

BYLAW 8-2002 ADOPT AN EMERGENCY PLAN

**A BYLAW TO PROVIDE FOR AN EMERGENCY PLAN PURUSANT
TO SECTION 11 OF THE EMERGENCY PLANNING ACT.**

**The Council of the Rural Municipality of Dufferin No. 190 in
the Province of Saskatchewan, enacts as follows:**

- 1. That we hereby adopt The Emergency Plan as annexed
hereto and forming part of these minutes.**



Donald J. McDonald

Reeve

[Signature]

Administrator

**Certified a true copy of Bylaw No. 8-2002
Adopted by Council of the R.M. of Dufferin No. 190
this 10th Day of May, 2002.**

[Signature]
ADMINISTRATOR

EMERGENCY PLAN

FOR

BETHUNE

&

R.M. OF DUFFERIN #190

EMERGENCY CONTROL CENTRE:

**Rural Municipal Office
Village Office
Bethune, Sask.**

**RECEPTION CENTRE
Bethune Community Hall
Bethune Community Sports Centre**

Revised: April 17,2002

DISTRIBUTION:

INTERNAL

NUMBER OF COPIES

Village of Bethune	02
R.M. of Dufferin	02

EXTERNAL

Bethune Community Hall	01
Bethune Community Sports Centre	01
Bethune Co-op	01
Bethune Elementary School	01
Bethune Library	01
Craik R.C.M.P.	01
Lumsden High School	01
Lumsden R.C.M.P.	01
Moose Jaw R.C.M.P.	01
Regina Health District	01
Fire Chief (On Site Commander)	(Ashton Riche) 01
Deputy (On Site Commander)	(Mel Wolfe) 01
Emergency Control Group Coordinator	(Gary Anderson) 01
Emergency Deputy Control Group Coord	(Dave Courtice) 01
Communications Co-ordinator	(Patti Garrett/Rick Hicks) 01
Transportation & Equipment Co-ordinator	(Glenn McEachern) 01
Public Info Co-ordinator	(Ulmer/Holt) 02
Local Police Contact	(Harold McNally) 01
Local Public Utilities	(Bob Courtice) 01
Director Emergency Social Services	(Donna Hehir) 01
Director Health Services	01
Fire Hall	01
Mayor & Council	05
Reeve & Council	07

**EMERGENCY CONTROL GROUP
LIST OF CO-ORDINATORS AND DIRECTORS**

		NAME	PHONE NUMBERS	
			<u>Residence</u>	<u>Business</u>
1.	MAYOR	Dale Ulmer	638-2225	638-3122
2.	COUNCIL	Dave Courtice	638-2261	
		Doug Patience	638-4967	
		Doug Ulmer	638-2294	721-0864
		Glenn McEachern	638-4645	525-2551
3.	REEVE	Don McDonald	638-4427	
4.	R.M. COUNCIL	Brian Weisbrod	731-2816	
		Lorrie Zinn	638-3106	
		Gordon Norman	638-2269	
		Don Robinson	488-4432	
		George Riche	638-4564	
		Albert Luzny	638-4920	
5.	EMERGENCY CONTROL GROUP CO-ORDINATOR	Gary Anderson	638-4400	
6.	DEPUTY EMERGENCY CONTROL GROUP CO-ORDINATOR	Dave Courtice	638-2261	
7.	ON-SITE COMMANDER FIRE DEPARTMENT	Ashton Riche	638-3074	
8.	SECRETARY	Rick Hicks	638-4455	638-3112
		Patti Garrett	638-4967	638-3188
9.	COMMUNICATIONS CO-ORDINATOR	Rick Hicks	638-4455	638-3112
		Patti Garrett	638-4967	638-3188
10.	TRANSPORTATION & Equipment CO-ORDINATOR	Glenn McEachern	638-4645	525-2551

- | | | | |
|-----|--|------------------|----------|
| 11. | DIRECTOR OF EMERGENCY
HEALTH SERVICES | VACANT | |
| 1. | 1 st Responders | Debby Wisniewski | 638-3161 |
| 12. | DIRECTOR OF EMERGENCY
SOCIAL SERVICES | Donna Hehir | 638-3010 |
| | 1.Walk-In Volunteer Co-ord | Brenda Boos | 638-3180 |
| 13. | PUBLIC INFORMATION
CO-ORDINATOR | Doug Ulmer | 638-2294 |
| | | Darrel Holt | 638-3050 |
| 14. | LOCAL POLICE CONTACT | Harold McNally | 638-3115 |
| 15. | LOCAL PUBLIC UTILITIES
CO-ORDINATOR | Bob Courtice | 638-2261 |

