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# Resort Village of Candle Lake

# Emergency Management

# Plan

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October 2025

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## **Introduction & Approval**

The contents, of this Emergency Management Plan, provide guidance for the Resort Village of Candle Lake to respond effectively to an incident or major emergency.

This document will not prevent or reduce the possibility of a disaster or emergency occurring. It will aid in providing a prompt and coordinated multi-agency response, thereby reducing human suffering and loss or damage to property or the environment.

For this plan to be effective, it is important that all concerned are made aware of its provisions and that every official, agency and department be prepared to carry out their assigned functions and responsibilities in an emergency.

The public must be informed about the Emergency Management Plan and educated as to certain elements (i.e., Warning and Evacuation Procedures).

## **Annual Updates**

The emergency management plan, and corresponding documents are living documents and are to be maintained on an annual basis. This is to ensure that procedures and processes are current and accurate. Any changes made must be done to all individual copies to ensure plans and documents remain identical. Also, post-incident or event changes could be rendered before an annual update is completed.

The CAO and EMO Coordinator will present changes to the EMO Committee for verification and approval of changes.

\_\_\_\_\_  
Mayor, Colleen Lavoie

September 30, 2025.



# Distribution List

	Position/Location	Name	Format <i>(hardcopy or electronic)</i>
1	Emergency Operations Centre	Main Kit –North of Fifty seniors Hall	
2	Emergency Operations Centre	Secondary Kit - Firehall	
4	EMO Coordinator	Sheryl Spence	
5	Deputy EMO Coordinator		
6	Administrator	Brent Lutz	
7	Finance Manager	Sheri Carson	
9	Mayor	Colleen Lavoie	
10	Councillor	Debra Hunter	
11	Councillor	Jon Attig	
12	Councillor	Hugh Garven	
13	Councillor	Shelley Voykin	
14	Fire Chief	Jim Arnold	
15	Deputy Fire Chief	Grant Carrier	
16	Deputy Fire Chief	Wes Harker	
17	Deputy Chief EMS	Karen Mack	
18	Maintenance Manager	Jason Campbell	
20	CSO	Paul Sirman	
21	CSO	Mark Peters	
22	Emergency Social Service Director	Erin Maloy	



# Record of Amendments

Date	Section/Page	Change	Amended By	Date Filed
November 2022		New Document		
October 2025		New Document		

1 Plan Administration ..... 15

    1.1 Plan Maintenance ..... 15

        1.1.1 Maintenance of Emergency Notification and Contact List ..... 15

    1.2 Acronyms..... 15

    1.3 Definitions ..... 16

2 Overview..... 17

    2.1 Purpose ..... 17

    2.2 Objectives..... 17

    2.3 Scope ..... 17

    2.4 Assumptions..... 17



2.5 Community Profile .....	18
2.6 Hazard Overview .....	19
2.7 Critical Infrastructure .....	19
2.7.1 RVCL Critical Infrastructure .....	20
2.8 Authority for the Plan .....	20
2.9 Local Emergency Declaration Process .....	20
2.9.1 Steps in Declaring a Local Emergency .....	21
2.9.2 Expiration, Renewal and Cancellation of a Declaration of Local Emergency .....	22
2.10 Activation of the Emergency Management Plan .....	22
3 Management and Coordination .....	23
3.1 Incident Command System .....	23
3.2 Site Operations .....	23
3.3 Emergency Operations Centre .....	23
3.4 Regional Emergency Operations Centre .....	23
3.5 Provincial Emergency Operations Centre .....	24
3.6 EOC Management and Coordination Responsibilities .....	24
3.6.1 Local Authority Roles and Responsibilities – Policy Group .....	24
3.6.2 Village Administrator (CAO) Responsibilities .....	25
3.6.3 EMO Coordinator Responsibilities .....	26
3.6.4 Incident Commander Responsibilities .....	26
3.7 EOC Members .....	27
3.8 Overview of EOC Team Roles .....	27
3.8.1 Fire Chief or Designate .....	28
3.8.2 RCMP .....	28
3.8.3 Public Works .....	28
3.8.4 Human Resources .....	28
3.8.5 Transportation .....	28
3.8.6 Health .....	28
3.8.7 Saskatchewan Ministry of the Environment .....	28
3.8.8 Saskatchewan Public Safety Agency .....	29
3.8.9 Social Services .....	29



3.8.10 Emergency and Crisis Services (Emergency Welfare) ..... 29

4 EOC Response ..... 30

4.1 General ..... 30

4.2 Overarching Priorities ..... 30

4.3 EOC Locations..... 30

4.3.1 Primary and Secondary Locations..... 30

4.4 EOC Notification Procedures..... 30

4.5 Authority to Activate the EOC..... 32

4.5.1 EOC Activation Levels..... 33

4.6 EOC Operations ..... 33

4.6.1 EOC Functions ..... 34

4.6.2 EOC Management Positions..... 35

EOC Management Team: ..... 38

EOC Identification: ..... 38

4.6.3 Using a Unified Approach in the EOC..... 39

5 EOC Communication and Information Management..... 41

5.1 General ..... 41

5.2 Communication ..... 41

5.2.1 Methods for Communication..... 41

5.2.2 Redundancy..... 42

5.3 Information Management..... 42

6 EOC Logistics ..... 45

6.1 General ..... 45

6.2 Resource Management ..... 45

6.2.1 Volunteer Management..... 46

6.2.2 Donations Management ..... 47

7 EOC Finance ..... 48

7.1 General ..... 48

7.2 Spending Authority ..... 48

7.3 Financial Coding ..... 48

7.4 Response and Recovery Costs..... 49



8 EOC Public Notification and Warning .....	51
8.1 Common Terminology and Plain Language .....	51
8.2 Information Security .....	51
8.3 Coordination in the Release of Information .....	51
8.4 Effective Use of the Media.....	51
8.4 Alert and Warning .....	52
8.4.1 Sask Alert.....	52
9 EOC Recovery.....	53
9.1 General.....	53
9.2 Recovery Planning in the EOC (Recovery Unit) .....	53
9.3 Short-Term Recovery .....	54
9.4 Medium-Term Recovery .....	55
9.5 Long-Term Recovery .....	55
9.6 Recovery Operations Organization .....	55
9.7 Recovery Operations Centre .....	56
9.8 Community Resilience Centre .....	57
9.8.1 The After-Action Report.....	60
10 Appendices .....	61
Appendix One: Sample Emergency Management Bylaw .....	61
Appendix Two: EOC Activation Flowchart .....	66
Appendix Three: Finance Processes.....	67
Appendix Four: Provincial Disaster Assistance Program .....	69
Appendix Five: Training and Exercises .....	69
Appendix Six: Links and Resources .....	71
Appendix Seven: Map of Subdivision and RV Parks.....	72
11 -Functional Annexes .....	73
Annex One: Declaring a Local Emergency.....	73
Quorum of Council Available: Declaration of a Local Emergency .....	74
Quorum of Council Not Available: Declaration of a Local Emergency .....	75
Termination of Local Emergency .....	76
Annex Two: Evacuation.....	76



Stage 1 - Evacuation Alert ..... 77

Stage 2 - Evacuation Order ..... 77

Stage 3 - Rescind ..... 78

Media Release - Public Evacuation Procedures ..... 80

Media Contact..... 80

Media Release – After the Disaster ..... 80

Spokesperson Media Statement..... 82

Annex Three: Re-Entry Guidelines ..... 83

12 Hazard Specific Annexes ..... 87

13. Emergency Quick Links ..... 93

**Council Response Plan**..... 93

Amendment Record ..... 95

Introduction & Approval..... 95

Annual Updates..... 95

Community Profile ..... 96

Purpose ..... 96

Exception ..... 97

Authority..... 97

Definitions ..... 97

    Emergency..... 97

    Terms..... 97

Emergency Measures Organization Program ..... 98

    Resort Village of Candle Lake Local Authority ..... 98

Emergency Measures Organization Executive Committee ..... 98

Responsibilities ..... 99

    Local Emergency Planning Committee ..... 99

    Emergency Operations Center & EOC Director ..... 100

Emergency Escalation ..... 100

Emergency Operations Centre Function ..... 102

    EOC Core Positions:..... 102

Emergency Operations Centre Position Roles & Responsibilities ..... 103





Resort Village Administrator (CAO) Responsibilities .....	103
EMO Coordinator Responsibilities .....	103
EOC Liaison Officer / EMO Coordinator: .....	104
EOC Members: .....	104
Incident Commander Responsibilities: .....	105
EOC Risk Management Officer: .....	105
EOC Information Officer: .....	105
EOC Operations Section Chief: .....	106
EOC Planning Section Chief: .....	106
EOC Logistics Section Chief: .....	106
EOC Finance/Administration Section Chief: .....	106
EOC Management Team: .....	107
EOC Identification: .....	107
Roles and responsibilities of Resort Village of Candle Lake Mayor / Council: .....	107
RVCL Spokespersons .....	108
Tips for Communicating with the Media .....	108
Helpful Phrases .....	108
Emergency Operations Centre Response Goals .....	108
Authority to Activate Emergency Operations Centre .....	109
Emergency Operations Centre Activation Triggers .....	109
Emergency Operations Centre Activation Levels .....	110
Emergency Operations Centre Locations .....	111
Declaring a Local Emergency .....	111
Declaring a Local Emergency Powers: .....	111
Methods to Declare a Local Emergency: .....	112
Timeframe in Declaring a Local Emergency: .....	112
Terminating a Declaration of Local Emergency: .....	113
Evacuation .....	113
Evacuation Process: .....	113
Evacuation Authority: .....	115
Evacuation Alert: .....	115



Evacuation Order: .....	115
Evacuation Cancelled: .....	116
Reception Centres.....	116
Evacuation Centre.....	116
Annual Updates.....	117
<b>Community Emergency Plan.....</b>	<b>118</b>
Amendment Record.....	120
Introduction & Approval.....	120
Annual Updates .....	120
Community Profile .....	121
Exception .....	122
Authority.....	122
Definitions.....	122
Emergency.....	122
Emergency Operations Centre Function.....	123
Public Emergency Preparedness.....	125
Red Cross Emergency and Disaster Services .....	125
Make a Plan.....	127
Evacuation Plan and Route.....	127
Emergency numbers.....	128
Home Escape Plan .....	128
Step 1: Install working smoke alarms.....	128
Step 2: Draw a floor plan of your home .....	129
Shelter-in-Place vs. Partial vs. Mass Evacuation.....	134
Shelter-in-place: .....	134
Partial Evacuation:.....	135
Mass Evacuation: .....	135
Evacuation Process.....	135
Stage 1 - Evacuation Alert: .....	135
Stage 2 - Evacuation Order: .....	136
Stage 3 - Evacuation Cancelled: .....	136



Reception Centres.....	137
Evacuation Centre .....	137
Evacuee Support Services .....	137
Re-entry Guidelines.....	138
Essential or Critical Services.....	138
Orderly Re-entry. ....	138
Preparedness Checklist .....	141
Maps.....	142
Candle Lake Business Directory .....	144
<b>Communication Emergency Plan .....</b>	<b>148</b>
Amendment Record .....	150
Introduction & Approval.....	150
Authority.....	151
Annual Updates.....	151
Exception .....	152
Community Profile .....	152
Plan Purpose .....	152
Definitions .....	154
Emergency.....	154
Terms.....	154
Activating the Emergency Operations Centre & the Communication Emergency Plan .....	154
Declaring an Emergency.....	155
Communication Procedures for all Levels of Emergency .....	157
Level 1 - Routine Incidents (Yellow).....	157
Level 2 - Emergency Incidents (Green) .....	157
Level 3 – Disaster-level Incidents (Red) .....	158
Communication Roles and Responsibilities & Communication Tools .....	158
Communication Director (Internal Communications) .....	159
Information Officer (External Communications) .....	159
Key Messages Development.....	160
Media Relations .....	161



Information and Communication Within the EOC ..... 163

    Addressing Misinformation ..... 163

    Communicating Joint Information ..... 163

    Sharing Emergency Information Externally ..... 164

    Sharing Information ..... 164

Emergency Notification Systems ..... 165

    Other contact information ..... 165

Public Emergency Preparedness ..... 165

Resources ..... 166

Communication Messaging Tips ..... 167

Media Contacts ..... 167

Media Release - Public Evacuation Procedures ..... 171

    Media Contact ..... 172

Media Release – After the Disaster ..... 172

    Spokesperson Media Statement ..... 173

    Media Advisory Format ..... 174

    News Release Format ..... 174

Maps ..... 179

**Emergency Evacuation Plan ..... 181**

Amendment Record ..... 183

Introduction & Approval ..... 183

Annual Updates ..... 183

Purpose ..... 184

Exception ..... 184

Authority ..... 184

Annual Updates ..... 184

Evacuation Caution ..... 184

Evacuation Refusal ..... 185

Definitions ..... 185

    Emergency ..... 185

    Terms ..... 185



Emergency Measures Organization Program .....	186
Resort Village of Candle Lake Local Authority .....	186
Emergency Measures Organization Executive Committee.....	187
Local Emergency Planning Committee .....	187
Emergency Operations Centre & the Agency Administrator.....	187
Evacuation Communication.....	188
Shelter-in-Place vs. Partial vs. Mass Evacuation .....	188
Shelter-in-place: .....	189
Partial Evacuation: .....	189
Mass Evacuation: .....	189
Evacuation Preparation .....	190
Evacuation Process .....	190
Evacuation Alert: .....	193
Evacuation Order: .....	194
Evacuation Cancelled: .....	194
Community Evacuation Strategies .....	195
Reception Centres.....	196
Evacuation Centre.....	196
Evacuee Support Services.....	197
The Canadian Red Cross:.....	198
The Salvation Army: .....	198
Re-entry Guidelines.....	199
Essential or Critical Services.....	199
Orderly Re-entry. ....	199
Example Forms.....	201
Examples of Evacuation notices.....	201
Registration Form.....	204
RESORT VILLAGE OF CANDLE LAKE .....	205
EVACUATION NOTICE.....	205
Maps.....	206
Emergency Transportation Fan Out List.....	209



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Heavy Equipment Resource List 2025 .....	210
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# **1 Plan Administration**

## **1.1 Plan Maintenance**

The Emergency Management Plan will undergo revision whenever:

- Community disaster risks change.
- The community governance structure and/or policy changes.
- Exercises or emergencies/disasters identify gaps or improvement in policy and procedures.
- An annual review takes place.

Amendments will be documented in the Records of Amendments, and an updated plan will be distributed to the Distribution List.

The Emergency Management Organization (EMO) Coordinator will be the point of contact for any revisions.

The EMO Coordinator or alternate is responsible to ensure that an annual review of the plan is conducted, and the plan is amended, and annexes are updated when required.

### **1.1.1 Maintenance of Emergency Notification and Contact List**

The *EOC Notification and Contact List* (Annex One - separate document) includes personnel who are part of each EOC function in the EOC, as well as other support available. The *EOC Notification and Contact List* is to be activated and implemented when an emergency or disaster affects the municipality and poses a major threat to life, property, and/or the environment.

The EMO Coordinator maintains the *EOC Notification and Contact List*. The EMO Coordinator ensures that the designated personnel have current copies of the *EOC Notification and Contact List*. The *EOC Notification and Contact List* is a separate document to help ensure the confidentiality of home phone numbers.

## **1.2 Acronyms**

<b>E&amp;CS</b>	Emergency and Crisis Services (formerly Emergency Social Services)
<b>EMO</b>	Emergency Management Organization
<b>EOC</b>	Emergency Operations Centre
<b>ESO</b>	Emergency Service Officers (from Saskatchewan Public Safety Agency)
<b>ICS</b>	Incident Command System
<b>IO / PIO</b>	Information Officer or Public Information Officer
<b>JIC</b>	Joint Information Centre
<b>MOA</b>	Memorandum of Agreement



MOU	Memorandum of Understanding
PDAP	Provincial Disaster Assistance Program
PEOC	Provincial Emergency Operations Centre
REOC	Regional Emergency Operations Centre
RVCL	Resort Village of Candle Lake
SOP	Standard Operating Procedure
SPSA	Saskatchewan Public Safety Agency (formerly EMFS)

Table One - Acronyms

### 1.3 Definitions

**Emergency:** An emergency is defined as any abnormal or unique event which occurs with some degree of surprise to demand unusual, extensive, and demanding response effort, however caused, which has resulted in or may result in:

- The loss of life; or
- Serious harm or damage to the safety, health, or welfare of people; or
- Widespread damage to property or the environment.

**Major Emergency:** A major emergency is a further escalation with the potential to exceed the community's emergency response capabilities. A major emergency will require resources from other communities and the province.

**Event:** An occurrence based on the jurisdictions pre-identified hazards.

**Incident:** One or more occurrences that happen as the direct result of an event, e.g. a flood is an event; any resulting dike breaches or water contamination are incidents within the flood event, and the severity breach or contamination will dictate the level of the incident.





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## **2 Overview**

### **2.1 Purpose**

The purpose of the Emergency Management Plan is to outline the structure and organization required to effectively coordinate the response and recovery to any major emergency that threatens the health, safety and welfare of the citizens, or the environment, or property within the RVCL.

### **2.2 Objectives**

The following objectives are general objectives to ensure a comprehensive, all hazards emergency management plan:

- Establish a procedure for periodic review and revision of the plan.
- Summarize the potential hazards and risks present within the RVCL.
- Outline the procedures for activating and implementing the plan.
- Identify the communications procedures of notification of a potential incident.
- Identify how emergency and crisis services, i.e. food, clothing, shelter, transportation, and medical services, are provided to people impacted by incidents, including the needs of vulnerable population groups.
- Identify the roles and responsibilities of internal departments and external agencies.
- Identify the logistical support requirements necessary for implementing the plan.
- List any mutual aid agreements.
- Outline a training and exercise program for personnel assigned responsibilities in the plan.

### **2.3 Scope**

This plan applies to any major emergency associated with any hazard, natural, technological, or human-caused, which may affect the RVCL and that generates situations requiring planned, coordinated responses by multiple agencies or jurisdictions.

This Emergency Management Plan does not apply to those day-to-day situations which can be handled by the responsible village service(s) on its own.

### **2.4 Assumptions**

Certain assumptions were established during the development of this plan. These assumptions translate into basic principles associated with conducting emergency management operations in preparation for, response to and recovery from major emergencies.



- Emergencies or disasters may occur at any time, day, or night, in populated as well as remote areas of the RVCL, e.g. campgrounds.
- Major emergencies and disasters will require a multi-agency, multi-jurisdictional response. For this reason, it is essential that Incident Command System (ICS) standards for incident command and, in many cases, unified command, be implemented immediately by responding agencies, and expanded as the situation dictates.
- The RVCL is primarily responsible for emergency actions and will commit all available resources to save lives, minimize injury to persons, minimize property damage, protect the environment, and support local economies.
- Large-scale emergencies and disasters may overburden local resources and necessitate mutual aid from neighboring jurisdictions.
- Large-scale emergencies and disasters and the complex organizational structure required to respond to them pose significant challenges in terms of warning and notification, logistics, and agency coordination.
- Major emergencies and disasters may generate widespread media and public interest. The media is a partner in large-scale emergencies and disasters; they can provide considerable assistance in emergency public information and warning.
- Large-scale emergencies and disasters may pose serious long-term threats to public health, property, the environment, and the local economy. While responding to significant disasters and emergencies, all strategic decisions must consider each of these threats.
- Disasters and emergencies may require an extended commitment of personnel and other resources from involved agencies and jurisdictions.

## 2.5 Community Profile

The Resort Village of Candle Lake (RVCL) is located 80 kilometres north-east of Prince Albert in the boreal forest in the Rural Municipality of Paddockwood.

Several small creeks feed into the lake and Torch River flows out of the lake at the dam. Candle Lake Provincial Park surrounds most of the lake and the RVCL is at the southern end.

Highways 265 and 120 provide access to the lake and its amenities. Candle Lake Airpark is located on the western shore of the lake approximately 4.8 km west-northwest of the RVCL Municipal Office.

