Evacuation Plan

Your Community Name Here

Community Hall address

Community Hall Phone Number

Date

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**The “City/Town/Rural Municipality” of “Your Community name here” Emergency Plan**

The City/Town/Rural Municipality of “Your Community name here”has an emergency plan that coordinates the community’s response to any major event or emergency.

There are six main components to the plan.  These are:

* **The Public Emergency Management Plan** – It describes the methodology and general process that the municipality will uses to respond to emergency events as well as the bylaw that established the planning process, but contains no confidential information. This section also contains information that individuals can use to create a personal/family/business plan to assist in emergency situations.
* **Council Emergency Plan** – This plan is specific for Municipal Mayors/Reeves and Councilors. It describes their roles and responsibilities, how to declare a local emergency and provides background information on emergency management in general.
* **Emergency Response Plan** – This plan is for the Emergency Management Organization

Coordinator and the Emergency Operations Centre Team members. It describes roles and responsibilities of the Emergency Operations Centre Team members as well as outlining how to establish and operate the Emergency Operation Centre.

* **Emergency Information Plan** – This is the crisis communications plan.  It outlines the how information will be shared, including public notification and media releases.
* **Evacuation Plan** – This plan is for emergency services staff who are in tactical command of an incident site(s). Their tactical operations achieve the goals and priorities of the Emergency Operations Centre and Council. This plan provides direction for escalating events from day-to-day emergencies to fully supported major disasters.
* **Plan reference section** – containing contact list information for people and resources as well as forms and other emergency operations centre documentation.

## Evacuations

### Local Authority Evacuation Orders

Evacuation is an option of last resort. Displaced residents often experience impacts and trauma that remains long after they return home.

Where possible, local leaders should attempt to shelter in place and provide supports in the community (i.e., food, warming stations, etc.).

Ordering an evacuation of all or part of an emergency area is a very serious step and requires detailed planning. In Saskatchewan, the Emergency Planning Act (1989) permits the head of a local authority to declare a Local Emergency, and that allows the local authority to order an evacuation should it be absolutely necessary. There are several other statutes (Fire Services Act, Wildfire Act and the Public Health Act) that can be used to order an evacuation.

When it is determined that an evacuation is required, the warning must be timely and accurate. While the main concern is the preservation of life, those displaced from their homes or businesses may be experiencing inconvenience, anxiety and fear.

## Evacuation Process

### **Stage 1** — Evacuation Alert

Authorities will alert the population at risk of the potential for evacuation because of the danger of possible loss of life and they should be prepared to evacuate the area. This warning will be transmitted by:

* Door-to-door campaign with pamphlets/letter delivered
* Radio and/or television broadcast
* Sirens and mobile public address announcements
* Telephone calls
* Electronic media (internet/social media)

Note: even at this stage, plans will be in place to move handicapped persons, vacationers, and voluntary evacuees. You should also consider readying extra supplies (clothes, shoes, sleeping bags or blankets, personal items (toiletries), playing cards and games for children) to supplement your emergency kit.

### **Stage 2 —** Evacuation Order

The population at risk is ordered to evacuate the area specified in a formal written order. This is an order and as such does not allow for any discretionary decision on the part of the population at risk. They must leave the area immediately. The police will enforce the Evacuation Order. This order will be transmitted by:

* + Door-to-door campaign with pamphlets/letter delivered
  + Radio and/or television broadcast
  + Sirens and mobile public address announcements
  + Telephone calls
  + Electronic media (internet/social media)

The area in question will have controlled access and that a pass may be required to regain access to the area.

### Stage 3 — Rescind

An evacuation order or alert is rescinded when it is determined to be safe for residents to return home. An evacuation order may be reinstated if a threat returns. These reentry criteria will be communicated to evacuees by:

* + Radio and/or television broadcast
  + Telephone calls
  + Electronic media (internet/social media)
  + Pamphlets, letter or signage at reception centres

## Reception Centres

Reception centres are sites where evacuees may be received during an emergency/evacuation. They may be a facility such as a recreation centre, community centre, church hall or school - it depends on what is available in the community or what is needed.