PROVINCIAL AND INDUSTRIAL EMERGENCY ASSISTANCE

SASK EMERGENCY PLANNING ASSOCIATION (To Declare Emergency)

1-306-787-9563
(24 hrs a day)

E.M.O. or SEP (Area Co-ordinator)

Jocelyn Bishoff

694-3830

RED CROSS

(SW Community Outreach Co-ordinator)

Shelly Melton

692-9776

SOCIAL SERVICES (Care of Evacuees)

(Service Manager, Moose Jaw Office)

Norma Rohatyn

694-3830

(Service Manager, Regina Office)

Dave Hedlan

787-3416

SASK WATER CORP (Flood)

Watrous

946-3200

Moose Jaw

694-3900

R.C.M.P.

Lumsden

731-4270

Craik

734-5200

Moose Jaw

694-3900

SASK TEL

310-7253

SASK ENERGY

1-800-667-9824

SASK POWER

Lumsden

1-888-757-6937

CN (Rail Accidents)

Edmonton

PIPELINES

ENBRIDGE

1-877-420-8800

ALLIANCE

Mike Fisher

1-800-884-8811

TRANSGAS

POISON CONTROL CENTRE

1-800-667-4545

DANGEROUS GOODS

- ENVIRONMENTAL SPILL REPORT CENTRE

1-800-667-7525

- CANUTEC

1-613-996-6666

- If an emergency is declared, or likely to be declared, contact Sask Emergency Planning Association first. They will provide operational support and can arrange for material resources and people to help deal with the situation. They will also co-ordinate the response of other provincial agencies and of the federal government if necessary. S.E.P. may also send staff to the municipality to provide advise and liaison if necessary.
- CANUTEC provides information and communications assistance in case of transport emergencies involving dangerous goods.

DEFINITIONS

EMERGENCY

A present or foreseeable event that, when beyond the resources of any one service requires prompt co-ordination of action. Or the special regulation, control of persons and property, to protect the safety and welfare of people, and to limit damage to property.

DISASTER

An event that produces extreme danger to or loss of life and/or property damage and is beyond the capability of one entity to bring under control.

EMERGENCY CONTROL GROUP

The organization that authorizes, controls and is responsible for the co-ordinated response that this plan triggers.

EMERGENCY RESPONSE PERSONNEL

The Police, Fire, Ambulance, Public Works, Sask Power or other personnel who, in their normal work respond to emergencies in their own field.

Those others directed by this plan to contribute to the emergency operation.

RESOURCE

Personnel, equipment and operational supplies available for use during a period of emergency.

ORGANIZATION AND LINE OF AUTHORITY

1. MAYOR: DISASTER WITHIN THE VILLAGE OF BETHUNE
 - 1) Direct and control the emergency operations in the Village always. The presence of Federal and/or Provincial Emergency Response Groups does not alter the Mayor's responsibility to direct and control the Emergency operations within the Village.
 - 2) Authorize and approve all public information releases to the Public Information Co-ordinator.
2. COUNCIL:
 - 1) Assume responsibility without the Mayor
 - 2) Participate with the Mayor in the decision making process
 - 3) Assist in the execution of operational control
3. REEVE: DISASTER WITHIN THE R.M. OF DUFFERIN NO. 190
 - 1) Direct and control the emergency operations in the R.M. always. The presence of Federal and/or Provincial Emergency Response Groups does not alter the Reeve's responsibility to direct and control the Emergency operations within the R.M.
 - 2) Authorize and approve all public information releases to the Public Information Co-ordinator.
4. COUNCIL:
 - 1) Assume responsibility without the Reeve
 - 2) Participate with the Reeve in the decision making process
 - 3) Assist in the execution of operational control
5. EMERGENCY CONTROL GROUP CO-ORDINATOR (Village & R.M.)
 - 1) Keep the Mayor/Reeve and Councils informed of developments as they occur
 - 2) Ensure all directions from Mayor/Reeve and /or Councils are carried out
 - 3) Order evacuation if risks indicate the need for evacuation
 - 4) Direct Emergency Control Group Staff activities
 - 5) Contact with Public and Local Utilities and pipelines
6. DEPUTY EMERGENCY CONTROL CO-ORDINATOR:
 - 1) Assist the Emergency Control Group Co-ordinator, and assume all the duties of the Emergency Control Group Co-ordinator in his absence