The total population of the Village in 2021 was 961– up from 840 in 2016.

There are nine RV parks (744 sites) and two Provincial campgrounds (300 sites) that add to the local population during the summer months.



## 2.6 Hazard Overview

A hazard is a potential or existing condition that may cause harm to people or damage to property and the environment. Hazard analysis is the identification of hazards and the impact of their effects on the community.

The most likely major emergencies that could occur within the RVCL are:

- Wildland Fire, including smoke
- Flooding
- Dangerous Goods or Hazardous Materials Incident
- Pandemic
- Extended Power Outage
- Public Facility (Building) Failure
- Severe Weather – summer or winter
- Mass Casualty Incident

## 2.7 Critical Infrastructure

Critical infrastructure (CI) refers to processes, systems, facilities, technologies, networks, assets, and services essential to the health, safety, security or economic well-being of Canadians and the effective functioning of government.

Disruptions of CI could result in catastrophic loss of life, adverse economic effects, and significant harm to public confidence. Public Safety Canada recognizes ten critical infrastructure sectors:

- Energy and utilities
- Finance
- Food
- Transportation
- Government
- Information and communication technology
- Health
- Water
- Safety
- Manufacturing

Enhancing the resiliency of critical infrastructure can be achieved through the appropriate combination of security measures to address intentional and accidental incidents, business continuity practices to deal with disruptions and ensure the continuation of essential services, and emergency management planning to ensure adequate response procedures are in place to deal with unforeseen disruptions and natural disasters. The RVCL



should communicate and coordinate with CI owners on a regular basis to ensure that planning and exercising is taking place.

### 2.7.1 RVCL Critical Infrastructure

Due to the confidential nature of critical infrastructure information, the list of CI is appended in a separate document. Refer to *Annex One – Contact and Notification List*.

## 2.8 Authority for the Plan

This Emergency Management Plan is authorized in accordance with:

- *The Emergency Planning Act, 1989* - Chapter 8 E-8.1 of the Statutes of Saskatchewan.

In Saskatchewan, municipalities must establish emergency plans by *The Emergency Planning Act, 1989*. The plan gives council the responsibility for the direction and control of a municipal emergency response to act to implement the plan and to protect the property, health, safety, and welfare of the public. (*Refer to Appendix One for a sample emergency management bylaw*).

This legislation requires municipalities to:

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

## 2.9 Local Emergency Declaration Process

If the magnitude of the emergency requires action beyond the responding departments normal procedures, the EOC Committee will recommend to the Mayor or designated alternate, that a **“local emergency declaration”** be made.

This declaration will be in accordance with the *Emergency Planning Act*, Chapter E-8.1, An Act respecting Emergencies, Article 20 (Sections 1 – 5). In the declaration of a local emergency the following information shall be identified:

- The nature of the emergency, and
- The area(s) of the municipality in which the emergency exists.
- Upon such declaration, the Mayor or designated alternate will notify:
  - The Village Council, and
  - The population affected by the emergency, and



- Saskatchewan Public Safety Agency by contacting the zone ESO, and
- Neighbouring municipal officials, as required.

Only council or a member of council in the absence of a quorum can declare a local emergency. It is recommended the head of council, or the acting head officially declare a state of local emergency in a municipality and exercise the special powers the legislation confers on council. The Act protects municipal officials from personal liability for their decisions and actions provided they are acting in good faith and are not grossly negligent. (*Refer to Annex One on the Steps for a Declaring a Local Emergency and supporting forms*).

The Government of Saskatchewan can also declare an emergency through an Order-in-Council and direct municipal resources or direct one municipality to assist another during the emergency. The legislation also provides for recovering the extraordinary costs of responding to certain emergencies through the Provincial Disaster Assistance Program (PDAP).

A Local Authority or the province **NEED NOT** declare a local emergency for the following:

- To implement part or all their Emergency Plan.
- To qualify for disaster financial assistance from the Provincial Disaster Assistance Program (PDAP).

### 2.9.1 Steps in Declaring a Local Emergency

Section 20 (1) of the *Emergency Planning Act* allows Local Authority, or head of a Local Authority (Municipal Council or Mayor; or Reeve) to declare a Local Emergency if extraordinary powers are required to deal with the effects of an emergency or disaster.

The Local Authority must be satisfied that an emergency exists or is imminent.

Declarations can be made in two ways:

- By bylaw or resolution if made by a Local Authority (e.g., Municipal Council that has powers granted under the Act).
- By order, if made by the head of the Local Authority (e.g., Mayor or Reeve or designate).

Before issuing a Declaration by order, the Mayor or Reeve must use their best efforts to obtain the consent of the other members of Council to the Declaration.

The Declaration of Local Emergency form must identify the nature of the emergency and the area where it exists or is imminent. The Mayor or Reeve, immediately after making a Declaration of Local Emergency, must forward a copy of the Declaration to the Saskatchewan Public Safety Agency, and publish the contents of the Declaration to the population of the affected area. A coordinated public information communications plan should be available for immediate implementation, following the declaration.



A Declaration of Local Emergency automatically exists for seven days unless cancelled earlier or extended.

### **2.9.2 Expiration, Renewal and Cancellation of a Declaration of Local Emergency**

A local emergency declaration expires at the end of seven (7) days from the time the declaration was made, unless it is renewed, or it may be declared cancelled at any time when:

- It expires after 7 days or any 7-day extension.
- The Lieutenant Governor in Council cancels it.
- It is superseded by Provincial State of Emergency; or
- It is cancelled by bylaw, resolution, or order.

Once it is apparent to the head of the response organization that extraordinary powers are no longer required and that the Declaration of Local Emergency may be cancelled, they should advise the Mayor or Reeve as soon as possible. If the Declaration is cancelled by resolution or order, the Minister must be promptly notified.

The Mayor must cause the details of the termination to be published by a means of communication most likely to make the contents of the termination known to the population of the affected area.

### **2.10 Activation of the Emergency Management Plan**

When an emergency exists but is not yet officially declared, responding department personnel may take such action(s) as may be required to protect lives, property and the environment provided their actions are not contrary to the law.

The taking of extraordinary action, by responding department personnel, constitutes implementation of the Emergency Management Plan.



## **3 Management and Coordination**

An Incident Commander is always present to oversee site activities, and an Emergency Operations Centre (if required) is activated to oversee and coordinate all off-site activities.

### **3.1 Incident Command System**

An incident management system is a standardized approach to managing events or incidents. It encompasses personnel, facilities, equipment, procedures, and communications operating within a common organizational structure. Such a system is predicated on the understanding that, in any and every incident, there are certain management functions that should be carried out regardless of the number of persons who are available or involved in the event or incident response. These functions are command/management, operations, planning, logistics, and finance and administration.

The Saskatchewan Public Safety Agency provides training in the Incident Command System (ICS). ICS represents organizational best practices and has become the standard for emergency management across Canada and North America. ICS can be implemented at the incident site and adapted for use within the Emergency Operations Centre (EOC).

### **3.2 Site Operations**

The Incident Command Post (ICP) is the location from which the Incident Commander directs the site response to the emergency. Incident objectives, strategies and tactics for the site are formulated and directed from the ICP.

### **3.3 Emergency Operations Centre**

An Emergency Operations Centre (EOC) is normally activated at the request of the Incident Commander or senior officials to provide overall jurisdictional direction and control, coordination, and resource support.

It is recommended that an EOC utilize the ICS principles for organizing and managing EOC operations and activities. By using the ICS five functional elements (Management, Operations, Planning, Logistics and Finance/Administration) an EOC will operate more effectively and consistently with its regional and provincial counterparts.

An EOC normally turns to the Provincial Emergency Operations Centre (PEOC) for support when all their resources are exhausted, or they require coordination that is outside of their jurisdiction.

### **3.4 Regional Emergency Operations Centre**

Local Authorities, First Nations and agencies may combine resources in a Regional Emergency Operations Centre (REOC). A REOC normally has the same function as an EOC, but allows for collaborative decision making,



coordinated resource requests, and prioritization of scarce resources between communities during regional emergencies/disasters. A REOC can also coordinate common public messaging.

### 3.5 Provincial Emergency Operations Centre

When emergencies begin to escalate beyond the capacity of a local jurisdiction or in several jurisdictions, the Provincial Emergency Operations Centre (PEOC) may be activated – depending on level of the incident(s). It remains operational 24 hours a day during an emergency.

The PEOC becomes "one voice" for those communities needing help. This is accomplished by using an incident command system, which brings together ministries, agencies and organizations and helps them work together to aid those who have requested assistance and to co-ordinate response and resources.

Category	EMO responsibility	EOC responsibility
EMO bylaw and legislation	Governs preparedness, response, and authority	Understands legislative authority
EMO meetings	Where amendments take place	Attends as required
Pre- and post-disaster	Conducts mitigation and preparedness strategies	Develops/implements response or recovery objectives
HRVA	Conducts and plans strategies	Carries out contingency plans
Phone fan out	Organizes and updates	Indicates availability
Emergency plan	Provides updates and amendments	Provides advise and suggestions
EMO mutual aid	Identifies and develops agreements	Activates as required
EOC facility	Identifies and prepares	Activates as required
Training	Identifies and coordinates	Suggests and attends
Response	Staff if required and willing	Activates EOC Team
Exercise	Identifies and prepares	Participates
Post exercise or response critique	Implements changes to documents	Provides suggestions and feedback
Community education	Identifies and prepares emergency preparedness packages	N/A

### 3.6 EOC Management and Coordination Responsibilities

#### 3.6.1 Local Authority Roles and Responsibilities – Policy Group

The disaster response will be coordinated by officials who are responsible for providing the essential services necessary to minimize the effects of the emergency on the community.





**Refer to the EOC Guidelines for comprehensive EOC Role Checklists for the Policy Group (Mayor and Council), Town Administrator, EMO Coordinator, EOC Team and Supporting Agencies.**

This group, known as the Policy Group (*formerly the Emergency Operations Centre Control Group*), consists of, in whole or in part, the following representatives:

- Mayor and Elected Officials.
- Senior Executives,
- EMO Coordinator

### **Responsibilities**

The responsibilities of the Policy Group include:

- Provides overall policy direction.
- Authorize expenditures over and above normal spending authority required for dealing with the emergency.
- Authorizes “declaration” of local emergency as well as policy directives.
- Provides direction on public information activities.
- May act as official spokesperson.
- Notify the population affected and Saskatchewan Public Safety Agency of the declaration.
- Declare that the emergency has terminated.
- Approve announcements and media releases prepared by the Public Information Officer, in consultation with the EOC Team.
- Maintain a record of all action taken.
- Participate in a debriefing after the emergency.

### **3.6.2 Village Administrator (CAO) Responsibilities**

- Act as the administrative head of the municipality.
- Keep Council informed of the operations and affairs of the municipality as well as ensuring that the decisions and the policy direction set out by Council are implemented.
- Authorize activation of the Emergency Management Plan in whole or in part.
- Upon activation of the Emergency Management Plan in whole or part, the Town Administrator shall assume the role of the EOC Director.
- Ensure communications is established with the Incident Site.
- Activate the emergency notification process.
- Advise the Mayor and Council on legislation and procedures.
- Call out additional community staff to help, as required.
- Ensure the continuity of day-to-day services to the unaffected portion of the community.
- Maintain a record of all action taken.
- Participate/ in a debriefing after the disaster.

*(Refer to the EOC Guidelines – EOC Director Role Checklist for a complete list of responsibilities).*



### 3.6.3 EMO Coordinator Responsibilities

#### *Before an Event*

- Ensure that the Emergency Operation Centre (EOC) is ready for use on short notice.
- Prepare and maintain annually – EOC Kits.
- Kits to include current Emergency Management Plan, maps, relevant SOP documents, pad board material, log sheets, pens, paper, etc. complete with inventory list.
- Co-ordinate all EOC activities, including the scheduling of regular meetings training and training exercises.
- Ensure the Emergency Management Plan is current and reviewed annually.

#### *During an Event*

- Activate the EOC and assume the role of Liaison Officer.
- Activate the emergency notification system (EOC callout) through the fan-out list.
- Open the master event record and ensure that it is maintained for the duration of the emergency.
- Provide technical assistance about the Emergency Management Plan, its procedures, and resources.
- Ensure all directions from the Mayor and Council are carried out.
- Maintain a record of all action taken.

#### *After an Event*

- Facilitate the debriefing.
- Develop and distribute the After-Action Report.

*(Refer to the EOC Guidelines – Liaison Officer Role Checklist for a complete list of responsibilities).*

### 3.6.4 Incident Commander Responsibilities

For most incidents, an Incident Commander will already be established by an organization. An Incident Commander will normally be an individual from the organization with the most resources at the site, e.g. a police officer for a police incident, a fire officer for a fire incident.

For incidents that have not already determined an Incident Commander, e.g. a flood, the EOC Management Team, may need to appoint an Incident Commander.

- Act in concert with the “on-site” emergency responders to determine the aim, establish priorities, develop a site layout, and a plan of action (up to four hours).
- Ensure that inner and outer perimeters are established and staffed, and those access routes are identified and protected.



- Establish a communications link with the EOC and provide regular updates on the progress of response activities.
- Hold regular meetings with the “on-site” emergency responders to exchange information on the progress of the response activities.
- Determine if resources are adequate and forward requests for extraordinary resources from “on-site” emergency responders to the EOC.
- Approve all site information prepared for release to the media prior to its release.
- Report through the Operations Section Chief (if designated) in the EOC or the EOC Director.

### 3.7 EOC Members

Agencies and departments represented in the EOC may include, but are not limited to:

- Town Administrator / EOC Director
- Emergency Measures Organization Coordinator
- Fire Chief
- RCMP
- Public Works
- Public Information Officer
- Human Resources
- Transportation
- Finance
- Emergency Welfare
- Social Services (non-municipal authority)
- Health (non-municipal authority)
- Saskatchewan Environment (non-municipal authority)
- Saskatchewan Public Safety Agency (non-municipal authority)
- Scribe(s)

Additional personnel called or added to the EOC may include additional clerical or support staff, liaison staff from provincial or federal departments, and/or any other officials, experts or representatives deemed necessary by the nature of the emergency.

The EOC may function with only a limited number of persons depending upon the emergency.

### 3.8 Overview of EOC Team Roles

Depending upon the size and nature of the incident, some or all the departments and agencies may be required. The EOC organizational structure should be flexible enough to expand and contract as needed. It is anticipated that EOC staff may be required to take on more than one position (role), as determined by the nature of the event, availability of resources and / or as assigned by a supervisor.



**NOTE:** Responsibilities identified within this plan for agencies external to the RVCL i.e. Social Services, Health and Saskatchewan Environment are for illustration purposes only, meaning they are implied and assumed. Participation of and by these agencies must be approved through the appropriate channels and their roles will be managed directly through the home agency.

Below is a brief description of the roles of EOC Members. *(Refer to the EOC Guidelines for comprehensive role checklists).*

### **3.8.1 Fire Chief or Designate**

Keep EOC Members advised on all matters related to rescue, firefighting and fire prevention required within the emergency area or elsewhere within the community.

### **3.8.2 RCMP**

Keep EOC Members advised on all matters related to crowd control, traffic control and protection of life, property, and law enforcement

### **3.8.3 Public Works**

Keep EOC Members advised on all matters related to the community's potable water supply, sanitary and storm sewer systems, parks and recreation facilities, road conditions, safety, and engineering resources

### **3.8.4 Human Resources**

Co-ordinate the distribution of wrist bands to essential service personnel (i.e. Agency representatives of the EOC Committee, Firefighters, employees of businesses that will remain open, volunteers for roadblocks, food services, etc.

### **3.8.5 Transportation**

Assume direction and control over all means of transportation used in response to the emergency.

### **3.8.6 Health**

Keep EOC Members advised on all matters of public health and on any remedial action necessary and/or already initiated. Coordinate provision of public health measures including epidemic control and immunization programs, in consultation with Medical Health Officer.

### **3.8.7 Saskatchewan Ministry of the Environment**

Conservation Officer Services – Compliance: Keep EOC Members advised on all matters related to the hazardous material threat.



### **3.8.8 Saskatchewan Public Safety Agency**

Wildfire Management Branch: Keep EOC Members advised on all matters related to the threat, potential for threat or progress of the Wildland fire.

### **3.8.9 Social Services**

Keep EOC Members advised in all matters related to the care and maintenance of people relocated because of the emergency.

### **3.8.10 Emergency and Crisis Services (Emergency Welfare)**

Keep EOC Members advised in all matters related to the care and maintenance of people relocated within community and/or volunteer workers assigned to assist because of the emergency.



## 4 EOC Response

### 4.1 General

This Emergency Management Plan is designed to organize and coordinate the RVCL response to major emergencies by

- Managing and coordinating emergency operations.
- Coordinating resources within the RVCL.
- Coordinating mutual aid within the RVCL.
- Resolving and prioritizing conflicting requests for support.
- Requesting and allocating resources from outside the RVCL.

### 4.2 Overarching Priorities

The overarching priorities of the personnel working in the EOC are:

1. Save lives.
2. Provide for the safety and health of all responders.
3. Protect public health.
4. Protect government infrastructure.
5. Protect property.
6. Protect the environment.
7. Reduce economic and social losses.

### 4.3 EOC Locations

#### 4.3.1 Primary and Secondary Locations

Primary	Resort Village of Candle Lake North of Fifty Seniors Hall	Highway 265
Secondary	Candle Lake Golf Resort	#1 Fairway Dr.

Table Two – EOC Locations

### 4.4 EOC Notification Procedures

Upon receipt of a warning of a potential emergency, a senior official of the responding department (fire, RCMP, etc.) will assess the possible impact on the community. If the size or seriousness of this event is beyond the capability or responsibility of this agency, the Village Administrator of the RVCL will be contacted.



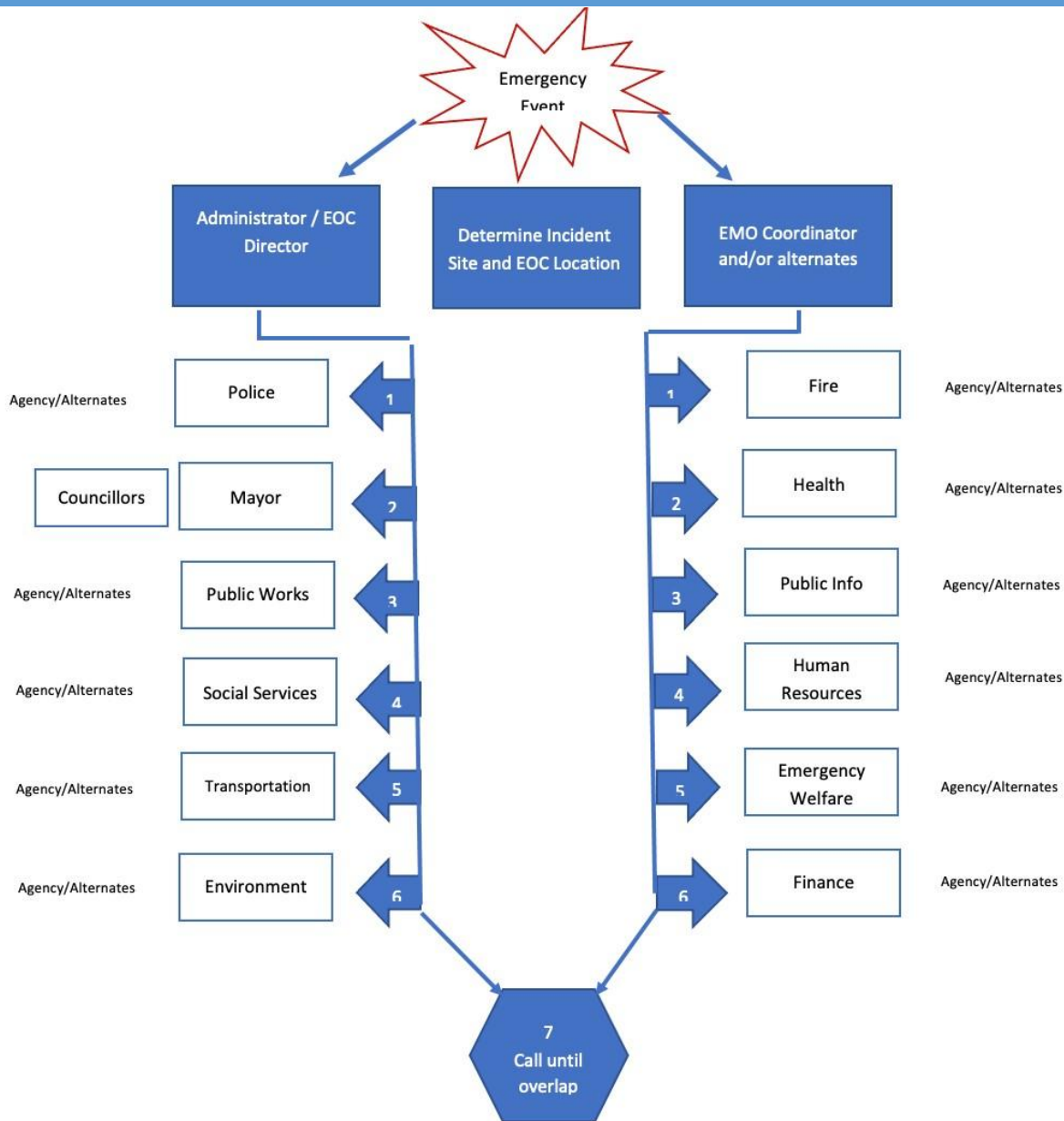
The Village Administrator upon consultation with the responding department official and the EMO Coordinator, will initiate the telephone fan-out list. Notification of pre-defined department primaries and elected officials and designated agencies advising of an emergency event and designated meeting location will begin immediately. This action will activate the Emergency Management Plan.

