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***SECTION I***



**Municipal Emergency Plan**

## FIVE EMERGENCY TYPES

### **Type 1 Emergency**

The most complex emergency that requires significant resources to safely and effectively manage during the incident.

### **Type 2 Emergency**

The incident is beyond the capabilities of local control and is expected to go into multitude operational periods.

### **Type 3 Emergency**

The complexity of the incident requires that some or all of the Command and General Staff positions are filled in the Emergency Operations Center.

### **Type 4 Emergency**

Command and General Staff positions are filled if required. Several agencies and resources are required to mitigate the incident.

### **Type 5 Emergency**

The incident can be handled with one or two single resources and Command or General Staff positions are not required.

## 1.0 INTRODUCTION

The Municipal Emergency Plan (ERP) is a living document that will be amended as necessary. The plan is to protect the residents of the City of Prince Albert through a coordinated effort with partners in the community. The residents of Prince Albert may face a severe winter storm, forest fire, or dangerous goods spill in the City, and the aim of the Municipal Emergency Plan is to identify the structure for dealing with such events.

There are five strategic objectives of the Emergency Plan:

- i. To save lives and reduce suffering
- ii. To protect property and the environment
- iii. To maintain public confidence
- iv. To reduce economic losses
- v. To enable a rapid and systematic recovery.

Emergency Management functions comprise of four interdependent functions.

- i. **Prevention & Mitigation** - to eliminate or reduce the impacts of hazards through proactive measures taken before an emergency or disaster occurs. Examples include land use management, public education and protective structures.
- ii. **Preparedness** - to be ready to respond to a disaster and manage it through measures taken before the event. This includes the planning, exercising and education required to achieve a state of readiness.
- iii. **Response** - to act during or immediately after an emergency to deal with the consequences. Examples include emergency communications to the public, rescue functions and evacuation.
- iv. **Recovery** - to repair and restore conditions to an acceptable level through measures taken after a disaster. This includes the return of evacuees, reconstruction, counseling for employees, and financial compensation.

### 1.1 Authority

In Saskatchewan, municipalities are obligated to establish emergency plans in accordance to *The Provincial Emergency Planning Act, 1989*. This legislation requires municipalities to:

- Appoint a municipal planning committee,
- Establish an Emergency Measures Organization (EMO),
- Appoint an Emergency Coordinator, and,
- Prepare an emergency plan.

### 1.2 Definitions

**Annex A** provides the definitions that support the Municipal Emergency Plan.

## **2.0 PURPOSE**

The purpose of The City of Prince Albert's Municipal Emergency Plan is to provide the framework to ensure the health, safety, and welfare of residents, businesses, and visitors to the City of Prince Albert when faced with a major emergency. The aim of the City of Prince Albert's Emergency Plan is to establish a plan of action to provide an efficient and effective emergency response during an emergency.

### **2.1 Scope**

The Municipal Emergency Plan can be implemented in whole or in part as the emergency warrants. The ERP is intended to:

- Ensure the earliest possible response and control of emergency operations and establish procedures for direction, control and coordination of emergency response operations.
- Ensure that immediate action is taken to eliminate the sources of potential danger in the affected area.
- Establish an Emergency Operations Center and have a backup Emergency Operations Center predetermined.
- Provide timely and factual information to officials, media, and the public.
- Establish an Emergency Crisis Communication plan for The City of Prince Albert that provides the framework for communications during a crisis.
- Begin a coordinated recovery phase and the restoration of essential services.

### **2.2 Plan Implementation**

When an emergency exists but has not been officially declared, department heads are authorized to take control as required to protect lives, property and infrastructure in The City of Prince Albert. An emergency may be declared before, during or after the activation of the Municipal Emergency Plan and to ensure that the plan operates effectively, the following principles need to be followed:

- i. The action plan during an emergency must fit with the operating structures of the City,
- ii. Assessment of the situation and initiation of the Municipal Emergency Plan will be communicated to the Fire Chief, Police Chief and City Manager.
- iii. Mobilization of City staff must be quick and efficient.
- iv. Officials at the scene must collaboratively work together and plan further action.
- v. Planning for the recovery phase is an essential part of any major emergency.

### **2.3 Planning Committee**

The Planning Committee for The City of Prince Albert shall be composed of:

- i. The Fire Chief
- ii. The Police Chief or designate
- iii. The Director of Public Works



- iv. The City Manager
- v. The Director of Community Services
- vi. The Director of Economic Development & Planning
- vii. Other external agencies that have a role in emergency planning.

Members of the Planning Committee shall be responsible for:

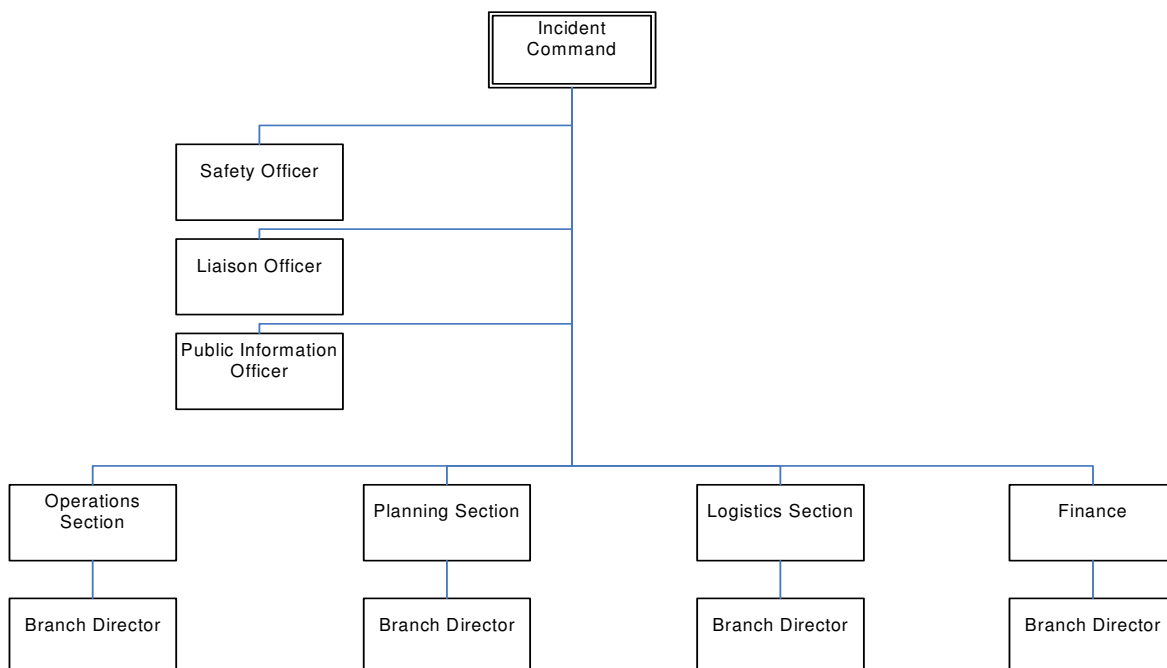
- A department emergency plan dealing with the service that the member represents.
- A list of existing resources for the department that the committee member represents.
- A call-out list for members in the department.
- A copy of the call-out list provided to the EMO Director.

## 2.4 Incident Command System

The Incident Command System is used to ensure that effective processes are in place to management an emergency incident. The flexibility of the Incident Command System allows it to reflect what is required to meet the planned tactical objectives. The Incident Command System:

- Is a standardized tool for meeting the demands of small or large emergency incidents.
- 
- Is an industry best practice and is becoming the standard for emergency management across Canada.
- 
- May be used for non emergency or planned events.
- Is an entire management system and not just an organizational chart.

The following Incident Command positions will be used in the Municipal Emergency Plan.



The Incident Commander is normally the highest ranking officer on scene from the agency having the primary responsibility over the emergency operations. The Incident Commander and Command Staff will work from the Incident Command Post at or near the emergency incident. The Incident Commander is responsible to set the objectives of the incident and approves the overall strategy and tactics to be used to meet the objectives.

A unified command structure may be utilized during a major incident where multiple agencies are involved. The unified command accentuates the team approach in achieving the objectives of each organization.

## **2.5 Command Functions**

Command includes the activities associated with the overall incident management responsibilities. These include:

### 2.5.1 Command Staff

The Command staff is assigned to carry out functions that support the incident commander.

- **Public Information Officer (PIO):** Communicates information to the media, public and other agencies. The PIO gathers accurate and complete information on the incident cause, size, resources committed, and other matters of general interest.
- **Safety Officer (SO):** Monitors incident operations and establishes systems and procedures to ensure emergency responder safety and general safety of incident operations. The SO is responsible to ensure that there is a safe coordination of multi-agency safety efforts and implementation of measures to ensure responder safety.
- **Liaison Officer (LO):** Is the point of contact for representatives of other agencies. Agency representatives must have the authorization to speak for their parent organizations.

### 2.5.2 General Staff

General staff are responsible for the functional aspects of the incident command structure.

- **Operations Section:** Responsible for the activities required to achieve the incident related operational objectives. The incident action plan provides the guidance in achieving operational objectives. The Operations Section Chief will request additional resources to ensure safe tactical operations at the emergency site.

- **Planning Section:** Includes the activities for gathering and disseminating information related to the incident. The Planning Section Chief will also determine the need for specialized resources, provide periodic predictions on incident potential, report significant changes in the incident status, and incorporate Medical, Communication Plan, and other supporting material into the Incident Action Plan.
- **Logistics Section:** Responsible for the provision of facilities, transportation, food services, supplies and materials to support the emergency management function.
- **Finance Section:** Those activities related to the financial, administrative and cost analysis aspects of the emergency. The Finance Section Chief will be responsible to ensure that proper compensation and claim functions are addressed and to maintain contact with department heads on financial matters.

## 2.6 Plan Maintenance

The Municipal Emergency Plan shall be reviewed annually by the EMO coordinator, and following any real incidents or training exercises. Proposed changes will be submitted to the City Manager for approval.

## 2.7 Exercising the Plan

The ability to respond to emergency conditions must be assessed under non emergency conditions. The Municipal Emergency Plan will be exercised annually by:

- A table top exercise
- A department head review of the plan, and
- A phone call out exercise

## 2.8 Post Operation Review

A post operation review is necessary to identify improvements and corrective actions after the emergency. Information, observations and recommendations will be presented after the emergency to ensure that a continuous improvement occurs in the Municipal Emergency Plan.

## 2.9 Activation of the Emergency Response Plan

Routine emergencies are within the response capabilities of the City and its departments. An emergency may occur with little warning and quickly escalate and tax the City's emergency response agencies. A major emergency that will strain The City of Prince Albert's capabilities will require provincial assistance.

The EMO director and City Manager will determine if the Emergency Operations Center (EOC) needs to be activated and will be determined by:

- The number of injuries, fatalities, property loss or disruption of normal services to the public.

The City's EOC will be activated and staffed by Municipal department heads, City Manager and Communications manager. Department heads will be expected to respond to the EOC on short notice and to provide timely and effective assistance.

The department heads will be contacted through the Emergency Communications Center. Contact names and numbers will be supplied to the Manager of the Emergency Communications Center.

### **3.0 DECLARATION OF AN EMERGENCY**

Where extensive steps are required to protect property and the health, safety and welfare of the public, the Mayor on the advice of the EMO coordinator or City Manager may declare a local emergency in accordance with Section 20(1) of the *Provincial Emergency Planning Act, 1989*, which states:

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

In the absence of the Mayor or enough councilors, a single member of city council can declare a local emergency. It is a requirement that a copy of the declaration of an emergency be forwarded to the Minister responsible for *The Emergency Planning Act, 1989*, (1-306-787-9563 or fax 1-306-787-1694). The emergency declaration must contain the following information:

- The nature of the emergency.
- The area of the municipality where the emergency exists.
- The name of the individual making the declaration.
- The date and time of the declaration.

Under such a declaration, the Mayor or council member may request assistance from other municipalities, by contacting the respective Head of Council / Reeve. This decision will be made in consultation with the members of the Emergency Operations Center and shall be based upon the following criteria:

- The emergency situation poses danger or major proportions to the health and property to the citizens of The City of Prince Albert and the immediate surrounding municipalities;
- The response exceeds the available resources and expertise of The City of Prince Albert, and requires a multi-jurisdictional response.

### **3.1 Termination of an Emergency**

A local emergency declaration expires at the end of seven days from the time the declaration was made. In accordance to the Section 23 of the *Emergency Planning Act, 1989* termination of the local declaration can occur when:

- In the opinion of the local authority having jurisdiction an emergency no longer exists in the area where the local declaration was made,
- It is in the public interest that a local emergency declaration be terminated in an area with respect to which a local emergency declaration was made.
- The local authority shall cause the details of the termination, expiration of cancellation, to be published by any means of communication to make those details known to the majority of the population of the area affected by the contents of the local termination, expiration or cancellation.

The termination of an emergency shall occur by:

- The Mayor or Acting Mayor,
- City Council

The termination of the local emergency will be forwarded to the Minister responsible for *The Emergency Planning Act, 1989*.

### **3.2 Emergency Operations Center (EOC)**

The Emergency Operations Center is the headquarters from where the department heads will operate during an emergency. In the EOC the activities, communications, and coordination of operations occur during the emergency

**Primary EOC Site:           City Hall**  
**1084 Central Ave**  
**2<sup>nd</sup> Floor Boardroom**

**Secondary EOC Site:       Municipal Service Center**  
**11-38<sup>th</sup> Street East**  
**Boardroom**

If the Primary EOC Site is not available, the Secondary EOC Site will be activated at the Municipal Service Center. If the Secondary EOC Site is activated, it will be the responsibility of the IT department to ensure that the EOC Containers are transported to the Municipal Service Center boardroom.

Members of the EOC include:

- City Manger
- EMO Coordinator
- Department Heads,
- Communications Manager

Support staff including:

- Communications assistants
- Clerk-typists (if required from department heads)

Each member of the EOC must have a designated alternate who can carry on in the event the department head is not available. In the event of a prolonged emergency/disaster consideration must be given to utilizing the department alternates as it will give members of the EOC time to rest and recuperate.

The EOC supply kits are maintained and available for the primary EOC by the IT department. Upon activation of the EOC the Director of IT will take the necessary steps to ensure that the EOC supply kits are set up in the boardroom, and all phone lines are working properly.

The Emergency Operations Center shall consist of:

- A map of the City
- Facsimile
- Dry erase boards
- Flip charts
- Telephones for each member of the MCG.

A Communications room for the media containing:

- Sufficient telephone lines for the media

A rest area for members of the Municipal Control Group during extended emergencies. This shall consist of the second floor boardroom or the Mayor's boardroom.

### **3.3 Termination of the EOC**

The decision to terminate the EOC is based upon consultation of the City Manager and Fire Chief.

An emergency is considered to be over when there is no longer a threat to people, property or environment. It may be necessary to have minimal staffing within the EOC if:

- Evacuated residents have not returned home,
- Essential services such as sewer, water, natural gas and electricity have not been restored.

A debriefing session will be held within a reasonable time frame following the incident and all involved agencies will be required to provide a report outlining their actions, problems encountered during the incident and any other information as deemed appropriate.

## **4.0 TYPES OF EMERGENCIES**

There are three categories of emergencies that can pose a threat to The City of Prince Albert.

1. **Natural Events:** severe weather, blizzards, flood, tornado and health emergencies.

2. **Human Caused Events:** incident intended to do harm to the public safety by means of; bomb threat, civil disorder, chemical, biological, radiological or nuclear agents.
3. **Technological & Infrastructure Disruptions:** incidents involving hazardous materials, utility and power failures, transportation accidents and water supply failure.

## 4.1 Levels of Emergencies

The five emergency types are based upon:

- The need for an evacuation,
- The threat to life,
- The loss of life,
- The impact on essential services,
- The impact on infrastructure,
- A declared emergency.

### 4.1.1 Type 1 Emergency

- The most complex type of emergency that requires significant resources to safely and effectively manage and operate.
- All Command and General Staff functions are filled.
- Resources can easily exceed 500 per operational period.
- Use of resource advisors at the Incident Command post is recommended.
- A high impact to the City, which requires additional staff for office and administrative support functions.
- Serious injuries or loss of life has occurred.
- A local emergency is declared.

### 4.1.2 Type 2 Emergency

- The incident is beyond the capabilities of local control and is expected to go into multiple operational periods.
- Most or all of the Command and General Staff positions are filled.
- Operations personnel generally do not exceed 200 per operational period.
- A written Incident Action plan is required for each operational period.
- Many of the functional units in the Incident Command structure are required.
- Serious injury or loss of life has occurred.
- There is a disruption of essential services to the City.
- A local emergency may or may not be declared.

### 4.1.3 Type 3 Emergency

- The complexity of the incident requires that some or all of the Command and General Staff positions are filled.
- The incident may extend into multiple operational periods.

- A written Incident Action plan may be required for each operational period.
- A threat or potential loss of loss.
- An escalation of the incident is possible.

#### 4.1.4 Type 4 Emergency

- Command and General Staff positions are filled if required.
- Several resources are required to mitigate the incident.
- No written Incident Action plan is required.
- Briefings may be held with agencies to ensure delegation of authority and resources.
- The incident is usually limited to one operational period.
- A low probability of incident escalation.

#### 4.1.5 Type 5 Emergency

- The incident can be handled with one or two single resources with up to six people.
- Command and General Staff positions are not activated.
- No written Incident Action Plan is required.
- Incidents are contained within a few hours after resources arrive on scene.

## **4.2 Alerting Department Heads**

The procedure for alerting municipal department heads for the City of Prince Albert includes:

- Upon instructions from the City Manager or Fire Chief, the Manager of the Emergency Communications Center will be notified and advised to notify all department heads.
- The City Manager alerts the Mayor.
- City Department heads will be required to attend the Emergency Operations Center when requested.
- Department heads shall maintain a telephone fan out list and contact individuals and agencies as required.

## **4.3 Emergency Response Procedures**

The Municipal Emergency Plan can be implemented when the emergency is in the monitoring or activation level. The general procedure for implementation is as follows:

- City Manager or the EMO Director issues an alert to all department heads.
- Upon assessing the situation the City Manager or EMO Director will authorize the EOC to be set up.



- Staff from IT services will be contacted to setup the EOC center and communications network.
- City Manager assumes leadership of the Emergency Operations Center and works with the Fire Chief and or Police Chief to determine the On-Site Commander.
- The department heads shall report to the EOC.

#### 4.3.1 Warning the Public

If the nature of the emergency is such that lives are in immediate jeopardy and evacuation is essential, the police on the scene, aided by other city employees, will commence warning people in the danger zone.

The decision to warn the general public rests with the Mayor, or Council. The City Manager authorizes release of the warning message, and the Corporate Communications Manager disseminates the message to the news media in accordance with the specific direction contained in the Crisis Communications Plan.

In the danger zone, the City Police will follow up the general public warning with a door-to-door warning.

#### 4.3.2 Emergency Communications Network

The Emergency Communications Network consists of the existing Police, Fire, Engineering, Ambulance and satellite telephone.

Cellular and mobile telephones are as susceptible to eaves dropping as with many other non-secure radio systems and shall not be used for purposes of communicating secure and/or sensitive information. The Prince Albert Fire & Emergency Services will utilize a department Satellite phone as required during the emergency crisis.

#### 4.3.3 Operational Logs

All departments in the Emergency Operations Center will maintain written logs to record information, decisions, and actions taken during the emergency response. Well organized and well kept logs will assist in the post emergency reports and provide an audit trail for activities that may be under review after the emergency.

#### **4.4 Evacuation, Reception & Re-entry**

During an emergency it may be necessary for residents of an area to be temporarily evacuated from their homes. The evacuation may occur with short notice and when the Emergency Operations Center has confirmed an evacuation is necessary, the public will be notified of the Registration and Inquiry Center location. The aim of an evacuation is to protect the health and safety of residents and to ensure that families are brought together. The EMO coordinator will work with the Red Cross and Social Services in identifying the registration and inquiry center location.

Those without transportation will proceed to the nearest designated evacuee pick-up point, and people in hospitals, care homes and schools will be evacuated under the direction of facility officials.

- Evacuation, reception and re-entry: arrangements are described below, followed by checklist of principal actions.
- Registration, Inquiry and Reception Centre. All evacuees regardless of the transportation arrangements shall be directed to report to the Registration and Inquiry Centre. Information recorded is intended for use in answering any inquiries on the safety and location of evacuees.
- Evacuation Area, Routes and Pick-Up Points will be identified by the EOC on receipt of the initial situation report and confirmed immediately following a situation assessment. This information is to be provided to the public by the media and any other means available.
- Notification and Information. Notification for the general public, hospitals, care homes and schools in the affected area will be provided by the Planning Operations section in the EOC.
- Transportation. If a large scale evacuation is required, transportation will be arranged for the provision of transportation for people in hospitals, care homes and schools, and for the movement of evacuees from the pick-up points to the Registration and Inquiry Centre.
- Security of the evacuated area will be established and maintained by the Police during the emergency evacuation period.
- Re-Entry operations will be initiated as expeditiously as possible, but not before provincial authorities and the City of Prince Albert is satisfied that the essential services have been restored.

## **4.5 Citizen Responsibility**

The success to a major disaster requires that citizens are prepared to take care of themselves for the first 72 hours. To support this concept the following actions are recommended by Public Safety Canada.

- Know the risks: The consequences of disasters can be similar, but citizens in Prince Albert need to know the risks in the community.
- Make a plan: Every household needs an emergency plan. A plan will provide the guideline to follow in case of an emergency.
- Prepare a kit: An emergency kit helps ensure that families are ready to cope on their own for at least 72 hours of an emergency.

## **5.0 EMERGENCY OPERATIONS CENTER (EOC)**

Shall compose of:

- City Manager
- Fire Chief
- Chief of Police
- Director of Public Works
- Director of Finance
- Director of Planning and Economic Development
- Director of Parks and Recreation
- Communications Manager

Additional persons called to the Emergency Operations Center may include representatives from:

- Parkland Ambulance
- Parkland Health Region
- Saskatchewan Corrections and Public Safety personnel
- Social Services
- Any other required agency.

## **5.1 EOC Member Responsibilities**

- Calling out support staff and mobilizing their emergency plan,
- Coordinating their department services and ensuring that the necessary steps are taken to mitigate the emergency,
- Advising the Mayor and City Council during the emergency,
- Determining if a Local Emergency Declaration is required in accordance to *The Emergency Planning Act, 1989*.
- Terminating a local emergency declaration when required,
- Ensuring that an Incident Commander has been appointed.
- Coordinating the evacuation of the public in the area of danger,
- Arranging for services and equipment from other agencies,

- Ensuring that rest and rehabilitation services are provided for emergency workers,
- Determining if local volunteer agencies are required,
- Processing a request for the activation of the Portable Emergency Hospital through Corrections and Public Safety.
- Maintaining a log throughout the activation of the EOC, that records the decisions and actions taken during the emergency.
- Participating in a debriefing within one week of the emergency.

## **6.0 OTHER AGENCIES AND ORGANIZATIONS**

### **6.1 Parkland Ambulance**

With both Advanced Life Support and Basic Life Support services, Parkland Ambulance provides the transportation of patients to medical facilities.

### **6.2 Salvation Army**

The Salvation Army is available to assist with short term accommodations, clothing, feeding, and emergency responder critical incident stress. The Salvation Army is also available to help with emotional and spiritual care for personnel at the emergency site or at the reception centers.

### **6.3 Red Cross**

The Prince Albert branch of the Red Cross is trained to provide registration and inquiry services during evacuations. This is a key service in assisting the public in locating family or relatives that have been evacuated from their homes.

## **7.0 EVACUATION**

During an emergency it may be necessary for residents of an area to be temporarily evacuated from their homes. The evacuation may occur with short notice and when the Emergency Operations center has confirmed an evacuation is necessary the public will be notified of the Registration and Inquiry Center location. The aim of an evacuation is to protect the health and safety of residents and to ensure that families are brought together.

Short term evacuation centers can be a community center, mall, or school where essential needs and shelter can be provided to those affected by the incident.

People in hospitals, care homes and schools will be evacuated according to their agencies emergency response planning. If required the Logistics Section Chief will contact First Bus to arrange transportation to the registration center. A designated pick up point will be identified and those without transportation will proceed to the designated evacuee pick-up point.

# SECTION II



# CRISIS COMMUNICATION PLAN

A crisis can happen at any time and can often occur when they are least expected. When a crisis does happen, those events usually unfold rapidly, leaving little time for planning which is why advance preparation is essential. This crisis communication plan will provide general guidelines and outlines for reacting to a crisis. Although a good crisis communication plan will provide worksheets and checklists, you must also be flexible enough to adapt to specific situations as they unfold.

Aside from real damage, a crisis can also destroy a corporation's reputation. The longer a crisis goes on, the more damage it can do to public support and employee morale. Therefore, it is necessary to handle crises in a swift and organized manner.

## **8.0 CRISIS COMMUNICATION OBJECTIVES**

- i. To factually assess the situation and determine whether a communication response is warranted by the City,
- ii. To assemble a Crisis Communications Team that will make recommendations on appropriate responses,
- iii. To implement immediate action to:
  - Identify the departments and parties that need to be informed about the situation,
  - Communicate facts about the situation,
  - Minimize rumors,
  - Restore confidence.

### **8.1 The Crisis Communication Team**

A crisis communication team must include the:

- City Manager
- Directors, Departmental Heads or Representatives (actual representation will depend on nature and scope of the crisis)
- Communications Manager
- Mayor

Support staff, which includes:

- The Emergency Communications Center Manager
- Communications Operators
- Clerk-typists (from designated departments)
- Maintenance

It is best to have the crisis communication team (along with designated backups), selected before a crisis happens as this will ensure coverage if any member of the team is unavailable due to vacation, illness or out of the city.

Elements of a crisis may include:

**People:** Loss of life, injury, sexual assault, kidnapping, hostage situations.

**Property:** Safety, damage, tampering, contamination.

**Processes:** Fire, explosion, operational error.

**Issues:** Health, environmental, taxes, quality of education.

**Security:** Extortion, sabotage, theft, embezzlement.

Crisis examples include;

- Act of nature,
- Actions of a disgruntled customer,
- Actions of a disgruntled employee,
- Bio-terrorism attack,
- Bombing,
- Chemical spill,
- Fire,
- Industrial espionage,
- International terrorism,
- Power failure,
- Pandemic threat,
- Random acts of violence,
- Urban terrorism, (anthrax)
- Violence in the workplace
- Closure of a facility,
- Acquisition and subsequent amalgamation,
- Non-standard use of a facility,
- Major restructuring of the organization,

## 9.0 NOTIFYING THE PUBLIC

The City Manager will activate the crisis communication plan when necessary and with the Communications Manager will provide a news release to the media outlets.

## 10.0 CRISIS IDENTIFICATION AND ASSESSMENT

A crisis can exist even if the event has not yet occurred. The mere threat of an event can require the City to take extraordinary actions in advance or as a precautionary measure to the event. Many crises require little more than the event name itself to establish an immediate and common interpretation of the **impact or threat (e.g. flood, forest fire)**.



By general definition a 'crises' can be a disaster, fire, bombing, ice storm, power failures or an act of violence or death on the job. In any case these events can be an accident, act of nature or a willful act.

Two questions need to be answered when identifying and assessing a crisis, (1) what is the probability that this is going to be a crisis, and (2) how devastating could this be to the City?

### 10.1 Crisis Probability

1. Remotely possible: event has occurred.
2. Possible: injury has occurred, further escalation is possible.
3. More than possible: serious threat exists and will affect Corporate image.
4. Highly probable: but warning signs are evident and the crisis will be difficult to manage.

### 10.2 Crisis Ranking

1. Little damage: handled without much difficulty, no media concern
2. Some damage: slight change media will be involved.
3. Considerable damage: could be a major media issue.
4. Devastating: front page news could put Corporation at major risk.
5. *When in doubt rank a crisis in next highest category.*

**The following is an example of Crisis Identification and Assessment**

Crisis Type	Probability	Damage
Workplace Violence	4	4
Fire	3	4
River Flood	1	4
Negative Bylaws	4	2

### 11.0 CRISIS MANAGEMENT TEAM LEADER

The City Manager shall be designated the Crisis Management Team Leader and is responsible for the overall coordination and management of information. The City Manager has responsibilities above those of crisis management and he will not serve as the chief spokesperson or media liaison officer, but on occasion with the Communications Manager be present during a media presentation.

The media may want to hear a statement from the City Manager and by making the occasional media presentation with the Communications Manager rapport and credibility is established with the media.

The City Manager will approve all statements, press releases, memos and other communications provided to the news media or other audiences. He will also be responsible for:

- Briefing the Mayor and or City Council.
- Briefing City of Prince Albert employees or designating another member of the Crisis Team to do so.
- Authorizing the release of warnings and evacuation notices to the media and general public.
- Meeting and briefing families of victims who arrive at public or private meetings or designating another member of the Crisis Team to do so.

## **12.0 COMMUNICATIONS MANAGER**

The Communication Manager will be responsible for managing the flow of information regarding the incident and act as spokesperson and media liaison officer for the City of Prince Albert. The Crisis Management Team Leader (City Manager), along with the Communications Manager, will brief the Mayor and City Council on pertinent information regarding the crisis.

The Communications Manager is the single point of contact for the media and is responsible for preparing statements to the press, scheduling press conferences, and briefing the press in person. The Communications manager will also prepare news releases, statements, memos, situation verification lists, and any other pertinent communications.

The Communications Manger has the authority to designate clerical staff, confidential secretaries or other crisis team members to serve as message coordinators. Message coordinators are responsible for relaying messages from the Emergency Operations Center to the media room, other strategic locations or other crisis team members.

The message coordinators can complete worksheets that will be forwarded to the City Manager, Communications Manager, and Mayor so that information can be validated and verified before sharing with the public. These worksheets can also be used whenever members of the Crisis Communication Team receive new information.

### **12.1 Assistant Media Liaison Officer**

In the initial phase of a crisis it may be necessary for the Communications Manager to designate an individual to field calls from the media. This individual shall be designated the Assistant Media Liaison Officer and may be the City Clerk or a member of Corporate

Services. This individual can use a media inquiry form to collect information about the caller and relay an initial key message that has been prepared and approved by the City Manager.

The individual in this position can use the checklists and worksheets to assist in arranging for and conducting news conferences, prioritizing information, and assisting with writing press releases.

Other responsibilities include, preparing a list of media representatives in attendance, including name, the organization they represent, telephone number, fax number, the deadline for filing story, and or any questions asked for which the Communications Manager did not have time to answer.

Checklists have been developed to aid the Communications Manager during the crisis. These checklists will assist the Communications Manager in providing accurate and specific information to the public and media.

## **12.2 City Web Page**

It is best to assign someone to place news and updates regarding the present crisis on the City's web site. This will reduce the amount of phone calls placed to the Emergency Operations Center, and provides an avenue for the Communications Manager to supply updated information or safety tips to help citizens affected by the current situation.

## **12.3 Hotline**

A hotline must be established so information about the event is relayed from the public to the Crisis Communication Team. This information will help identify public concerns and will aid in the message development. It is imperative that the Crisis Communication Team is regularly informed about questions that the Hotline personnel do not have answers for. This allows the Communications Manager to identify key responses to:

- i. To provide information as scripts for operators in responding to public calls.
- ii. Have the information placed on the City Web Page.

## **12.4 City Council Liaison**

The Mayor will normally be responsible for briefing members of City Council and this can be accomplished on an individual basis or by telephone. Ideally it would be best to arrange for a special meeting where the City Manager, Communications Manager and Mayor can brief City Council.

## **12.5 Staff Liaison-Director of Corporate Services**

Informing staff about a crisis incident quells rumors and the Director of Corporate Services is responsible for coordinating efforts to inform City employees about the crisis. In conjunction with the Crisis Communication Team, the Director will decide what information is appropriate to share with City employees and will be responsible for

arranging the time and location to brief employees. The Director may brief the employees personally or arrange for the City Manager or Communications Manager to address the employees.

### **13.0 CRISIS COMMUNICATION PLAN EVALUATION**

The primary objective of a Crisis Communication Plan (CCP) is to identify tasks and or activities that should be carried out by the Crisis Communication Team (CCT) and various departments within the Corporation of the City of Prince Albert.

The Crisis Communication Plan along with pre-determined checklists and or worksheets will provide a framework of responses and actions that the Crisis Communication Team can use should a crisis occur.

# SECTION III



## Department Head Guide for Activating an Emergency Call-out

## 14.0 CREATING YOUR FAN-OUT

There are two basic methods for organizing your telephone fan-out.

- Designate one person (and backup) to call everyone on the list or
- A call-out tree that branches out with each person calling a designated number of people

One person within your department should be designated to be responsible for the telephone fan-out. All changes to numbers should be sent to this person.

- Ensure whoever requires a copy receives the updated version.
- Ensure they have a copy at work and at home.

The telephone fan-out should clearly be marked **CONFIDENTIAL** as the home phone numbers of staff will be listed.

The City of Prince Albert issues wallet cards to department heads and it is essential that department heads and those second in command have updated cards.

### 14.1 Activation of Fan Out

Designate a person(s) or position(s) within your department to activate the telephone fan-out. **The Emergency Communications Center will contact the department head when the Emergency Operations Center is to be activated.** The Emergency Communications Center must have an updated fan out list.

### 14.2 Notification

Discuss who has a role in your emergency plan and who needs to be notified when an incident is occurring. Make sure you let these people know that they are on the list.

Ensure you include all relevant numbers. This may include, but is not limited to:

- Work
- Home
- Alternate home line
- Cell or Blackberry PIN
- Cottage

If you are calling in additional personnel, what priority will you call them back in?

- Next shift
- Persons in the city but on holidays
- Persons out of the city but on holidays

### **14.3 Information needed to relay to the people you notify**

- Incident Type
- Where to report
- Any route information (e.g. during severe forest fire roads could be blocked)
- Ask for an estimated time of arrival so you can follow up if they do not arrive at the expected time

### **14.4 Other items to consider**

- Determine the number of times to call an individual if they do not answer or reply to voice message.
- Will you leave a message on an answering machine/voicemail?
- Will you leave a message with other people in the household or ask for them to call back?

## **15.0 CONDUCTING THE TELEPHONE FAN-OUT DRILL**

Department telephone notification lists should be updated at least twice a year and tested. **Consider doing one drill during normal work hours and one drill after regular work hours.**

- When calls are made make sure you let the person know that this is only a drill and not an actual incident.
- Use the Telephone Fan-Out Form to track who you have called, their response and estimated time of arrival.

### **15.1 Post Telephone Fan-Out Drill**

- Ensure any corrections are made to the telephone numbers.
- Distribute new telephone fan-out as required.





# SECTION IV



## Municipal Department Head Responsibilities

## CITY MANAGER / EOC MANAGER

<b>Incident Name:</b>	<b>Position Assigned To:</b>
<b>Date:</b>	<b>Report To:</b> EMO COORDINDATOR
<b>Telephone Number:</b>	

**Assignment:** Assumes the role of the EOC Manager. Organizes and direct staff within Emergency Operations Centre. Responsible for the overall coordination between Incident Site and EOC.

<b>Immediate</b>	<b>Resources</b>
<input type="checkbox"/> With EMO Coordinator will determine scope of emergency. <input type="checkbox"/> Establish Activity Log. <input type="checkbox"/> Receive and review incident information. <input type="checkbox"/> Determine what positions need to be immediately notified. <input type="checkbox"/> Activate the Municipal Emergency Plan, in whole or in part. <input type="checkbox"/> Provide initial briefing for EOC Staff, Mayor and City Council. <input type="checkbox"/> Provide direction to the Communications Manager. <input type="checkbox"/> Activate the Crisis Communications Plan. <input type="checkbox"/> Schedule initial EOC Action Plan meeting. <input type="checkbox"/> Obtain additional administrative support, if required.	Emergency Response Plan, maps, forms, telephone lists Refer to Activity Log Form Liaison, Public Information, Risk Management, Operations, Planning, Logistics, Finance/Administration  Refer to Briefing Form Refer to EOC Action Plan Form
<b>Intermediate</b>	<b>Resources</b>
<input type="checkbox"/> Establish Operational Periods. <input type="checkbox"/> Establish EOC priorities and objectives. <input type="checkbox"/> Consult with Liaison Officer to determine what external agencies need to be notified. <input type="checkbox"/> Activate mutual aid agreements, as required. <input type="checkbox"/> Conduct initial EOC Action Plan Meeting. Ensure appropriate staff attend.	Refer to EOC Action Plan Form
<b>On-Going</b>	<b>Resources</b>
<input type="checkbox"/> Ensure shift changes and rest periods are scheduled. <input type="checkbox"/> Ensure meals are ordered. <input type="checkbox"/> Review and approve all media releases. <input type="checkbox"/> Hold operational briefings to receive Status Reports and update Action Plan, as appropriate. <input type="checkbox"/> Communicate status to Mayor and Council. <input type="checkbox"/> Document actions and decisions. <input type="checkbox"/> Observe EOC staff for signs of stress.	Shifts should be no longer than 8-12 hours  Use Activity Log
<b>Post-Incident</b>	<b>Resources</b>
<input type="checkbox"/> Close out any open items. <input type="checkbox"/> Complete any required documentation. <input type="checkbox"/> Collect documentation from EOC staff to complete Post-Incident Report <input type="checkbox"/> Schedule Post-Incident Debriefing	Refer to Post-Incident Report Outline

## FIRE

<b>Incident Name:</b>	<b>Position Assigned To:</b>
<b>Date:</b>	<b>Report To:</b> OPERATIONS SECTION CHIEF or EOC DIRECTOR
<b>Telephone Number:</b>	

**Assignment:** Arrange and coordinate fire suppression, as well as hazardous materials support operations. Acquire mutual aid resources, as necessary.