7. **ON-SITE COMMANDER:**

- 1) The On-Site Commander will be the Fire Chief, unless circumstances dictate otherwise
- 2) Direct the Emergency operations at the Emergency site
- 3) Keep the Emergency Control group co-ordinator informed of all operations and requirements at the site.
- 4) Ensure access to the site is limited to essential personnel
- 5) Procure Equipment

FIRE DEPARTMENT

Besides their normal duties of fire suppression and dangerous goods response:
Help the On-Site Commander in the evacuation of people and rescue of people if Required.

8. **SECRETARY:**

- 1) Advise Mayor/Reeve and Councils on legislation and procedures
- 2) Take directions concerning the emergency from the Emergency Control Group Co-ordinator
- 3) Maintain daily logs and financial records concerning each emergency. Ensure all important decisions and actions taken by the ECGC are recorded
- 4) Schedule meetings as required upon direction of council or the Committee

9. **COMMUNICATIONS CO-ORDINATOR:**

- 1) Implement phone fan out (ANNEX A)
- 2) Ensure reliable communications are established between the On-Site Commander and the Emergency Control Group Coordinator
- 3) Ensure a reservoir of operators are on hand
- 4) Arrange for additional communications resources with SaskTel, Sask Power and other public or private agencies or organizations
- 5) Maintain Communications Resource List (ANNEX B) of municipal and private sector communications equipment within the municipality which can be used to augment existing communications systems

10. **TRANSPORTATION & EQUIPMENT CO-ORDINATOR:**

- 1) Co-ordinating the acquisition, distribution and scheduling of various modes of transport for the purpose of transporting persons and/or supplies, as required, by members of the Emergency Control Group
- 2) Co-Ordinate the acquisition and distribution of required Equipment
- 3) Procuring staff to assist, as required
- 4) Prepare and maintain the Transport Resource List (ANNEX C) and use, if required
- 5) Prepare and maintain Resources and Equipment List (ANNEX D & E)
- 6) Ensure that a record is maintained of drivers, operators and equipment involved

11. DIRECTOR EMERGENCY HEALTH SERVICES:

- 1) Ensure normal health services are maintained during an emergency
- 2) Maintain Health Service Personnel list (ANNEX F)
- 3) Maintain a record of the event

The role of Health Services in an emergency is to provide continuing care for the sick and injured and to provide public health guidance and assistance

12. DIRECTOR EMERGENCY SOCIAL SERVICES:

- 1) Plan, co-ordinate and execute Social, Welfare and Volunteer Services in emergencies
- 2) Supervising the opening and operation of temporary and/or long term evacuee centres and ensuring they are adequately staffed
- 3) Use Social/Welfare Organizations and Resources List, if required (ANNEX G)

The Emergency Social and Welfare Service will consist of those service clubs, churches and schools who have agreed to provide welfare services in emergencies. These include feeding, lodging, clothing, registration and personal or pastoral services for the populace during a disaster or emergency.

13. PUBLIC INFORMATION CO-ORDINATOR:

- 1) Establish a media information centre in a safe, appropriate location
- 2) Report to the Mayor/Reeve and/or Council to be briefed on the emergency situation
- 3) Ensure all public media news releases are authorized by the Emergency control centre.
- 4) Co-ordinate and communicate with the media, which includes being the on-site media spokesperson
- 5) Ensure that all information released to the media and public is consistent and accurate
- 6) Liaison with the Emergency Control Group Co-ordinator and obtain up-to-date information for media releases
- 7) Co-ordinate individual interviews and organize press conferences
- 8) Monitor news coverage and correct erroneous information
- 9) Maintain copies of media releases and newspaper articles pertaining to the Emergency

14. LOCAL POLICE CONTACT

- 1) Help the On-Site Commander when circumstances dictate
- 2) Provide Security at the emergency site, including but not limited to:
 - a) crowd, traffic control and site security
 - b) protection of persons and property
 - c) identification of injured and dead
- 3) Help in the evacuation of people, if required
- 4) Conduct door-to-door search, if required
- 5) Liaise with R.C.M.P.