Upon being notified, it is the responsibility of the EOC Members to notify their staff and volunteer organizations. If directed to do so, the EOC Members will assemble at the EOC or where the threat of an impending emergency exists, the EOC Members will be notified and placed on standby, pending further instructions.

Alternates will assume the role of agency primary in the absence of the designated agency primary and is implied throughout this document if inadvertently omitted.

EOC Members should be provided the following information:

- Brief description of the event.
- Identify who authorized the EOC opening.
- Where and to whom to report.
- Applicable route information (if road closures known).
- Reminder to bring any necessary supplies, reference material.
- Ask for an estimated time of arrival to the EOC (for accountability purposes).



## 4.5 Authority to Activate the EOC

An EOC may be activated by any one of the following:

- An Incident Commander within the EOC's jurisdiction.
- Persons named in the jurisdictions' emergency plan such as: Mayor, Elected Officials, Town Administrator, Fire Chief, RCMP Staff Sergeant. (*Refer to Appendix Two: Activation Flowchart*).





### 4.5.1 EOC Activation Levels

There are three levels of potential activation. The level of EOC activation is determined by the magnitude, scope, and stage of the event. Note that an activation of the EOC could be in support of another community, e.g. an evacuation due to wildfire or flood, from the north.

EOC Activation Level	Description	Staffing
<b>Three</b> (Monitor and Awareness)	Small event One site Two or more agencies involved Potential threat of flood, severe storm, rural/urban interface fire, public disorder	EOC Director Operations Section Chief Notify SPSA
<b>Two</b> (Partial)	Moderate event Two or more sites Several agencies involved Major scheduled event, e.g. sporting event Limited evacuations Some resource/support required	EOC Director  Section Chiefs (as required)  Agency support as required  SPSA ESO / SPSA District Operations Centres (DOC) limited activation
<b>One</b> (Full)	Major event Multiple sites Regional disaster Multiple agencies involved Extensive evacuations Resources/support required	All EOC functions and positions (as required)  Policy Group  SPSA ESO agency representatives and SPSA DOC activation

Table 3: EOC Activation Levels

### 4.6 EOC Operations

After an incident occurs, the size of the response will depend upon the scope and magnitude of the incident. Resources and personnel may require facilities to work from such as an Incident Command Post, an Emergency Operations Centre, Reception Centre(s) and a Resiliency / Recovery Operations Centre.

When the Incident Commander can no longer coordinate resources and personnel from the scene due to the size and nature of the incident, support can be provided through the activation of the Emergency Management Plan and/or the opening of the EOC.



A request to open the EOC may be made by any of one of the following:

- An Incident Commander within the EOC's jurisdiction.
- Persons named in the Emergency Management Plan such as: EOC Director, EMO Coordinator, Mayor, Elected Officials, Town Administrator, Fire Chief, RCMP Staff Sergeant, etc.
- Director of the Saskatchewan Public Safety Agency following a Provincial Declaration of State of Emergency.

The following factors should be considered in determining the need for opening the EOC:

- Significant number of people at risk.
- Response coordination required because of a large or widespread event, multiple emergency sites, several responding agencies.
- Resource coordination required because of limited local resources, and a significant need for outside resources.
- Uncertain conditions due to possibility of escalation of the event, unknown extent of damage or potential threat to people, property and / or environment.
- Declaration of Local Emergency is made.

The EOC Director will terminate the EOC activity for the current event and notify all participants. The Director must consider the requirements of termination virtually from the outset. The Demobilization Unit Leader supervises and administers the termination process, staying behind if necessary, after the EOC is closed. (*Refer to the EOC Guidelines for the Demobilization Unit Leader role checklist*).

Suggested criteria for terminating EOC operations include:

- Individual EOC functions are no longer required.
- A Declaration of Local Emergency is lifted.
- Coordination of response activities and / or resources is no longer required
- Event has been contained, and emergency personnel have returned to regular duties.

#### 4.6.1 EOC Functions

Only those EOC functions and positions that are required to meet current response objectives need to be activated. Non-activated functions and positions will be the responsibility of the next highest level in the EOC organization. Each EOC function must have a person in charge.

The EOC organizational structure should be flexible enough to expand and contract as needed. EOC staff may be required to take on more than one position (role), as determined by the nature of the emergency event, availability of resources and / or as assigned. This can be expected to happen in most cases. Continual training is required to ensure EOC members have an understanding and exposure to different roles.



## EOC Staffing

The RVCL has limited number of full-time staff. The initial staffing of the EOC should focus on the EOC Management and General Staff positions. As more personnel become available through support from the province, mutual aid, partner organizations, and qualified community volunteers the EOC organization can be supplemented.

### 4.6.2 EOC Management Positions

**EOC Management:** Responsible for overall emergency policy and coordination; public information and media relations; agency liaison; and proper risk management procedures, through the joint efforts of local government agencies and private organizations.

The **Director and Deputy Director** are responsible for coordinating inter-agency support to Local Authorities, interfacing with other agencies requiring information, setting priorities, and coordinating with senior management and elected officials/chiefs.

The **Liaison Officer** (*EMO Coordinator*): Assists the EOC Director and management team in determining which agencies need to be represented in the EOC to facilitate functional efficiency and acts as the point of contact for all agency representatives in the EOC.

**Information Officer:** Pre-identified and trained in emergency communications. This position coordinates with Information Officers from EOCs and other stakeholder agencies to ensure that the public receives timely, consistent, and accurate information regarding the event.

**Risk Management Officer:** Ensures that the concepts of risk management are applied throughout the organization and the operations being coordinated. The Risk Management Officer oversees safety, health, and welfare of EOC personnel. The Risk Management Officer informs the Director of all significant risk issues and provides information for Policy Groups.

*Figure 2: EOC Activation Level Two (Partial)*

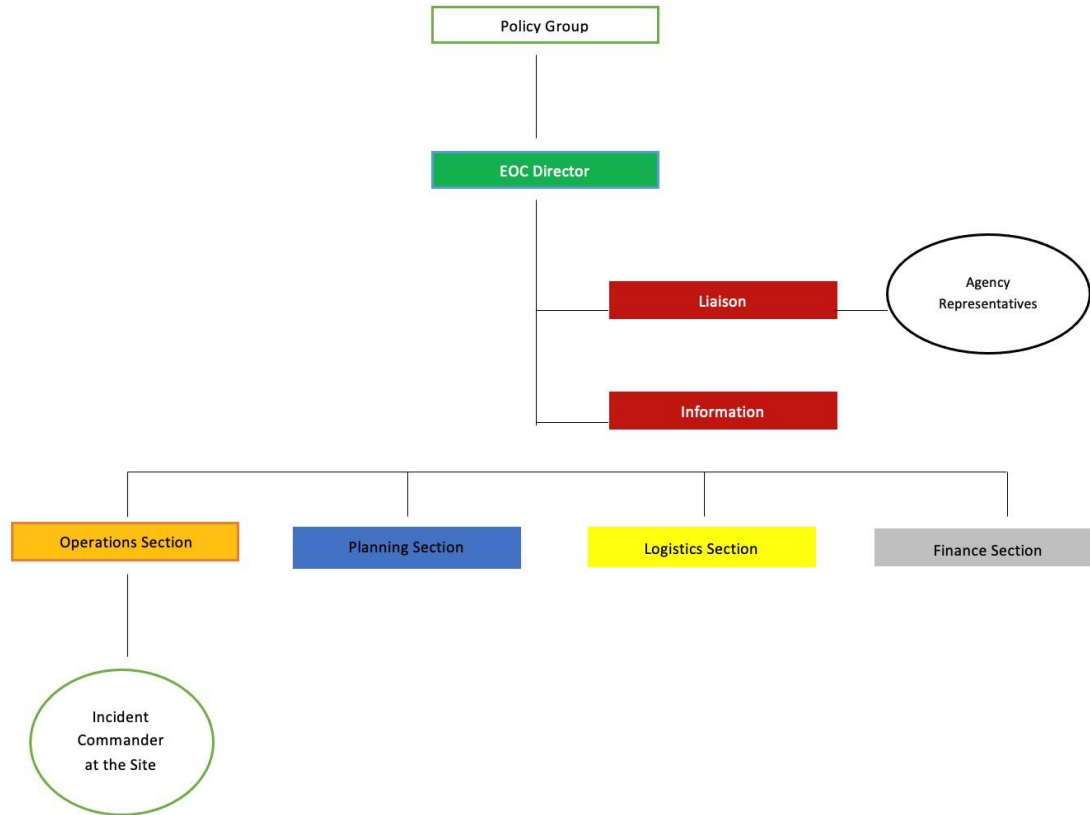
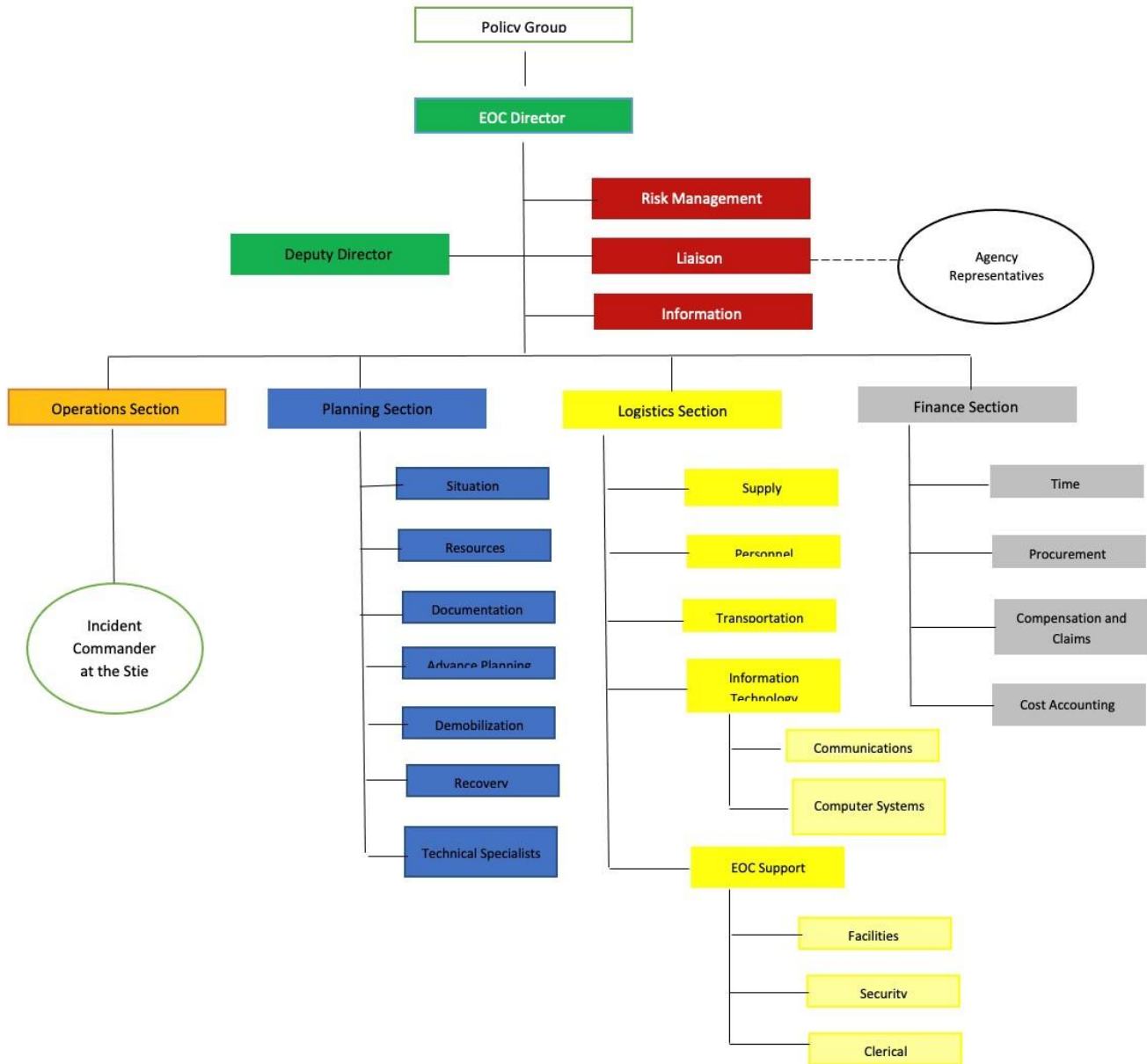


Figure 3: EOC Activation Level One (Full)





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## General Staff

The Operations, Planning, Logistics and Finance / Administration Section Chiefs constitute the EOC General Staff. The General Staff are responsible for:

- Overseeing the internal functioning of their section, and
- Interacting with each other, the EOC Director, and other entities within the EOC to ensure the effective functioning of the EOC organization.

**Operations:** Responsible for coordinating all jurisdictional operations in support of the emergency response.

**Planning:** Responsible for collecting, evaluating, and disseminating information; developing the jurisdiction's Action Plan and Situational Status in coordination with other functions; maintaining all EOC documentation.

**Logistics:** Responsible for providing facilities, services, personnel, equipment, and materials.

**Finance / Administration:** Responsible for financial activities and other administrative aspects.

Scribes can be assigned to the EOC Management and General Staff to maintain a record of actions and decisions taken.

## EOC Management Team:

The EOC Director, Deputy EOC Director, EMO Coordinator, EOC Command Staff, and EOC General Staff will function as EOC Management Team.

## EOC Identification:

The EOC will utilize a common identification system for positions and its personnel (see Table 2). The identifying colors for specific functions should be used by all agencies that work within the EOC. Identification may take the form of a vest, armband, or lanyard. EOC signage will also be utilized for visual clarity.



## EOC Management Team Colour Coded Identification In EOC

Function	COLOUR	
EOC Director / Deputy EOC Director	Green	
EMO Coordinator	White	
EOC Command Staff	Red	
EOC Operations	Orange	
EOC Planning	Blue	
EOC Logistics	Yellow	
EOC Finance or Administration	Grey	
Mayor or designate	Purple	

EOC color coding.

### 4.6.3 Using a Unified Approach in the EOC

Although a single EOC Director normally coordinates the EOC, an EOC organization may be expanded into a Unified Command. The Unified Command is a structure that brings together multiple agencies involved in the incident to coordinate an effective response while at the same time carrying out their own jurisdictional responsibilities.

The Unified Command links the communities and/or different levels of government responding to the incident and provides a forum for these entities to make consensus decisions. Under the Unified Command, the communities and/or different levels of government blend throughout the operation to create an integrated response team.

The Unified Command is responsible for overall management of the incident. The Unified Command coordinates EOC activities, including:

- Development and implementation of overall objectives and strategies.



- Approval of the ordering and releasing of resources.
- Appointing an Operations Section Chief (usually from the jurisdiction that is most heavily impacted to allow for effective communications from the site to the EOC through the Incident Commander).
- Share information, maximize the use of available resources, and enhance the efficiency of the individual response organizations.

EOC CHECK-IN / CHECK-OUT				
Event:		Operational Period:		
Date:		Check-In Location:		
Print Name (Last / First)	Agency / Organization	Time of Check-In	EOC Assignment (Section / Function)	Time of Check- Out
Page _____ of _____		Prepared By: (Name and Position)		





## 5 EOC Communication and Information Management

### 5.1 General

The term “communication and information management” refers to an organized, integrated, and coordinated mechanism to ensure the accurate, consistent, and timely delivery of information to site level responders, assisting and cooperating agencies, site support personnel, and the public/stakeholders. This mechanism consists of the equipment, systems, and protocols for transferring information internally and externally as well as across jurisdictions. A common communications plan, standard operating procedures, clear text, common frequencies, and common terminology all form an effective communication and information management system.

### 5.2 Communication

During a response, the following types of communication occur:

- **Strategic:** Communication between support elements and other bodies involved in high level strategic decision making.
- **Tactical:** Communication between field personnel and other tactical resources providing direct assistance.
- **Support:** Communication among logistical elements and cooperating agencies not directly deploying tactical assets.
- **Public:** Communication to and from the public or specific stakeholder groups A particular method (or methods) may be most effective for a specific type of communication. Identifying the appropriate method is key.

#### 5.2.1 Methods for Communication

Depending upon the type of communication and the audience, methods for communication may include, but are not limited to:

- Amateur radio.
- Local Area Network (LAN) lines.
- Cellular phone.
- Satellite phone.
- Portable radios.
- Traditional media, e.g. radio, newspaper.
- Social media, e.g. Facebook, Twitter, Instagram.
- Use of MS Teams, Zoom.



### 5.2.2 Redundancy

A communication and information management system must be resilient: it must be able to continue functioning even after a major impact, significant damage, or loss of infrastructure. This can be achieved in the following ways:

- **By building redundancy into the information system:** Alternative communication methods must be available in case the primary or routine methods are not operating. Alternative methods include the use of paper-based forms, courier services, and alternative technologies, such as amateur radio and satellite phones.
- **By ensuring that multiple information sources are used:** For example, communication between the incident commander and EOC should be supported by alternate information sources, such as dispatch centres, command frequencies, supporting or assisting agencies, and even mainstream and social media.

### 5.3 Information Management

Information coming into and out of the EOC must be managed carefully. There are four types of information transactions common to emergencies:

**Management Direction:** Management directions must follow the lines of authority established for the EOC. These lines are represented in the function and organization EOC. Among the different levels, coordination decisions and priorities are communicated between the EOC Director and EOC Members.

**Status Reports:** All EOC positions and EOC Members provide status information during briefings on the condition of their personnel and resources in the field, actions taken and anticipated needs. The Incident Commander at the site, should provide periodic updates through the EOC Operations Section Chief to the Planning Section Chief. The information from the site updates should be included during the briefings. (*Refer to the EOC Guidelines for Status Report Form*).

**Situation Reports:** The Situation summary is an assessment of the emergency and identifies major incidents/problems and response and recovery priorities. It is intended for use after the first two hours of an event.

**Resource Requests:** Resource requests normally flow from site responders to the Operations Section Chief at the Site Level, who then shares the request through Site's Planning Section to the Logistics Section for the resolution. If the Site's Logistics Section cannot fill the need with available resources, through purchasing, or through agency agreements, the Logistics and Operation Section Chiefs forward requests to the Incident Commander for approval. Once approved, the Incident Commander may pass the request to the Operations Section of the EOC (if activated) or directly to the EOC Director. (*Refer to the EOC Guidelines - Forms for the Resource Request Form*).