Reception centres should be flexible for multipurpose use. Space may be required for use as a gathering and information centre, a staging site for volunteer disaster relief workers, a site where insurance adjusters can operate, an emergency daycare centre, etc.

Reception Centres are set up in order to provide for essential needs of people affected by an emergency/evacuation.

Possible Emergency Reception Centres are located at:

* “your communities’ locations here as well as a contact number”

## Shelter-In-Place

In some circumstances - for example, where evacuees would have to travel through a plume of hazardous gases - it may be safer for people to take shelter in their homes, schools or places of work.

If you are advised to shelter in place, follow these instructions:

* Get inside as quickly as possible
* Turn off all heating, ventilation and air conditioning systems. Close vents.
* Close all doors, windows, fireplace flues, vents and other openings. If there are any gaps in the weather stripping, use duct tape, plastic wrap and/or aluminum foil to seal the leaks.
* Close drapes, curtains and shades. Stay away from external windows.
* Use stairwells instead of elevators wherever possible.
* Turn on the radio or television for information. You will be advised what the hazardous material is and what the signs and symptoms of overexposure are.
* Use telephones only if you need immediate emergency assistance. You will be directed how to seek medical help outside the evacuation area.

## Individual/Families requiring assistance to evacuate

* In order to understand your residents’ needs, your community should identify vulnerable people and create contact lists (including hospitals, care homes and group homes).
* Some supports that may be requested require the community to have lists of potential providers, including:
  + Translation
  + Vets / kennels
  + Food services

## Reception centre staff

* Create a list of contact info for people to staff reception centres
* Create a draft information package for reception centre staff that includes:
  + Information gathering forms for reception centre staff (who, how many, contact info, where are they going, special medical conditions, how are they going (private vehicle), possible pets/livestock at the house/location)
  + Services for evacuees (e.g., housing, meals, transportation, pets)
  + Information on how displaced resident will get updates (web page, alerting app, media, direct contact, information boards at evacuation centres)

## People to go door to door assisting police services

* Create a list of volunteers / responders who may assist with door-to-door communication, including:
  + Police/RCMP (contact info)
  + Other individuals (list, with contact info)
* Ensure maps of community are printed so that each member of the team gets an assigned area

## Protocols for evacuations

* Letter from Authority Having Jurisdiction to residents
* Evacuation designated routes (if applicable to be included in directions)
* Notification process (media, alerting App, SaskAlert, siren, church bell)
* Home marking (tape color to distinguish each condition)
  + Residents notified and are evacuating or have evacuated (orange)
  + Residents notified and are refusing to evacuate (police to follow-up) (blue)
  + Residents not home (information left) needs follow-up (yellow)
  + Animals alone at/in residence (green)

## Re-entry guidelines

It is important for the safety of evacuees that the re-entry process be conducted in an organized manner. The EOC Team must ensure that satisfactory conditions exist and normal day-to-day community needs are functioning properly. An essential service checklist should include but not be limited to:

* Health facilities
* Seniors facilities
* Alternate accommodations available if homes are damaged
* Ambulance service
* Firefighting services
* Mail service
* Water and sewer
* Power/gas and telephone
* Food and personal supplies available in stores
* Medical supplies
* Adequate vehicle fuel and service

Citizens must be informed of dangers in the community  
if there is still a threat to life and health

**SaskPower Re-entry Guidelines**

<http://www.saskpower.com/wp-content/uploads/floodguidelines_gascontractors.pdf>

**Saskatchewan Building Standards Flood Recovery Guide**

<http://arborfieldsk.ca/arborfield-dwimages/tri-unity/Flood%20Recovery%20Action%20Guide%202014.pdf>

**Provincial Disaster Assistance Program (PDAP)**

<https://www.saskatchewan.ca/residents/environment-public-health-and-safety/access-funding-through-the-provincial-disaster-assistance-program>

The Provincial Disaster Assistance Program (PDAP) helps residents, small businesses, agricultural operations, First Nations, non-profit organizations and communities recover from natural disasters, including flooding, tornadoes, plow winds and other disasters caused by severe weather. PDAP may help cover the cost of uninsurable essential losses, cleanup, repairs and temporary relocation.