15. LOCAL PUBLIC UTILITIES COORDINATOR

- 1) Be responsible for operation of all Village Utilities

IMPLEMENTATION OF THE PLAN:

This Emergency Plan will be carried out in part or in whole when an emergency has occurred or threatens to occur.

1. If the Emergency occurs in the Village of Bethune implementation will be authorized by:
 - 1) the Mayor of Bethune
 - 2) without the Mayor, the Council
 - 3) without the Mayor and the Council, the Emergency Control Group Co-ordinator/Deputy
 - 4) or by Emergency Response Personnel authorized to act according to the Emergency Plan
2. If the Emergency occurs in the R.M. of Dufferin No. 190 implementation will be authorized by:
The Reeve of the Municipality
 - 1) without the Reeve, the Council
 - 2) without the Reeve and the Council, the Emergency Control Group Co-ordinator
 - 3) or by Emergency Response Personnel authorized to act according to this Emergency Plan.

NOTE: ALL OTHER POSITIONS WOULD BE JOINT POSITIONS. I.E. THE EMERGENCY CONTROL GROUP CO-ORDINATOR WOULD BE FOR BOTH VILLAGE AND R.M., ETC.

PUBLIC INFORMATION:

The gathering and distribution of information during an emergency is critical. Misinformation and rumors can cause lasting harm.

Information released must be precise and must give a clear picture of the nature of the emergency and the dangers involved and the actions taken.

Names of casualties will not be divulged to the public until the Director of Emergency Health Services has reported to the Emergency Control Centre that the next of kin has been informed.

The Emergency Control Centre, headed by the Mayor/Reeve and Councils, will authorize all public media news releases by the Public Information Co-ordinator.

PUBLIC (GENERAL) WARNING:

It may be necessary to order the evacuation of a sector of the Village or areas of the Municipality at any time.

The warning, , will be disseminated by loud speakers and door to door canvas, augmented by telephone fan out, if required.

The message must be clear and concise.

eg. "Attention: This is the police. You must evacuate your home immediately. Dress warmly and go immediately to the Community Center. Lock your doors when leaving".

- 1) Precise information is disseminated to the public as to the dangers involved and actions to be taken
- 2) Schools are to be notified

ANNEX A

ESSENTIAL TELEPHONES

DESCRIPTION	NAME	RESIDENCE	BUSINESS	CELL
MAYOR	DALE ULMER	638-2225	638-3122	731-7730
ALDERMAN	GLENN MCEACHERN	638-4645	525-2551	731-7193
ALDERMAN	DAVE COURTICE	638-2261		
ALDERMAN	DOUG PATIENCE	638-4967		
ALDERMAN	DOUG ULMER	638-2294	721-0864	
REEVE	DON MCDONALD	638-4427		
COUNCILLOR	BRIAN WEISBROD	731-2816		
COUNCILLOR	LORRIE ZINN	638-3106		
COUNCILLOR	GORDON NORMAN	638-2269		
COUNCILLOR	DON ROBINSON	638-4826		
COUNCILLOR	GEORGE RICHE	638-4564		
COUNCILLOR	ALBERT LUZNY	638-4920		
EMERGENCY CONTROL GROUP				
CO-ORDINATOR	GARY ANDERSON	638-4400		731-7439
EMERGENCY DEPUTY CONTROL GROUP				
CO-ORDINATOR	DAVE COURTICE	638-2261		
LOCAL POLICE CONTACT	HAROLD MCNALLY	638-3115		
FIRE DEPT		310-5000	731-7718	

ON-SITE CMDR

ASHTON RICHE

638-3074

COMMUNICATIONS
COORDINATOR/SECRETARY

RICK HICKS

638-4455

638-3112

PATTI GARRETT

638-4967

638-3188

TRANSPORTATION
COORDINATOR

GLENN MCEACHERN

638-4645

DIRECTOR EMERGENCY SOCIAL
SERVICES

DONNA HEHIR

638-4586

DIRECTOR EMERGENCY HEALTH
SERVICES

VACANT

PUBLIC INFO
COORDINATOR

DOUG ULMER
DARREL HOLT

638-2294
638-3050

721-0864

ANNEX B

COMMUNICATIONS RESOURCE LIST

<u>DESCRIPTION</u>	<u>CONTACT</u>	<u>PHONE NUMBERS</u>		
		Residence	Business	Cell
Cellular Phones	Dale Ulmer	638-2225	638-3122	731-7730

Radios

ANNEX C

TRANSPORTATION RESOURCE LIST

GROUP	NAME	PHONE NUMBER
Buses	Buffalo Plains School Division:	
	Marianne Headford	638-4717
	Shirley Totton	638-3071
	Holly Robinson	638-4817
	Joan Kutcher	638-4448
Fuel Trucks	Bethune Co-op	638-2244
	Arm River Colony	731-2819
Semi Trucks	Jason Hein	638-4642
	Dale Koch	638-3068
	Ron Schropp	638-2220
	Arm River Colony	731-2819
	AMK Construction	729-2794
	Kutcher Trucking	631-1522 (Cell)

ANNEX D

RESOURCES AND EQUIPMENT LIST

TYPE OF RESOURCE	STORED AT	PHONE NUMBERS
Bobcat	Keith Hickey Dale Koch	638-4816 638-3068
Breathing Respirators	Fire Hall	
Tractors - One 60 hp tractor - One 90 hp tractor	Village Shop R.M. of Dufferin Shop	
Welders (portable)	Hutterites Garth Hannan Daryl Cookson	638-3128 638-4440
Water Tanks	Ulmer Bros Ron Riche Ron Smith	638-2225 638-2215 638-4658
Graders (2)	R.M. of Dufferin Shop	
Cutting Torches	Bethune Farm Equipment Village of Bethune	638-3122

RESOURCES AND EQUIPMENT LIST

Fork Lift	Co-op	
Generators (portable)	Fire Hall	
Metal Locators	Village Shop	
Mowers	R.M. Shop	
P.A. System	Gord McNally	638-3011
Megaphone	Doug Ulmer	638-2294
Payloader	Joe Koch	638-3158
Pumps (portable)	Village	
ATV's	George Riche	638-4564
	Doug Patience	638-4967

ANNEX E

MANPOWER LIST

NAME	RESOURCE	PHONE
Arm River	Hutterian Brethren	731-2819
Don Ulmer, Jr	Electrician	638-3025
Wayne McKechnie	Electrician	638-4466
Ron Boos	Mechanic	638-3180
Darrel Holt	Sask Tel	638-3050
Dave Courtice	Sask Tel	638-2261

ANNEX F

HEALTH SERVICE PERSONNEL

GROUP	NAME	PHONE NUMBERS	
		Residence	Business
Ambulance			310-5000
Doctors	Dr. Knaus	Lumsden	731-3129
	Dr. Marie	Craik	734-2233
Regina Health District			
Thunder Creek Health District			
Nurses	Linda Sullivan	638-2286	
	Donna Evans	638-4590	
L.P.N.	Vickie Huber	638-4414	
Bethune & District			
1 st Responders	Debby Wisniewski	638-3161	
	Stacey Riche	638-3074	
	Ashton Riche	638-3074	
	Vickie Huber	638-4414	
	Brenda Martin	731-2892	
	Don McDonald	638-4427	
	Marilyn Tait	488-4726	
	Barb Hein	638-2265	
	Laura Omoth	638-3025	
Emergency Assistance Red Cross			
Responder	Debby Wisniewski	638-3161	
Coroner			

ANNEX G

SOCIAL/WELFARE ORGANIZATIONS AND RESOURCES

	KITCHEN	WASHROOMS	OTHER	CONTACT	PHONE
Community Hall	yes	yes	change rooms	Denise Sigmeth	638-3079
Elementary School	no	yes		Fran Seidlitz	638-4876
Hotel	yes	yes	rooms	Rob Seibel	638-3023
Curling Rink	yes	yes		Vickie Huber	638-4414
Skating Rink	yes	yes	change rooms	Brian Riche (Winter hours) Don Ulmer	638-4546 638-3025
Bethune 50+ Club	yes	yes		Ernie Millar	638-3101
Wildlife Federation	yes	yes		Brenda Boos	638-3180
United Church	yes	yes		Mary Eddy	638-3033
United Church Women				Mary Eddy	638-3033
Lions Club				Allan Sullivan	638-2286