**General Information:** General information may be exchanged among members of a response organization at any given level. ICS encourages lateral information flow between functions. In addition, a representative of a function at one level may wish to exchange information with a similar function one level above or below them. Verifying general information is an important step before acting.

See *Figure 4 EOC information Flowchart* on next page.

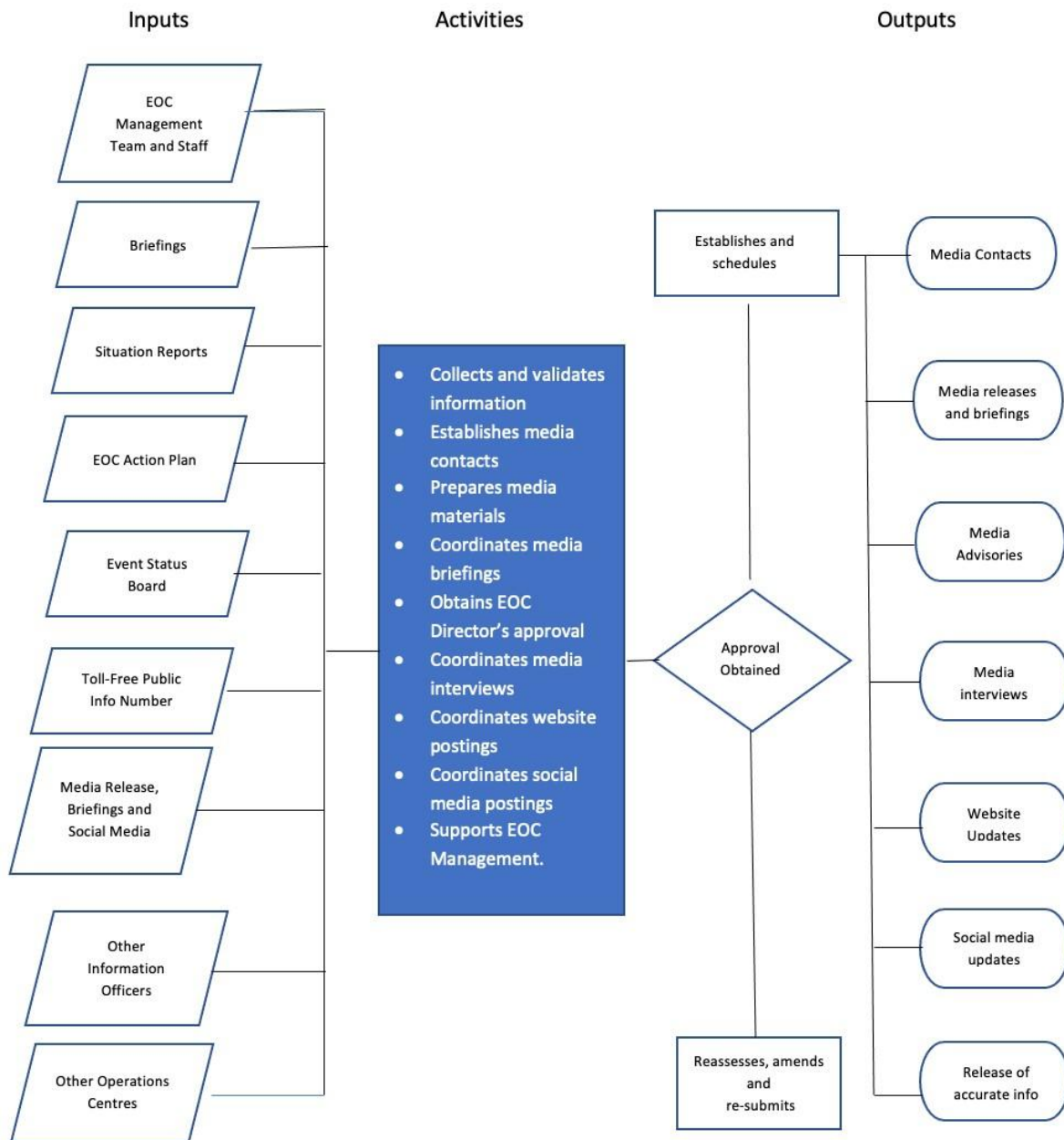


Figure 4: EOC Information Flow Chart



## **6 EOC Logistics**

### **6.1 General**

The following resource planning measures are undertaken during this phase:

- Identification of resource needs based on the threats to and vulnerabilities of the RVCL, and development of alternative strategies to obtain the needed resources.
- If necessary, the creation of new policies to encourage the positioning of resources near expected incident sites in response to anticipated resource needs.
- Anticipation of circumstances that may trigger a specific required action, such as the restocking of supplies when inventories reach a predetermined minimum.
- Ongoing assessment of the status of resources to draw up an accurate inventory of resources available at any given time. Resources are organized by category, kind, and type, including size, capacity, capability, skill, and other characteristics. This makes the resource ordering and dispatch process more efficient and ensures that the required resources are received.
- Establishment of standing agreements and contracts among all parties providing or requesting resources.
- Establishment of standing agreements and contracts with technical specialists.

During an incident, the resource request process starts at the incident site with responders identifying resources needed to support emergency response. Resource needs and availability change as an incident evolves. Responders may require support from neighboring municipalities, as well as the provincial or federal government.

After the organization identifies the need for a resource, it should begin the resource request process.

### **6.2 Resource Management**

An organization should first attempt to find the resource internally, through partners or through vendors or other suppliers.

If resources cannot be found internally, the requesting organization should forward the request to the EOC. If resources cannot be filled by the EOC or is a provincial or federal organization, the request is elevated to the appropriate level of government.

The EOC determines if fulfillment is possible with current resources (owned or procured) or personnel, through mutual aid, or from neighboring jurisdictions.

**Note:** The requesting organization is responsible for paying for the requested resource unless other arrangements are in place.

If the EOC is unable to fulfill the request, it should request the resource from the Provincial Emergency Operations Centre. The province will try to fulfill the request using:

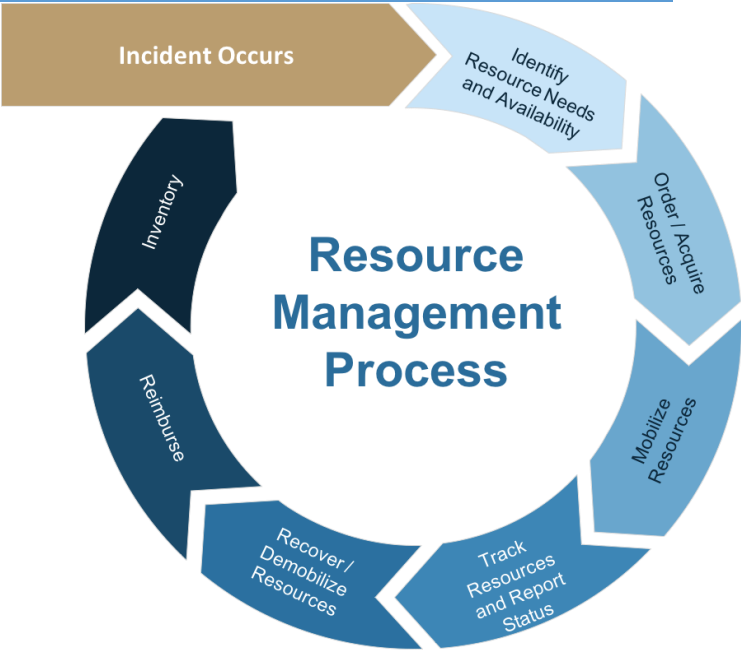
- Provincial resources.
- Provincial vendors or suppliers.
- Intra-provincial mutual aid.
- Inter-provincial mutual aid.

If the Province cannot fulfill the request, they can submit the request to the Federal Government through Public Safety Canada. The Federal Government will use federal resources or federal vendors and suppliers to fulfill the request.

### 6.2.1 Volunteer Management

Affiliated volunteers are attached to a recognized voluntary or non-profit organization and are trained for specific disaster response activities. Their relationship with the organization precedes the immediate disaster, and they are invited by that organization to become involved in a particular aspect of emergency response.

Unaffiliated volunteers are not part of a recognized voluntary agency and often have no formal training in emergency response. They are not officially invited to become involved but are motivated by the incident and a desire to help others in times of trouble. They come with a variety of skills. They may come from within the affected area or from outside the area. These types of volunteers are also known as “convergent,” “emergent,” “walk-in,” or “spontaneous.”





Spontaneous volunteers are all assumed to be spontaneous unaffiliated volunteers, for the purposes of this plan, including affiliated volunteers who show up without being deployed by their registering organization. All spontaneous volunteers will be processed as unaffiliated volunteers.

Depending upon the size and nature of the incident, a Volunteer Management Coordinator may be assigned. This position could report to the Liaison Officer or Personnel Unit Leader within Logistics.

If the need for volunteers or the number of spontaneous volunteers overwhelms the emergency management system, the municipality will request assistance from other local jurisdictions and agencies in accordance with existing mutual aid agreements and memoranda of understandings, e.g., Canadian Red Cross.

### 6.2.2 Donations Management

When high priority needs cannot be satisfied quickly through procurement and hiring, or when cost begins to outweigh time as a consideration, an appeal can be made for donations. The Information Officer should be involved in developing any messaging for donations.

The anticipated need for donations to supplement existing and private sector resources is a critical part of the needs assessment. Determining the needs through a gap assessment of resources will provide answers to the following critically important questions about disaster commodities:

- What commodities are needed (category, kind, type)?
- When are they needed?
- Where are they needed, and by whom (are functional needs populations affected)?
- How much is needed (quantities)?
- For how long will they be needed?

The needs assessment will also help in identifying the likely need for disaster donations to fill anticipated resource requirements; and the likelihood that disaster donations will become an issue to be dealt with during incident response and recovery operations.



## **7 EOC Finance**

### **7.1 General**

During an event when the EOC is open, but the Emergency Management Plan is not activated, e.g. a pre-planned event like a large sporting event, standard resource procurement practices apply. A Declaration of Local Emergency and/or enactment of the Emergency Management Plan supplies and equipment can be centralized through the EOC. Changes to ordering processes must be approved by the EOC Director and communicated through the Logistics Section Chief.

A municipality may alter or enhance authorities related to the following:

- Purchasing power.
- Spending limits.
- Resource sourcing; or
- Cost tracking.

To meet the requesting needs of the agencies, EOC Operations, Logistics, and Finance section personnel should assess whether existing resource ordering procedures meet the specific needs of the incident and identify required changes to resource management processes to meet these needs. *(Refer to Appendix Three for a chart of possible finance processes).*

These changes should be documented and implemented within the Finance, Logistics, and Operations sections in the EOC. *(Refer to the EOC Guidelines for an Expense Tracking Form).*

### **7.2 Spending Authority**

The cost of responding to events can quickly reach tens or hundreds of thousands of dollars. Safeguarding the public, protecting property, and implementing other response objectives can require substantial short-term expenditures that fall outside of regular budgeting and procurement practices:

- Identify how funds are accessed for emergency costs.
- Identify the differences in spending during emergency vs. regular practice.
- Identify who has what level of spending authority and whether this is tied to a person or a position in the EOC. (e.g. The EOC Director or Finance/Admin Section Chief).

### **7.3 Financial Coding**

An event financial code should be generated for the tracking of event related expenses. An event financial code will provide a more accurate picture of how much the event cost and facilitate the application of cost recovery from the provincial and federal governments.





## 7.4 Response and Recovery Costs

All costs associated with the use of resources are tracked. Invoices and other financial documents are safeguarded and kept on file so that they are available when needed for reimbursement and compensation purposes. Information on the total cost of the response is included in the final event report.

A local government authority or First Nation may make a disaster assistance claim in the amount required to restore eligible services or property that is/are damaged because of the eligible disaster. This is provided the services and property are located within the jurisdiction of the local government authority or the First Nation and no other assistance is available federally or provincially.

Eligible expenses for local government authority or First Nation disaster assistance claims may include:

- Response costs.
- Necessary clearing of debris or wreckage caused by an eligible disaster from:
  - channels and streams.
  - the inflow and outflow of sewers and storm drains to permit the reasonable functioning of the sewer and storm drain system; and
  - water supply reservoirs.
- Repairs or restoration of sewer/water/utilities including pumping to control damages.
- Repairs or restoration of designated roads, streets, bridges, sidewalks, wharfs and/or docks.
- The claimant must provide legal locations to PDAP and to the PDAP-assigned engineer Work to minimize further damages such as sandbagging or temporary diking. This does not include work done to drain fields or sloughs.
- Restoration of a dike, levee or drainage facility including flood control and irrigation systems.
- Removing emergency works or restoring sites on which emergency works were located.
- Structural repairs to buildings that are provided for and maintained by the local government authority. This includes depreciation due to the age of materials.
- Other expenses such as flagging/signage or extraordinary costs resulting from the disaster event.

PDAP aids with roads, streets and bridges that have been damaged by the event for which the community or park has designated as being eligible for disaster assistance:

- Repairing the effects of frost boils is considered routine maintenance and is not eligible under PDAP.
- Repairs to damaged trails or accepted shortcuts are not eligible under PDAP. Roads must be essential and regularly maintained by the municipality to be considered eligible.
  - Documentation for repairs is required for the application to be processed.
- Any claim for gravel must be designated to a specific project and substantiated by an engineer's report and invoices. Only extraordinary costs are eligible under PDAP.



Payment for restoration will not be made until a report from an assigned engineer/adjuster is received documenting damages and providing an estimate of costs for repairs and/or restorations to specific locations. Only those projects identified in the engineer report, and specifically the types and amounts of materials and equipment identified for those projects, will be eligible for disaster assistance through PDAP.

Response costs may be submitted immediately for review and reimbursement

PDAP encourages the use of a PDAP coordinator hired by the RM in organizing and submitting the RM's claim. The primary role of the PDAP coordinator is to work in close relationship with PDAP to satisfy claim requirements and submit detailed documentation of actual costs per project. However, the maximum rate paid should reflect the individual's experience and skill. Maximum reimbursement for a PDAP coordinator is \$30.00/hour with a maximum of 1,950 hours per claim year (regardless of the number of approved designations within any fiscal year). PDAP will require the Resolution of Council for the special hire, detailed work logs, time sheets and proof of payment. Only work specific to PDAP will be eligible. *(Refer to Appendix Four: The PDAP Claim Guidelines for more information).*



## **8 EOC Public Notification and Warning**

### **8.1 Common Terminology and Plain Language**

Common terminology and plain language enable response personnel to communicate clearly and effectively. Using plain language or clear text (rather than agency-specific codes or acronyms) facilitates coordination and interoperability across organizations, jurisdictions, and disciplines. Policies and procedures related to the use of common terminology and plain language are needed.

### **8.2 Information Security**

Information security protocols are critical because inadequate security can result in the untimely, inappropriate, or ineffective release of information. This in turn increases the likelihood of misunderstanding and can complicate already complex public safety situations. Policies and procedures must be established to define the levels of access to sensitive information. Response personnel must also be aware of the requirements under freedom of information and protection of privacy legislation. They must be aware that freedom of information applications may be made after the emergency/disaster has passed.

### **8.3 Coordination in the Release of Information**

During response operations, accurate information must be disseminated in a consistent, coordinated, accessible, and timely manner. The establishment of a joint information centre/system (JIC/JIS) may be of help in this regard. A JIC/JIS is designed to coordinate incident information provided by multiple agencies and integrate the data into a cohesive whole. *(Refer to the EOC Guidelines for more information on setting up a Joint Information Centre).*

### **8.4 Effective Use of the Media**

Response organizations must have systems and processes in place to engage the media effectively. Both traditional and non-traditional media (i.e., social media networks) play a critical role in the response phase. They can help in collecting and disseminating information, and in alerting the public/stakeholders to changing conditions and to actions they need to take (e.g., evacuation). They can also provide indications about the kind of information the public/stakeholders need and expect. Ongoing monitoring of the media is necessary to ensure that information is being disseminated accurately. The role of social media in communication and information management during emergencies/disasters is fast expanding. Through this technology, real-time information can be obtained from and provided to a wide audience very rapidly. Using social media also gives one the ability to monitor issues and address them expeditiously. Along with these potential benefits, there are also some challenges. For example, unconfirmed or inaccurate information can also be spread rapidly via social media.

In engaging with all forms of media, response organizations would do well to keep these tips in mind:



- Develop a plan for using the media.
- Keep information up to date. Be vigilant about accuracy. Correct any errors clearly and promptly.
- Consider the integrity of the source from which information is received.
- Respond to issues in a timely manner, regardless of size, scope, or magnitude.
- Consider social media as one tool in a communication toolbox. Go offline as well by addressing issues through other avenues where possible.

## 8.4 Alert and Warning

Alert and warning are the process by which the public, business, and other local entities are provided information regarding the (potential) emergency, along with instructions as to appropriate actions.

Alerting and warning the public may be accomplished through the SaskAlert, special broadcasts, or simply driving up and down the streets using the public address system.

Key to the RVCL public alert and warning system is the focus on providing emergency related information to people with disabilities. These more vulnerable residents include children and those living at home that have some level of disability for which they might need an enhanced level of assistance during an emergency. These residents most often need sufficient time to respond to emergency alert instructions and thus need to be alerted as soon as possible of a pending emergency. *(Refer to Annex Two in this plan for information on evacuation messaging).*

### 8.4.1 Sask Alert

Sask Alert is Saskatchewan’s Emergency Public Alerting program used to alert the public in real time of an emergency. Alerts can be issued by Environment and Climate Change Canada, Government of Saskatchewan ministries and participating local governing jurisdictions.

Participation in Sask Alert gives jurisdictions the ability to issue alerts about local emergency events to their residents, visitors and anyone passing through the area.

The following positions will be trained to issue an alert for the RVCL:

Position
CAO / Village Administrator / EOC Director
Deputy EOC Director
Additional RVCL Office Staff
Communication Director
Information Officer
EMO Coordinator

Table 4: Sask Alert Authorized Users



## 9 EOC Recovery

### 9.1 General

Recovery is the phase of emergency management in which steps and processes are taken/ implemented to:

- Repair communities affected by a disaster.
- Restore conditions to an acceptable level or, when feasible, improve them.
- Restore self-sufficiency and increase resilience in individuals, families, organizations, and communities.

The recovery process is a sequence of activities that move a community toward recovery. These activities are interdependent and may overlap. For example, some aspects of short-term recovery may begin before the response to an incident or event has been completed; some largescale, long-term recovery activities may need to be initiated within days after a disaster.

An EOC may transition from response operations to recovery operations with different types of personnel and subject matter experts available to support EOC activities.

### 9.2 Recovery Planning in the EOC (Recovery Unit)

Experience has shown that planning recovery operations during the response will speed recovery time and reduce losses. The Recovery Unit leads the jurisdiction's recovery efforts and should commence activities as early as possible.

In the aftermath of a disaster, many residents and businesses will have specific needs that must be met before they can pick up the thread of their pre-disaster lives. Typically, there will be a need for such services as these:

- Assessment of the extent and severity of damages to public and private property.
- Restoration of services generally available in communities - water, food, medical assistance, utilities, and lifelines.
- Repair of damaged homes, buildings, and infrastructure.
- Professional counseling when the sudden changes resulting from the emergency have resulted in mental anguish and inability to cope.

Local governments can help individuals and families recover by ensuring that these services are available and by seeking additional resources if the community needs them. Recovery occurs in three phases: short-term, medium-term, and long-term.



Figure 6 Recovery Phases

### 9.3 Short-Term Recovery

Short-term recovery operations will begin during the response phase of the emergency. The major objectives of short-term recovery operations include rapid debris removal and cleanup, and orderly and coordinated restoration of essential services (electricity, water, and sanitary systems). (Refer to Annex Three in this Emergency Management Plan for more information on Re Entry Criteria). Short-term recovery operations may include all the agencies participating in the area that have been impacted by the event.

