


Emergency Measures Organization Process

UMAAS (Urban Municipal Administrators Association)

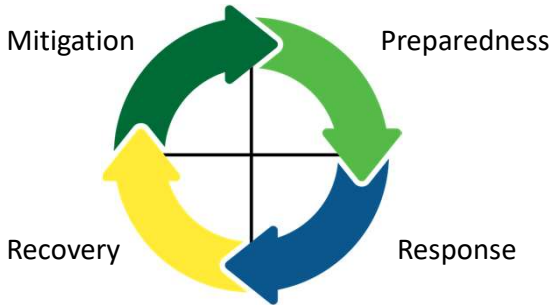
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Preparedness

“Increases the ability to respond quickly and effectively to emergencies and to recover more quickly from their long-term effects and involves actions taken prior to an event to ensure the capability and capacity to respond.”

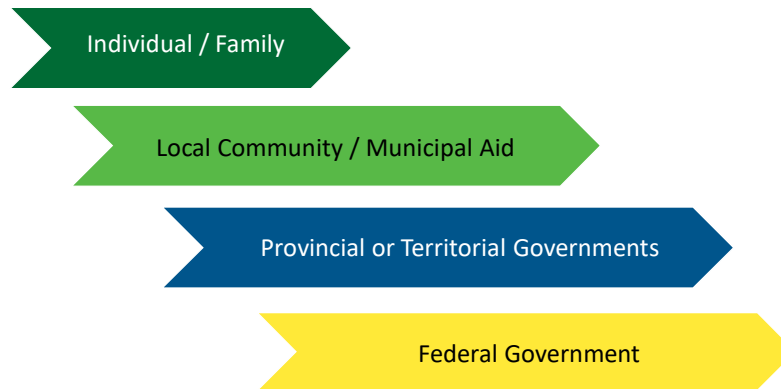


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The Canadian Model



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Emergency Planning Act

Local emergency plans

9(1) Every local authority shall:

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

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

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

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

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

Duty of local authorities

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

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

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Emergency Plan Development

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Developing an Emergency Response Plan –
A Step by Step Guide

www.saskpublicsafety.ca/communities/emergency-planning-communities

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Individual or Regional Based Plan

- The process remains the same for a single municipality, or multiple municipalities participating.
- The process could include rural municipalities, urban municipalities, First Nations, and other municipalities.
- Template available on the SPSA website:

www.saskpublicsafety.ca/communities/emergency-planning-communities

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Checklist for Emergency Planning

- Authorize – bylaw
- Appoint – EMO coordinator
- Structure – ICS based
- Identify and Analyze – hazard analysis
- Emergency Response Plan Development – SPSA Template
- Emergency Operations Centre Staff Selection and Training
- Authorization and Publishing
- Full Scale Exercise and Training

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EMO Coordinator

*It is recommended they are **not** a member of the local authority, an elected official, or a first responder (i.e., Fire Chief).*

- Liaise with local industries, businesses and organizations regarding their emergency management plans and preparedness.
- Provide a strategy and means for public education of emergency preparedness.
- Ensure that a continuous program of training is made available for local Emergency Management personnel.
- Submit a projected budget to cover costs of emergency management operations of the Committee.

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EMO Coordinator (continued)

- Work with the Emergency Operations Centre (EOC) Team and Local Authority when an emergency has been declared and the activation of an EOC is required. More specifically, these duties include, but are not limited to:
 - Activate call out of the EOC team members.
 - Assist with the set-up of the EOC location.
 - Assist EOC Director as required.
 - Provide technical assistance with the Emergency Plan, its procedures and resources.
 - Coordinate post-emergency debriefings and preparation of reports.
 - Ensure amendments to the emergency plan are made.
 - Retain documentation of actions and decisions.

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EMO Committee

- EMO coordinator - Chair
- First responder groups:
 - Police
 - Fire
 - Ambulance
- Representatives from each municipality
- Other community-based groups:
 - School representative
 - Hospital representative

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Templates

- Community Emergency Plan
- Council Emergency Plan
- Emergency Information Plan
- EOC Emergency Response Plan
- Evacuation Plan
- Plan Reference Section

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Emergency Operations Centre Guidelines

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Emergency Operations Centre Position Checklists

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EMO Committee vs. EOC Team

Two separate and distinct groups

EMO Committee

- maintain/edit emergency plan
- members may already be designated
- RCMP Det. Commander
- Fire Chief

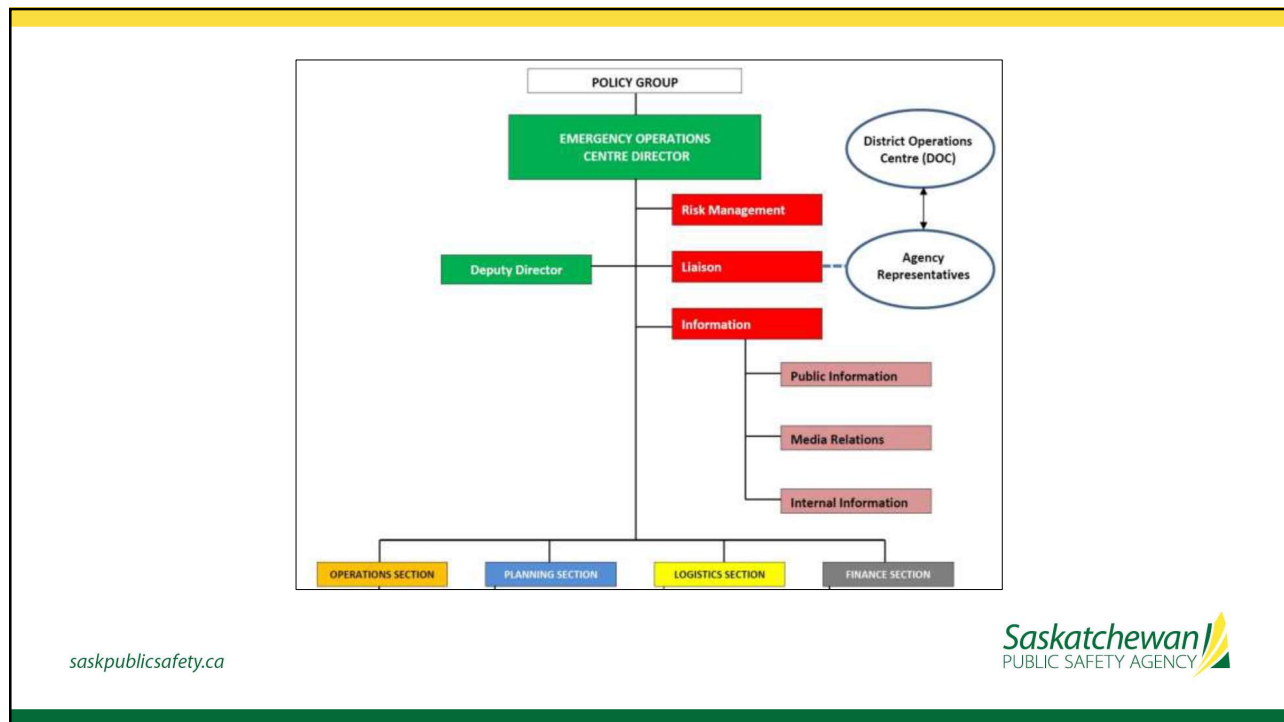
EOC Team

- personnel to manage emergency
- for Regional Planning Districts, each municipality provides a minimum of three persons

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Contact your local assigned Emergency Services Officer (ESO) through the Response Centre Duty Officer.

Report the emergency

Local authorities must first report the emergency by calling 1-800-667-9660, 911 or the closest Protection Area Office.

Request SPSA Assistance

After reporting the emergency, you must complete an SPSA Request for Assistance form and submit it to your closest Protection Area Office.

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Response Areas and Protection Bases

LEGEND

- Community
- Response Centre
- Protection Base
- Highways
- Lakes
- Provincial Air Weapons Range
- Provincial Park
- National Park
- Rural Municipality
- Burn Notification Zone (15 km)
- Response Centre Area
- Protection Area

Contact the Saskatchewan Public Safety Agency
Tel: 306-967-9660

Northern Response Area
Response Centre: 306-425-6651
Protection Base: 306-425-6651
306-425-6651

Eastern Response Area
Response Centre: 306-953-3406
Protection Base: 306-953-3406
306-953-3406

Western Response Area
Response Centre: 306-235-1804
Protection Base: 306-235-1804
306-235-1804

Southern Response Area
Response Centre: 306-787-2011
Protection Base: 306-787-2011
306-787-2011

Responsible and Emergency Services Officer please call the Response Centre for details on your response area.

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Contact Us

 SPSA@gov.sk.ca

 1-800-667-9660

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