<b>Immediate</b>	<b>Resources</b>
<input type="checkbox"/> Activates the EOC set up protocols. <input type="checkbox"/> Notifies Chief Officers and advises of the situation. <input type="checkbox"/> Establish Activity Log. <input type="checkbox"/> Establish communications link with incident site. <input type="checkbox"/> Attend initial briefing by EOC Manager.	Refer to Activity Log Form
<b>Intermediate</b>	<b>Resources</b>
<input type="checkbox"/> Prepare objectives for Fire and forward them to the Operations Section Chief prior to Action Planning meetings. <input type="checkbox"/> If mutual aid is activated, assist with the coordination of resources.	
<b>On-Going</b>	<b>Resources</b>
<input type="checkbox"/> Maintain current status of fire operations. <input type="checkbox"/> Document actions and decisions. <input type="checkbox"/> Observe EOC staff for signs of stress. <input type="checkbox"/> Access Critical Incident Stress Debriefing, as required.	Shifts should be no longer than 8-12 hours
<b>Post-Incident</b>	<b>Resources</b>
<input type="checkbox"/> Close out any open items. <input type="checkbox"/> Determine demobilization status of fire operations at the incident(s). <input type="checkbox"/> Ensure all expenditures and financial claims have been coordinated through Finance/Administration Section. <input type="checkbox"/> Complete any required documentation. <input type="checkbox"/> Provide documentation to Operations Section Chief to complete Post-Incident Report. <input type="checkbox"/> Attend Post-Incident Debriefing.	Refer to Post-Incident Report Outline

## POLICE

<b>Incident Name:</b>	<b>Position Assigned To:</b>
<b>Date:</b>	<b>Report To: OPERATIONS SECTION CHIEF</b>
<b>Telephone Number:</b>	

**Assignment:** Coordinate law enforcement and traffic control operations, including evacuation, during a major emergency.

<b>Immediate</b>	<b>Resources</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Notifies senior staff of the emergency.</li> <li><input type="checkbox"/> Sign in and obtain identification card, vest, as applicable</li> <li><input type="checkbox"/> Establish Activity Log.</li> <li><input type="checkbox"/> Establish communications link with incident site.</li> <li><input type="checkbox"/> Attend initial briefing by EOC Director/Operations Section Chief.</li> <li><input type="checkbox"/> Obtain additional personnel for workstation, as required.</li> <li><input type="checkbox"/> Based on initial EOC priorities prepare Police objectives for Action Plan and provide them to EOC Manager and RCMP.</li> <li><input type="checkbox"/> The protection of life and the provision of law and order.</li> </ul>	<p>Refer to Activity Log Form</p>
<b>Intermediate</b>	<b>Resources</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Obtain a situation update from the senior officer on scene.</li> <li><input type="checkbox"/> Provide update to Operations Section Chief/EOC Manager.</li> <li><input type="checkbox"/> Ensure crowd control is provided at the emergency site.</li> <li><input type="checkbox"/> Contact RCMP for status and availability, if required.</li> <li><input type="checkbox"/> Establish emergency traffic routes in coordination with Public Works and Transportation.</li> <li><input type="checkbox"/> Provide security for evacuated areas and other facilities, as required.</li> <li><input type="checkbox"/> Arrange for feeding and sheltering of police as necessary with the Logistics Section.</li> </ul>	
<b>On-Going</b>	<b>Resources</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure logs and other files are maintained.</li> <li><input type="checkbox"/> Ensure information obtained from incident site reaches Planning Section so Situation/Status Board can be updated.</li> <li><input type="checkbox"/> Maintain current status on police activities.</li> <li><input type="checkbox"/> Refer contacts with the media to Public Information Officer.</li> <li><input type="checkbox"/> Securing of scene to protect evidence if required.</li> <li><input type="checkbox"/> Ensure resource requests are coordinated through Logistics.</li> <li><input type="checkbox"/> Prepare and implement objectives for Operational Period.</li> <li><input type="checkbox"/> Ensure staffing requirements are met for next shift and provide a shift briefing for on-coming relief.</li> <li><input type="checkbox"/> Document actions and decisions.</li> <li><input type="checkbox"/> Observe EOC staff for signs of stress.</li> <li><input type="checkbox"/> Access Critical Incident Stress Debriefing, as required</li> </ul>	<p>Shifts should be no longer than 8-12 hours</p>
<b>Post-Incident</b>	<b>Resources</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Close out any open items.</li> <li><input type="checkbox"/> Complete any required documentation.</li> <li><input type="checkbox"/> Determine demobilization status of Police at the incident site.</li> <li><input type="checkbox"/> Provide documentation to Operations Section Chief to complete Post Incident Report</li> <li><input type="checkbox"/> Attend Post-Incident Debriefing</li> </ul>	

## PUBLIC WORKS

<b>Incident Name:</b>	<b>Position Assigned To:</b>
<b>Date:</b>	<b>Report To: OPERATIONS SECTION CHIEF</b>
<b>Telephone Number:</b>	

**Assignment:** Ensures that the operational objectives and assignments from the EOC Action Plan are carried out. Maintain a communications link between the incident site and the EOC.

<b>Immediate</b>	<b>Resources</b>
<input type="checkbox"/> Sign in. <input type="checkbox"/> Set up workstation and review appropriate plans, forms. <input type="checkbox"/> Establish Activity Log. <input type="checkbox"/> Establish communications link with incident site. <input type="checkbox"/> Attend initial briefing by EOC Manager. <input type="checkbox"/> Review list of companies and appropriate resources. <input type="checkbox"/> Obtain additional personnel for Operations Section, as required	Refer to Activity Log Form
<b>Intermediate</b>	<b>Resources</b>
<input type="checkbox"/> Coordinate with Liaison Officer if representatives from external agencies are required within EOC. <input type="checkbox"/> Authorize resource requests and forward extraordinary requests to EOC Director for approval.	
<b>On-Going</b>	<b>Resources</b>
<input type="checkbox"/> Coordinate with Logistics to obtain additional personnel support, as Required. <input type="checkbox"/> Ensure information obtained from incident site reaches Planning Section so Situation/Status Board can be updated. <input type="checkbox"/> Brief Operations Staff on a regular basis. <input type="checkbox"/> Document actions and decisions. <input type="checkbox"/> Arrange for road debris clearance for emergency vehicles. <input type="checkbox"/> Coordinate action for recovery and restoration of services.	Shifts should be no longer than 8-12 hours
<b>Post-Incident</b>	<b>Resources</b>
<input type="checkbox"/> Close out any open items. <input type="checkbox"/> Complete any required documentation. <input type="checkbox"/> Collect documentation from Operations Section staff. <input type="checkbox"/> Provide documentation to Operations Section Chief to complete Post-Incident Report. <input type="checkbox"/> Attend Post-Incident Debriefing.	Refer to Post-Incident Report Outline

## COMMUNITY SERVICES

<b>Incident Name:</b>	<b>Position Assigned To:</b>
<b>Date:</b>	<b>Report To:</b> OPERATIONS SECTION CHIEF
<b>Telephone Number:</b>	

**Assignment:** Arrange and coordinate for debris removal, sidewalk clearing, and tree removal.

<b>Immediate</b>	<b>Resources</b>
<input type="checkbox"/> Sign in. <input type="checkbox"/> Set up workstation and review appropriate plans, forms. <input type="checkbox"/> Establish Activity Log. <input type="checkbox"/> Attend initial briefing by EOC Manager.	Refer to Activity Log Form
<b>Intermediate</b>	<b>Resources</b>
<input type="checkbox"/> Prepare objectives and forward them to the Operations Section Chief prior to Action Planning meetings.	
<b>On-Going</b>	<b>Resources</b>
<input type="checkbox"/> Coordinate removal of trees, debris for traffic flows. <input type="checkbox"/> Document actions and decisions. <input type="checkbox"/> Liaison with Social Services for evacuation facilities.	Shifts should be no longer than 8-12 hours
<b>Post-Incident</b>	<b>Resources</b>
<input type="checkbox"/> Close out any open items. <input type="checkbox"/> Determine demobilization status of operations at the incident. <input type="checkbox"/> Ensure all expenditures and financial claims have been coordinated through Finance Section. <input type="checkbox"/> Complete any required documentation. <input type="checkbox"/> Provide documentation to Operations Section Chief to complete Post-Incident Report. <input type="checkbox"/> Attend Post-Incident Debriefing	Refer to Post-Incident Report Outline

## ECONOMIC AND DEVELOPMENT

<b>Incident Name:</b>	<b>Position Assigned To:</b>
<b>Date:</b>	<b>Report To:</b> OPERATIONS SECTION CHIEF
<b>Telephone Number:</b>	

**Assignment:** Arrange and coordinate the inspections of facilities and buildings impacted by the emergency

<b>Immediate</b>	<b>Resources</b>
<input type="checkbox"/> Sign in. <input type="checkbox"/> Set up workstation and provide appropriate plans, forms, and maps. <input type="checkbox"/> Establish Activity Log. <input type="checkbox"/> Provide damage assessment to structures involved in the incident. <input type="checkbox"/> Attend initial briefing by EOC Manager.	Refer to Activity Log Form
<b>Intermediate</b>	<b>Resources</b>
<input type="checkbox"/> Prepare objectives and forward them to the Operations Section Chief prior to Action Planning meetings	
<b>On-Going</b>	<b>Resources</b>
<input type="checkbox"/> Maintain current status of operations. <input type="checkbox"/> Document actions and decisions. <input type="checkbox"/> Update maps for the EOC and work with the EOC Manager and Planning Section Chief when required.	Shifts should be no longer than 8-12 hours
<b>Post-Incident</b>	<b>Resources</b>
<input type="checkbox"/> Close out any open items. <input type="checkbox"/> Determine demobilization status of operations at the incident. <input type="checkbox"/> Ensure all expenditures and financial claims have been coordinated through Finance Section. <input type="checkbox"/> Complete any required documentation. <input type="checkbox"/> Provide documentation to Operations Section Chief to complete Post-Incident Report. <input type="checkbox"/> Attend Post-Incident Debriefing	Refer to Post-Incident Report Outline

## CITY CLERKS OFFICE

<b>Incident Name:</b>	<b>Position Assigned To:</b>
<b>Date:</b>	<b>Report To:</b> Logistics Section Chief
<b>Telephone Number:</b>	

**Assignment:** Provide administrative support to EOC personnel

<b>Immediate</b>	<b>Resources</b>
<input type="checkbox"/> Sign in. <input type="checkbox"/> Provide assistance to EOC Manager as required. <input type="checkbox"/> Assist with recording of EOC briefings. <input type="checkbox"/> Establish individual Activity Log. <input type="checkbox"/> Attend initial briefing by EOC Manager.	Refer to Activity Log Form
<b>Intermediate</b>	<b>Resources</b>
<input type="checkbox"/> Receive assignments from EOC Manager. <input type="checkbox"/> Obtain EOC supplies as required.	
<b>On-Going</b>	<b>Resources</b>
<input type="checkbox"/> Maintain records of requests. <input type="checkbox"/> Arrange meals for EOC staff. <input type="checkbox"/> Answer phones. <input type="checkbox"/> Takes notes at meetings, as required. <input type="checkbox"/> Assist in keeping position logs. <input type="checkbox"/> Photocopying and faxing. <input type="checkbox"/> Assist in preparation and distribution of situation reports, briefing notes. <input type="checkbox"/> Document actions and decisions <input type="checkbox"/> Obtain briefing from immediate supervisor, e.g. EOC Manager or Section Chief. <input type="checkbox"/> Access supplies, as required. <input type="checkbox"/> Ensure applicable cost centers are being posted and being used	Shifts should be no longer than 8-12 hours
<b>Post-Incident</b>	<b>Resources</b>
<input type="checkbox"/> Close out any open items. <input type="checkbox"/> Complete any required documentation. <input type="checkbox"/> Provide documentation to EOC Manager to complete Post-Incident Report. <input type="checkbox"/> Attend Post-Incident Debriefing	



## FINANCE

<b>Incident Name:</b>	<b>Position Assigned To:</b>
<b>Date:</b>	<b>Report To:</b> FINANANCE SECTION CHIEF
<b>Telephone Number:</b>	

**Assignment:** Provide support and information on financial matters to the EOC staff, and advice on financial matters as they related to the emergency.

<b>Immediate</b>	<b>Resources</b>
<input type="checkbox"/> Sign in. <input type="checkbox"/> Provide assistance to EOC Manager as required. <input type="checkbox"/> Ensure a centralized recording system is established for expenditures. <input type="checkbox"/> Establish individual Activity Log. <input type="checkbox"/> Attend initial briefing by EOC Manager.	Refer to Activity Log Form
<b>Intermediate</b>	<b>Resources</b>
<input type="checkbox"/> Receive assignments. <input type="checkbox"/> Provide requisitions for emergency supplies and equipment. <input type="checkbox"/> Obtain supplies as required. <input type="checkbox"/> Procuring of staff as required.	
<b>On-Going</b>	<b>Resources</b>
<input type="checkbox"/> Maintain records of requests. <input type="checkbox"/> Provide emergency financial management, accounting and documenting processes. <input type="checkbox"/> Document actions and decisions. <input type="checkbox"/> Obtain briefing from immediate supervisor, e.g. Section Chief. <input type="checkbox"/> Liaison with provincial / federal officials for emergency disaster funding.	Shifts should be no longer than 8-12 hours
<b>Post-Incident</b>	<b>Resources</b>
<input type="checkbox"/> Close out any open items <input type="checkbox"/> Complete any required documentation <input type="checkbox"/> Provide documentation to EOC Manager to complete Post-Incident Report. <input type="checkbox"/> Attend Post-Incident Debriefing	

## INFORMATION TECHNOLOGY

<b>Incident Name:</b>	<b>Position Assigned To:</b>
<b>Date:</b>	<b>Report To:</b> EOC MANAGER
<b>Telephone Number:</b>	

**Assignment:** Provide IT support for the EOC and Crisis Communication plan.

<b>Immediate</b>	<b>Resources</b>
<input type="checkbox"/> Coordinate the EOC setup, telephone lines, fax machine. <input type="checkbox"/> Provide assistance to EOC Manager as required. <input type="checkbox"/> Assist with recording of EOC briefings. <input type="checkbox"/> Attend initial briefing by EOC Manager.	Refer to Activity Log Form
<b>Intermediate</b>	<b>Resources</b>
<input type="checkbox"/> Receive assignment. <input type="checkbox"/> Set up City Web page if required. <input type="checkbox"/> Obtain briefing from immediate supervisor, e.g. Section Chief. <input type="checkbox"/> Obtain EOC supplies as required.	
<b>On-Going</b>	<b>Resources</b>
<input type="checkbox"/> Maintain records of requests. <input type="checkbox"/> Provide for procurement of necessary computer & telecommunications. <input type="checkbox"/> Assist in preparation and distribution of situation reports, briefing notes. <input type="checkbox"/> Document actions and decisions <input type="checkbox"/> Obtain briefing from immediate supervisor, e.g. Section Chief. Clarify expectations	Shifts should be no longer than 8-12 hours
<b>Post-Incident</b>	<b>Resources</b>
<input type="checkbox"/> Close out any open items <input type="checkbox"/> Complete any required documentation <input type="checkbox"/> Provide documentation to EOC Director to complete Post-Incident Report <input type="checkbox"/> Ensure all EOC supplies are replenished. <input type="checkbox"/> Attend Post-Incident Debriefing	

## COMMUNICATIONS

<b>Incident Name:</b>	<b>Position Assigned To:</b>
<b>Date:</b>	<b>Report To:</b> EOC MANAGER
<b>Telephone Number:</b>	

**Assignment:** Manages the Crisis Communication Plan and works with the EOC manager in the dissemination of information.

<b>Immediate</b>	<b>Resources</b>
<input type="checkbox"/> Review Crisis Communication Plan checklists. <input type="checkbox"/> Provide assistance to EOC Manager as required. <input type="checkbox"/> Establish an on-site information center. <input type="checkbox"/> Attend initial briefing by EOC Manager.	Refer to Activity Log Form
<b>Intermediate</b>	<b>Resources</b>
<input type="checkbox"/> Establish liaison with media. <input type="checkbox"/> Provide information for the City Web page. <input type="checkbox"/> Assist with or coordinate media photo sessions at the emergency scene. <input type="checkbox"/> Schedule news briefings and releases.	
<b>On-Going</b>	<b>Resources</b>
<input type="checkbox"/> Work with IT department to establish Citizen Inquiry hotline. <input type="checkbox"/> Assist in preparation and distribution of situation reports, briefing notes. <input type="checkbox"/> Document actions and decisions <input type="checkbox"/> Work with the EOC Manager and Mayor for news releases.	Shifts should be no longer than 8-12 hours
<b>Post-Incident</b>	<b>Resources</b>
<input type="checkbox"/> Close out any open items. <input type="checkbox"/> Complete any required documentation. <input type="checkbox"/> Provide documentation to EOC Manager to complete Post-Incident Report. <input type="checkbox"/> Attend Post-Incident Debriefing.	

## CORPORATE SERVICES

<b>Incident Name:</b>	<b>Position Assigned To:</b>
<b>Date:</b>	<b>Report To:</b> PLANNING SECTION CHIEF
<b>Telephone Number:</b>	

**Assignment:** Assists the Communications Manager in establishing media relations. Assists the Planning Section Chief in the provision of information for the Incident Action Plan.

<b>Immediate</b>	<b>Resources</b>
<input type="checkbox"/> Provide assistance to Planning Section Chief <input type="checkbox"/> Maintains an incident log. <input type="checkbox"/> Arrange for Critical Incident Stress Debriefing sessions. <input type="checkbox"/> Attend initial briefing by EOC Manager.	Refer to Activity Log Form
<b>Intermediate</b>	<b>Resources</b>
<input type="checkbox"/> Approves procurement of additional staff. <input type="checkbox"/> Provide information for the City Web page. <input type="checkbox"/> Ensures that staff are aware of the stress debriefing services.	
<b>On-Going</b>	<b>Resources</b>
<input type="checkbox"/> Ensure staff are aware of Employee Assistance Program <input type="checkbox"/> Assist in preparation and distribution of situation reports, briefing notes. <input type="checkbox"/> Document actions and decisions.	Shifts should be no longer than 8-12 hours
<b>Post-Incident</b>	<b>Resources</b>
<input type="checkbox"/> Close out any open items. <input type="checkbox"/> Complete any required documentation. <input type="checkbox"/> Provide documentation to EOC Manager to complete Post-Incident Report. <input type="checkbox"/> Attend Post-Incident Debriefing.	

# SECTION V



## Declaration / Termination of a Local Emergency

**16.0 DECLARATION OF A LOCAL EMERGENCY**

**(Quorum of City Council)**

**RESOLUTION NO.** \_\_\_\_\_, of Date, \_\_\_\_\_

Moved by Councillor: \_\_\_\_\_

Seconded by Councillor: \_\_\_\_\_

**WHEREAS**, the **City of Prince Albert** is encountering (state the problem) \_\_\_\_\_, that requires prompt action to prevent harm or damage to the safety, health and welfare of persons located within the boundaries of the **City of Prince Albert**, and to prevent damage to property within those boundaries.

**THEREFORE BE IT RESOLVED THAT** pursuant to Section 20 of *The Emergency Planning Act*, the City Council of the **City of Prince Albert** declares that a local emergency exists (state geographic boundaries or designated areas) due to (state the problem) from this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ to the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, and that according to *The Emergency Planning Act, 1989*, is able to act and implement all procedures that are considered necessary to prevent or alleviate the effects of the emergency.

**IN WITNESS WHEREOF** of City Council of the **City of Prince Albert** has by resolution carried, declared this local emergency this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

The \_\_\_\_\_ of the City of Prince Albert

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**16.1 DECLARATION OF A LOCAL EMERGENCY**

**(Absence of a Quorum of City Council)**

**RESOLUTION NO.** \_\_\_\_\_, of Date, \_\_\_\_\_

**WHEREAS**, the **City of Prince Albert** is encountering (state the problem) \_\_\_\_\_, that requires prompt action to prevent harm or damage to the safety, health and welfare of persons located within the boundaries of the **City of Prince Albert**, and to prevent damage to property within those boundaries.

**AND WHEREAS** these (state problem) \_\_\_\_\_ conditions present such an extreme emergency with the **City of Prince Albert** that there is not sufficient time to convene a regularly constituted meeting of City Council of the **City of Prince Albert** but rather this emergency compels me to respond to this emergency immediately on behalf of the **City of Prince Albert**.

**THEREFORE**, pursuant to Section 20 of *The Emergency Planning Act, 1989*, Chapter. E-8.1 of the Statues of Saskatchewan, I (mayor, city councilor) \_\_\_\_\_ declare that a local emergency exists in the **City of Prince Albert**, from this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ to the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**The City of Prince Albert.**

Per: \_\_\_\_\_

(print name) \_\_\_\_\_ of the City of Prince Albert.

**16.2 TERMINATION OF A LOCAL EMERGENCY**

PURSUANT to Section 20 of *The Emergency Planning Act, 1989*, The City Council of the City of Prince Albert declares that the Local Emergency is terminated in the City of Prince Albert.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Moved by Councilor \_\_\_\_\_

Seconded by Councilor \_\_\_\_\_

Per: \_\_\_\_\_

(printed name) \_\_\_\_\_



# SECTION VI



## Emergency Operations Center Setup Guidelines

## EMERGENCY OPERATIONS CENTER SET UP GUIDELINES

The following procedures are set in place to facilitate the set up process for the Emergency Operations Center.

<b>Step 1</b>
<p>The EOC Boxes are located on the second floor between the men's and lady's washrooms just outside the IT department door.</p> <ul style="list-style-type: none"><li>• One box is labeled North Wall and the other is labeled South Wall.</li><li>• Take both boxes into the main boardroom.</li><li>• Place the North Wall Box on the north side of the main boardroom table by the phone line box.</li></ul> <p>Place the South Wall Box on the south side of the main boardroom table by the phone line box on that wall.</p>
<b>Step 2</b>
<p>On the inside of the lid of both boxes is a map of the main boardroom and the EOC setup arrangement.</p> <ul style="list-style-type: none"><li>• An envelope is attached to the lid that has a key for the phone line boxes in the boardroom.</li><li>• Take both the map and key off the lid of the box.</li></ul>
<b>Step 3</b>
<p>Using the key open both phone line boxes, one on the north wall and the other on the south wall.</p>
<b>Step 4</b>
<p>Arrange the two main boardroom tables exactly as the map shows.</p> <ul style="list-style-type: none"><li>• Move the 4 side tables that are located in the main boardroom beside the phone line boxes (labeled PBX) exactly as the map shows.</li><li>• This arrangement has been determined to be the most efficient arrangement for the boardroom and facilitates coordination of communications in the EOC.</li></ul>
<b>Step 5</b>
<p>Place the office supply packages and phone line packages onto the proper tables exactly as the map shows.</p> <ul style="list-style-type: none"><li>• This does not include the Purchasing, Fax, or extras, as they are not required yet.</li></ul>
<b>Step 6</b>
<p>Connect the phone lines for each station marked in red on the map to the appropriate outlet in the phone line box that matches that station.</p> <ul style="list-style-type: none"><li>• If the station phone package contains a power plug connect these to power at this time as well.</li><li>• There are extension cords and power bars in the boxes if required.</li><li>• Upon completing the stations marked in red continue on and connect the phone lines and power, for the Clerk and Finance stations.</li></ul>

**Step 7**

Retrieve the folding table from the hallway where the two EOC boxes were located.

- Set this table up in the South East corner exactly as shown on the map.

**Step 8**

Place the Purchasing package, phone line package, fax machine and phone on this table.

- Now connect the phone line for the purchasing agent and the fax to the appropriate phone outlets in the South Wall phone line box.
- Connect the phone and fax machine to power

**Step 9**

Take the city map off the south wall and place it on the west boardroom table exactly as depicted on the EOC map.

- Retrieve the 3 booking laptops, 2 projectors and the projector screen from the IT department area.
- If these are not available immediately contact the fire department and have staff bring the fire department projector and laptop to the EOC.
- Setup a laptop and projector on the west boardroom table projecting north onto the screen as depicted in the EOC map.
- Ensure that the laptop is connecting to the network either by wireless or wired communication.
- If a problem is encountered with the projector or laptop, immediately call IT personnel for assistance.

**Step 10**

Disconnect the Ricoh in the finance department from the phone line, as it is the same line that the EOC will be using for faxing.

**Step 11**

Make a test call to another EOC telephone to ensure that the phones are working.

## EOC PHONE NUMBER LIST

<b>Station</b>	<b>Phone Number</b>	<b>Jack Number</b>	<b>Digital / Analog</b>
Fire	953-4393	21	Analog
Police	764-5227	20	Analog
Clerk	953-4307	16	Analog
City Manager	953-4302	14	Digital
Finance	953-4331	8	Analog
Communications	953-4367	6	Analog
Public Works	953-4903	2	Digital
Community Services	953-4801	7	Analog
Purchasing	953-4351	18	Digital
Fax	953-4357	1	Analog
ECC Manager	953-4211	19	Analog
Economic Development	953-4372	4	Digital

## WEB PAGE CHECKLIST

	TASKS	Done
1.	<p>Format content materials developed by the communication team and publish on the organization's Web site. Expect to start publishing information within one to two hours of activating the crisis action plan for the event.</p> <p><b>Make sure everything published on the website has been released first.</b></p>	
2.	<p>Create links to other web sites that also will have information about the event.</p>	
3.	<p>Update the web site as frequently as information changes. (This could be hourly).</p>	
4.	<p>If the emergency warrants it develop special web pages for the event</p>	

## PROLONGED EMERGENCY SUPPLIES

In the event the emergency/disaster is prolonged, considerations for the EOC should be given to:

○ <b>COMMUNICATIONS</b>	<ul style="list-style-type: none"> <li>▪ Internal &amp; External telephone lines.</li> <li>▪ Backup communications (Fire Department Satellite Phone).</li> <li>▪ Fax</li> </ul>
○ <b>POWER</b>	<ul style="list-style-type: none"> <li>▪ Emergency Power</li> </ul>
○ <b>COMPUTER</b>	<ul style="list-style-type: none"> <li>▪ Access to Intra/Internet</li> </ul>
○ <b>SECURITY</b>	<ul style="list-style-type: none"> <li>▪ Access to the EOC must be restricted.</li> </ul>
○ <b>SPACE</b>	<ul style="list-style-type: none"> <li>▪ The EOC may be occupied for some time and must allow for sufficient space to accommodate the MCG team.</li> </ul>
○ <b>STATUS BOARDS</b>	<ul style="list-style-type: none"> <li>▪ Should be clearly visible for the MCG Team.</li> </ul>
○ <b>OFFICE RESOURCES</b>	<ul style="list-style-type: none"> <li>▪ Availability of office supplies and secretarial support.</li> </ul>
○ <b>FOOD &amp; ACCOMMODATION</b>	<ul style="list-style-type: none"> <li>▪ Ensure that the MCG is supplied nutritional food during the emergency.</li> </ul>
○ <b>PARKING</b>	<ul style="list-style-type: none"> <li>▪ Designated parking members of the EOC.</li> </ul>
○ <b>ADDITIONAL MEETING ROOM</b>	<ul style="list-style-type: none"> <li>▪ Second floor boardroom</li> </ul>
○ <b>MEDIA CONTROL</b>	<ul style="list-style-type: none"> <li>▪ The media room should be designated in City Hall, but separate from the EOC.</li> </ul>

## EOC EMERGENCY KIT CONTENTS

### Each EOC Emergency Kit contains:

- Station ID Tag
- 1 Large Paper Pad
- 1 Steno Notebook
- 3 File Folders
- 3 Large Envelopes
- 1 Roll of Masking Tape
- 1 Roll of Scotch Tape
- 1 Phone Message Pad
- 1 Yellow Sticky Note Pad
- 1 Stapler
- 1 Blue, 1 Orange, 1 Yellow Highlighter
- 2 Blue, 2 Red, 2 Black Pens
- 2 Pencils
- Phone Book
- 1 Box Paper Clips
- 1 Box Black Fold Clips

### The Extras Package should contain all the above as well as:

- 2 Pencil Sharpeners
- 2 Boxes of Staples

### The EOC Boxes also need to contain the following items:

- First Aid Kit
- Box of Name Tags
- Flashlight
- 2 Large Flashlight Batteries
- Extension Cords
- Power Bars
- Network Cables
- Mouse
- Extra Folders
- 5 Port Hub
- Extra Phone Cords

# SECTION VII



## Hazard Specific Guidelines



## **17.0 AIRCRAFT ACCIDENT**

The Prince Albert Fire & Emergency Services provides fire and rescue services for the Prince Albert airport. There is a high probability that an aircraft crash at the airport would involve major injuries and fatalities.

An aircraft crash will create disruption of services at the airport and may draw significant media coverage during the incident. Based upon the size of the incident the Communications Manager and City Manager may activate the Crisis Communications Plan.

### **17.1 Aircraft Crash Plan**

Activate notification of other emergency response agencies including, but not limited to:

- City Police
- RCMP
- Parkland Ambulance
- Buckland Fire Department
- Victoria Hospital

- ⇒ Instruct flight services to notify Transport Canada.
- ⇒ Order evacuation of unsafe structures and areas impacted by the crash.
- ⇒ Confirm with City Police that emergency access routes have been established and controlled to support fire and rescue activities.
- ⇒ Establish Incident Command Post.
- ⇒ Isolate an area for Triage.
- ⇒ Activate the City of Prince Albert Crisis Communication Plan.

## **18.0 BLIZZARDS**

Blizzards occur throughout the Prairie Provinces and are usually accompanied by high winds, heavy snowfall, and cold temperatures. The high winds can cause whiteouts and drifting snow that increases the potential for other hazards.

### **18.1 Vehicle Shelter**

If caught in a blizzard and conditions dictate that you need to stay in your vehicle, the following guidelines may be helpful:

- During the winter months keep a blizzard safety kit in the vehicle.
- The blizzard safety kit should include socks, mittens, blankets, sleeping bags (for warmth, not sleeping), energy bars or foods, candles, flashlights, matches, and a shovel.
- Do not leave your vehicle.
- Remain calm and if you have a cell phone call for assistance.

- Run the vehicle occasionally to keep the interior warm, but be certain that snow is not blocking the exhaust pipe. Make sure to open the window slightly for air circulation.
- Exercise limbs occasionally to maintain circulation.
- If not alone it may be necessary to huddle with the other person.

Do not leave the vehicle. There are numerous examples of people freezing to death when they left the vehicle to go for help.

## 19.0 DANGEROUS GOOD INCIDENTS

Dangerous goods are substances that may be toxic, corrosive, explosive, flammable, radioactive, liquefied gases or gases under pressure. An incident involving dangerous goods may occur at a storage facility, industrial site, or through the transportation system. When a dangerous goods incident occurs it is crucial that people, property and the environment be protected from the harmful effects of the dangerous goods.

The purpose of the Municipal Emergency Plan is to ensure that systems and processes are in place for assessing the incident. A dangerous goods incident will involve numerous agencies and the Prince Albert Fire & Emergency Services department will establish Incident Command and the Command Post.

### 19.1 Hazards

Hazards from dangerous goods incidents include one or more of the following:

- Toxicity
- High Pressure vessel releases
- Projectiles
- Corrosiveness
- Reactivity
- Flammability

An incident involving dangerous goods requires specialized training and equipment and through coordinated efforts by Fire, Police, EMS and industry. The establishment of Unified Command will be required for this multi jurisdictional incident.

### 19.2 Incident Levels

A dangerous goods incident has the potential to rapidly expand, therefore it is essential that each agency understands their role and responsibilities. In order to communicate the seriousness of the incident, the following impact levels are used:

- **Level 1 Low Impact Level:** A minor incident where personnel from the carrier are able to mitigate the incident. A limited amount of support may or may not be required from the local emergency services.

- **Level 2 Moderate Impact Level:** At this level there may or may not be a release of dangerous goods, but a threat to people, property or the environment may exist. This type of incident will be localized but will require a safe parameter to protect the public. An emergency evacuation may be necessary to protect the health of the public.
- **Level 3 High Impact Level:** A dangerous goods incident that has an uncontrolled hazard that is threatening the health & safety of the public and the environment.

### 19.3 Response

- Notification of emergency response agencies.
- Evacuate the affected area.
- Establish Incident Command and a Command Post.
- Establish a “Hot Zone.”
- Evacuate down wind of the spill. This must be performed immediately when toxic vapors are present.
- Contain and stop the spill based upon Dangerous Goods training levels.
- Ensure medical support is available at the incident.
- Report the spill to the Provincial Enforcement Center Spill Report Line at **1-800-667-7525**.

### 19.4 Guidelines for Reporting Spills, Releases and Emergencies

Any spill, release or emergency that may cause an adverse effect to the environment or pose a risk to public health or safety must be immediately reported. Immediate reporting allows Saskatchewan Environment to provide advice to take action in a timely fashion and communicate to first response teams and the responsible party to ensure that actions are taken quickly and to protect safety and the environment. After the incident has been concluded and made safe, Saskatchewan Environment will gather more information about the incident to determine the cause and how to prevent future releases.

### 19.5 Information required for the Provincial Enforcement Centre Spill Report Line

If you believe you may have a spill or other environmental emergency, call the Provincial Enforcement Centre Spill Report Line **Toll Free: 1-800-667-7525** and provide the following information:

- Your name, call back telephone number/fax number.
- Location and time of the spill (City, town, address, highway number, land location, etc).
- Shipper name/consignee/point of origin.
- Type and quantity of product spilled.
- A description of the spill site and immediately surrounding area (soil type, on or near surface water, drainage characteristics, groundwater depth, proximity to dwellings, location of domestic service lines, etc).

- Responding agencies and who is on scene.
- Local weather conditions (wind direction and speed, rain, snow, etc.
- The names of all persons notified of the spill.
- The known causes and effects of the spill.
- First response and remedial actions that have taken place with respect to the spill (containment work at time of spill), and
- Any further action or work that is contemplated or required (details of cleanup and restoration procedures, and details of disposal including location and procedures).

## **19.6 Emergency Response**

The objectives of an emergency response operation are to:

- Ensure the safety of the first responders;
- Ensure the safety of the public;
- Protect property; and
- Protect the environment.

## **19.7 Cleanups and Costs**

The objectives of a cleanup operation are:

- To prevent further discharge of the pollutants;
- To contain the spilled pollutant;
- To minimize the effects of the spill; and
- To restore the affected area and the environment as near as possible to pre-spill conditions.

***The owner of the pollutant and/or the person with control of the commodity at the time of the spill is responsible for the cleanup and potential damage claims.***

Saskatchewan Environment will provide assistance by determining if measures are adequate or outline further actions to be taken. For large and complicated cleanup operations, the department may require that expert consultants are retained. The disposal of the spilled product and of material it has contaminated must be approved in advance by Saskatchewan Environment.

## **19.8 Written Reports**

Whenever a spill occurs as defined in the regulations it must be reported to Saskatchewan Environment. If the spill exceeds defined maximum limits, the responsible party will be required to submit a written spill report within seven days. The written report must:

- Confirm the information contained in the initial telephone report;
- Contain the names of persons notified of the spill;
- Outline the known causes and effects of the spill; and
- State what actions have been taken and any further work that is contemplated or required.

## **20.0 FLOODING**

Flooding conditions will be recognized if the flood conditions threaten homes, lives, property, industry and critical infrastructure (roads, bridges, water stations, power sources).

Heavy spring run off from the mountains or spring thaw may cause flooding conditions in Prince Albert.

### **20.1 Flood Checklist**

- Ensure that an observer is monitoring water levels.
- If required activate the Crisis Communication Plan.
- Move high valued assets from areas of flooding.
- Initiate sandbagging and other flooding control measures to protect property.
- Notify Sask-Power, Sask-Gas, Sask-Tel, and other appropriate agencies.
- Coordinate traffic routing and notify emergency service agencies of the emergency routes.
- Advise people in the flood area to prepare for evacuation.
- Establish an Incident Command post in a safe location during emergency operations.

### **20.2 Evacuation Orders**

- If an evacuation order is declared, advise the public to have an emergency kit prepared that includes medications, baby formula, cash, extra house and car keys, and a list of contact names.
- Contact family or friends to inform them that an evacuation order has been declared.
- Plan to take your pets to a friends or relatives home.
- Lock you home when you leave.

The North Saskatchewan River is subject to flooding during the spring run off and following heavy rains. Due to the geography of the land the river will rise gradually and flooding can be predicted in advance.

## **21.0 TORNADOES**

Public Safety and Emergency Preparedness Canada states that, “tornadoes are violent windstorms characterized by a twisting, funnel-shaped cloud. That may move over the ground at anywhere from 20 to 90 kilometers per hour. Tornadoes form suddenly, often preceded by warm, humid weather. May to September are prime tornado months in Canada. Tornadoes usually hit in the afternoon and early evening, but they have been known to strike at night too.”

Signs of an impending Tornado include:

- Severe thunderstorms, with frequent thunder and lightning.
- An extremely dark sky, sometimes highlighted by green or yellow clouds.
- A rumbling sound, such as a freight train might make, or a whistling sound such as a jet aircraft might make.
- A funnel cloud at the rear base of a thundercloud, often behind a curtain of heavy rain or hail.

During severe thunderstorms it is important to listen to the local radio station, as Environment Canada will issue a tornado warning, and radio stations will broadcast this immediately. Take cover immediately if you hear that a tornado warning has been issued for the City of Prince Albert.

## **21.1 Shelter**

Seek shelter in basements, steel reinforced concrete buildings, storm shelters, subbasements, bank vaults, underground parking facilities, or if in an office or apartment building, take shelter in an interior hallway in the basement or on the ground floor.

If a tornado is imminent get as close to the ground as possible, protect your head and watch for flying debris. Small objects such as branches can become lethal when thrown by a tornado's winds.

- Do not seek shelter in auditoriums, gymnasiums, hockey rinks, or other structures with large roof spans. If you are in one of these structures during a tornado, seek shelter under a sturdy structure.
- Do not seek shelter in a mobile home as the Public Safety and Emergency Preparedness Canada advises that “more than 50 percent of all deaths from tornadoes happen in mobile homes. Take shelter elsewhere, preferably in a building with a strong foundation. If no shelter is available, lie down in a ditch away from the car or mobile home.”
- Do not stand by windows or doors.

## **21.2 Post Tornado**

- Emergency services will begin assessment for injuries.
- Activate the emergency response notifications as required.
- Perform a damage assessment of the affected area.
- Evacuate, isolate, and prevent entry to unsafe building structures.
- Check for live power lines and natural gas leaks.
- Declare a state of Local Emergency if required.

# SECTION VIII



## Elected Officials' Guide to Emergency Management

## 22.0 PURPOSE

This guide is designed to provide elected officials with an overview of emergency management roles, responsibilities, and operations. It highlights the roles for an elected official in The City of Prince Albert.

An effective response to disasters is an important function for the City of Prince Albert and its citizens. The role of an elected official cannot be underestimated in maintaining confidence in the municipal government and it is imperative that elected officials fully understand their roles when a disaster strikes the community.

### 22.1 City of Prince Albert Emergency Response Plan

The City of Prince Albert Emergency Response Plan identifies the processes and responsibilities for each department and was written in accordance to *The Emergency Planning Act*, of Saskatchewan.

Elected officials need to be aware of the terminology and definitions used in emergency management.

### 22.2 Definitions

**Council:** the Municipal Council of the City of Prince Albert.

**Declaration of a Local State of Emergency:** *As per The Emergency Planning Act, a temporary legal state in which extraordinary action may be taken to address a local emergency or disaster.*

**Disaster:** an occurrence of a natural catastrophe or human caused incident that resulted in severe property damage, deaths or multiple injuries. A disaster is beyond the capabilities of The City of Prince Albert to handle.

**Emergency Operations Center:** the site where civic officials will coordinate, monitor, and direct emergency response activities during an emergency or disaster.

**Emergency:** the occasion or instance that warrants action to save lives, property, and the environment.

**Evacuation:** an organized and supervised distribution of people from a dangerous or potentially dangerous situation.

**Evacuees:** the people removed from areas that are threatened or have been impacted by the emergency or disaster.

**Emergency Management:** the management of emergencies concerning an all-hazards approach, with includes risk management measures related to prevention, mitigation, preparedness, response and recovery.



**Hazard:** the potential threat to health, life, and property.

**Incident:** a situation that is limited in scope and potential effects.

**Incident Commander:** the individual that is responsible for making operational decisions to manage the incident.

**Incident Command Post:** the location where the Incident Commander (IC) directs the site response of the emergency.

**Incident Command System:** a standardized management tool for meeting the demands of small or large emergency or non emergency situations through a coordinated use of resources and personnel.

**Local Authority:** the elected officials (council) of the municipality.

**Risk:** the measurement of probability and severity of an incident affecting people, property and the environment.

**Standard Operating Procedure (SOP):** the set of instructions / guidelines that provide a step by step process of accomplishment.

## **23.0 FOUR STRATEGIES OF MANAGEMENT**

As elected officials you need to know that an emergency response plan identifies four key strategies which include:

- i. **Mitigation:** the activities taken to eliminate or reduce harm to life, property and the environment. Mitigation assumes that the City of Prince Albert is exposed to risks whether or not an emergency occurs.
- ii. **Preparedness:** activities taken in advance of an emergency that enhances the capabilities and facilities for an effective response in the event of an emergency or disaster.
- iii. **Response:** the activities taken immediately, during or after an emergency to save lives, property, and to enhance the effectiveness of recovery.
- iv. **Recovery:** identifies short and long term priorities for restoring services, facilities, programs, and infrastructure for the City for the return of normal service levels.

## **24.0 DECLARING A LOCAL STATE OF EMERGENCY**

When a disaster exceeds the resources of The City of Prince Albert to protect people, property and the environment, a local emergency declaration can be made in accordance to *The Emergency Planning Act*, where according to the *Act, Section 20, (1)* *At any time when a local authority is satisfied that an emergency exists or may exist, in all or any part of the municipality, it may by resolution make a local emergency declaration relating to all or any part of the municipality.*

Generally a local state of emergency will exceed the resources of The City of Prince Albert or will soon exceed resources and expertise, and necessitates a multi-jurisdictional response. Declaring a local state of emergency consists of:

- 1) By resolution of the Local Authority (Council), complete the Declaration of a State of Local Emergency form,
- 2) Ensure the declaration is recorded by the City Clerk,
- 3) Following the declaration, complete a media release,
- 4) Publish and announce the declaration,
- 5) Forward a copy to the Minister,
- 6) Terminate the State of Emergency, and notify the Minister, and the public that the emergency no longer exists

## **25.0 EMERGENCY OPERATIONS CENTER (EOC)**

The Emergency Operations Center (EOC) is activated when an incident, emergency or disaster requires a coordination point for the City's response. Staff will work around the clock to monitor and manage response activities, and develop action plans until the event concludes.

### **25.1 Incident Command System**

The Incident Command System (ICS) is used to ensure that effective coordination occurs during emergencies. The ICS is a standardized model that can meet the demands of an emergency whether it is small or large in scale. The ICS is flexible and can be used for disasters, planned events or acts of terrorism.

Unified Command is utilized for all responsible agencies to manage an incident or disaster together, thereby establishing a common set of incident objectives and strategies. As a team the Unified Command prevails over duplication of effort and the inefficiencies that occur with each agency conducting their own objectives. The Unified Command removes these silo sightlines which can create significant inefficiencies and loss of resources during an emergency or disaster.

## 26.0 DUTIES OF THE ELECTED OFFICIAL

*The Emergency Planning Act* identifies the responsibilities of the local authority when declaring a local state of emergency. The Mayor will be briefed by the City Manager or EMO director during an emergency. The Mayor and members of City Council are not required in the Emergency Operations Center and it is recommended that elected officials do not respond to disaster scenes because of safety concerns for the officials and emergency responders.

The municipal government shall establish a municipal emergency plan that governs:

- The provision of services during an emergency, and
- The procedures under and the manner in which persons will respond to an emergency.

During a local emergency or disaster it is imperative that elected officials follow some basic guidelines.

- Do let corporate communications come from the City Manager's office.
- Do wait for a briefing from the City Manager regarding the emergency.
- Do attend the Media briefings if possible.
- Do not communicate with the media and let all communications come from the City Managers office.
- Do not call the City Manager as information may not be available.
- Do not attend the EOC when it is activated.

The media plays a critical role in getting information out to the public and there may be times when it is appropriate for council members to speak to the media. When this occurs follow these guidelines:

- Do say that the City of Prince Albert is doing everything to manage the disaster or emergency.
- Do not go off the record with the media or the public.
- Do not say anything, but if necessary you can say, "I have no new information to add."

### 26.1 Saskatchewan Emergency Management Organization (SaskEMO)

The Protection and Emergency Services (PES) Branch is responsible for coordinating overall provincial emergency planning, training, and response operations. SaskEMO will not respond to an emergency or disaster unless it is requested by the local authority to have SaskEMO provide on-site consultation during the state of emergency.

It is the responsibility of the local municipality to respond to local emergencies and disasters, but there may be times when the resources and capabilities of the community are exceeded. The local authority can request SaskEMO to attend and provide on-site consultation.

This guide has been prepared to inform elected officials about their role in emergency management in The City of Prince Albert. To ensure elected officials are prepared for their role in the Emergency Management plan, it is recommended that they attend a more comprehensive one day training program offered through the Fire & Emergency Services department. For more information contact Fire Chief Les Karpluk at 953-4200.

# SECTION IX



# APPENDICES

## APPENDIX A - Definitions

- **Citizen Inquiry Call Center** - a service established by the Director of Information Technology services.
- **Communications** - the messages provided as public information in news releases, Public Service Announcements, and the media.
- **Critical Infrastructure** - the infrastructure that meets vital human needs, sustains the economy, protects public safety, and maintains continuity in the confidence of the local municipal government.
- **Crisis Communication Plan (CCP)** - the written crisis communications plan for The City of Prince Albert that is to be utilized during operational phases of a major emergency.
- **Command Post** - a mobile command post at the site of the emergency. The Fire & Emergency Services has a mobile command post available for the City and mutual aid partners.
- **Damage Assessment** - an appraisal of the effects of the disaster on human, physical and economic resources.
- **Declared Emergency** - a signed declaration made in writing by the Mayor or his designate in accordance with *The Emergency Planning Act, 1989*. This declaration is usually based upon a local emergency that threatens the public health and safety, environment, property or critical infrastructure.
- **Disaster** - a widespread or severe emergency that destabilizes the local community or an event that results in serious harm to the health, safety and welfare of the people in the City of Prince Albert.
- **Emergency** an abnormal situation that demands prompt, coordinated actions that exceed normal procedures, thereby limiting damage to persons, property, or the environment.
- **Emergency Management** - the universal term for the systems and processes for mitigating, preparing for, responding to, and recovering from emergencies and disasters.
- **Emergency Measures Coordinator** - shall be the Fire Chief for The City of Prince Albert.

- **Emergency Response Plan (ERP)** - the written emergency response plan for The City of Prince Albert that identifies activities to deal with major emergencies or disasters.
- **Emergency Operations Center (EOC)** - a central location that serves as the focal point for the Municipal Planning Committee and heads of local government to effectively coordinate and support emergency operations.
- **Evacuation Center** - the evacuation center is to be the one stop location where evacuees are provided shelter, food, registration and inquiry and personal services. The Emergency Social Services committee shall coordinate the evacuation center activities.
- **Government** shall mean the Government of Saskatchewan.
- **Hazard**-an event or physical condition that has the potential to cause harm or fatalities, injuries, property damage, damage to the environment, interruption of business, or other types of harm or loss.
- **Implementation**-to put the emergency response plan into effect, which may include the activation of the EOC.
- **Incident**-a situation that requires a response to minimize injuries or damage to people, property or the environment.
- **Lead Agency**-the organization that is responsible for the direction and control of resources assigned to mitigate the emergency. Generally, the organization that has the largest vested interest in the emergency, is designated the lead agency.
- **Media Center**- a pre-designated location under the direction of the Corporate Communications manager that is utilized to quickly disseminate information.
- **Mitigation**- the sustained actions to reduce or eliminate the long term impacts & risks associated with natural or human-induced disasters.
- **Municipal Control Group (MCG)**-consists of the Mayor, City Manger and department heads.
- **Outer Parameter**-a physical area that is restricted to essential personnel where all emergency response agencies are coordinated.
- **Priority Access Dialing**-is a program managed by Sask-Tel that permits essential users and agencies to place calls during emergency situations.
- **Preparedness** - developing effective policies, procedures and plans for how best to manage an emergency.

- **Recovery** - those steps taken immediately following the emergency to restore normal conditions.
- **Response** - action taken immediately before, during or directly after an emergency occurs.
- **Risk Assessment** - a risk is the chance or probability that danger, loss of life, injury, property or environmental damage may occur. It is the identification, evaluation, and prioritization of risks to the community.
- **Staging Area** - This is established by the Incident Commander and allows for the staging of emergency response agencies.
- **Support Role** - the identification of support agencies that do not come under the authority of the lead agency during normal conditions.



## APPENDIX B - Crisis Communications Plan Checklists

### Public Information Officer IMMEDIATE CHECKLIST

<b>Incident Name:</b>	<b>Position Assigned To:</b>
<b>Date:</b>	<b>Time:</b>

<b>STEP 1</b>	<b>Complete</b>
<input type="checkbox"/> Confirm that all of the facts been received <input type="checkbox"/> Is the information source credible? <input type="checkbox"/> Is the information consistent with other sources?	

<b>STEP 2</b>	<b>Complete</b>
<input type="checkbox"/> Assess the level of crisis according to the 5 Emergency Types in the Municipal Emergency Plan. <input type="checkbox"/> Determine if Provincial / Federal agencies are to be notified. <input type="checkbox"/> Anticipate media questions. <input type="checkbox"/> Finalize media release with the EOC Manager. <input type="checkbox"/> Brief the Mayor on the media release. <input type="checkbox"/> Determine time and location for media release and interviews.	

<b>STEP 3</b>	<b>Complete</b>
<input type="checkbox"/> Ensure message provides accurate information. <input type="checkbox"/> Confirm that compassion is in the release. <input type="checkbox"/> Confirm that the same message is provided to all media sources. <input type="checkbox"/> Update City webpage with the media release information. <input type="checkbox"/> Identify time and location for next media release or interviews.	

## Communications Content Clearance

<b>Incident Name:</b>	<b>Position Assigned To:</b>
<b>Date:</b>	<b>Time:</b>

<b>STEP 1</b>	<b>Complete</b>
<input type="checkbox"/> Determine response and key message for the media. <input type="checkbox"/> Answer what the public wants to know. <input type="checkbox"/> Prepare information materials for media.	

<b>STEP 2</b>	<b>Complete</b>
<input type="checkbox"/> Present information materials, fact sheets, press release, maps, diagrams, etc. <input type="checkbox"/> Prepare EOC Manager prior to media contact. <input type="checkbox"/> Prepare to answer who, what, when, where and why questions. <input type="checkbox"/> Develop a quick fact sheet.	



## Initial Media Statement

At approximately \_\_\_\_\_ (time) \_\_\_\_\_ (date), a \_\_\_\_\_

(Describe incident.) occurred \_\_\_\_\_

City of Prince Albert personnel and other support groups are on scene dealing with this incident.

Our major concerns are for the safety of our citizens and employees at this time.

We are determining what has happened and are taking steps to mitigate the situation. As more details become available we will pass them on to the media.

Further information will be provided when we are certain of all the facts. In the interim, you can the Public Information Manager or give us your name and phone number and we will forward information as soon as we have more details available.

## APPENDIX C - News Conference Planning

The following is a checklist of the points the Communications Manager may use to plan a news conference.

### **STEP 1: PREPARATION BEFORE THE NEWS CONFERENCE**

- **Determine suitable location**
  - Close to emergency operations centre but not that it will interfere with the EOC.
  - "Green room" to gather participants for final pre-conference briefing
  
- **Determine who will be on the panel to speak?**
  - Provincial spokespersons (according to specific hazard event)
  - Subject Matter Experts (SMI) i.e. Sk Environment, Fire, Police, Public Works, building inspectors).
  - EOC Manager or designates
  - Mayor or City Council member
  - Local MLA(s)
  
- **Determine if any sector-specific people are required.**
  - Carlton Trail Railway
  - Utility companies – Power, Gas, Sk Tel
  
- **Considerations before holding the conference**
  - Who will be speaking about what?
  - Who will moderate the conference?
  - What questions can we anticipate from audience?
  - Who will be speaking to media afterwards?
  - Will anyone be calling media who could not attend conference? What will be said?
  - Do we know of an interesting “human” story to offer to media?
  
- **Media Advisory**
  - Send to media at least 24 hours prior.
  - Follow-up with telephone advisory if time permits.

## **ITEMS TO BRING TO NEWS CONFERENCE**

- Name tags for spokespeople
- Name cards on table for panel members
- Flip charts and markers
- Note book and pens
- Tape recorder for conference (extra tape and batteries)
- Media kits
- Information Kits for residents
- Media registration list
- Digital camera (if photos will be sent to media, make sure camera is set to a high resolution to do this)
- Canadian Flag, Saskatchewan Flag, and City Flag.

### **Media Kit**

- News release
- Backgrounder/Fact Sheet(s)
- Map
- Images of presentation (jpg images)
- Names of panel members

### **Information Kit for Residents**

- News release
- Backgrounder
- Fact Sheets
- Emergency preparedness brochures
- One page list of key contacts

## **STEP 2: AT THE NEWS CONFERENCE SITE**

### **Room Set-up**

- Chairs
- Table for panel
- Water, glasses for panel
- Paper, pens for panel
- Sound system – microphone(s) for panel
- Ensure there is adequate lighting of the panel
- Media registration table should be at entrance of the conference area to ensure identification of media as they arrive.

## **To Accommodate Media at Conference**

- Introduce yourself to media and provide them with media kit. Tell them before hand who they can speak to after the conference and identify any “human” stories to them.
- Point out media sound feed and set-up to TV, radio media personnel.
- Ensure media have good front access facing the spokespersons table.
- Chairs, water are always a bonus for media
- Is there a presentation being made at the conference? If so, is it possible to get images of the presentation, maps or any visual aids included in the media kit? A CD with these images would be ideal.

## **STEP 3: AFTER THE NEWS CONFERENCE**

- **Debrief with panel**
  - What worked? What didn't?
  - Is there more information needed to get to media?
  - Is there more information needed to get to public?
  
- **Provide a one-pager to key emergency people**
  - What were issues discussed?
  - What were anticipated issues?
  - What were surprise issues?
  - What was the mood of the crowd?
  - Were there any questions left unanswered?
  - What media attended?
  - Who did media speak too?
  - Did we contact media that did not attend?

## APPENDIX D – Media Advisories

### FLOODING

If rising waters become a threat to your safety, obey emergency officials who are involved in rescue or flood control operations, including those directing traffic.

- If flood danger is imminent, prepare an emergency survival kit that includes food, water and medical supplies in an easy-to-carry container.
- Local government authorities will keep residents informed of developments in areas most likely to be affected by flooding.
- Regular advisories will recommend actions people should take to limit or prevent disaster.
- When there is immediate danger of flooding, shut off all power in your home.
- Ensure that you have a battery-powered radio in working order, with spare batteries, to listen to instructions from local emergency officials.
- In addition to the battery-powered radio and spare batteries, it should contain at least the following items:
  - Flashlight with spare batteries;
  - Warm clothing, including waterproof outer garments and footwear;
  - Blankets;
  - All necessary medication;
  - Infant care items;
  - Personal toiletries;
  - Identification for each member of your household; and
  - Any important personal and family documents.
- Remove such toxic substances as pesticides and insecticides from the immediate area to prevent pollution.
- Vacate your home when you are advised to do so by local emergency authorities.
- When you leave, take your emergency survival kit with you.
- Follow the routes specified by officials. Don't take shortcuts. That could lead you to a blocked or dangerous area.
- If you are evacuated, register with the Social Services or Red Cross reception centre so that you can be contacted and reunited with your family and loved ones.



## **HAZARDOUS MATERIALS SPILLS / RELEASES**

Hazardous materials contain chemicals or other substances that are harmful to humans and to the environment.

- Accidents can force an evacuation from your home and the surrounding area. If you are told to evacuate, leave your home or office at once.
- Do not take chances. Many chemicals cannot be seen or smelled, but they can be deadly.
- If you are advised to shelter in place, stay indoors, shut the vents, close windows, and make the building as air tight as possible
- Stay away from all routes of access so emergency responders can approach the emergency site.
- Leave the accident area, move upwind, and help keep others away until officials arrive on the scene.
- Check with your neighbours and assist them if necessary.
- If you are evacuated, register with the local Emergency Social Services or Red Cross reception centre so that you can be contacted and reunited with your family and loved ones.
- Listen to the radio or television for information and instruction about re-entry to the area.
- Do not enter the area until a proper assessment has been conducted.

## **SNOW STORMS/BLIZZARDS/ICE STORMS AND FOG**

- Unless you are asked to help or are qualified to give assistance, please stay away from impacted areas.
- Listen to your radio for information and follow instructions.
- Give first aid to people who are injured or trapped.
- Please leave the telephone lines free for official use.
- Do not use the telephone except in real emergencies.
- Ice from freezing rain accumulates on branches, power lines and buildings. If you must go outside when a significant accumulation of ice has already occurred, pay attention to branches or wires that could break and fall on you.
- Do not go near loose or dangling power lines. Report them to Sask Power.
- If you must travel during a winter storm, do so during the day and let someone know your route and arrival time.
- If your car gets stuck in a blizzard or snowstorm, remain calm and stay in your car.

## **LIGHTNING / HAILSTORMS / TORNADOES**

- Listen to your radio for information and follow instructions.
- Get help, if necessary.
- Unless you are asked to help or are qualified to give assistance, please stay away from damaged areas.
- Do not go near loose or dangling power lines. Report them and any broken sewer and water mains to the authorities.
- Please leave the telephone lines free for official use.
- Do not use the telephone except in real emergencies.
- Drive cautiously and only if necessary. Debris, broken power lines and washed-out roads and bridges will make driving dangerous after a severe storm.

## **ELECTRICAL POWER OUTAGE**

- Turn off all lights except one, which will alert you when the power has been restored.
- Use proper candleholders. Never leave lit candles unattended.
- Use your battery-powered radio for local information.
- Keep the doors of your refrigerator and freezer shut as much as possible to maintain the cold temperature.
- Turn off all tools, appliances and electronic equipment. Power can be restored more easily when there is not a heavy load on the electric system.
- If the power has been off for several hours, check the food in the refrigerator and freezer in case it has spoiled.
- Conserve water in case electric pumps from wells or pumping stations are out of power.
- If you see a downed power line outside, call Sask Power with the exact location of the downed line.
- Keep back a minimum of 10 metres (33 feet) from wires or anything in contact with them, and warn others of the danger.
- Always assume that the lines are live.

## **WINTER POWER FAILURES**

- Keep doors, windows and drapes closed.
- Close off extra rooms so the heat will concentrate in one area.
- Do not use charcoal or gas barbecues, camping heating equipment, or home generators indoors. They give off carbon monoxide.
- If the power is to be off for a lengthy period of time and you don't have an alternate heating source, take the steps to protect your plumbing.

## URBAN INTERFACE FIRE

- If Sk Environment and the Prince Albert Fire Department determine that there is the potential threat of a Wildland fire moving into the City, the City of Prince Albert may issue an **evacuation alert** for residents in the affected area.
- An evacuation alert means:
  - If the threat increases the Prince Albert Fire Department will issue an **evacuation order** and residents will be required to leave the area.
  - If you are evacuated, register with the local Emergency Social Services or Red Cross reception centre so that you can be contacted and reunited with your family and loved ones.
- Emergency Social Services and the Red Cross will coordinate and set up a reception centre to provide short term help to evacuees.
- Updates will be provided to the public through the news media.
- Please tune to your local radio or TV station for information.
- When the threat decreases, the Prince Albert Fire and Emergency Services department will issue an '**all clear**' notice and residents will be permitted to return to their homes.

## APPENDIX E - Command Staff Checklists Public Information Officer

<b>Incident Name:</b>	<b>Position Assigned To:</b>
<b>Date:</b>	<b>Report To:</b> EOC MANAGER
<b>Telephone Number:</b>	

**Assignment:** Coordinates all information to be released to the media, the public and internally to staff. Work with Public Information Officers from other agencies to ensure consistent messaging.

<b>Immediate</b>	<b>Resources</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Sign in.</li> <li><input type="checkbox"/> Set up workstation and review appropriate plans, forms.</li> <li><input type="checkbox"/> Establish Activity Log</li> <li><input type="checkbox"/> Attend initial briefing by EOC Manager.</li> <li><input type="checkbox"/> Verify facts and credibility of source information.</li> <li><input type="checkbox"/> Obtain additional administrative support, as required</li> </ul>	<p>Refer to Activity Log Form</p>
<b>Intermediate</b>	<b>Resources</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Establish communications link with incident site.</li> <li><input type="checkbox"/> Establish media center.</li> <li><input type="checkbox"/> Develop a media briefing schedule and inform all media outlets.</li> <li><input type="checkbox"/> Establish appropriate 1-800 numbers for the public.</li> <li><input type="checkbox"/> Establish internal information number for staff, if required..</li> <li><input type="checkbox"/> Update website, as necessary.</li> <li><input type="checkbox"/> Develop messages for call centers, EOC Staff.</li> <li><input type="checkbox"/> Ensure translation of materials, as necessary.</li> </ul>	
<b>On-Going</b>	<b>Resources</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Obtain approval from EOC Manager for all media releases.</li> <li><input type="checkbox"/> Brief EOC Director, as required, of appropriate media stories.</li> <li><input type="checkbox"/> Coordinate with other Public Information Officers from government and industry, as necessary.</li> <li><input type="checkbox"/> Monitor media for rumor control.</li> <li><input type="checkbox"/> Collect and file all media stories and media releases.</li> <li><input type="checkbox"/> Document actions and decisions.</li> <li><input type="checkbox"/> Observe EOC staff for signs of stress.</li> </ul>	<p>Shifts should be no longer than 8-12 hours</p>
<b>Post-Incident</b>	<b>Resources</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Close out any open items</li> <li><input type="checkbox"/> Complete any required documentation</li> <li><input type="checkbox"/> Prepare final media releases</li> <li><input type="checkbox"/> Advise media, public and staff of telephone numbers for any further contact.</li> <li><input type="checkbox"/> Provide documentation to EOC Manager to complete Post-Incident Report.</li> <li><input type="checkbox"/> Attend Post-Incident Debriefing</li> </ul>	<p>Refer to Post-Incident Report Outline</p>

## Liaison Officer

<b>Incident Name:</b>	<b>Position Assigned To:</b>
<b>Date:</b>	<b>Report To: EOC MANAGER</b>
<b>Telephone Number:</b>	

**Assignment:** Functions as the main contact for external agencies, government and mutual aid partners and link to other activated Emergency Operations Centers.

<b>Immediate</b>	<b>Resources</b>
<input type="checkbox"/> Sign in. <input type="checkbox"/> Set up workstation and review appropriate plans, forms. <input type="checkbox"/> Establish Activity Log. <input type="checkbox"/> Attend initial briefing by EOC Manager.	Refer to Activity Log Form
<b>Intermediate</b>	<b>Resources</b>
<input type="checkbox"/> Ensure external agencies sign in and are briefed. <input type="checkbox"/> Assist EOC Manager with staffing decisions. <input type="checkbox"/> Ensure EOC organization chart is posted and updated.	
<b>On-Going</b>	<b>Resources</b>
<input type="checkbox"/> Assist in EOC Manager in developing EOC priorities. <input type="checkbox"/> Ensure external agencies are kept current. <input type="checkbox"/> Maintain liaison with government departments. <input type="checkbox"/> Maintain liaison with industry reps, as appropriate. <input type="checkbox"/> Advise EOC Manager of communications and resource requests from external agencies. <input type="checkbox"/> Work with PIO on any requests for tours of EOC, as appropriate. <input type="checkbox"/> Observe EOC staff for signs of stress	Shifts should be no longer than 8-12 hours
<b>Post-Incident</b>	<b>Resources</b>
<input type="checkbox"/> Close out any open items <input type="checkbox"/> Complete any required documentation <input type="checkbox"/> Submit documentation to EOC Manager for Post-Incident Report <input type="checkbox"/> Schedule Post-Incident Debriefing	Refer to Post-Incident Report Outline

## Safety Officer

<b>Incident Name:</b>	<b>Position Assigned To:</b>
<b>Date:</b>	<b>Report To:</b> EOC MANAGER
<b>Telephone Number:</b>	

**Assignment:** Depending upon the size and nature of the incident, the Safety Officer may have responsibility in the areas of risk management, e.g. due diligence in information collection and storage, monitoring safety conditions to ensure appropriate safety measures are established for responder safety.

<b>Immediate</b>	<b>Resources</b>
<input type="checkbox"/> Sign in. <input type="checkbox"/> Set up workstation and review appropriate plans, forms. <input type="checkbox"/> Establish Activity Log. <input type="checkbox"/> Attend initial briefing by EOC Manager. <input type="checkbox"/> Ensure security/access control has been set up for the EOC.	Refer to Activity Log Form
<b>Intermediate</b>	<b>Resources</b>
<input type="checkbox"/> Assess any damage and loss reports. <input type="checkbox"/> Collect information on risk and liability issues. <input type="checkbox"/> Provide guidance to staff regarding personal protective equipment.	Shifts should be no longer than 8-12 hours
<b>On-Going</b>	<b>Resources</b>
<input type="checkbox"/> Monitor EOC access <input type="checkbox"/> Coordinate with Finance to process any personal injury claims. <input type="checkbox"/> Document actions and decisions. <input type="checkbox"/> Observe EOC staff for signs of stress.	Use Activity Log
<b>Post-Incident</b>	<b>Resources</b>
<input type="checkbox"/> Close out any open items <input type="checkbox"/> Complete any required documentation <input type="checkbox"/> Follow up on any outstanding personal injury claims <input type="checkbox"/> Provide documentation to EOC Manager to complete Post-Incident Report <input type="checkbox"/> Attend Post-Incident Debriefing	Refer to Post-Incident Report Outline

## APPENDIX F –General Staff Checklists

### EOC Manager

<b>Incident Name:</b>	<b>Position Assigned To:</b>
<b>Date:</b>	<b>Report To:</b>
<b>Telephone Number:</b>	

**Assignment:** Organize and direct staff within Emergency Operations Centre. Responsible for overall coordination between Incident Site and EOC.

<b>Immediate</b>	<b>Resources</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Sign in.</li> <li><input type="checkbox"/> Set up workstation.</li> <li><input type="checkbox"/> Establish Activity Log.</li> <li><input type="checkbox"/> Receive and review incident information.</li> <li><input type="checkbox"/> Determine what positions need to be immediately notified.</li> <li><input type="checkbox"/> Activate the Municipal Emergency Plan in whole or in part.</li> <li><input type="checkbox"/> Prepare and provide initial briefing for EOC Staff</li> <li><input type="checkbox"/> Schedule initial EOC Action Plan meeting</li> <li><input type="checkbox"/> Obtain additional administrative support, if required</li> </ul>	<p>Municipal Emergency Plan, maps, forms, telephone lists Refer to Activity Log Form Liaison, Public Information, Risk Management, Operations, Planning, Logistics, Finance/Administration</p> <p>Refer to Briefing Form Refer to EOC Action Plan Form</p>
<b>Intermediate</b>	<b>Resources</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Establish Operational Periods.</li> <li><input type="checkbox"/> Establish EOC priorities and objectives.</li> <li><input type="checkbox"/> Consult with Liaison Officer to determine what external agencies need to be notified.</li> <li><input type="checkbox"/> Activate mutual aid agreements as required.</li> <li><input type="checkbox"/> Conduct initial EOC Action Plan Meeting.</li> </ul>	<p>Refer to EOC Action Plan Form</p>
<b>On-Going</b>	<b>Resources</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure shift changes and rest periods are scheduled.</li> <li><input type="checkbox"/> Ensure meals are ordered.</li> <li><input type="checkbox"/> Review and approve all media releases.</li> <li><input type="checkbox"/> Hold operational briefings to receive Status Reports and update Action Plan.</li> <li><input type="checkbox"/> Communicate status to Mayor and Council.</li> <li><input type="checkbox"/> Document actions and decisions.</li> <li><input type="checkbox"/> Observe EOC staff for signs of stress</li> </ul>	<p>Shifts should be no longer than 8-12 hours</p> <p>Use Activity Log</p>
<b>Post-Incident</b>	<b>Resources</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Close out any open items.</li> <li><input type="checkbox"/> Complete any required documentation.</li> <li><input type="checkbox"/> Collect documentation from EOC staff to complete Post-Incident Report</li> <li><input type="checkbox"/> Schedule Post-Incident Debriefing</li> </ul>	<p>Refer to Post-Incident Report Outline</p>

## Logistics Section - CHIEF

<b>Incident Name:</b>	<b>Position Assigned To:</b>
<b>Date:</b>	<b>Report To: EOC MANAGER</b>
<b>Telephone Number:</b>	

**Assignment:** Ensures telecommunications and computer support is available in the EOC. Also provides support locating and acquiring equipment, food, personnel, facilities and transportation for the EOC and incident site. Provide support to other facilities, e.g. reception centers as required.

<b>Immediate</b>	<b>Resources</b>
<input type="checkbox"/> Sign in. <input type="checkbox"/> Set up workstation and review appropriate plans, forms. <input type="checkbox"/> Establish Activity Log. <input type="checkbox"/> Attend initial briefing by EOC Manager. <input type="checkbox"/> Obtain additional personnel for Logistics Section if required	Refer to Activity Log Form
<b>Intermediate</b>	<b>Resources</b>
<input type="checkbox"/> Meet with Finance/Administration Section to determine financial authority to purchase equipment and supplies to meet needs of incident <input type="checkbox"/> Meet with EOC Manager to determine immediate resource needs. <input type="checkbox"/> Ensure all calls into and out of the EOC are being logged.	
<b>On-Going</b>	<b>Resources</b>
<input type="checkbox"/> Ensure all requests for facility support are met. <input type="checkbox"/> Ensure all requests for transportation assistance are filled. <input type="checkbox"/> Brief Logistics Staff on a regular basis. <input type="checkbox"/> Document actions and decisions. <input type="checkbox"/> Observe EOC staff for signs of stress.	Shifts should be no longer than 8-12 hours  Use Activity Long
<b>Post-Incident</b>	<b>Resources</b>
<input type="checkbox"/> Close out any open items. <input type="checkbox"/> Complete any required documentation. <input type="checkbox"/> Obtain status on all resources. <input type="checkbox"/> Collect documentation from Logistics staff. <input type="checkbox"/> Provide documentation to EOC Manager to complete Post-Incident Report <input type="checkbox"/> Attend Post-Incident Debriefing	Refer to Post-Incident Report Outline



## Operations Section - CHIEF

<b>Incident Name:</b>	<b>Position Assigned To:</b>
<b>Date:</b>	<b>Report To:</b> EOC MANAGER
<b>Telephone Number:</b>	

**Assignment:** Ensures that the operational objectives and assignments from the EOC Action Plan are carried out. Maintains a communication link between the incident site and the EOC.

<b>Immediate</b>	<b>Resources</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Sign in.</li> <li><input type="checkbox"/> Set up workstation and review appropriate plans, forms.</li> <li><input type="checkbox"/> Establish Activity Log.</li> <li><input type="checkbox"/> Establish communications link with incident site.</li> <li><input type="checkbox"/> Attend initial briefing by EOC Manager.</li> <li><input type="checkbox"/> Obtain additional personnel for Operations Section, as required</li> </ul>	<p>Refer to Activity Log Form</p>
<b>Intermediate</b>	<b>Resources</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinate with Liaison Officer if representatives from external agencies are required within EOC.</li> <li><input type="checkbox"/> Authorize resource requests and forward extraordinary requests to EOC Manager for approval.</li> </ul>	
<b>On-Going</b>	<b>Resources</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinate with Logistics to obtain additional personnel support, as Required.</li> <li><input type="checkbox"/> Ensure information obtained from incident site reaches Planning Section so Situation/Status Board can be updated.</li> <li><input type="checkbox"/> Brief Operations Staff on a regular basis.</li> <li><input type="checkbox"/> Document actions and decisions.</li> <li><input type="checkbox"/> Observe EOC staff for signs of stress.</li> </ul>	<p>Shifts should be no longer than 8-12 hours</p>
<b>Post-Incident</b>	<b>Resources</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Close out any open items.</li> <li><input type="checkbox"/> Complete any required documentation.</li> <li><input type="checkbox"/> Collect documentation from Operations Section staff.</li> <li><input type="checkbox"/> Provide documentation to EOC Manager to complete Post-Incident Report.</li> <li><input type="checkbox"/> Attend Post-Incident Debriefing.</li> </ul>	<p>Refer to Post-Incident Report Outline</p>

## Planning Section - CHIEF

<b>Incident Name:</b>	<b>Position Assigned To:</b>
<b>Date:</b>	<b>Report To: EOC MANAGER</b>
<b>Telephone Number:</b>	

**Assignment:** Responsible for the collection, display and analysis of incident information. Prepares and distributes the EOC Action Plan. Responsible for advance planning for subsequent operational periods.

<b>Immediate</b>	<b>Resources</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Sign in.</li> <li><input type="checkbox"/> Set up workstation and review appropriate plans, forms.</li> <li><input type="checkbox"/> Establish Activity Log.</li> <li><input type="checkbox"/> Attend initial briefing by EOC Manager.</li> <li><input type="checkbox"/> Obtain additional personnel for Planning Section, as required.</li> </ul>	<p>Refer to Activity Log Form</p>
<b>Intermediate</b>	<b>Resources</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with Operations Section Chief to review any incident reports from incident site.</li> <li><input type="checkbox"/> Chair initial EOC Action Plan meeting with appropriate EOC staff.</li> <li><input type="checkbox"/> Ensure advance planning develops a report to forecast events that will impact further operational periods.</li> </ul>	
<b>On-Going</b>	<b>Resources</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure situation/status board is updated on regular basis.</li> <li><input type="checkbox"/> Ensure EOC Action Plan meetings held on agreed upon schedule.</li> <li><input type="checkbox"/> Work with Finance/Administration Section to maintain files on all EOC Activities.</li> <li><input type="checkbox"/> Ensure goals, objectives and priorities support action planning at incident site.</li> <li><input type="checkbox"/> Brief Planning Section Staff on a regular basis.</li> <li><input type="checkbox"/> Document actions and decisions.</li> <li><input type="checkbox"/> Observe EOC staff for signs of stress.</li> </ul>	<p>Shifts should be no longer than 8-12 hours</p> <p>Use Activity Log</p>
<b>Post-Incident</b>	<b>Resources</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Close out any open items.</li> <li><input type="checkbox"/> Complete any required documentation.</li> <li><input type="checkbox"/> Collect documentation from Planning staff.</li> <li><input type="checkbox"/> Provide documentation to EOC Manager to complete Post-Incident Report.</li> <li><input type="checkbox"/> Assist EOC Manager in preparation of Post-Incident Report.</li> <li><input type="checkbox"/> Attend Post-Incident Debriefing.</li> </ul>	<p>Refer to Post-Incident Report Outline</p>

## Finance Section - CHIEF

<b>Incident Name:</b>	<b>Position Assigned To:</b>
<b>Date:</b>	<b>Report To: EOC MANAGER</b>
<b>Telephone Number:</b>	

**Assignment:** Monitors all costs associated to incident, coordinates compensation and claims, contracts and purchasing, timesheets, disaster financial assistance and provides administrative support, e.g. taking minutes at briefings

<b>Immediate</b>	<b>Resources</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Sign in.</li> <li><input type="checkbox"/> Set up workstation and review appropriate plans, forms.</li> <li><input type="checkbox"/> Establish Activity Log.</li> <li><input type="checkbox"/> Attend initial briefing by EOC Manager.</li> <li><input type="checkbox"/> Obtain additional personnel for Finance/Administration Section, as required.</li> </ul>	Refer to Activity Log Form
<b>Intermediate</b>	<b>Resources</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Post appropriate cost centers for use by EOC staff.</li> <li><input type="checkbox"/> Ensures continuity of payroll for staff.</li> <li><input type="checkbox"/> Determines spending limits for EOC staff, in consultation with EOC Director.</li> <li><input type="checkbox"/> Ensures all workers' compensation, travel and expense claims are processed as soon as is reasonable, depending upon the incident.</li> </ul>	
<b>On-Going</b>	<b>Resources</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure all financial forms are maintained.</li> <li><input type="checkbox"/> Ensure that personnel are filling out timesheets and submitting them on a regular basis.</li> <li><input type="checkbox"/> Coordinates with EOC Manager with issues of overtime.</li> <li><input type="checkbox"/> Process purchase orders and develop contracts, as required.</li> <li><input type="checkbox"/> Brief Finance/Administration Staff on a regular basis.</li> <li><input type="checkbox"/> Document actions and decisions.</li> <li><input type="checkbox"/> Observe EOC staff for signs of stress.</li> </ul>	<p>The same forms used on a daily basis should be used during an incident for tracking costs, developing contracts, etc.</p> <p>Shifts should be no longer than 8-12 hours</p>
<b>Post-Incident</b>	<b>Resources</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Close out any open items</li> <li><input type="checkbox"/> Complete any required documentation</li> <li><input type="checkbox"/> Ensure all claims have been processed and documented</li> <li><input type="checkbox"/> Collect documentation from Finance/Administration staff</li> <li><input type="checkbox"/> Provide documentation to EOC Director to complete Post-Incident Report</li> <li><input type="checkbox"/> Attend Post-Incident Debriefing</li> </ul>	Refer to Post-Incident Report Outline

## Fire and Emergency Services

<b>Incident Name:</b>	<b>Position Assigned To:</b>
<b>Date:</b>	<b>Report To:</b> OPERATIONS SECTION CHIEF
<b>Telephone Number:</b>	

**Assignment:** Arrange and coordinate for urban and Wildland fire suppression, as well as hazardous materials support operations. Acquire mutual aid resources, as necessary.

<b>Immediate</b>	<b>Resources</b>
<input type="checkbox"/> Sign in. <input type="checkbox"/> Set up workstation and review appropriate plans, forms. <input type="checkbox"/> Establish Activity Log. <input type="checkbox"/> Establish communications link with incident site. <input type="checkbox"/> Attend initial briefing by EOC Manager.	Refer to Activity Log Form
<b>Intermediate</b>	<b>Resources</b>
<input type="checkbox"/> Prepare objectives for Fire Department and forward them to the Operations Section Chief prior to Action Planning meetings. <input type="checkbox"/> If mutual aid is activated, assist with the coordination of resources.	
<b>On-Going</b>	<b>Resources</b>
<input type="checkbox"/> Maintain current status of fire operations. <input type="checkbox"/> Document actions and decisions. <input type="checkbox"/> Observe EOC staff for signs of stress. <input type="checkbox"/> Access Critical Incident Stress Debriefing, as required.	Shifts should be no longer than 8-12 hours
<b>Post-Incident</b>	<b>Resources</b>
<input type="checkbox"/> Close out any open items. <input type="checkbox"/> Determine demobilization status of fire operations at the incident. <input type="checkbox"/> Ensure all expenditures and financial claims have been coordinated through Finance Section. <input type="checkbox"/> Complete any required documentation. <input type="checkbox"/> Provide documentation to Operations Section Chief to complete Post-Incident Report. <input type="checkbox"/> Attend Post-Incident Debriefing.	Refer to Post-Incident Report Outline

## Police

<b>Incident Name:</b>	<b>Position Assigned To:</b>
<b>Date:</b>	<b>Report To:</b> OPERATIONS SECTION CHIEF
<b>Telephone Number:</b>	

**Assignment:** Coordinate law enforcement and traffic control operations, including evacuation, during a major emergency.

<b>Immediate</b>	<b>Resources</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Sign in.</li> <li><input type="checkbox"/> Set up workstation and review appropriate plans, forms.</li> <li><input type="checkbox"/> Establish Activity Log.</li> <li><input type="checkbox"/> Establish communications link with incident site.</li> <li><input type="checkbox"/> Attend initial briefing by EOC Manager.</li> <li><input type="checkbox"/> Obtain additional personnel for workstation, as required.</li> </ul>	Refer to Activity Log Form
<b>Intermediate</b>	<b>Resources</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Obtain a situation update from the Duty Officer.</li> <li><input type="checkbox"/> Provide update to EOC Manager.</li> <li><input type="checkbox"/> Based on initial EOC priorities prepare objectives for Action Plan and provide them to the Operations Section Chief/EOC Manager.</li> <li><input type="checkbox"/> Contact RCMP for status and availability, if required.</li> <li><input type="checkbox"/> Establish emergency traffic routes in coordination with Public Works and Transportation.</li> <li><input type="checkbox"/> Provide security for evacuated areas, Reception Centers and other facilities, as required.</li> <li><input type="checkbox"/> Arrange for feeding and sheltering of police as necessary with the Logistics Section.</li> </ul>	
<b>On-Going</b>	<b>Resources</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure logs and other files are maintained.</li> <li><input type="checkbox"/> Ensure information obtained from incident site reaches Planning Section so Situation/Status Board can be updated.</li> <li><input type="checkbox"/> Maintain current status on police activities.</li> <li><input type="checkbox"/> Refer contacts with the media to Public Information Officer.</li> <li><input type="checkbox"/> Determine need for police mutual aid.</li> <li><input type="checkbox"/> Ensure resource requests are coordinated through Logistics.</li> <li><input type="checkbox"/> Prepare and implement objectives for Operational Period.</li> <li><input type="checkbox"/> Ensure staffing requirements are met for next shift and provide a shift briefing for on-coming relief.</li> <li><input type="checkbox"/> Document actions and decisions.</li> <li><input type="checkbox"/> Observe EOC staff for signs of stress.</li> <li><input type="checkbox"/> Access Critical Incident Stress Debriefing, as required</li> </ul>	Shifts should be no longer than 8-12 hours
<b>Post-Incident</b>	<b>Resources</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Close out any open items.</li> <li><input type="checkbox"/> Complete any required documentation.</li> <li><input type="checkbox"/> Determine demobilization status of Police at the incident site.</li> <li><input type="checkbox"/> Provide documentation to Operations Section Chief to complete Post-Incident Report.</li> <li><input type="checkbox"/> Attend Post-Incident Debriefing</li> </ul>	

## Public Works

<b>Incident Name:</b>	<b>Position Assigned To:</b>
<b>Date:</b>	<b>Report To: OPERATIONS SECTION CHIEF</b>
<b>Telephone Number:</b>	

**Assignment:** Ensures that the operational objectives and assignments from the EOC Action Plan are carried out. Maintains a communications link between the incident site and the EOC.

<b>Immediate</b>	<b>Resources</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Sign in.</li> <li><input type="checkbox"/> Set up workstation and review appropriate plans, forms.</li> <li><input type="checkbox"/> Establish Activity Log.</li> <li><input type="checkbox"/> Establish communications link with incident site.</li> <li><input type="checkbox"/> Attend initial briefing by EOC Manager.</li> <li><input type="checkbox"/> Obtain additional personnel for Operations Section, as required.</li> </ul>	Refer to Activity Log Form
<b>Intermediate</b>	<b>Resources</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinate with Liaison Officer if representatives from external agencies are required within EOC.</li> <li><input type="checkbox"/> Authorize resource requests and forward extraordinary requests to EOC Manager for approval.</li> </ul>	
<b>On-Going</b>	<b>Resources</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinate with Logistics to obtain additional personnel support, as Required.</li> <li><input type="checkbox"/> Ensure information obtained from incident site reaches Planning Section so Situation/Status Board can be updated.</li> <li><input type="checkbox"/> Brief Operations Staff on a regular basis.</li> <li><input type="checkbox"/> Document actions and decisions.</li> <li><input type="checkbox"/> Observe EOC staff for signs of stress.</li> </ul>	Shifts should be no longer than 8-12 hours
<b>Post-Incident</b>	<b>Resources</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Close out any open items.</li> <li><input type="checkbox"/> Complete any required documentation.</li> <li><input type="checkbox"/> Collect documentation from Operations Section staff.</li> <li><input type="checkbox"/> Provide documentation to Operations Section Chief to complete Post-Incident Report.</li> <li><input type="checkbox"/> Attend Post-Incident Debriefing.</li> </ul>	Refer to Post-Incident Report Outline

## Community Services

<b>Incident Name:</b>	<b>Position Assigned To:</b>
<b>Date:</b>	<b>Report To: OPERATIONS SECTION CHIEF</b>
<b>Telephone Number:</b>	

**Assignment:** Arrange and work with Emergency Social Services and the Red Cross

<b>Immediate</b>	<b>Resources</b>
<input type="checkbox"/> Sign in. <input type="checkbox"/> Set up workstation and review appropriate plans, forms. <input type="checkbox"/> Establish Activity Log. <input type="checkbox"/> Attend initial briefing by EOC Manager.	Refer to Activity Log Form
<b>Intermediate</b>	<b>Resources</b>
<input type="checkbox"/> Prepare objectives and forward them to the Operations Section Chief prior to Action Planning meetings.	
<b>On-Going</b>	<b>Resources</b>
<input type="checkbox"/> Maintain current status of operations. <input type="checkbox"/> Document actions and decisions. <input type="checkbox"/> Observe EOC staff for signs of stress.	Shifts should be no longer than 8-12 hours
<b>Post-Incident</b>	<b>Resources</b>
<input type="checkbox"/> Close out any open items. <input type="checkbox"/> Determine demobilization status of operations at the incident. <input type="checkbox"/> Ensure all expenditures and financial claims have been coordinated through Finance/Administration Section. <input type="checkbox"/> Complete any required documentation. <input type="checkbox"/> Provide documentation to Operations Section Chief to complete Post-Incident Report. <input type="checkbox"/> Attend Post-Incident Debriefing.	Refer to Post-Incident Report Outline

## Economic Development and Planning

<b>Incident Name:</b>	<b>Position Assigned To:</b>
<b>Date:</b>	<b>Report To:</b> OPERATIONS SECTION CHIEF
<b>Telephone Number:</b>	

**Assignment:** Coordinate the inspections of facilities and buildings impacted by the emergency.

<b>Immediate</b>	<b>Resources</b>
<input type="checkbox"/> Sign in. <input type="checkbox"/> Set up workstation and review appropriate plans, forms. <input type="checkbox"/> Establish Activity Log. <input type="checkbox"/> Attend initial briefing by EOC Manager.	Refer to Activity Log Form
<b>Intermediate</b>	<b>Resources</b>
<input type="checkbox"/> Prepare objectives and forward them to the Operations Section Chief prior to Action Planning meetings	
<b>On-Going</b>	<b>Resources</b>
<input type="checkbox"/> Maintain current status of operations. <input type="checkbox"/> Document actions and decisions. <input type="checkbox"/> Provide maps for the EOC and work with the EOC Manager and Operations Section Chief when required.	Shifts should be no longer than 8-12 hours
<b>Post-Incident</b>	<b>Resources</b>
<input type="checkbox"/> Close out any open items. <input type="checkbox"/> Determine demobilization status of operations at the incident. <input type="checkbox"/> Ensure all expenditures and financial claims have been coordinated through Finance/Administration Section. <input type="checkbox"/> Complete any required documentation. <input type="checkbox"/> Provide documentation to Operations Section Chief to complete Post-Incident Report. <input type="checkbox"/> Attend Post-Incident Debriefing	Refer to Post-Incident Report Outline



## City Clerks Office

<b>Incident Name:</b>	<b>Position Assigned To:</b>
<b>Date:</b>	<b>Report To:</b> LOGISTICS SECTION CHIEF
<b>Telephone Number:</b>	

**Assignment:** Provide administrative support to EOC personnel

<b>Immediate</b>	<b>Resources</b>
<input type="checkbox"/> Sign in. <input type="checkbox"/> Establish individual Activity Log. <input type="checkbox"/> Attend initial briefing by EOC Manager.	Refer to Activity Log Form
<b>Intermediate</b>	<b>Resources</b>
<input type="checkbox"/> Receive assignment. <input type="checkbox"/> Obtain briefing from immediate supervisor, e.g. Logistics Section Chief and clarify assignments. <input type="checkbox"/> Obtain any supplies required.	
<b>On-Going</b>	<b>Resources</b>
<input type="checkbox"/> Arrange for refreshments, meals, nutritional food items. <input type="checkbox"/> Answer phones. <input type="checkbox"/> Takes notes at meetings, as required. <input type="checkbox"/> Assist in keeping position logs. <input type="checkbox"/> Photocopying and faxing. <input type="checkbox"/> Assist in preparation and distribution of situation reports, briefing notes. <input type="checkbox"/> Document actions and decisions. <input type="checkbox"/> Obtain briefing from immediate supervisor, e.g. Logistics Section Chief. <input type="checkbox"/> Access supplies, as required.	Shifts should be no longer than 8-12 hours
<b>Post-Incident</b>	<b>Resources</b>
<input type="checkbox"/> Close out any open items. <input type="checkbox"/> Complete any required documentation. <input type="checkbox"/> Provide documentation to Logistics Section Chief to complete Post-Incident Report. <input type="checkbox"/> Attend Post-Incident Debriefing.	

## APPENDIX G – Incident Command Forms

### Incident Briefing

<b>INCIDENT BRIEFING</b>	1. Incident Name	2. Date Prepared	3. Time Prepared
<b>4. Map Sketch</b>			
ICS 201 Page 1 of 4	5. Prepared by (Name and Position)		

**6. Summary of Current Actions**

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## 7. Current Organization



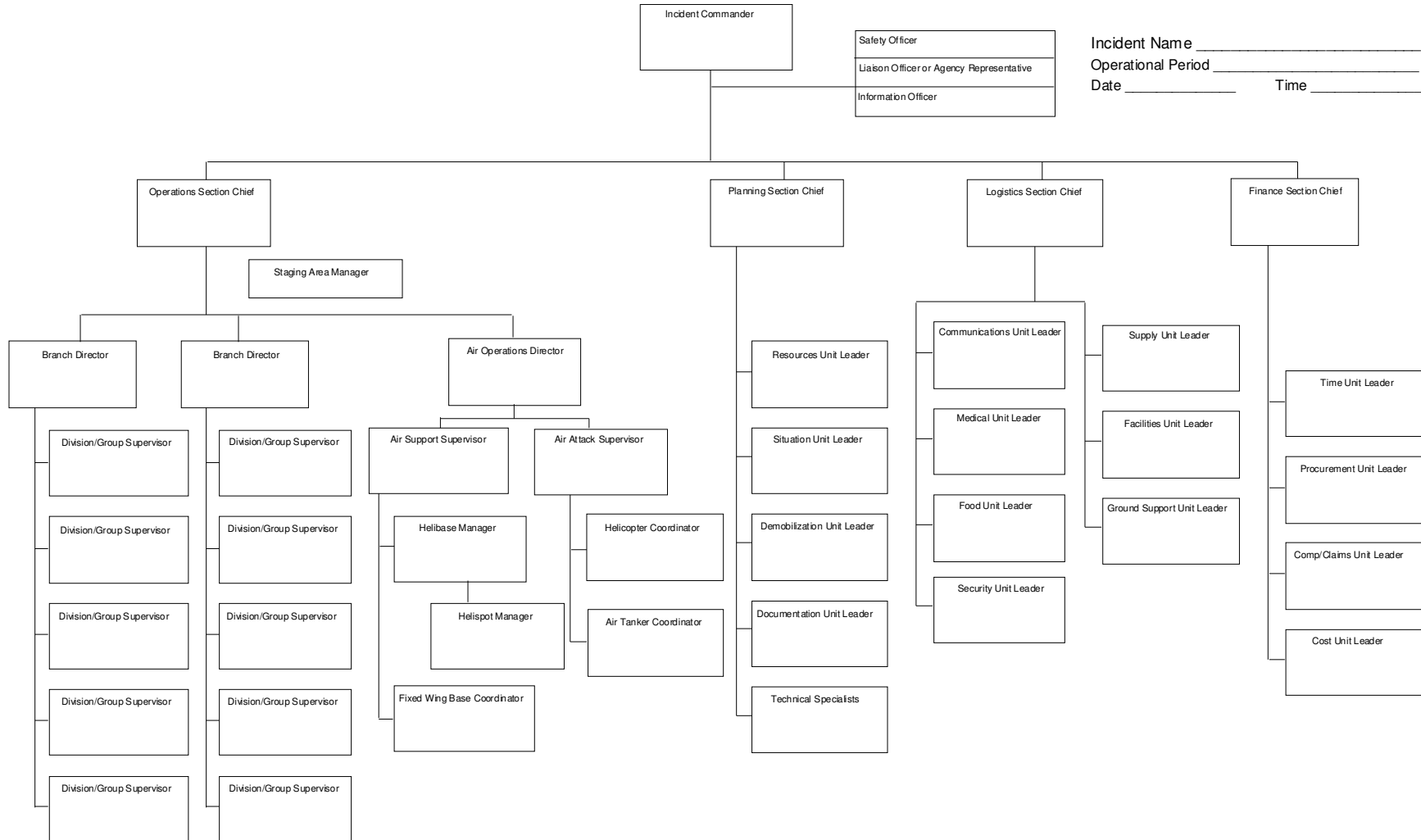
## Incident Objectives

<b>INCIDENT OBJECTIVES</b>	1. INCIDENT NAME	2. DATE	3. TIME									
4. OPERATIONAL PERIOD (DATE/TIME)												
5. GENERAL CONTROL OBJECTIVES FOR THE INCIDENT (INCLUDE ALTERNATIVES)												
6. WEATHER FORECAST FOR OPERATIONAL PERIOD												
7. GENERAL SAFETY MESSAGE												
8. Attachments ( <input checked="" type="checkbox"/> if attached) <table style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Organization List (ICS 203)</td> <td style="width: 33%;"><input type="checkbox"/> Medical Plan (ICS 206)</td> <td style="width: 33%;"><input type="checkbox"/> Weather Forecast _____</td> </tr> <tr> <td><input type="checkbox"/> Assignment List (ICS 204)</td> <td><input type="checkbox"/> Incident Map</td> <td><input type="checkbox"/> _____</td> </tr> <tr> <td><input type="checkbox"/> Communications Plan (ICS 205)</td> <td><input type="checkbox"/> Traffic Plan</td> <td><input type="checkbox"/> _____</td> </tr> </table>				<input type="checkbox"/> Organization List (ICS 203)	<input type="checkbox"/> Medical Plan (ICS 206)	<input type="checkbox"/> Weather Forecast _____	<input type="checkbox"/> Assignment List (ICS 204)	<input type="checkbox"/> Incident Map	<input type="checkbox"/> _____	<input type="checkbox"/> Communications Plan (ICS 205)	<input type="checkbox"/> Traffic Plan	<input type="checkbox"/> _____
<input type="checkbox"/> Organization List (ICS 203)	<input type="checkbox"/> Medical Plan (ICS 206)	<input type="checkbox"/> Weather Forecast _____										
<input type="checkbox"/> Assignment List (ICS 204)	<input type="checkbox"/> Incident Map	<input type="checkbox"/> _____										
<input type="checkbox"/> Communications Plan (ICS 205)	<input type="checkbox"/> Traffic Plan	<input type="checkbox"/> _____										
9. PREPARED BY (PLANNING SECTION CHIEF)		10. APPROVED BY (INCIDENT COMMANDER)										

## Incident Communications Plan, ICS Form 205

<b>INCIDENT RADIO COMMUNICATIONS PLAN</b>		1. Incident Name	2. Date/Time Prepared	3. Operational Period Date/Time	
<b>4. Basic Radio Channel Utilization</b>					
System/Cache	Channel	Function	Frequency/Tone	Assignment	Remarks
5. Prepared by (Communications Unit)					

# Incident Organizational Chart



Incident Name \_\_\_\_\_  
 Operational Period \_\_\_\_\_  
 Date \_\_\_\_\_ Time \_\_\_\_\_



# CITY OF PRINCE ALBERT

## EOC Action Plan

<b>Event:</b>	<b>Time:</b>	<b>Date:</b>
<b>Operational Period:</b>		<b>Prepared by:</b>

Priorities (for this operational period):

Tasks:	Assigned Responsibility	Completion Time	
		Estimated	Actual

Attachments (Check if Attached)			
<input type="checkbox"/> Organization Chart	<input type="checkbox"/> Flood Plan	<input type="checkbox"/> Evacuation Plan	
<input type="checkbox"/> Public Information Plan	<input type="checkbox"/> Transport Plan	<input type="checkbox"/> Medical Plan	
<input type="checkbox"/> Map	<input type="checkbox"/> HazMat Plan	<input type="checkbox"/> Other	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Note:</b> Action Plan to be distributed to all EOC Section Chiefs	
<b>Approved By:</b> (Planning Section Chief)	<b>Approved By:</b> (EOC Manager)

### EOC Activity Log

<b>Incident Name:</b>	<b>Name:</b>
<b>Operational Period:</b> From _____ to _____	<b>Date:</b>

#	Time	Incident - Problem Situation	Action	Status – Open or Closed
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

**This form is intended for use by all individuals as an accounting of their personal action or the section activity.**

**EOC Personnel**  
Sign In and Sign Out Sheet

<b>Date:</b>	Operational Period
From: _____ To: _____	

<b>Incident Name:</b>
-----------------------

#	(Please Print) Name	Agency	Contact Number	Time In	Time Out	Total Hours	Init.
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							

*Original To Finance Section (if activated)*





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## GENERAL STATUS

Transportation	Routes Closed	Partial Blockages	Reopening Times
Roads			
Bridges			
Tunnels			
Transit			
Rail			
Other			
Critical Transportation Issues:			

Utilities	Customers Without Services		Comments
	#	%	
Water			
Sewer			
Power			
Gas			
Telephone			
Cable			
Critical Utilities Issues:			

## EOC Communications

Types Functioning:

- Telephone
- Cell
- Trunk Radio
- Amateur Radio
- Email
- Fax
- Satellite Phone
- Citizen Action Centre calls received per hour \_\_\_\_\_

Anticipated Communications Problems:







# Incident Briefing

ICS Form 201

<b>INCIDENT BRIEFING</b>	1. Incident Name	2. Date Prepared	3. Time Prepared
<b>4. Map Sketch</b>			
ICS 201 Page 1 of 4	5. Prepared by (Name and Position)		

## 6. Summary of Current Actions

## 7. Current Organization



# Incident Objectives

ICS Form 202

INCIDENT OBJECTIVES	1. INCIDENT NAME	2. DATE	3. TIME
4. OPERATIONAL PERIOD (DATE/TIME)			
5. GENERAL CONTROL OBJECTIVES FOR THE INCIDENT (INCLUDE ALTERNATIVES)			
6. WEATHER FORECAST FOR OPERATIONAL PERIOD			
7. GENERAL SAFETY MESSAGE			
8. Attachments ( <input checked="" type="checkbox"/> if attached)			
<input type="checkbox"/> Organization List (ICS 203)	<input type="checkbox"/> Medical Plan (ICS 206)	<input type="checkbox"/> Weather Forecast _____	
<input type="checkbox"/> Assignment List (ICS 204)	<input type="checkbox"/> Incident Map	<input type="checkbox"/> _____	
<input type="checkbox"/> Communications Plan (ICS 205)	<input type="checkbox"/> Traffic Plan	<input type="checkbox"/> _____	
9. PREPARED BY (PLANNING SECTION CHIEF)	10. APPROVED BY (INCIDENT COMMANDER)		

# Organization Assignment List

**ICU 203**

<b>ORGANIZATION ASSIGNMENT LIST</b>		1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
POSITION	NAME	<b>4. OPERATIONAL PERIOD (DATE/TIME)</b>		
<b>5. INCIDENT COMMAND AND STAFF</b>		<b>9. OPERATIONS SECTION</b>		
INCIDENT COMMANDER		CHIEF		
DEPUTY		DEPUTY		
SAFETY OFFICER		a. BRANCH I- DIVISION/GROUPS		
INFORMATION OFFICER		BRANCH DIRECTOR		
LIAISON OFFICER		DEPUTY		
<b>6. AGENCY REPRESENTATIVES</b>		DIVISION/GROUP		
<b>AGENCY</b>	<b>NAME</b>	DIVISION/ GROUP		
		DIVISION/ GROUP		
		DIVISION/GROUP		
		DIVISION /GROUP		
<b>7. PLANNING SECTION</b>		b. BRANCH II- DIVISIONS/GROUPS		
CHIEF		BRANCH DIRECTOR		
DEPUTY		DEPUTY		
RESOURCES UNIT		DIVISION/GROUP		
SITUATION UNIT		DIVISION/GROUP		
DOCUMENTATION UNIT		DIVISION/GROUP		
DEMOBILIZATION UNIT		DIVISION/GROUP		
TECHNICAL SPECIALISTS		c. BRANCH III- DIVISIONS/GROUPS		
		BRANCH DIRECTOR		
		DEPUTY		
		DIVISION/GROUP		
		DIVISION/GROUP		
		DIVISION/GROUP		
<b>8. LOGISTICS SECTION</b>		d. AIR OPERATIONS BRANCH		
CHIEF		AIR OPERATIONS BR. DIR.		
DEPUTY		AIR TACTICAL GROUP SUP.		
		AIR SUPPORT GROUP SUP.		
		HELICOPTER COORDINATOR		
		AIR TANKER/FIXED WING CRD.		
<b>a. SUPPORT BRANCH</b>		<b>10. FINANCE/ADMINISTRATION SECTION</b>		
DIRECTOR		CHIEF		
SUPPLY UNIT		DEPUTY		
FACILITIES UNIT		TIME UNIT		
GROUND SUPPORT UNIT		PROCUREMENT UNIT		
		COMPENSATION/CLAIMS UNIT		
		COST UNIT		
<b>b. SERVICE BRANCH</b>		<b>PREPARED BY (RESOURCES UNIT)</b>		
DIRECTOR				
COMMUNICATIONS UNIT				
MEDICAL UNIT				
FOOD UNIT				



## Demobilization Checkout

1. Incident Name/Number	2. Date/Time	3. Demob. No.
4. Unit/Personnel Released		
5. Transportation Type/No.		
6. Actual Release Date/Time	7. Manifest? <input type="checkbox"/> Yes <input type="checkbox"/> No Number	
8. Destination	9. Notified: <input type="checkbox"/> Agency <input type="checkbox"/> Region <input type="checkbox"/> Area <input type="checkbox"/> Dispatch Name: Date:	
10. Unit Leader Responsible for Collecting Performance Rating		
11. Unit/Personnel		
You and your resources have been released subject to sign off from the following: <i>Demob. Unit Leader check the appropriate box</i>		
Logistics Section		
<input type="checkbox"/> Supply Unit	_____	
<input type="checkbox"/> Communications Unit	_____	
<input type="checkbox"/> Facilities Unit	_____	
<input type="checkbox"/> Ground Support Unit Leader	_____	
Planning Section		
<input type="checkbox"/> Documentation Unit	_____	
Finance Section		
<input type="checkbox"/> Time Unit	_____	
Other		
<input type="checkbox"/>	_____	
<input type="checkbox"/>	_____	
12. Remarks		
13. Prepared by (include Date and Time)		



## Incident Action Plan Safety & Risk Analysis Form

ICS 215

INCIDENT ACTION PLAN SAFETY ANALYSIS		1. Incident Name							2. Date	3. Time
Division or Group	Potential Hazards								Mitigations (e.g., PPE, buddy system, escape routes)	
	Type of Hazard:	Type of Hazard:	Type of Hazard:	Type of Hazard:	Type of Hazard:	Type of Hazard:	Type of Hazard:	Type of Hazard:		
Prepared by (Name and Position)										

### Instructions for completing the Demobilization Checkout (ICS form 221)

Prior to actual Demob Planning Section (Demob Unit) should check with the Command Staff (Liaison Officer) to determine any agency specific needs related to demob and release. If any, add to line Number 11.

Item No.	Item Title	Instructions
1.	Incident Name/No.	Enter Name and/or Number of Incident.
2.	Date & Time	Enter Date and Time prepared.
3.	Demob. No.	Enter Agency Request Number, Order Number, or Agency Demob Number if applicable.
4.	Unit/Personnel Released	Enter appropriate vehicle or Strike Team/Task Force ID Number(s) and Leader's name or individual overhead or staff personnel being released.
5.	Transportation	Enter Method and vehicle ID number for transportation back to home unit. Enter N/A if own transportation is provided. <i>Additional specific details should be included in Remarks, block # 12.</i>
6.	Actual Release Date/Time	To be completed at conclusion of Demob at time of actual release from incident. <i>Would normally be last item of form to be completed.</i>
7.	Manifest	Mark appropriate box. If yes, enter manifest number. <i>Some agencies require a manifest for air travel.</i>
8.	Destination	Enter the location to which Unit or personnel have been released. <i>i.e. Area, Region, Home Base, Airport, Mobilization Center, etc.</i>
9.	Area/Agency/ Region Notified	Identify the Area, Agency, or Region notified and enter date and time of notification.
10.	Unit Leader Responsible for Collecting Performance Ratings	Self-explanatory. <i>Not all agencies require these ratings.</i>
11.	Resource Supervision	Demob Unit Leader will identify with a check in the box to the left of those units requiring check-out. Identified Unit Leaders are to initial to the right to indicate release.  Blank boxes are provided for any additional check, (unit requirements as needed), i.e. Safety Officer, Agency Rep., etc.
12.	Remarks	Any additional information pertaining to demob or release.
13.	Prepared by	Enter the name of the person who prepared this Demobilization Checkout, including the Date and Time.

# Incident Status Summary

FS-5100-11

1. Date/Time		2. Initial <input type="checkbox"/>		3. Incident Name				4. Incident Number															
		Update <input type="checkbox"/>																					
		Final <input type="checkbox"/>																					
5. Incident Commander		6. Jurisdiction		7. County		8. Type incident		9. Location		10. Started Date/Time													
11. Cause	12. Area Involved		13. % Controlled		14. Expected Containment Date/Time		15. Estimated Controlled Date/Time		16. Declared Controlled Date/Time														
17. Current Threat						18. Control Problems																	
19. Est. Loss		20. Est. Savings		21. Injuries		Deaths		22. Line Built		23. Line to Build													
24. Current Weather WS Temp WD RH		25. Predicted Weather WS Temp WD RH		26. Cost to Date				27. Est. Total Cost															
28. Agencies																							
Resources																					Totals		
Kind of Resource	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST			
ENGINES																							
DOZERS																							
C R E W S	Number of Crews:																						
	Number of Crew Personnel:																						
HELICOPTERS																							
AIR TANKERS																							
TRUCK COS.																							
RESCUE/MED.																							
WATER TENDERS																							
OVERHEAD PERSONNEL																							
TOTAL PERSONNEL																							
30. Cooperating Agencies																							
31. Remarks																							
32. Prepared by						33. Approved by						34. Sent to:											
												Date		Time		By							

# Operational Planning Worksheet

ICS Form 215

<b>OPERATIONAL PLANNING WORKSHEET</b>					1. Incident Name		2. Date Prepared Time Prepared				3. Operational Period (Date/Time)									
4. Division/Group or Other Location	5. Work Assignments	Resource by Type (Show Strike Team as ST)																6. Reporting Location	7. Requested Arrival Time	
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4			
		Req																		
		Have																		
		Need																		
		Req																		
		Have																		
		Need																		
		Req																		
		Have																		
		Need																		
<b>9. Total Resources - Single</b>		Req																		
		Have																		
		Need																		
<b>Total Resources - Strike Teams</b>		Req																	Prepared by (Name and Position)	
		Have																		
		Need																		