The goal of short-term recovery is to restore local government to at least a minimal capacity. Short-term recovery includes:

- Utility restoration.
- Expanded social, medical, and mental health services.
- Re-establishment of government operations.
- Re-establishment of transportation routes.
- Debris removal.



- Cleanup operations, and abatement and demolition of hazardous structures.

Medical services may need to operate from temporary facilities, as necessary. Critical Incident Stress Debriefings should be coordinated and provided for emergency response personnel and persons impacted by the event.

## 9.4 Medium-Term Recovery

Medium-term recovery will begin the transition to longer-term recovery. The major objectives include providing support services to residents and businesses with the establishment of interim solutions.

Medium-term recovery includes:

- Establishing recovery / resiliency centres for the public.
- Implementing temporary housing solutions.
- Business resumption.

## 9.5 Long-Term Recovery

Long term recovery may also begin during the response phase. The goal of long-term recovery is to restore facilities to pre-disaster condition. Long-term recovery includes hazard mitigation activities, restoration or reconstruction of public facilities, and disaster response cost recovery. Mitigation measures could include zoning variances, building codes changes, plan reviews, and land use planning techniques.

Long term recovery can include:

- Coordinated delivery of social and health services.
- Improved land use planning.
- Improved Emergency Management Plan.
- Re-establishing the local economy to pre-disaster levels.
- Recovery of disaster response costs. (*Refer to Appendix Four for more information on PDAP*).
- Effective integration of mitigation strategies into recovery planning and operations.
- Repair and replacement of infrastructure.

With public safety a primary concern, rapid recovery may require adjustments to policies and procedures to streamline the recovery process. Hazard mitigation actions will need to be coordinated and employed in all activities to ensure a maximum reduction of vulnerability to future disasters. Essential facilities should be restored to their pre-disaster condition by retrofitting, repairing, or reconstructing them during long-term recovery operations.

## 9.6 Recovery Operations Organization

Responsible entities will change as the response evolves into the recovery phase of the emergency. The Recovery Operations may be managed and directed by the Town Administrator.



On a regularly scheduled basis, the Town Administrator will convene meetings with municipal employees, key individuals, and representatives from affected departments and agencies and from the private sector. These meetings will be held to make policy decisions collectively. They will also be used to obtain and disseminate information regarding completed and ongoing recovery operations.

Public information during the recovery process will be handled independently by each agency; however, information should be coordinated among the agencies.

The EMO Coordinator will assist the Town Administrator in facilitating the recovery process.

### 9.7 Recovery Operations Centre

As focus and coordination shifts from response to recovery activities, a Recovery Operations Centre (ROC) is established to provide continuity in the support and coordination of recovery activities. Using the same ICS structure as that of the EOC, the ROC consists of four sections: operations, planning, logistics, and finance. Establishing units and branches within these sections expands the structure to accommodate more complex recovery requirements.

Following is a diagram of a sample ROC structure. As mentioned previously, in the circumstances surrounding a particular event, variations may be required to address community and organizational needs effectively. Variations should be made in accordance with ICS principles.



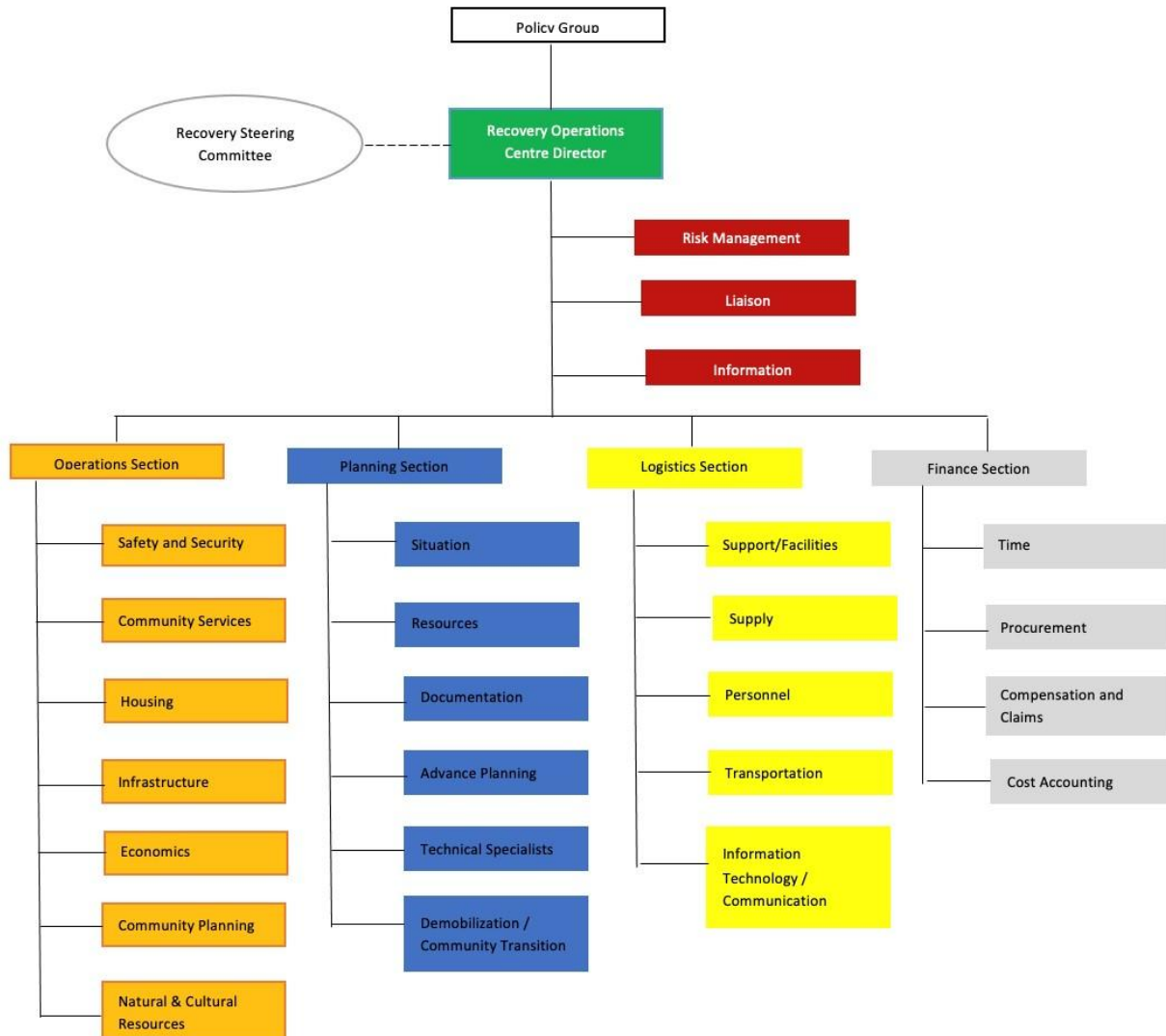


Figure 7 Sample Recovery Organization Structure

### 9.8 Community Resilience Centre

The purpose of a community resilience centre (also known as community recovery office and/or community recovery centre) is to assist individuals through the recovery process. The community resilience centre provides the space for and coordination of the various agencies and groups offering guidance, advice, and assistance to those affected by an emergency/disaster. Assistance is provided through the steps listed below. Depending on the needs of the affected individuals, some of these steps may be expanded to assist those with more complex recovery requirements.

- Complete a capacity and needs assessment with community residents:** Completing a Capacity and Needs Assessment form ensures that community resilience center staff have a full understanding of the most urgent individual needs and community capacity.



- **Assist individuals in completing their personal action plan:** The plan is designed to help the person focus on practical next steps in his or her recovery process. It is retained by those affected by the event.
- **Ensure that those with urgent needs relate to the appropriate agencies/groups:** Examples include:
  - Pursuing family reunification efforts.
  - Linking elderly homeowners who need assistance in removing debris with residents who can do so.
  - Providing psychosocial support services, including trauma counselling.
  - Engaging public health agencies to provide water testing.
  - Linking home-based business owners with members of the local Chamber of Commerce or Rotary Club.
- **Monitor individual progress throughout the recovery process:** Follow-ups can be undertaken by not-for-profit organizations and other community-based volunteer organizations. However, this must be carried out in a coordinated manner with the information being provided to the appropriate community resilience centre. The follow up should include a review of the individual's personal action plan so that progress can be monitored, and the plan revised to reflect any unforeseen steps necessary for recovery.

Following is a sample structure for a community resilience centre. It shows the relationship between this centre and a Recovery Operations Centre. In the circumstances surrounding a particular event, variations may be required to address community and organizational needs effectively. Variations should be made in accordance with ICS principles.

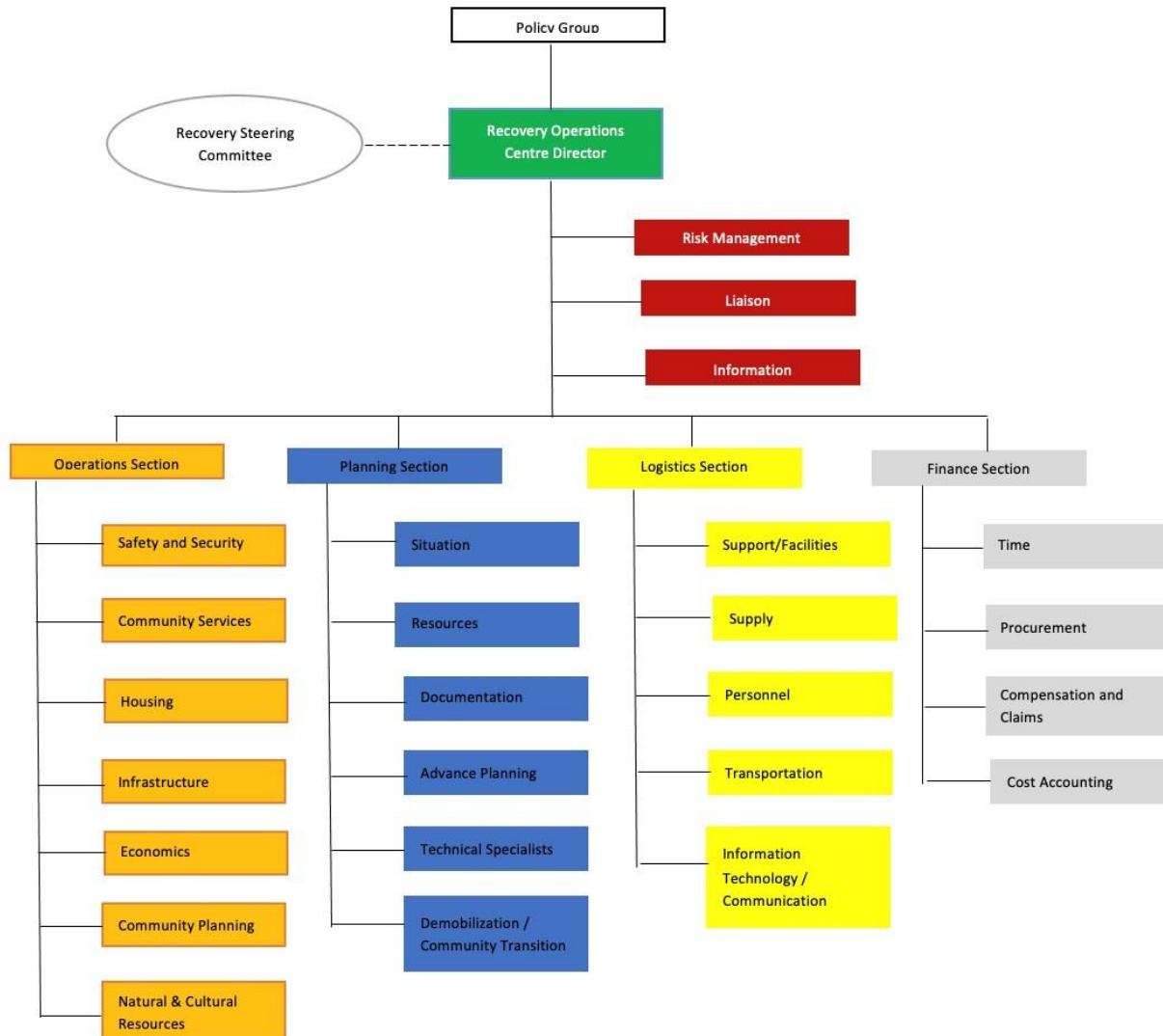


Figure 8 Sample Community Resilience Centre Organizational Chart

## Operational Debriefing

An evaluation of the emergency response will be conducted within seven days of the termination of the emergency. The proceedings will be chaired by the EMO Coordinator and attended by the EOC Members involved in the emergency.

The debriefing format will be (with full respect to individual agency confidentiality guidelines):

- What “in my agency” worked well; identify three actions.
- What “in my agency” can be improved; identify three actions.
- What can “my agency” recommend making improvements – for the next time?



The intent of the debriefing is NOT to lay blame for events, which may or may not have occurred during the emergency. The intent is simply to assist the EOC Members to respond better the next time.

### 9.8.1 The After-Action Report

The After-Action Report will serve as a source for documenting emergency response activities and identifying areas of concern and successes. It will also be utilized to develop a work plan for implementing improvements. The After-Action Report will provide a broad perspective of the incident, reference more detailed documents, and addressing all areas specified in regulations.

It will include an overview of the incident, including enclosures, and will also address specific areas of the response, if necessary.

The EMO Coordinator, with feedback from all departments and agencies involved with the response and recovery operations, is responsible for the development and distribution of the After-Action Report. (*Refer to the EOC Guidelines - Forms for an After-Action Report Template*).

EOC Committee members involved in the emergency will submit an “Agency Response Report” to the EMO Coordinator within thirty days of the termination of the emergency.

The EMO Coordinator, with input and approval will compile the “Agency Response Reports” into a final report for Mayor and Council within 60 days of termination of the emergency.

The EOC Members and the Emergency Planning Committee will act to implement changes to this Emergency Management Plan resulting from consideration of the recommendations in the final report. The amendments

to the Emergency Management Plan shall be approved by the RVCL Leadership Team within 90 days after termination of the emergency.



## 10 Appendices

### Appendix One: Sample Emergency Management Bylaw

**Sample Bylaw No. \_\_\_\_\_**

#### The Emergency Management Bylaw

A BYLAW of the Resort Village of Candle Lake, in the Province of Saskatchewan, to establish the Emergency Management Organization of the Resort Village of Candle Lake.

#### **Part 1 – Title and Interpretation**

##### Short Title

1. This Bylaw shall be cited as the Resort Village of Candle Lake Emergency Management Bylaw.

##### Purpose

2. The purpose of this Bylaw is to establish and continue the Emergency Management Organization of the Resort Village of Candle Lake and to comply with the provisions of the *Emergency Planning Act* of the Province of Saskatchewan.

##### Definitions

3. In this Bylaw:
  - a. “Act” means the Emergency Act being Chapter E-8.1 of the Statutes of Saskatchewan, 1989-1990.
  - b. “CAO” means the Chief Administrative Officer of the Resort Village of Candle Lake as appointed by Council.
  - c. “Council” means the Council of the Resort Village of Candle Lake.
  - d. “Disaster” means a widespread or severe emergency that exceeds the ability of the local authority to manage its own resources.
  - e. “Emergency” means an emergency as defined by the Act.
  - f. “Local Authority” means the Council of the Resort Village of Candle Lake.
  - g. “NGO” means all non-government agencies providing emergency services and may include the Canadian Red Cross, Salvation Army, Mennonite Disaster Services, and other such agencies.
  - h. “Planning Committee” means the committee appointed pursuant to section 9.



## Part 2 – Emergency Planning

### Emergency Measures Organization

4. The Resort Village of Candle Lake Emergency Measures Organization is hereby established.
5. The Emergency Measures Organization shall be a division of \_\_\_\_\_ and report to \_\_\_\_\_.

### Coordinator

6. The office of the Emergency Measures Organization Coordinator is established.
7. The Emergency Measures Organization Coordinator shall be appointed by the CAO.
8. The coordinator shall:
  - a. act as Chairperson of the *Emergency Planning Committee* established under the municipal bylaw.
  - b. coordinate the development and maintenance of an emergency plan for the community in co-operation with the departments and agencies of the municipality.
  - c. submit regular reports to the *Emergency Planning Committee* to keep them fully informed of progress.
  - d. correlate all activities of those person and/or organizations involved within the Municipality and designated for the Emergency Management Organization.
  - e. ensure that a continuous program of training for local Emergency Management Organization personnel is carried out, either by local training classes or attendance at training schools.
  - f. cooperate with Mutual Aid Area and Saskatchewan Public Safety Agency on all matters pertaining to planning and operations.
  - g. submit a projected budget to cover costs of *emergency* management operations within the municipality.
  - h. act as advisor to the Municipality during emergencies, events or disasters.
  - i. ensure the Emergency Management Plan is current and reviewed annually.
  - j. prepare and maintain annually – EOC Kits to include current Emergency Management Plan, maps, relevant SOP documents, pad board material, log sheets, pens, paper, etc. complete with inventory list.
  - k. open the master event record and ensure that it is maintained for the duration of the emergency.



- l. provide technical assistance about the Emergency Management Plan.
- m. keep the Municipal Administrator; Mayor and Council informed of developments, as they occur. Once the EOC is open this becomes the responsibility of the EOC Director.
- n. maintain a record of all action taken.

### ***Planning Committee***

- 9. The Planning Committee is established and shall consist of the following members and their delegates:
  - a. the Emergency Measures Organization Coordinator
  - b. the CAO
  - c. the Fire Chief
  - d. the Manager of Finance
  - e. the Manager of Public Works
  - f. the Manager of Planning & Development
  - g. the Manager of Recreation & Community Development
- 10. The Committee shall meet annually, or more frequently as required.
- 11. The Committee shall review the municipal emergency management plan and related plans annually.
- 12. The Committee shall report annually to *Council* through the *CAO* on the development of emergency plans and programs.
- 13. The Committee shall integrate individual agency, department and division plans into the umbrella municipal emergency management plan.
- 14. The Committee shall develop procedures for responding to an *emergency* or *disaster* and provide necessary services during an *emergency* or *disaster*.
- 15. The Committee shall develop an incident command system to effectively manage emergencies and disasters.
- 16. The *Planning Committee* may invite agency representatives, as required, from outside agencies, including, but not limited to, the following, to participate in the planning process in an advisory capacity:



- a. Royal Canadian Mounted Police.
- b. Ambulance.
- c. Health Authority.
- d. Salvation Army.
- e. Canadian Red Cross.
- f. Adjacent Jurisdictions.
- g. any other agency, NGO, organization, or corporation the planning committee deems necessary.

### Part 3 – Declaration of Local Emergency

17. Any time *Council* is satisfied that, and emergency or disaster exists or may exist, it may by resolution of quorum of *Council* make a declaration of a local state of emergency under the Act relating to all or any part of the City, and the declaration must identify:

- a. The nature of the emergency.
- b. The area of the municipality where the emergency exists.
- c. The name of the person making the declaration.
- d. The date and time of the declaration.

18. If a quorum of Council is not immediately available, the following persons:

- a. The Mayor.
- b. The Deputy Mayor, or;
- c. any other member of Council.

May, in the order given on behalf of the Resort Village of Candle Lake, authorize a declaration of local emergency in a part of or the entire Resort Village of Candle Lake.

19. A quorum to meet the requirements of section 18 or a declaration made in accordance with section 19, may be obtained through electronic means including, but not limited to, telephone, internet, social media, share point, teleconference, videoconference, MS Teams, Zoom or any other electronic means available to the Resort Village of Candle Lake administration and members of Council.

20. When a declaration of a local emergency is issued, the coordinator shall immediately:

- a. cause the details of the declaration to be published by any means of communication considered most likely to notify the population of the area, and;





- b. forward a copy of the declaration of local emergency to the minister in charge of the Saskatchewan Public Safety Agency.

## Powers of Local Authority

21. On the making of a declaration of local emergency, the Resort Village of Candle Lake may exercise any or all the powers conferred under section 21 of the Act.

## Part 4 – Administration, Repeal and Coming into Force

### Agreements

22. *Council* may enter into an agreement with other municipalities, provincial agencies, parks, or private agencies for the purpose of jointly establishing and operating a Mutual Aid response to *emergencies* and *disasters*.

### Repeal

23. Bylaw \_\_\_\_\_ is hereby repealed. (*Remove if not applicable*)

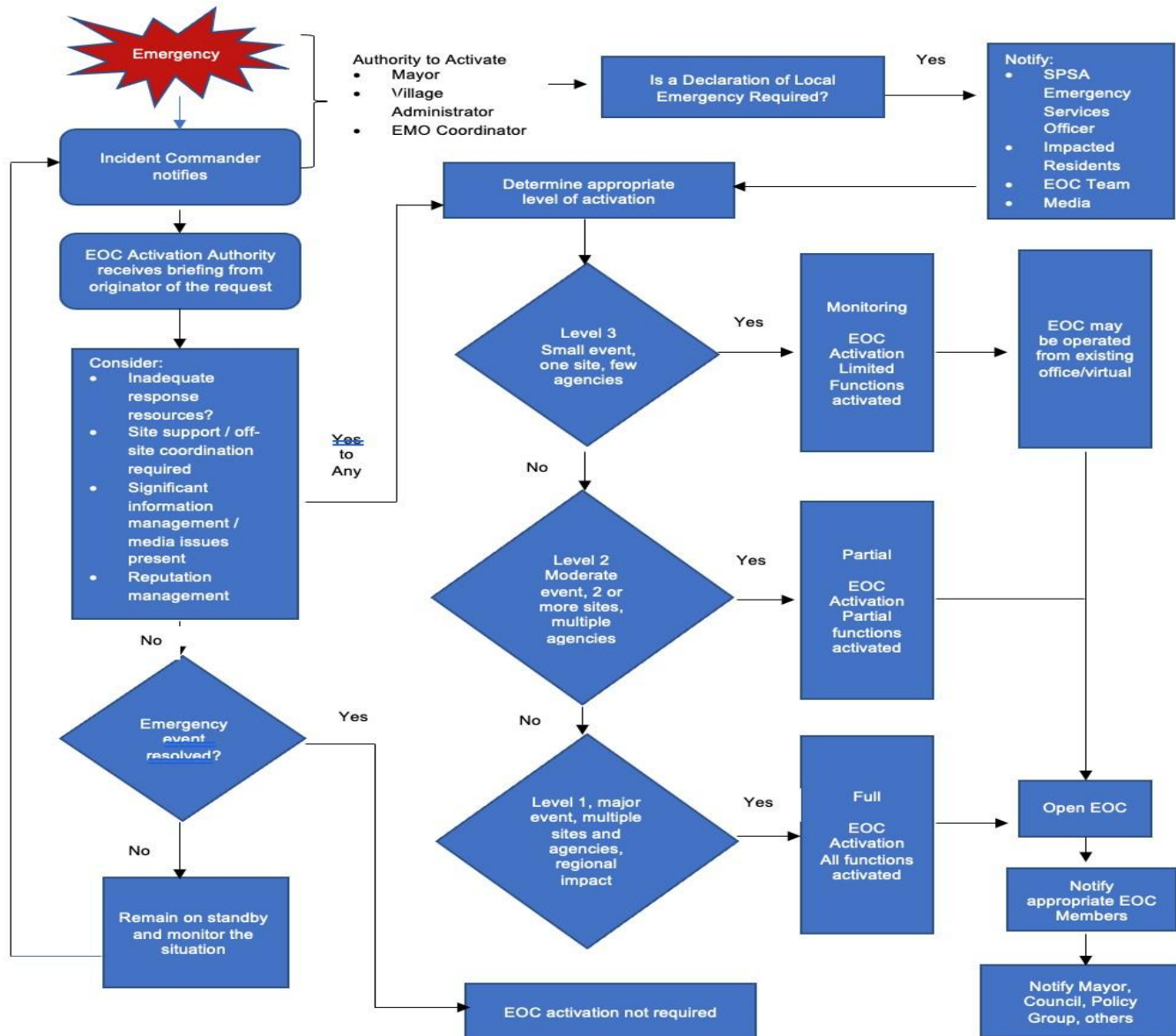
\_\_\_\_\_ MAYOR \_\_\_\_\_ CITY CLERK

**INTRODUCED AND READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_**

**READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.**

**READ a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.**

## Appendix Two: EOC Activation Flowchart





## Appendix Three: Finance Processes

Process	Description	Considerations
Adjust Purchasing Power	<p>Each organization has staff with purchasing authorities.</p> <p>Authorizations may need to be expanded to support expedited ordering.</p>	<p>An organization can use a delegation of authority form to officially delegate authorities to additional or alternate staff.</p>
Adjust Spending Limits	<p>Each organization should have credit limits on purchase cards (P-cards) or not-to-exceed limits on contracts in alignment with local, provincial, and federal mandates on expenditures. These limits may need to be raised to meet an increased purchasing need during the incident.</p>	<p>Organizations can choose to pre-define emergency spending limits or define them for each individual incident.</p> <p>For example, personnel are bound to normal spending limits unless otherwise identified in the authorities under a local declaration of emergency as appropriate.</p>
Identify Required or Preferred Sources	<p>Each organization should have contracts and mutual aid agreements for procuring resources during an emergency. Agencies may desire to require or suggest specific types of sources (e.g., mutual aid, donations).</p>	<p>Finance authorities should engage existing vendors pre incident to determine their true service capacity during an emergency and to secure additional contracts, if needed, to ensure resources and service provision.</p> <p>To minimize costs, agencies may encourage the use of no cost/low-cost sources, such as donations, volunteers, or mutual aid.</p>



Process	Description	Considerations
Set Cost Tracking Requirements	An organization that requests resources is financially responsible for the resource; it must be able to track resource costs to ensure awareness of total financial burden and for documentation requirements for cost recovery.	<p>Organizations must maintain a tracking system for all resources used during disaster response and recovery that includes the time and costs related to those resources.</p> <p>Organizations must have an account of all costs associated with the emergency response to qualify for disaster financial assistance (if the incident qualifies).</p> <p>Organizations should establish their tracking system and procedures before a disaster to ensure proper records that meet all PDAP requirements.</p> <p>Organizations should identify any financial and administrative requirements in their insurance policies associated with tracking resource and cost information within their organization as well as with any mutual aid partner.</p> <p>Organization should identify donation tracking systems, including the cost associated with the donated resource.</p>



## Appendix Four: Provincial Disaster Assistance Program

Following a disaster, the provincial government may declare the event eligible for Provincial Disaster Assistance Program (PDAP). Once declared, the PDAP program 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.

PDAP will assist local authorities with extraordinary non-insurable costs which may include the following:

- Repairing or replacing damaged infrastructure, such as a washed-out bridge.
- Water-removal projects, including pumping, wet vac truck rentals and hauling water.
- Security for evacuated communities; and
- Pre-emptive measures, such as sandbagging, firebreaks, fireguards and sprinklers.

To be designated as an eligible assistance area, the local authority will need to:

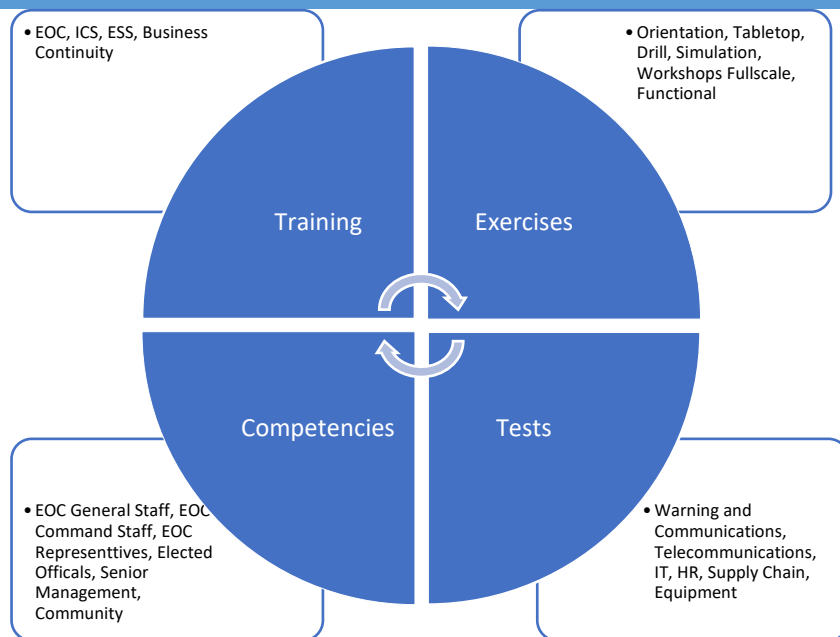
- Ask PDAP officials for a Request for Designation form.
- Pass a Resolution of Council or Band Council Resolution.
- Mail PDAP the completed Request for Designation form and a true, certified copy of a Resolution of Council or Band Council Resolution. Make sure to include:
  - The dates of the disaster.
  - Whether the local authority is applying for:
    - Both municipal damages and private damages.
    - Municipal damages only (if there are no private damages).
    - Private damages only (no municipal deductible will be required).
  - Estimated amount of damage. Estimates over \$250,000 require specific descriptions of damages (i.e., three culverts and two bridges washed out).
  - If the local authority plans to designate for private property damage, include an estimate of the number of residents affected.

Mail PDAP the following original documents within one month of the disaster event:

- The completed Request for Designation form, and
- A true, certified copy of a Resolution of Council or Band Council Resolution.

## Appendix Five: Training and Exercises

The training and exercise program is intended to provide opportunities to help EOC personnel become more familiar and comfortable with their roles and responsibilities in the EOC. Training and exercise scenarios should be based on the hazards and risks most likely to occur.



The [Saskatchewan Public Safety Agency](#) provides training in Incident Command System and Emergency Operations Centre courses. Depending upon the role and responsibilities of an individual within the EOC, different levels of training may be relevant.

Position	ICS 100	ICS 200	ICS 300	ICS 400	ICS 402	EOC
EOC Director	X	X	X	X		X
Deputy Director	X	X	X	X		X
Liaison Officer	X	X	X			X
Risk Management Officer	X	X	X			X
Information Officer	X	X	X			X
Section Chiefs	X	X	X			X
Section Personnel	X	X				X
Agency Representatives	X	X				X
Senior Officials					X	
EMO Coordinator	X	X	X	X		X



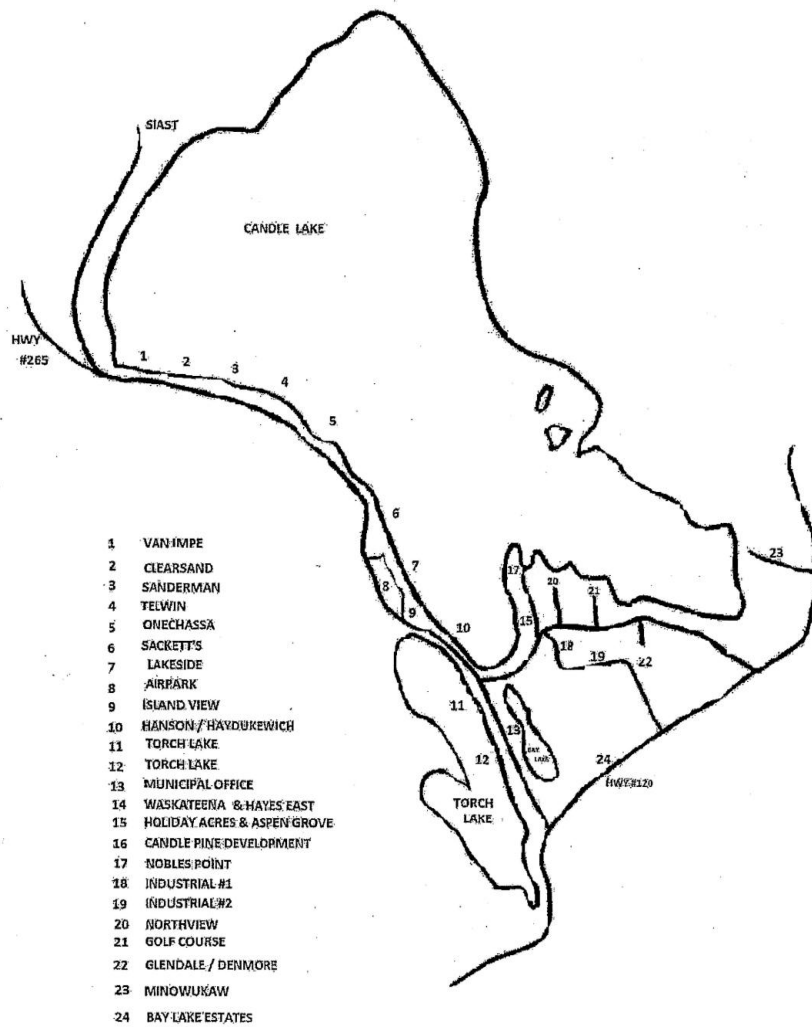
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## Appendix Six: Links and Resources

The following plans and documents were referenced in the development of the Emergency Management Plan:

- [The Emergency Planning Act, 1989](#)
- [The Fire Safety Act](#)
- [Wildfire Act](#)
- [Public Health Act](#)
- [Saskatchewan Flood and Natural Hazard Risk Assessment Report](#)
- [CSA Z1600-17 Emergency management and continuity program](#)
- [Justice Institute of B.C. EOC Operational Guidelines](#)
- [Saskatchewan Public Safety Agency Band Council Resolution and Local Emergency Declaration and Termination Sample Formats](#)
- [Government of Saskatchewan Bylaw Samples](#)
- [Saskatchewan Public Safety Agency Support Documents](#)

## Appendix Seven: Map of Subdivision and RV Parks





## 11 -Functional Annexes

### Annex One: Declaring a Local Emergency

Legislative authority for a Declaration of Local Emergency is contained in the Saskatchewan Emergency Planning Act.

Authority	Section 9
Declaration of Authority	Section 20(1)
Protection of Elected Officials	Section 15
Declaration – Procedures	Section 20(3) (4) (5)
Cancellation of Declaration	Section 22
Termination of Declaration	Section 23

Step	Description	Status
Step 1	Have the appropriate member of the Administration / EOC brief Council on the appropriate EOC situation summary form.	
Step 2	Review the emergency powers outlined in Section 21 of the Act for usefulness in the current situation. Contact an SPSA ESO to advise on declarations and special powers.	
Option 2A	If none of the powers are, or will be useful, a declaration is not required.	
Option 2B	If one or more powers may be useful, proceed to Step 3.	
Step 3	If Quorum of Council available – Pass a resolution declaring a local emergency outlining the affected area and nature of the emergency. Complete and sign the emergency declaration 400A form.	
Step 3A	If Quorum is not available – Have available member of Council complete and sign the emergency declaration form outlining the affected area and nature of the emergency. Complete and sign the emergency declaration 400B form.	
Step 3B	Inform the public of the local emergency declaration using any (or all): Sask Alert Social Media Radio TV Door to Door	
Step 4	Call the SPSA ESO and inform them of the declaration. The SPSA ESO will notify the appropriate unit.  <b>Phone:</b> 1-800-667-9660	
Step 5	The Administration / EOC will ensure the effected citizens are aware of the declaration as required by section 20(4) of the Emergency Planning Act.	



Quorum of Council Available: Declaration of a Local Emergency

RESOLUTION NO.	
Dated:	Time:

For the \_\_\_\_\_ Of \_\_\_\_\_ (Municipal Title, e.g. City, Town, Village, RM) (Community Name)

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

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

WHEREAS the (Municipal title) \_\_\_\_\_ of \_\_\_\_\_ is encountering (state problem)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

that requires prompt action to prevent harm or damage to the safety, health or welfare of persons located within the boundaries, of the \_\_\_\_\_ of \_\_\_\_\_ and to prevent damage to property within those boundaries.

THEREFORE, BE IT RESOLVED THAT pursuant to Section 20 (1) of *The Emergency Planning Act*, Chapter. E-8.1 of the Statutes of Saskatchewan, the Council of the \_\_\_\_\_ of \_\_\_\_\_ declares that a local emergency exists, from this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ to the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

IN WITNESS WHEREOF of the Council of the \_\_\_\_\_ of \_\_\_\_\_ has by resolution carried, declared this local emergency this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

Per: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name and Title)



Quorum of Council Not Available: Declaration of a Local Emergency

Date:	Time:
-------	-------

**WHEREAS** the \_\_\_\_\_ of \_\_\_\_\_ is  
(Municipal title) (Community name)  
encountering (state problem)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

that requires prompt action to prevent harm or damage to the safety, health or welfare of persons located within the boundaries, of the \_\_\_\_\_ of \_\_\_\_\_ and to prevent damage to property within those boundaries.

**THEREFORE**, pursuant to Section 20 (2) of *The Emergency Planning Act*, Chapter. E-8.1 of the Statutes of Saskatchewan, the Local Authority of the \_\_\_\_\_ of \_\_\_\_\_ declares that a local emergency exists, from this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ to the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Local Authority \_\_\_\_\_  
(Signature)  
\_\_\_\_\_  
(Printed Name and Title)



# Termination of Local Emergency

Date:	Time:
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**PURSUANT** to Section 23 of *The Emergency Planning Act, 1989*, The Council of the

The \_\_\_\_\_ of \_\_\_\_\_ declares that  
(Municipal title e.g. City, Town, Village, RM) (Community name)

the Local Emergency is terminated in the \_\_\_\_\_ of \_\_\_\_\_.

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

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

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

Per: \_\_\_\_\_  
(Signature)  
\_\_\_\_\_  
(Printed Name and Title)

Send to a Saskatchewan Public Safety Agency Emergency Services Officer (1-800-667-9660) **EOC 400C**

## Annex Two: Evacuation

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 necessary. There are several other statutes (Fire Services Act, Wildfire Act and the Public Health Act) that can be used to order an evacuation.



## 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.*

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.

Removing people from their homes and livelihoods must not be taken lightly. People will already be under duress during an emergency; however, public safety must be first. It is a delicate balancing act.

## 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.

People going door to door assisting with police services will require:

- Contact lists of evacuation teams
- Maps of the community/area to be evacuated (assigned areas for clearing)



## Protocols for evacuations

- Letter from Authority Having Jurisdiction to residents
- Evacuation designated routes (if applicable to be included in directions)
- Notification process (e.g., media, alerting App, Sask Alert, siren, church bell)
- Home marking (tape colour 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)

## Notification Methods and Process

- Siren or church bell
- Web page and social media pages
- Door to door
- Telephone (community lines or individual resident's lines) (where are they calling from)

## 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 re-entry criteria will be communicated to evacuees through:

- Radio and/or television broadcast.
- Telephone calls.
- Electronic media (internet/social media); and • Pamphlets, letter or signage at reception centres.

## Reception Centre Information

An information package for Reception Centre staff and displaced residents should be prepared and disseminated including:

- 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).
- Information on how displaced resident will get updates (web page, alerting app, media, direct contact, information boards at evacuation centres).



Evacuation Plan Message

This is \_\_\_\_\_ (Position Title) \_\_\_\_\_ (Name)

from the \_\_\_\_\_ (Agency / Department).

A \_\_\_\_\_ (size / intensity) \_\_\_\_\_ (incident)

has occurred / is occurring in / at \_\_\_\_\_ (location).

Because of the potential danger to life and death \_\_\_\_\_ (the

authority) has / have ordered / recommended everyone within

\_\_\_\_\_ (# of blocks / kilometres / metres) of that area to

\_\_\_\_\_ (evacuate / shelter in place) immediately / as soon as

possible.

This message will be repeated. Specific instructions and locations for help will be given.

If you are in the following areas, you must / should \_\_\_\_\_ (leave

the area / get inside a building).

The areas involved are as follows:

_____	_____
North / South / East / West	Location: street, highway, or significant geographical point
_____	_____
North / South / East / West	Location: street, highway, or significant geographical point
_____	_____
North / South / East / West	Location: street, highway, or significant geographical point
_____	_____
North / South / East / West	Location: street, highway, or significant geographical point

Prepared By:

Authorized By:



## Media Release - Public Evacuation Procedures

The (*Local Authority*) Emergency Program and / or Emergency Operations Centre is urging residents affected by the recent (*disaster – whatever it is*) to be prepared to evacuate if ordered to do so by emergency officials in your area.

If you must evacuate:

- Take an emergency survival kit with you (e.g., battery-operated radio, flashlight, water, food, warm clothing, etc.).
- Make sure you take prescription medicine and identification for the entire family.
- Listen to the radio and follow instructions from local emergency officials.
- Shut off water, gas and electricity, but ONLY if instructed to do so.
- Plan for pets. Local emergency officials will advise you.
- Wear clothes and shoes appropriate to conditions.
- Lock up your home.
- Follow the routes specified by emergency officials. Don't take shortcuts. A shortcut could take you to a blocked or dangerous area.
- If you have time, leave a note telling others when you left and where you went.
- If you are evacuated, register with the local emergency reception center (as advised by emergency officials) so you can be contacted or reunited with your family and loved ones.

## Media Contact

Name:

Phone Number:

Email:

EOC Website:

## Media Release – After the Disaster

Having just experienced the shock and pain of a disaster, you will be busy for the next few days or weeks – caring for your immediate needs, perhaps finding a new place to stay, planning for clean-up and repairs, and filling claim forms may occupy much of your time. As the immediate shock wears off you will start to rebuild and put your life back together. There are some normal reactions that you may experience because of a disaster. Generally, these feeling don't last long, but it is common to feel down and resentful many months after the event. Some feelings or response may not appear until weeks or even months after the disaster. Some common responses are:





- Irritability
- Fatigue
- Loss of appetite
- Inability to sleep
- Nightmares
- Increase in alcohol or drug consumption
- Fear of storms
- Sadness
- Headaches or nausea
- Hyperactivity
- Lack of concentration

Many people impacted by the disaster will have at least one of these responses. Acknowledging your feelings and stress is the first step in feeling better. Other helpful things to do include:

- ☐ Talk about your disaster experiences. Sharing your feelings rather than holding them in will help you feel better about what happened.
- ☐ Take time off from cares, worries and home repairs. Take time for recreation, relaxation or a favourite hobby. Getting away from home for a day or a few hours with close friends can help.
- ☐ Pay attention to your health, to good diet and adequate sleep. Relaxation exercises may help if you have difficulty sleeping. ☐ Prepare for possible future emergencies to lessen feelings of helplessness and bring peace of mind.
- ☐ Rebuild personal relationships in addition to repairing other aspects of your life. Couples should make time to be alone together, both to talk and have fun.
- ☐ If stress, anxiety, depression or physical problems continue, you may wish to contact the post-disaster services provided by the local mental health contact.
- ☐ Please take this sheet with you today and reread it periodically over the next few weeks and months. Being aware of your feelings and sharing them with others is an important part of the recovery.



## Spokesperson Media Statement

**Event:**

**Date:**

**Time:**

**My name is:**

**My position is:**

This is the information I can give you so far:

At \_\_\_\_\_ (time: a.m. / p.m.) on \_\_\_\_\_ (date), a(n)  
\_\_\_\_\_ (fire, flood, explosion, chemical spill, etc.) occurred at  
\_\_\_\_\_ (location) in  
\_\_\_\_\_ (local authority / jurisdiction).

Information on number injured and fatalities is (not) known at this time.

Emergency response procedures to protect the public, responders and the environment  
is underway. The \_\_\_\_\_ (facility or location) has been shut  
down / cordoned off / evacuated.

The cause of the \_\_\_\_\_ (fire, explosion, chemical spill) is  
under investigation and no estimate of damage is available currently. As information  
becomes available, news releases will be issued.

Any further inquiries should be directed to \_\_\_\_\_ (name and title) at  
\_\_\_\_\_ (location) \_\_\_\_\_ (telephone number).

**Prepared By:**

**Authorized By:**



### Annex Three: Re-Entry Guidelines

This is a tool designed to support communities in making decisions regarding re-entry to communities and allowing residents to return to their homes.

Once the Saskatchewan Public Safety Agency (SPSA) determines an area is safe from fire-related hazards, the community will decide when and how to authorize community re-entry. The following tool includes considerations to assist in making this decision, and which agency is responsible in providing support and advice through this process. This is a generic tool that recognizes that services vary from community to community, and acknowledges it is within the discretion of the community to determine the minimum level of service required for community re-entry. Consideration should be given to public communication strategies, ensuring residents are adequately informed to the available service levels and how to best prepare for returning home.

**HIGH:** These are high priority re-entry considerations. Unless all categories are complete, it is highly recommended that the community does not initiate re-entry.

**MEDIUM:** These are medium priority re-entry considerations. If applicable, it is advised that communities complete these categories prior to re-entry. Please check with the lead agency with any questions or concerns.

**LOW:** These are lower priority re-entry considerations. If applicable, these categories are considered re-entry best practices and are encouraged; however, it should be left to the local authority's discretion as to whether this activity is necessary.

Consideration	Priority	Lead Agency	Date Completed
Wildfire and related risks no longer pose an imminent threat.			
SPSA confirms it is safe to return to affected area	High	SPSA	
Hazard tree assessment completed	High	SPSA	
Air quality assessment completed	High	Ministry of Environment Sask Health Authority	
Drinking water quality assessment completed	High	Sask Health Authority Saskatchewan Office of Chief Medical Health Officer	
Soil quality assessment completed	High	Minister of Environment SK Health Authority	



Hazardous materials identified and mitigated	High	RVCL with support from SPSA	
Hazardous area secured	High	RVCL with support from SPSA	
Post-wildfire hazard assessment underway	Medium	SPSA Ministry of Environment	
<b>Transportation routes accessible and critical infrastructure safe and secured.</b>			
Roadways (also consider paths, trails, and backroads)	High	Road Owner Ministry of Highways	
Bridges	High	Bridge Owner	
Waterway	Medium	Owner / Operators	

Consideration	Priority	Lead Agency	Date Completed
<b>Public communications and tours.</b>			
Public communications (air quality, services, etc.)	High	RVCL (with support from SPSA, SK Health Authority)	
Controlled resident tour of affected area, if applicable	Medium	RVCL (with support from SPSA, SK Health Authority)	
Controlled media tour, if applicable	Low	RVCL	
<b>Access to utilities.</b>			
Restored access to critical infrastructure operators.	High	RVCL and CI Owner	
Electricity restoration plans underway	High	RVCL with provider	
Hydro services have been restored in re-entry areas	High	RVCL with provider	
Public access to potable water	High	RVCL with support from SK Health Authority and Indigenous Services Canada (ISC)	
Access to water for firefighting	High	RVCL with support from SPSA	
Sanitation or temporary toilet access	High	RVCL with support from SPSA and ISC	



Communication systems restored	High	RVCL with provider	
Natural gas systems secured and safe	High	RVCL with provider	
Public access to fuel	High	RVCL working with local providers, SPSA and ISC depending upon situation	

Considerations	Priority	Lead Agency	Date Completed
<b>Structure damage assessments complete.</b>			
Rapid damage assessment completed in affected area	High	RVCL with support from SPSA	
Critical Infrastructure damage assessment	High	CI Owner / Operator IR with ISC as required	
<b>Essential services restored to basic level.</b>			
Fire services available.	High	RVCL	
Police services available.	High	RCMP	
911 dispatch available.	High	SPSA	
Healthcare access	High	SK Health Authority	
Ambulance services	High	Providers	
Any specialized health services as appropriate based on regional health authority advice	High	SK Health Authority	
Psychosocial supports	Medium	SK Health Authority	
Information provided to residents at a higher risk of health concerns	Medium	SK Health Authority	
<b>Local government services available.</b>			
Garbage / waste / debris disposal services available	Medium	RVCL (with support from SPSA)	



Administration offices open	Medium	RVCL	
Recovery supports established.			
Public information available	High	RVCL	
Resiliency (Recovery) Centres established, if applicable.	Medium	RVCL with support from SPSA and other agencies	
Access to transitional housing, if applicable.	Medium	RVCL with support from Saskatchewan Housing Corporation	
Available NGOs and contractors to support affected residents.	Low	RVCL Contractors NGOs	

Consideration	Priority	Lead Agency	Date Completed
Access to public services.			
Public access to food.	High	RVCL Suppliers	
Public access to prescribed pharmaceuticals.	High	SK Health Authority Pharmacy Association of Saskatchewan	
Public access to financial supports.	Medium	RVCL	
Insurance support established.			
Insurance providers/assessors available, if applicable	Medium	Insurance Bureau of Canada Insurance Providers / Brokers Associations	
Recovery assets in place.			
Cleanup equipment available (bulldozer, excavator, etc.), if applicable	Medium	RVCL	
Livestock re-entry.			
Applicable services available (SPCA, veterinary, etc.)	Medium	Providers	



Include resource information for residents	Medium	RVCL	
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## 12 Hazard Specific Annexes

### Wildland Fire

#### Situational Awareness

##### Concept of Operations

- Enact the Emergency Management Plan
- Open the EOC
- Evacuate the impacted area
- Establish Reception Centre(s)
- Determine needs of evacuees
- Support structural firefighting requirements, as needed
- Develop re-entry criteria
- Transition Reception Centre to Resiliency Centre
- Transition EOC to Recovery Operations Centre
- Debrief and After-Action Report

##### Priorities

1. Save lives.
2. Provide for the safety and health of all responders.
3. Protect public health.
4. Protect government infrastructure.
5. Protect property.
6. Protect the environment.
7. Reduce economic and social losses.

#### Public Information and Warning

- Activate SaskAlert
- Door to door notifications, if safe to do so
- Messaging: where to go, what to take with you, how to get there, registering at Reception Centre
- Issue: Evacuation Order, Declaration of Local Emergency, if required and advise the public
- Establish public information number
- Develop a schedule for regularly updating websites, social media platforms and holding Townhalls, as required • Establish a regular media briefing schedule

#### Information Management

- Initiate Event Log
- Post maps, weather and wind conditions
- Provide initial briefing to EOC Team Members, Mayor and Council
- EOC Team Members to establish communications with their personnel at the incident site(s)
- Establish meeting schedule for Planning meetings and EOC Briefings
- Develop and disseminate EOC Action Plans to EOC Team Members
- Develop and disseminate Situation Reports to Mayor and Council

#### Finance / Administration

- Obtain financial code
- Track expenses
- Apply for PDAP, as appropriate
- Establish spending authority and limits

#### Logistics

- Receive request for resources from Incident Commander at site
- Obtain external resources through mutual, neighbouring jurisdictions and other levels of government, as required
- Demobilize resources as they are no longer required

#### References

RVCL Emergency Management Plan  
RVCL EOC Guidelines



## Wind Events - Tornado

### Situational Awareness

Saskatchewan is part of Canada's "Tornado Alley". June and July are the months that are most likely to produce tornadoes in Saskatchewan. On average, between 8-14 tornadoes are experienced each season. Tornadoes usually hit in the afternoon and early evening, but they have been known to strike at night. Tornadoes are rotating columns of high winds that can move up to 70 km/hr and leave a long, wide, path of destruction. At other times the tornado is small, touching down sporadically. Tornadoes can uproot trees, flip cars and demolish buildings. Tornadoes are rated using the Enhanced Fujita (EF) Scale. Zero is the weakest and five is the strongest. Wind speed and damage indicators are used to determine the strength of the tornado.

Environment and Climate Change Canada (ECCC) is responsible for warning the public when conditions exist that may produce tornadoes. ECCC does this through radio, television, newspapers, its internet site, as well as through its weather phone lines.

### Concept of Operations

- Monitor ECCC for weather conditions
- Enact the Emergency Management Plan
- Open the EOC
- Determine extent of injuries, damage
- Establish Reception Centre(s), as required
- Determine needs of impacted residents
- Support search and rescue and debris management efforts, as required
- Develop re-entry criteria
- Transition Reception Centre to Resiliency Centre
- Transition EOC to Recovery Operations Centre
- Debrief and After-Action Report

### Priorities

1. Save lives.
2. Provide for the safety and health of all responders.
3. Protect public health.
4. Protect government infrastructure.
5. Protect property.
6. Protect the environment.
7. Reduce economic and social losses.

### Public Information and Warning

- Activate SaskAlert, if not already activated by another agency / level of government
- Messaging: listen to Environment Canada, watch for signs of wind in sky, seek shelter – preferably indoors away from outside walls. Avoid large open building such as gymnasiums or malls.
- Issue: Declaration of Local Emergency, if required and advise the public
- Establish public information number
- Develop a schedule for regularly updating websites, social media platforms and holding Townhalls, as required • Establish a regular media briefing schedule

### Information Management

- Initiate Event Log
- Post maps, weather and wind conditions
- Provide initial briefing to EOC Team Members, Mayor and Council.
- EOC Team Members to establish communications with their personnel at the incident site(s)
- Establish meeting schedule for Planning meetings and EOC Briefings • Develop and disseminate EOC Action Plans to EOC Team Members
- Develop and disseminate Situation Reports to Mayor and Council.

### Finance / Administration

- Obtain financial code
- Track expenses
- Apply for PDAP, as appropriate
- Establish spending authority and limits

### Logistics

- Receive request for resources from Incident Commander at site
- Obtain external resources through mutual, neighbouring jurisdictions and other levels of government, as required
- Demobilize resources as they are no longer required

### References

RVCL Emergency Management Plan  
 RVCL EOC Guidelines  
[Environment and Climate Change Canada](#)





## Heat Event

### Situational Awareness

A Heat Warning is issued by ECCC when 2 or more consecutive days of daytime maximum temperatures are expected to reach 29°C or warmer and nighttime minimum temperatures are expected to fall to 14°C or warmer or when 2 or more consecutive days of humidex values are expected to reach 34 or higher.

### Concept of Operations

- Enact the Emergency Management Plan
- Determine the need to open the EOC
- Establish cooling locations, as required
- Works with NGOs, and community partners to supply bottled water to the public in strategic locations such as the cooling locations, community centres, etc.
- Determine need for Watering Ban
- Debrief and After-Action Report

### Priorities

1. Save lives.
2. Provide for the safety and health of all responders.
3. Protect public health.
4. Protect government infrastructure.
5. Protect property.
6. Protect the environment.
7. Reduce economic and social losses.

### Public Information and Warning

- Activate SaskAlert, if required
- Messaging: locations of cooling centres, where to obtain bottled water, don't leave kids and pets in cars, check on elderly family members, neighbours and friends, watch out for signs of heat cramps, heat exhaustion, heat stroke
- Establish public information number
- Develop a schedule for regularly updating websites, social media platforms and holding Townhalls, as required
- Establish a regular media briefing schedule

### Information Management

- Initiate Event Log
- Track weather conditions, communicate with Saskatchewan Health regarding heat related illnesses
- Provide initial briefing to EOC Team Members, Mayor and Council.
- EOC Team Members to establish communications with their personnel at the incident site(s)
- Establish meeting schedule for Planning meetings and EOC Briefings • Develop and disseminate EOC Action Plans to EOC Team Members
- Develop and disseminate Situation Reports to Mayor and Council.

### Finance / Administration

- Obtain financial code
- Track expenses
- Establish spending authority and limits

### Logistics

- Receive request for resources from NGOs and partners
- Obtain external resources through mutual, neighbouring jurisdictions and other levels of government, as required
- Demobilize resources as they are no longer required

### References

RVCL Emergency Management Plan

RVCL EOC Guidelines

[Environment and Climate Change Canada Get Prepared](#)



## Cold Event

### Situational Awareness

A cold warning is Issued by ECCC when the temperature or wind chill is expected to reach minus 45°C for at least two hours.

### Concept of Operations

- Enact the Emergency Management Plan
- Open the EOC
- Establish Reception Centre(s) / Lodging if there is a need for heated shelter.
- Determine needs of impacted residents.
- Debrief and After-Action Report

### Priorities

1. Save lives.
2. Provide for the safety and health of all responders.
3. Protect public health.
4. Protect government infrastructure.
5. Protect property.
6. Protect the environment.
7. Reduce economic and social losses.

### Public Information and Warning

- Activate SaskAlert, if required
- Messaging: listen to weather forecast, plan ahead, dress warmly, seek shelter, stay dry, keep active, be aware of signs of hypothermia and frostbite, check on elderly family members, neighbours and friends
- Establish public information number
- Develop a schedule for regularly updating websites, social media platforms and holding Townhalls, as required • Establish a regular media briefing schedule

### Information Management

- Initiate Event Log
- Track weather conditions, communicate with Saskatchewan Health regarding cold related illnesses
- Provide initial briefing to EOC Team Members, Mayor and Council.
- EOC Team Members to establish communications with their personnel at the incident site(s)
- Establish meeting schedule for Planning meetings and EOC Briefings • Develop and disseminate EOC Action Plans to EOC Team Members
- Develop and disseminate Situation Reports to Mayor and Council.

### Finance / Administration

- Obtain financial code
- Track expenses
- Establish spending authority and limits

### Logistics

- Receive request for resources from Reception Centre(s) / Lodging facilities
- Obtain external resources through mutual, neighbouring jurisdictions and other levels of government, as required
- Demobilize resources as they are no longer required

### References

RVCL Emergency Management Plan

RVCL EOC Guidelines

[Environment and Climate Change Canada Get Prepared](#)



## Electrical Power Failure

### Situational Awareness

An electrical power failure may occur due to summer/winter storms, spring pole fires, underground cable faults, ice/frost buildup, wildfires, trees or flooding. Outages may also be planned for necessary maintenance. If the outage is limited to a household, a resident or business owner should be told to check their electrical panel or main breaker. If that is not the cause, they should call SaskPower at 310-2220.

When faced with multiple outages, SaskPower prioritizes as follows:

- Life threatening or hazardous situations like power lines that have fallen on a road or vehicle.
- Large outages — Main lines and major equipment that return power to the largest number of customers.
- Small, isolated outages — Secondary lines and neighbourhood equipment.

### Concept of Operations

- Contact SaskPower representative to determine cause and extent of outage
- Determine if any essential services impacted, e.g. fire, police, 9-1-1 and work with SaskPower to prioritize those impacted services
- Enact the Emergency Management Plan
- Determine need to open the EOC. If EOC is opened, request a SaskPower representative attend.
- Establish Reception Centre(s), if required, i.e. what was cause of outage?
- Determine needs of evacuees
- Debrief and After-Action Report

### Priorities

1. Save lives.
2. Provide for the safety and health of all responders.
3. Protect public health.
4. Protect government infrastructure.
5. Protect property.
6. Protect the environment.
7. Reduce economic and social losses.

### Public Information and Warning

- Activate SaskAlert, if required
- Door to door notifications, if safe to do so
- Messaging: Work with SaskPower Information Officer to ensure consistent messaging to the public.
- Establish public information number, if needed
- Develop a schedule for regularly updating websites, social media platforms and holding Townhalls, as required • Establish a regular media briefing schedule

### Information Management

- Initiate Event Log
- Post maps, weather and wind conditions, list of impacted services • Provide initial briefing to EOC Team Members, Mayor and Council.
- EOC Team Members to establish communications with their personnel at the incident site(s)
- Establish meeting schedule for Planning meetings and EOC Briefings • Develop and disseminate EOC Action Plans to EOC Team Members
- Develop and disseminate Situation Reports to Mayor and Council.

### Finance / Administration

- Obtain financial code
- Track expenses
- Establish spending authority and limits

### Logistics

- Receive request for resources from Reception Centre(s)
- Obtain external resources through mutual, neighbouring jurisdictions and other levels of government, as required
- Demobilize resources as they are no longer required

### References

RVCL Emergency Management Plan  
RVCL EOC Guidelines [SaskPower](#)

## Pandemic

### Situational Awareness

A pandemic is a global disease outbreak. It differs from an outbreak or epidemic because it:

- Affects a wider geographical area, often worldwide.
- Infects a greater number of people than an epidemic.
- Is often caused by a new virus or a strain of virus that has not circulated among people for a long time. Humans usually have little to no immunity against it. The virus spreads quickly from person-to-person worldwide.
- Causes much higher numbers of deaths than epidemics.
- Often creates social disruption, economic loss, and general hardship.

### Concept of Operations

- Enact the Emergency Management Plan
- Open a virtual EOC
- Determine support and needs of EOC members
- Track deaths, illnesses
- Determine remote work strategies for municipal staff
- Determine PPE needs for frontline workers and support staff still working in office
- Determine cleaning requirements for facilities
- Determine requirement for any municipal bylaws, e.g. masking, gathering restrictions in public buildings
- Determine re-entry criteria
- Transition EOC to Recovery Operations Centre
- Debrief and After-Action Report

### Priorities

1. Save lives.
2. Provide for the safety and health of all responders.
3. Protect public health.
4. Protect government infrastructure.
5. Protect property.
6. Protect the environment.
7. Reduce economic and social losses.

### Public Information and Warning

- Messaging: Work with Saskatchewan Health Authority to ensure consistent messaging to the public
- Issue: Declaration of Local Emergency, if required and advise the public
- Establish public information number
- Develop a schedule for regularly updating websites, social media platforms and holding Townhalls, as required •
- Establish a regular media briefing schedule

### Information Management

- Initiate Event Log
- Post situational information, e.g. case counts
- Provide initial briefing to EOC Team Members, Mayor and Council.
- EOC Team Members to establish communications with their personnel at the incident site(s)
- Establish meeting schedule for Planning meetings and EOC Briefings •      Develop and disseminate EOC Action Plans to EOC Team Members
- Develop and disseminate Situation Reports to Mayor and Council.

### Finance / Administration

- Obtain financial code
- Track expenses
- Establish spending authority and limits

### Logistics

- Receive request for resources from City departments, e.g. PPE
- Obtain external resources through mutual, neighbouring jurisdictions and other levels of government, as required
- Demobilize resources as they are no longer required

### References

RVCL Emergency Management Plan  
RVCL EOC Guidelines

[World Health Organization](#)

[Saskatchewan Health](#)

[Public Health Agency of Canada](#)



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## 13. Emergency Quick Links

### Council Response Plan

See Following Pages for Council Response Plan.



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# Resort Village of Candle Lake

## Council

## Response Plan

#20 Hwy 265, Box 114  
Candle Lake, SK.  
S0J 3E0  
(306) 929-2236  
[info@candlelake.ca](mailto:info@candlelake.ca)



## Amendment Record

The Council Response Plan is a living document which will be amended annually or as necessary.

Date	Topic	Page #	Amended by:

## Introduction & Approval

The aim of the council response plan is to provide guidance for the Resort Village of Candle Lake elected officials to respond effectively to an incident or major emergency. This plan will aid in providing a prompt and coordinated multi-agency response, thereby reducing human suffering, or loss and damage to property or the environment.

For this plan to be effective, it is important that each service, agency, department, and their personnel be prepared to carry out their assigned functions and responsibilities in an emergency. Public membership must be educated regarding certain elements of their community’s emergency program such as public notification methods, evacuation procedures, or home/family disaster readiness.

## Annual Updates

The Emergency Council Response Plan, and corresponding documents are living documents and are to be maintained on an annual basis. This is to ensure that procedures and processes are current and accurate. Any changes made must be done to all individual copies to ensure plans and documents remain identical. Also, post-incident or event changes could be rendered before an annual update is completed.

The Chief Administrative Officer (CAO) and Emergency Management Organization (EMO) Coordinator will present changes to the EMO Committee for verification and approval of changes.

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Mayor, Colleen Lavoie

September 30, 2025.



## Community Profile

The community profile provides a snapshot of municipal services available to Resort Village of the Candle Lake. To find contact information for services listed here, please see Resource List.

- Municipality type: Resort Village
  - Population: 961 (2021)
  - Local Authority: Mayor, 4 Councillors, and Candle Lake Chief Administrative Officer (CAO)
- Municipal office contact information:  
#20 Hwy 265, Box 114  
Candle Lake, SK.  
S0J 3E0  
PH: (306) 929-2236 Fax: (306)929-2201 [info@candlelake.ca](mailto:info@candlelake.ca)
- Police: Smeaton RCMP, Candle Lake CSO
  - Fire Department: Candle Lake Emergency Services
  - Ambulance: Parkland Ambulance, Prince Albert
  - Public Works: Candle Lake Municipal Office
  - Schools: Meath Park
  - Health Facilities: Candle Lake Health Center
  - Water Supply Type(s): wells, holding tanks, and Golf Course area has their own distribution and water supply
  - Landfill: weekly curbside pickup.
  - Industry Type(s): Commercial; Industrial; Residential; Tourism; and, Recreational.
  - Grocery: Candle Lake Market, Emma's Kitchen (limited), Candle Lake Pharmasave (limited), Teki All Season Service (limited)
  - Hardware: Candle Lake Home Hardware.
  - Major Transportation Types: Highway – 55, 120, 265

## Purpose

The aim of the Council Response Plan is to provide direction to handle any major emergency that may threaten the health, safety and welfare of citizens, environment, or property within the Resort Village of Candle Lake. The Emergency Measures Organization strives to plan for circumstances that may have an impact on our community, but there can be unforeseen situations that require critical thinking and adaptability. Additionally, partial, or full activation of the Emergency Plan can be completed for emergency or non-emergency events.





## Exception

Any of the emergency plans do not apply for day-to-day situations which can be handled by the responsible municipal service or services on their own.

## Authority

The Resort Village of Candle Lake Emergency Response Plan is authorized under:

- *Resort Village of Candle Lake to Establish an Emergency Measures Organization Bylaw #:* 14-2023, and
- *The Emergency Planning Act, 1989. Chapter 8 E-8.1 of the Statutes of Saskatchewan.*

## Definitions

When personnel are communicating with another individual or entity in electronic form, written form, verbal form, radio, or telephone . . . every individual uses concise and plain language. Abbreviations or code specific jargon are to be excluded.

### **Emergency**

An emergency is defined as any abnormal or unique event which occurs with some degree of surprise to demand unusual, extensive, and demanding response effort which has resulted in or may result in:

- The loss of life,
- Serious harm or damage to the safety, health or welfare of people, or
- Widespread damage to property or the environment.

A major emergency is a further escalation with the potential to exceed the community's emergency response capabilities. A major emergency will require resources from other communities and the province.

### **Terms**

- Declaration of a local emergency – a resolution or order of a local authority.
- Disaster – an incident which may result in serious harm to the safety, health or welfare of people, and/or in widespread damage to property.
- Emergency Operations Centre – pre-designated facility established by an agency or jurisdiction to coordinate their overall response and support.
- Evacuation – actions to immediately remove individuals or families from a hazardous area.
- Incident Command Post – location at which on-scene command functions are executed.
- Incident Command System – a management system for command, control and coordination of emergency response.
- Local Authority – Resort Village of Candle Lake elected officials.
- Local Emergency Planning Committee – assigned personnel to lead the Resort Village of Candle Lake Emergency Measures Organization program, which is also referred to as EMO Committee.



- Mutual Aid Agreements –provisions for requesting emergency assistance from or providing emergency assistance to other municipalities, corporations, organizations, agencies, or Provincial/Federal entities.
- Shelter-in-place – a process of taking shelter by remaining inside a building or residence where an emergency occurs.

For the use of this document, the following is a list of common abbreviations:

- EMO – Emergency Measures Organization.
- EOC – Emergency Operations Centre.
- ICS – Incident Command System.

## **Emergency Measures Organization Program**

### **Resort Village of Candle Lake Local Authority**

Under the *Emergency Planning Act* (1989), the local authority refers to the elected officials of a municipality.

The local authority is ultimately responsible for the entirety of their local EMO program such as development of the plan, appointing personnel, and delegating authority before or during an emergency.

Local authority responsibilities could include:

- Overall responsibility of the EMO program.
- Declaration, extension, or termination of a local emergency.
- Media spokesperson duties.
- Activation of external resources.

The Resort Village of Candle Lake EMO program will be responsible for providing the framework to supply essential resources and support to any emergency that occurs within the boundaries of the municipality.

All emergency operations carried out by the Resort Village of Candle Lake shall be directed and controlled by the EMO without exception. The EMO program shall consist of two branches:

- The EMO Executive Committee, and
- The Local Emergency Planning Committee.

This group, known as the Policy Group (*formerly the Emergency Operations Centre Control Group*), consists of, in whole or in part, the following representatives:

## **Emergency Measures Organization Executive Committee**

The EMO Executive Committee will consist of four members appointed by the Resort Village of Candle Lake Council:

- The Mayor,



- A Resort Village of Candle Lake Councillor,
- The Resort Village of Candle Lake CAO, and
- EMO Coordinator

## **Responsibilities**

The responsibilities of the Policy Group include:

- Provides overall policy direction.
- Authorize expenditures over and above normal spending authority required for dealing with the emergency.
- Authorizes “declaration” of local emergency as well as policy directives.
- Provides direction on public information activities.
- May act as official spokesperson.
- Notify the population affected and Saskatchewan Public Safety Agency of the declaration.
- Declare that the emergency has terminated.
- Approve announcements and media releases prepared by the Public Information Officer, in consultation with the EOC Team.
- Maintain a record of all action taken.
- Participate in a debriefing after the emergency

The EMO Executive Committee is responsible for determining the degree of emergency preparedness required for the Resort Village of Candle Lake by setting policy and providing to the EMO Coordinator through the CAO and Resort Village of Candle Lake Municipal Office.

### **Local Emergency Planning Committee**

The Local Emergency Planning Committee will consist of four members appointed by the Resort Village of Candle Lake Council:

- The EMO Coordinator,
- The Fire Chief,
- The CSO Sergeant, and
- The CAO

The CAO may include the Resort Village of Candle Lake staff or public/private volunteer members to function before, during, or after an emergency or disaster. The utilization of this method will make a sub-committee, Emergency Social Services (ESS) that will answer to the Local Emergency Planning Committee for a set timeframe.

The Local Emergency Planning Committee is responsible for:



- a) Ensure the development and implementation of all processes, policies, and procedures necessary to ensure the safety and security of the people and property of the Resort Village of Candle Lake in the event of emergency situations; and
- b) Advise Council of any necessary action that should be taken outside of the EMO Plan to minimize the effects of an emergency or disaster.

Most personnel involved in EMO will transition to either the site or to the EOC if an emergency occurs.

### Emergency Operations Center & EOC Director

The ICS role of EOC Director shall be utilized before the EOC activates and during EOC operations.

Before EOC activation, the EOC Director and EMO Coordinator will congregate at council chambers, or another suitable location determined by the CAO as EOC Director. The following will take place as efficiently as possible:

- Receive an update from the incident commander of the emergency taking place,
- Decide to activate the EOC and its functions; the CAO as EOC Director will notify of the EOC activation.
- Provide direction to the EOC Committee.
- Through consultation with the EMO Coordinator, decide if an Emergency Declaration would be required.

### Emergency Escalation

During an emergency, normally the public will dial 9-1-1 to activate emergency services. Emergency services can automatically activate additional resources from neighbouring services under mutual aid agreements. Activating additional resources may be as simple as the incident commander notifying the dispatch agency of that service. 95% of emergencies are usually small in nature and are often handled by emergency services in a matter of hours.

The remaining 5% of emergencies may require further involvement from elected officials, local administrator, the EMO committee, and/or the EOC. Once on-scene incident commanders determine further escalation is required, the EOC may be activated at the request of an incident commander, CAO, or elected officials (see Figure 1).

Outside a typical emergency that follows the flow chart of Figure 1 (such as during a flood), the public might skip calling 9-1-1 but choose to call the public works office, the administration office, or a known public works employee. This call pattern may also fall under the flow of an emergency but may appear different in nature. In this situation, elected officials or local administrator will need to decide which individual will be incident commander of the situation.

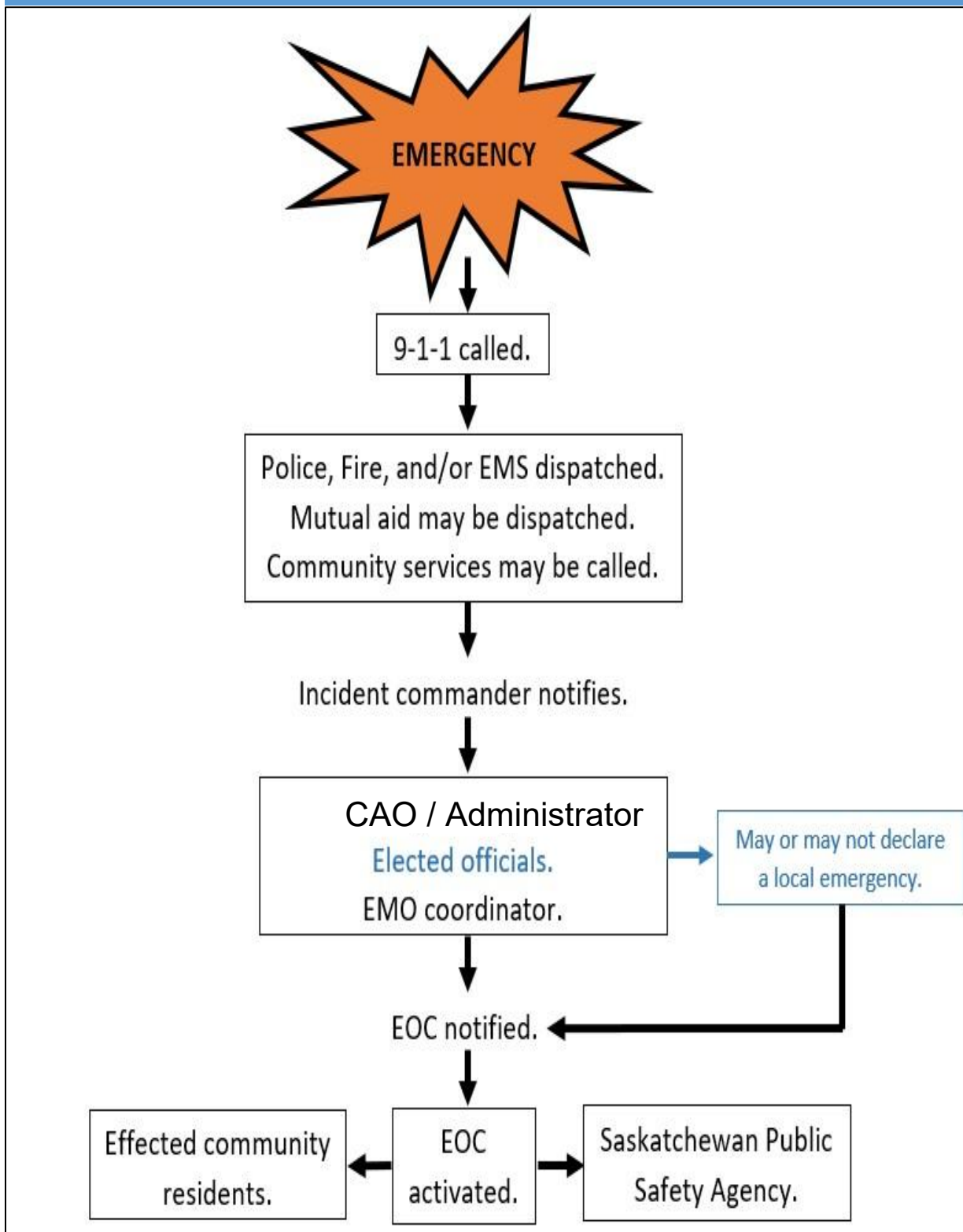


Figure 1. EOC activation flowchart.



## Emergency Operations Centre Function

The EOC is activated at the request of an Incident Commander, the CAO, or an elected official. An EOC activates to provide overall jurisdictional direction, control, coordination, and resource support. The EOC will utilize *incident command system principles* for organizing and managing EOC operations and activities. By using ICS elements, the EOC can operate locally, regionally, and provincially.

If further support is required outside the local EOC, a local EOC can turn to a District Operations Centre or Provincial EOC for support when all their resources are exhausted or require coordination that is outside of their jurisdiction.

Utilizing the EOC for preplanned events or functions could benefit organizing the services and resources. Jurisdictional direction and control will apply as it does in emergency response.

### EOC Core Positions:

The EOC has adopted the command structure of ICS, with slight differences in titles. The following are core areas of EOC operations and support:

- EOC Director (goal setter and decision maker):
  - Responsible for overall emergency policy and coordination,
  - Public information and media relations,
  - Agency liaison, and
  - Risk management procedures through the joint efforts of local government agencies and private organizations.
- EOC Operations (doers):
  - Responsible for coordinating all jurisdictional operations in support of the emergency response.
- EOC Planning (thinkers):
  - Responsible for collecting, evaluating, and disseminating information,
  - Developing the jurisdiction's action plan and situational status in coordination with other functions, and
  - Maintaining all EOC documentation.
- EOC Logistics (getters):
- Responsible for providing facilities, services, personnel, equipment, and materials.
- EOC Finance/Administration (payers):
  - Responsible for financial activities and other administrative aspects.



Utilizing this principle will allow personnel from multiple agencies and multiple jurisdictions to respond to one or more emergencies.

## Emergency Operations Centre Position Roles & Responsibilities

Position roles and responsibilities outlined in this document are generalized. The EOC Director can determine which job tasks may be assigned to a certain position, but the Director should keep assigned tasks to the most appropriate position.

### Resort Village Administrator (CAO) Responsibilities

- Act as the Administrative Officer of the municipality.
- Keep Council informed of the operations and affairs of the municipality as well as ensuring that the decisions and the policy direction set out by Council are implemented.
- Authorize activation of the Emergency Management Plan in whole or in part.
- Upon activation of the Emergency Management Plan in whole or part, the Resort Village Administrator shall assume the role of the EOC Director.
- Ensure communications is established with the Incident Site.
- Activate the emergency notification process.
- Advise the Mayor and Council on legislation and procedures.
- Call out additional community staff to help, as required.
- Ensure the continuity of day-to-day services to the unaffected portion of the community.
- Maintain a record of all action taken.
- Participate/ in a debriefing after the disaster.

### EMO Coordinator Responsibilities

#### *Before an Event*

- Ensure that the Emergency Operation Centre (EOC) is ready for use on short notice.
- Prepare and maintain annually – EOC Kits.
- Kits to include current Emergency Management Plan, maps, relevant SOP documents, pad board material, log sheets, pens, paper, etc. complete with inventory list.
- Co-ordinate all EOC activities, including the scheduling of regular meetings training and training exercises.
- Ensure the Emergency Management Plan is current and reviewed annually.

#### *During an Event*

- Activate the EOC and assume the role of Liaison Officer.
- Activate the Emergency Notification System (EOC callout) through the fan-out list.
- Open the master event record and ensure that it is maintained for the duration of the emergency.
- Provide technical assistance about the Emergency Management Plan, its procedures, and resources.
- Ensure all directions from the Mayor and Council are carried out.
- Maintain a record of all action taken.



### *After an Event*

- Facilitate the debriefing.
- Develop and distribute the After-Action Report.

### EOC Liaison Officer / EMO Coordinator:

#### Responsibilities:

- Support EOC Director as required,
- Acts as point of contact for assisting or cooperating agencies arriving to EOC,
- Liaise with any District Operations Centre, Provincial Emergency Operations Centre, and other organization not represented in the EOC.

### EOC Members:

Agencies and departments represented in the EOC may include, but are not limited to:

- Resort Village Administrator / EOC Director
- Emergency Measures Organization Coordinator
- Fire Chief
- RCMP
- Public Work
- Information Officer
- Mayor or designate
- Human Resources
- Transportation
- Finance
- Emergency Welfare
- Social Services (non-municipal authority)
- Health (non-municipal authority)
- