwellings: 220
Estimated Evacuation Times	**Self-evacuation:** Self-evacuation will be the quickest way for people to evacuate. **Transportation Provided Evacuation:** It should be anticipated that transportation being provided by any subcontractors could take *30 -45 minutes <u>to arrive</u>*. Arrival time is *in addition* to loading and transport times. Total evacuation time will be dependent on number of people that require evacuation and number of transportation resources required. • 30 minutes initial arrival time. • 15 minutes loading. • 60 minutes to North Battleford • 120 minutes to Saskatoon. • 15 minutes offloading. • **Approx. 3 hour Return Trip per bus to North Battleford** • **Approx. 5 hour Return Trip to Saskatoon** The times above are estimated and assumes residents are ready and waiting at pick-up points.

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Temporary Evacuee Holding Locations	• **Consideration should be given to appointing a temporary mid-way evacuee holding location.** • In this case, a holding location may be set-up on-reserve or in Cut Knife, Paynton or Sweetgrass First Nation a safe distance from the incident. • Residents could be transported out of the immediate evacuation zone to a safe temporary holding location before final transportation to evacuee shelters/lodging elsewhere. This would aid in quicker evacuation of residents to a safe location out of the evacuation zone.
Evacuation Destinations	☐ **Primary:** City of North Battleford ☐ **Secondary:** Saskatoon ☐ **Tertiary:** Lloydminster Locations above are based on ability to host and provide services for a substantial number of people at one time.
Pets	☐ **See Appendix B - Regional Emergency Pet Plan for more details.**
	☐ Encourage evacuees to take pets with them and keep pets in their care where possible.
	☐ **Best Choice:** Pets stay with owners. ☐ **Second Choice:** Pets housed in local area kennels and veterinarians. ☐ **Third Choice:** Pets cared for in a domestic pet emergency centre.
Livestock	☐ Provide livestock producers/owners as much notice as possible.
	☐ Assist with coordinating livestock transport where possible.
	☐ **Each BREMG Nation in the Region has sporting grounds with access to water that may be used as temporary livestock holding sites.**
	☐ Determine if alternate routes are required for livestock transport which may slow other evacuation routes or create bottlenecks on emergency ingress routes
	☐ **See *section 8 Livestock Emergency Evacuation* in the Regional Emergency Management Plan for more information.**
Secure Evacuation Area	☐ If there is time and it is safe to do so, complete an all-clear to ensure everyone has evacuated from the evacuation area. ☐ Implement a security perimeter around the evacuation area.
Rescind	☐ Once the proper support systems are in place for the successful return of evacuees the evacuation order shall be rescinded.
	☐ Every effort shall be made to allow evacuees to return home as soon as possible.
	☐ **See *s. 9 Re-entry* of *Regional Emergency Management Plan* for more.**

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Re-Entry	☐ **Temporary Re-entry:** Provided under controlled circumstances for members to retrieve priority items from homes and complete checks/ care of property or business operations left behind.
	☐ **Permanent Re-Entry:** Requires significant assessment and pre-planning. See s. 9 of the BREMG Regional Emergency Management Plan for more.

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Annex 7: Lucky Man Cree Nation Emergency Management Plan

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1. Scope & Objectives

This annex is intended to be a supplement to the *Battlefords Regional Emergency Management Incident Command Post Manual* by outlining emergency management information specific to Lucky Man Cree Nation and should be used in conjunction with the Incident Command Post Manual, BREMG Program Documents and position checklist.

The following information can be found within this plan:

- Nation Activation & Authority
- Nation ICP Organizational Chart
- Nation ICP Roles & Responsibilities
- Band Council Resolution Steps
- Nation Communications
- Nation Evacuation Guidelines

1.2 Scope

In order to avoid duplication, only basic information specific to Lucky Man Cree Nation is contained within this annex. Refer to the Battlefords Regional Incident Command Post Manual for any information not found in REMP annexes. To determine whether local or regional activation is required, see next page of this annex *ICP Activation Guidelines*.

As of time of writing of this plan, Lucky Man Cree Nation does not have any members living on-reserve.

However, reference to impacted persons and Nation evacuation information has been included in this plan in the event that members live on-reserve at a future point in time and an emergency plan able to accommodate impacted members is required.

The information in this plan should be reviewed and updated to reflect any new infrastructure, transportation, Nation resources and on-reserve members that may be impacted by a disaster or emergency occurring on Nation lands.

2. Authority

2.1 Lucky Man Cree Nation Plan & ICP Activation

This emergency management plan may be activated partially or fully on behalf of Lucky Man First Nation by any of the following:

- Chief
- In absence of the Chief, the Council

In absence of the Chief and Council any of the following:

- Personnel authorized to function as Emergency Measures Coordinator
- Fire Chief or designate
- Manager of Public Works & Housing or designate.

In the event of disagreement as to the need for plan activation, the opinion of the appointed Emergency Measures Coordinator shall prevail, subject to the authority of Chief and Council.

2.2 Local ICP Activation Guidelines

2.2.1 Local ICP Activation

✓	**Guidelines For Activating the Local Incident Command Post** **Any one of these conditions justifies activation of the Local ICP.**
❑	Fire mutual aid is or may be requested in response to an incident on the Nation.
❑	An incident requires additional coordination outside of the scene such as assistance with securing resources, coordination for affected public, services for field personnel (food, rest areas, warm-up facilities, communications, etc.).
❑	There is an occurring or potential need for evacuation of a significant number of residents that will require emergency social services beyond what can be provided though *Personal Disaster Assistance (approx. 25 households or more).
❑	An incident is expected to have significant psychosocial impacts on Nation residents (ex: pandemic, mass casualty incident, etc.).
❑	An incident is expected to worsen (ex: severe weather) and requires monitoring.
❑	An incident disrupts daily essential service operations (ex: utility disruptions lasting more than several hours).
❑	An incident has occurred that has disrupted key other Band operations (ex: workplace, school threat, serious health clinic incident, etc.).
❑	An incident has or may occur affecting other key Band operations in which additional assistance such as resources and planning support would aid in a more efficient response (ex: public health incidents, workplace, school, health clinic, utilities incident etc.)

*Personal Disaster Assistance is available through the Canadian Red Cross for emergencies **limited in size and scope** such as housefires but may be applicable to other types of personal emergencies. It is available **free of charge** from the Canadian Red Cross. This service covers the first seventy-two (72) hours following a personal disaster.
In the event that a substantial number of household units and people are affected, it may be considered a municipal response in which the municipality may be billed for services.

To access Personal Disaster Assistance, call the **24-Hour Line at: 1-888-800-6493**.

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2.2.2 When To Request Additional Regional Assistance

Stretching personnel too thin and failure to request help from Battlefords Regional Emergency Management Group (BREMG) will compromise the response and may compromise the safety of people & property.
Do not wait to ask for help!

✓	When to Request Assistance From BREMG Any one of these conditions justifies a request for assistance.
❑	Incident may or will last **more than one operational period** OR more than one ICP personnel shift.
❑	Anytime there are **local** ICP or ESS **personnel shortages**.
❑	**Additional personnel** are or may be required **to fill ICS roles *in addition to* the ones listed on the Nation's organizational chart.**
❑	The incident **involves multiple agencies** or organizations.
❑	**ESS services** beyond personal disaster assistance and/or exceeding 72 hours are required.
❑	A **significant number of emergent/spontaneous volunteers** have or are or expected to converge.
❑	The incident has caused **widespread damage, injury and/or fatalities**.
❑	The incident is expected to require **significant coordination in the recovery period**.
❑	The incident has or may receive **widespread media attention**.

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3. Roles & Responsibilities

3.1 Lucky Man Cree Nation Limitations

- **The Incident Commander and all personnel listed in the organizational chart are at all times subject to the discretion and authority of Chief and Council.**
- The positions assigned within Lucky Man Cree Nation's organizational chart are **not** all inclusive. Only those positions for which the Nation has capacity to fill have been indicated on the organizational chart.
- The org chart accounts for:
    - Only **1 -2 persons** in each role for positions listed on the org chart.
    - Staffing capacity is based on just **one operational period**.
    - **Assumption that all personnel** assigned responsibilities within the ICP/ESS **are present.**
- Each section chief is responsible for ensuring all subordinate roles and responsibilities within their section are filled and are responsible for conducting any left vacant or ordering additional personnel. Likewise, the Incident Commander is responsible for filling the roles of any command staff not listed on the organizational chart.
- Personnel may fill more than one role only if they have the capacity to do so.
- Additional ICS roles may be added as needed.
- The org chart provides a basic view of how the ICP may be organized, however the Incident Commander may re-assign roles however and whenever they see fit to manage the needs of the incident.
- **Personnel role assignments should be flexible to meet needs of the incident.** Not all incidents will require the same personnel positions as listed in the ICP organizational chart. Nation personnel may be assigned various positions apart from their assigned regional ICP positions, if necessary, to maximize personnel capacity. However, where possible they should be kept within the same ICS sections to maintain a level of ICS section familiarity and expertise in order to be successful

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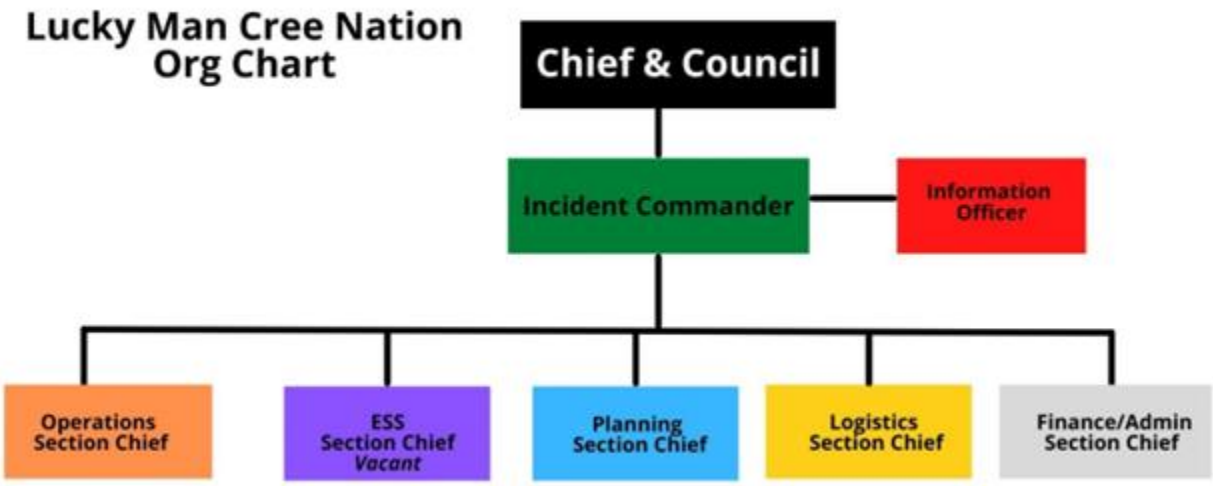
3.2 Lucky Man Cree Nation ICP Organization Chart



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3.3 Lucky Man Cree Nation -ICP Staffing

During an emergency, the Incident Commander reserves the right to move or re-assign personnel at any time. Additional revisions may be made outside of emergency response by the appointed Emergency Measures Coordinator. All personnel designated should be provided the proper training in order to fill the ICS roles assigned.

Note: The table below lists primary and back up staff designated to fill key positions. However additional support staff and replacement staff are required to run an ICP effectively.

Position	Staff Designated to fill Positions
Incident Commander	Band Manager
Information Officer	Membership Clerk
Operations Section Chief	Pasture Manager, other applicable position as assigned
ESS Section Chief	Vacant
Planning Section Chief	Land Manager
Logistics Section Chief	Pasture Manager, Outfitter, IT Consultant
Finance/Admin Section Chief	Band Accountant or equivalent

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4. Band Council Resolution

4.1 Overview of Responsibilities

Council	**It is the responsibility of Chief and Council to declare a Band Council Resolution for the emergency.**
Battlefords Regional Emergency Management Group (BREMG)	**The purpose of the Battlefords Regional Emergency Management Group (BREMG) during an incident at the local or regional level is to provide additional personnel to staff an ICP.** During incidents which affect only one municipality or First Nation within the region the appointed Emergency Measures Coordinator or delegate may at any time request assistance from the Battlefords Regional Emergency Management Group for personnel to fill additional roles, supplement existing staff levels or to help fill additional operational periods.
Incident Command	☐ **It is the responsibility of the initial on-scene incident commander to fully assess the situation and determine if additional support is or may be required.** ☐ **If it is determined that additional support is required and/or that the incident is likely to have a larger impact that extends past the initial incident location the incident commander shall immediately notify the Emergency Measures Coordinator or designate** and advise on the need for an ICP.
Emergency Measures Coordinator	**The Emergency Measures Coordinator will assess the situation and may choose to:** ☐ Activate a local ICP and serve as the Incident Commander. ☐ Activate the local ICP, serve as Incident Commander and request support from BREMG to provide additional personnel. ☐ Request partial or full activation of a Regional ICP in the event that an incident meets any of the following: ○ Affects more than one (1) regional local authority ○ May require more than one operational period. ○ Is a type 3 or higher event.

4.2 Band Council Resolution

Lucky Man Cree Nation shall at all times retain authority for the power to invoke a Band Council Emergency Resolution for its respective nation even in the event that a Regional Incident Command Post is activated to better organize a regional response and resources.

A Band Council Emergency Resolution Form can be found in the Regional Emergency Management Plan - Appendix C (Form 21)

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5. Lucky Man Cree Nation Communications

For more information see the *Regional Emergency Management Plan* section 5 *Communications*.

Internal Nation Communications	
Personnel Notification	5. The lead on-site response organization will notify the Emergency Measures Coordinator or designate if additional assistance is required. 6. The Emergency Measures Coordinator or designate will coordinate a partial or complete call-out of personnel required to report to the ICP. ☐ **Primary: A phone or text call-out will be used to notify personnel and Chief & Council.** ☐ **Chief & Council:** Additional information to Council should be provided by the Director of Operations and/or an appointed Liaison Officer.
Nation ICP to Field Communications	☐ **Primary:** Cell Phone ☐ **Secondary:** Request for use of P25 radios from the City of North Battleford's ICP. ☐ **Tertiary:** Request for use of P25 radios from the Province by requesting through the Provincial Emergency Operations Centre. ☐ **Other:** Use of the Battleford's Amateur Radio Association.
Remote Communications	Remote real-time web communications may be used to augment ICP staffing levels when personnel are unable to attend the ICP in-person.
Nation Public Communications	
SaskAlert	☐ **Primary: All critical alerts (indicating imminent life-threatening danger) will be issued on SaskAlert.** In the absence of an authorized municipal SaskAlert user, the Saskatchewan Public Safety Agency may be requested to distribute a message on the Nation's behalf by contacting: **24/7 Provincial Emergency Call Centre: 1-800-667-9660** ☐ **Secondary: Information Officer will be responsible for distribution of all other public modes of communication** which may include both critical and informational alerts on other platforms (radio, social media, online and print media). **All alerts must be pre-approved by the Lucky Man Cree Nation Chief.**
Other Notifications	
Neighboring Municipalities	**Required when:** • Incident is expected to grow or affect neighboring municipalities. • Mutual aid is or may be required. • Other resources may be requested from neighboring municipality. • If the neighboring municipality will be used as a destination for evacuees.
Tribal Council & Province	**Required When:** • A Band Council Resolution is made. • If other outside assistance including mutual aid is required. • Incidents may affect neighboring jurisdictions. • Evacuations require activation of ESS.
Spokespersons	
Chief	The Chief will function as the primary spokesperson for Lucky Man Cree Nation. The Chief may identify additional spokespersons on a case-by-case basis. **All public statements or messages should be coordinated with the Information Officer prior to distribution.**

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6. Lucky Man Cree Nation Evacuation Guidelines

As of 2023 the following evacuation information is not applicable to Lucky Man Cree Nation as there are currently no members living on-reserve.

The following only applies to evacuation of on-reserve members.

Any decision to evacuate either partial or full-scale should be made in consultation with:

- **9-1-1 service provider**
- **Tribal Council Emergency Measures Coordinator or equivalent.**
- **Chief & Council.**
- **Third party service providers (ex: Canadian Red Cross, SPSA)**
- **Ensure Indigenous Services Canada has received notification and confirmed any cost recovery.**

Nations may choose to issue a partial (selective) or full-scale evacuation based on Priority #1, #2 and #3 groups based on pre-existing health conditions.

A copy of the Evacuation of Clients With Special Needs Form can be found in Section 6.4 of the Regional Emergency Management Plan.

Refer to Regional REMP Part 1 - Section 6.3 First Nation Evacuation for more detail.

Notice	☐ On reserve members put on notice they may be required to evacuate and given instructions on how to prepare if there is adequate lead-up time.
Order	☐ All *mandatory* evacuation **require** notification to BATC and Indigenous Services Canada. ☐ A Band Council Resolution should be made.
Supplies	☐ See Evacuation Supplies List, Evacuation Notice and Order templates, Log and waiver forms for door-to-door evacuations in *s. 7 Evacuation* of the *Regional Emergency Management Plan*.
Notification	• Methods chosen will be incident dependent and prioritize life safety of first responders. • The following are listed in order of most to least effective. However, a **combination** of the following should be used to be most effective. **Most Effective** ↓ ○ Door-to-door by uniformed personnel. (ex: Nation Fire/Security personnel) ○ SaskAlert. ○ Loudspeaker ○ Local radio. ○ Online- social media, web sites. **Least Effective**
Transportation	☐ **General Transportation:** TBD

Process	☐ Determine areas to be evacuated.
	☐ Determine if evacuation will occur in phases or all at once (ex: most vulnerable areas or persons evacuate first).
	☐ Determine traffic control requirements (road closures, signage, detours, barricades, directions).
	☐ Determine safest evacuation routes.
	☐ Set-up a dedicated phone line with call-waiting capacity for members to request transportation.
	☐ Ask members to check on their neighbors and provide transportation to those that require it if safe to do so.
Evacuation Transportation Options	☐ **Self-evacuation** – least number of resources required. ☐ **By request** – requires public call-in line with call waiting and coordinated workforce for dispatch operations. May be used for limited scope evacuations. ☐ **Shuttle** – defined shuttle loop of evacuation area, shuttle picks people up along the route at their homes. May present problems for those with accessibility issues unable to leave home and for residents waiting outside in winter conditions. May be used for larger scope evacuations. ☐ **Pick-up Points** – residents must be able to walk to designated pick-up or collection points, winter weather could create accessibility & safety issues. May be used for larger scope evacuations. **Any one or more of the above may be utilized.**
Evacuation Numbers	**Little Pine On-reserve Population:** Zero (0)
	Total Occupied On-reserve Private Dwellings: Zero (0)
Estimated Evacuation Times	**Self-evacuation:** Self-evacuation will be the quickest way for people to evacuate. **Transportation Provided Evacuation:** It should be anticipated that transportation being provided by any subcontractors could take *30 -45 minutes to arrive*.
Evacuation Destinations	☐ **Primary:** City of North Battleford ☐ **Secondary:** Saskatoon ☐ **Tertiary:** Lloydminster Locations above are based on ability to host and provide services for a substantial number of people at one time.
Pets	☐ **See Appendix B - Regional Emergency Pet Plan for more details.**
	☐ Encourage evacuees to take pets with them and keep pets in their care where possible.
	☐ **Best Choice:** Pets stay with owners.

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	☐ **Second Choice:** Pets housed in local area kennels and veterinarians. ☐ **Third Choice:** Pets cared for in a domestic pet emergency centre.
Livestock	☐ Provide livestock producers/owners as much notice as possible.
	☐ Assist with coordinating livestock transport where possible.
	☐ **Each BREMG Nation in the Region has sporting grounds with access to water that may be used as temporary livestock holding sites.**
	☐ Determine if alternate routes are required for livestock transport which may slow other evacuation routes or create bottlenecks on emergency ingress routes
	☐ **See *section 8 Livestock Emergency Evacuation* in the Regional Emergency Management Plan for more information.**
Secure Evacuation Area	☐ If there is time and it is safe to do so, complete an all-clear to ensure everyone has evacuated from the evacuation area. ☐ Implement a security perimeter around the evacuation area.
Rescind	☐ Once the proper support systems are in place for the successful return of evacuees the evacuation order shall be rescinded.
	☐ Every effort shall be made to allow evacuees to return home as soon as possible.
Re-Entry	☐ **See *s. 9 Re-entry* of *Regional Emergency Management Plan* for more.**
	☐ **Temporary Re-entry:** Provided under controlled circumstances for members to retrieve priority items from homes and complete checks/ care of property or business operations left behind.
	☐ **Permanent Re-Entry:** Requires significant assessment and pre-planning. See s. 9 of the BREMG Regional Emergency Management Plan for more.

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Annex 8: Saulteaux First Nation Emergency Management Plan

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1. Scope & Objectives

This annex is intended to be a supplement to the *Battlefords Regional Emergency Management Incident Command Post Manual* by outlining emergency management information specific to Saulteaux First Nation and should be used in conjunction with the Incident Command Post Manual, BREMG Program Documents and position checklist.

The following information can be found within this plan:

- Nation Activation & Authority
- Nation ICP Organizational Chart
- Nation ICP Roles & Responsibilities
- Band Council Resolution Steps
- Nation Communications
- Nation Evacuation Guidelines

1.2 Scope

In order to avoid duplication, only basic information specific to Saulteaux First Nation is contained within this annex. Refer to the Battlefords Regional Incident Command Post Manual for any information not found in REMP annexes.

To determine whether local or regional activation is required, see next page of this annex *ICP Activation Guidelines*.

All emergencies that are type 1-3 require Regional ICP activation due to the need to staff multiple operational periods and local personnel capacity shortages.

2. Authority

2.1 Saulteaux First Nation Plan & ICP Activation

This emergency management plan may be activated partially or fully on behalf of Saulteaux First Nation by any of the following:

- Chief
- In absence of the Chief, the Council

In absence of the Chief and Council any of the following:
- Personnel authorized to function as Emergency Measures Coordinator
- Fire Chief or designate
- Manager of Public Works & Housing or designate.

In the event of disagreement as to the need for plan activation, the opinion of the appointed Emergency Measures Coordinator shall prevail, subject to the authority of Chief and Council.

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2.2 Local ICP Activation Guidelines

2.2.1 Local ICP Activation

✓	Guidelines For Activating the Local Incident Command Post Any one of these conditions justifies activation of the Local ICP.
❑	Fire mutual aid is or may be requested in response to an incident on the Nation.
❑	An incident requires additional coordination outside of the scene such as assistance with securing resources, coordination for affected public, services for field personnel (food, rest areas, warm-up facilities, communications, etc.).
❑	There is an occurring or potential need for evacuation of a significant number of residents that will require emergency social services beyond what can be provided though *Personal Disaster Assistance (approx. 25 households or more).
❑	An incident is expected to have significant psychosocial impacts on Nation residents (ex: pandemic, mass casualty incident, etc.).
❑	An incident is expected to worsen (ex: severe weather) and requires monitoring.
❑	An incident disrupts daily essential service operations (ex: utility disruptions lasting more than several hours).
❑	An incident has occurred that has disrupted key other Band operations (ex: workplace, school threat, serious health clinic incident, etc.).
❑	An incident has or may occur affecting other key Band operations in which additional assistance such as resources and planning support would aid in a more efficient response (ex: public health incidents, workplace, school, health clinic, utilities incident etc.)

*Personal Disaster Assistance is available through the Canadian Red Cross for emergencies **limited in size and scope** such as housefires but may be applicable to other types of personal emergencies. It is available **free of charge** from the Canadian Red Cross. This service covers the first seventy-two (72) hours following a personal disaster.
In the event that a substantial number of household units and people are affected, it may be considered a municipal response in which the municipality may be billed for services.

To access Personal Disaster Assistance, call the **24-Hour Line at: 1-888-800-6493**.

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2.2.2 When To Request Additional Regional Assistance

Stretching personnel too thin and failure to request help from Battlefords Regional Emergency Management Group (BREMG) will compromise the response and may compromise the safety of people & property.
Do not wait to ask for help!

✓	When to Request Assistance From BREMG Any one of these conditions justifies a request for assistance.
❑	Incident may or will last **more than one operational period** OR more than one ICP personnel shift.
❑	Anytime there are **local** ICP or ESS **personnel shortages**.
❑	**Additional personnel** are or may be required **to fill ICS roles *in addition to* the ones listed on the Nation's organizational chart.**
❑	The incident **involves multiple agencies** or organizations.
❑	**ESS services** beyond personal disaster assistance and/or exceeding 72 hours are required.
❑	A **significant number of emergent/spontaneous volunteers** have or are or expected to converge.
❑	The incident has caused **widespread damage, injury and/or fatalities**.
❑	The incident is expected to require **significant coordination in the recovery period**.
❑	The incident has or may receive **widespread media attention**.

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3. Roles & Responsibilities

3.1 Saulteaux First Nation Limitations

- **The Incident Commander and all personnel listed in the organizational chart are at all times subject to the discretion and authority of Chief and Council.**
- The positions assigned within Saulteaux First Nation's organizational chart are **not** all inclusive. Only those positions for which the Nation has capacity to fill have been indicated on the organizational chart.
- The org chart accounts for:
  - Only **1 -2 persons** in each role for positions listed on the org chart.
  - Staffing capacity is based on just **one operational period**.
  - **Assumption that all personnel** assigned responsibilities within the ICP/ESS **are present.**
- Each section chief is responsible for ensuring all subordinate roles and responsibilities within their section are filled and are responsible for conducting any left vacant or ordering additional personnel. Likewise, the Incident Commander is responsible for filling the roles of any command staff not listed on the organizational chart.
- Personnel may fill more than one role only if they have the capacity to do so.
- Additional ICS roles may be added as needed.
- The org chart provides a basic view of how the ICP may be organized, however the Incident Commander may re-assign roles however and whenever they see fit to manage the needs of the incident.
- **Personnel role assignments should be flexible to meet needs of the incident.** Not all incidents will require the same personnel positions as listed in the ICP organizational chart. Nation personnel may be assigned various positions apart from their assigned regional ICP positions, if necessary, to maximize personnel capacity. However, where possible they should be kept within the same ICS sections to maintain a level of ICS section familiarity and expertise in order to be successful

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3.2 Saulteaux First Nation ICP Organization Chart

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3.3 Saulteaux First Nation -ICP Staffing

During an emergency, the Incident Commander reserves the right to move or re-assign personnel at any time. Additional revisions may be made outside of emergency response by the appointed Emergency Measures Coordinator. All personnel designated should be provided the proper training in order to fill the ICS roles assigned.

Note: The table below lists primary and back up staff designated to fill key positions. However additional support staff and replacement staff are required to run an ICP effectively.

Position	Staff Designated to fill Positions
Incident Commander	TBD
Information Officer	TBD
Operations Section Chief	TBD
ESS Section Chief	TBD
ESS Support	TBD
Planning Section Chief	TBD
Logistics Section Chief	TBD
Finance/Admin Section Chief	TBD

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4. Band Council Resolution

4.1 Overview of Responsibilities

Council	**It is the responsibility of Chief and Council to declare a Band Council Resolution for the emergency.**
Battlefords Regional Emergency Management Group (BREMG)	**The purpose of the Battlefords Regional Emergency Management Group (BREMG) during an incident at the local or regional level is to provide additional personnel to staff an ICP.** During incidents which affect only one municipality or First Nation within the region the appointed Emergency Measures Coordinator or delegate may at any time request assistance from the Battlefords Regional Emergency Management Group for personnel to fill additional roles, supplement existing staff levels or to help fill additional operational periods.
Incident Command	☐ **It is the responsibility of the initial on-scene incident commander to fully assess the situation and determine if additional support is or may be required.** ☐ **If it is determined that additional support is required and/or that the incident is likely to have a larger impact that extends past the initial incident location the incident commander shall immediately notify the Emergency Measures Coordinator or designate** and advise on the need for an ICP.
Emergency Measures Coordinator	**The Emergency Measures Coordinator will assess the situation and may choose to:** ☐ Activate a local ICP and serve as the Incident Commander. ☐ Activate the local ICP, serve as Incident Commander and request support from BREMG to provide additional personnel. ☐ Request partial or full activation of a Regional ICP in the event that an incident meets any of the following: ○ Affects more than one (1) regional local authority ○ May require more than one operational period. ○ Is a type 3 or higher event.

4.2 Band Council Resolution

Saulteaux First Nation shall at all times retain authority for the power to invoke a Band Council Emergency Resolution for its respective nation even in the event that a Regional Incident Command Post is activated to better organize a regional response and resources.

A Band Council Emergency Resolution Form can be found in the Regional Emergency Management Plan - Appendix C (Form 21)

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5. Saulteaux First Nation Communications

For more information see the *Regional Emergency Management Plan* section 5 *Communications*.

Internal Nation Communications	
Personnel Notification	7. The lead on-site response organization will notify the Emergency Measures Coordinator or designate if additional assistance is required. 8. The Emergency Measures Coordinator or designate will coordinate a partial or complete call-out of personnel required to report to the ICP. ☐ **Primary: A phone or text call-out will be used to notify personnel and Chief & Council.** ☐ **Secondary:** Saulteaux First Nation app ☐ **Tertiary:** In the event that telecommunications are disrupted, door-to-door notifications to personnel will be made if necessary. ☐ **Chief & Council:** Additional information to Council should be provided by the Director of Operations and/or an appointed Liaison Officer.
Nation ICP to Field Communications	☐ **Primary:** Cell Phone ☐ **Secondary:** Request for use of P25 radios from the City of North Battleford's ICP. ☐ **Tertiary:** Request for use of P25 radios from the Province by requesting through the Provincial Emergency Operations Centre. ☐ **Other:** Use of the Battleford's Amateur Radio Association.
Remote Communications	Remote real-time web communications may be used to augment ICP staffing levels when personnel are unable to attend the ICP in-person.
Nation Public Communications	
SaskAlert	☐ **Primary: All critical alerts (indicating imminent life-threatening danger) will be issued on SaskAlert.** In the absence of an authorized municipal SaskAlert user, the Saskatchewan Public Safety Agency may be requested to distribute a message on the Nation's behalf by contacting: **24/7 Provincial Emergency Call Centre: 1-800-667-9660** ☐ **Secondary: Information Officer will be responsible for distribution of all other public modes of communication** which may include both critical and informational alerts on other platforms (radio, social media, online and print media). **All alerts must be pre-approved by the Saulteaux First Nation Chief.**
Other Notifications	
Neighboring Municipalities	**Required when:** • Incident is expected to grow or affect neighboring municipalities. • Mutual aid is or may be required. • Other resources may be requested from neighboring municipality. • If the neighboring municipality will be used as a destination for evacuees.
BATC & Province	**Required When:** • A Band Council Resolution is made. • If other outside assistance including mutual aid is required. • Incidents may affect neighboring jurisdictions. • Evacuations require activation of ESS.
Spokespersons	
Chief	The Chief will function as the primary spokesperson for Saulteaux First Nation. The Chief may identify additional spokespersons on a case-by-case basis. **All public statements or messages should be coordinated with the Information Officer prior to distribution.**

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6. Saulteaux First Nation Evacuation Guidelines

Any decision to evacuate either partial or full-scale should be made in consultation with:

- **9-1-1 service provider**
- **Tribal Council Emergency Measures Coordinator or equivalent.**
- **Chief & Council.**
- **Third party service providers (ex: Canadian Red Cross, SPSA)**
- **Ensure Indigenous Services Canada has received notification and confirmed any cost recovery.**

Nations may choose to issue a partial (selective) or full-scale evacuation based on Priority #1, #2 and #3 groups based on pre-existing health conditions.

A copy of the Evacuation of Clients With Special Needs Form can be found in Section 6.4 of the Regional Emergency Management Plan.

Refer to Regional REMP Part 1 - Section 6.3 First Nation Evacuation for more detail.

Notice	☐ On reserve members put on notice they may be required to evacuate and given instructions on how to prepare if there is adequate lead-up time.
Order	☐ All *mandatory* evacuation **require** notification to BATC and Indigenous Services Canada. ☐ A Band Council Resolution should be made.
Supplies	☐ See Evacuation Supplies List, Evacuation Notice and Order templates, Log and waiver forms for door-to-door evacuations in *s. 7 Evacuation* of the *Regional Emergency Management Plan*.
Notification	○ Methods chosen will be incident dependent and prioritize life safety of first responders. ○ The following are listed in order of most to least effective. However, a **combination** of the following should be used to be most effective. **Most Effective** ○ Door-to-door by uniformed personnel. (ex: Nation Fire/Security personnel) ○ SaskAlert. ○ Loudspeaker ○ Local radio. ○ Online- social media, web sites. **Least Effective**
Transportation	☐ **General Transportation:** ○ TBD
Process	☐ Determine areas to be evacuated.
	☐ Determine if evacuation will occur in phases or all at once (ex: most vulnerable areas or persons evacuate first).

	☐ Determine traffic control requirements (road closures, signage, detours, barricades, directions).
	☐ Determine safest evacuation routes.
	☐ Set-up a dedicated phone line with call-waiting capacity for members to request transportation.
	☐ Ask members to check on their neighbors and provide transportation to those that require it if safe to do so.
Evacuation Transportation Options	☐ **Self-evacuation** – least number of resources required. ☐ **By request** – requires public call-in line with call waiting and coordinated workforce for dispatch operations. May be used for limited scope evacuations. ☐ **Shuttle** – defined shuttle loop of evacuation area, shuttle picks people up along the route at their homes. May present problems for those with accessibility issues unable to leave home and for residents waiting outside in winter conditions. May be used for larger scope evacuations. ☐ **Pick-up Points** – residents must be able to walk to designated pick-up or collection points, winter weather could create accessibility & safety issues. May be used for larger scope evacuations. **Any one or more of the above may be utilized.**
Evacuation Numbers	**Little Pine On-reserve Population:** TBD
	Total Occupied On-reserve Private Dwellings: TBD
Estimated Evacuation Times	**Self-evacuation:** Self-evacuation will be the quickest way for people to evacuate. **Transportation Provided Evacuation:** It should be anticipated that transportation being provided by any subcontractors could take *30 -45 minutes to arrive*. Arrival time is *in addition* to loading and transport times. Total evacuation time will be dependent on number of people that require evacuation and number of transportation resources required. ○ 30 minutes initial arrival time. ○ 15 minutes loading. ○ XX minutes to North Battleford ○ XX minutes to Saskatoon. ○ 15 minutes offloading. ○ **Approx. XX hours Return Trip per bus to North Battleford** ○ **Approx. XX hours Return Trip to Saskatoon** The times above are estimated and assumes residents are ready and waiting at pick-up points.

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Temporary Evacuee Holding Locations	• **Consideration should be given to appointing a temporary mid-way evacuee holding location.** • In this case, a holding location may be set-up on-reserve or in a neighboring community. • Residents could be transported out of the immediate evacuation zone to a safe temporary holding location before final transportation to evacuee shelters/lodging elsewhere. This would aid in quicker evacuation of residents to a safe location out of the evacuation zone.
Evacuation Destinations	☐ **Primary:** City of North Battleford ☐ **Secondary:** Saskatoon ☐ **Tertiary:** Lloydminster Locations above are based on ability to host and provide services for a substantial number of people at one time.
Pets	☐ **See Appendix B - Regional Emergency Pet Plan for more details.**
	☐ Encourage evacuees to take pets with them and keep pets in their care where possible.
	☐ **Best Choice:** Pets stay with owners. ☐ **Second Choice:** Pets housed in local area kennels and veterinarians. ☐ **Third Choice:** Pets cared for in a domestic pet emergency centre.
Livestock	☐ Provide livestock producers/owners as much notice as possible.
	☐ Assist with coordinating livestock transport where possible.
	☐ **Each BREMG Nation in the Region has sporting grounds with access to water that may be used as temporary livestock holding sites.**
	☐ Determine if alternate routes are required for livestock transport which may slow other evacuation routes or create bottlenecks on emergency ingress routes
	☐ **See *section 8 Livestock Emergency Evacuation* in the Regional Emergency Management Plan for more information.**
Secure Evacuation Area	☐ If there is time and it is safe to do so, complete an all-clear to ensure everyone has evacuated from the evacuation area. ☐ Implement a security perimeter around the evacuation area.
Rescind	☐ Once the proper support systems are in place for the successful return of evacuees the evacuation order shall be rescinded.
	☐ Every effort shall be made to allow evacuees to return home as soon as possible.
	☐ **See *s. 9 Re-entry* of *Regional Emergency Management Plan* for more.**

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Re-Entry	☐ **Temporary Re-entry:** Provided under controlled circumstances for members to retrieve priority items from homes and complete checks/ care of property or business operations left behind.
	☐ **Permanent Re-Entry:** Requires significant assessment and pre-planning. See s. 9_ of the BREMG Regional Emergency Management Plan for more.

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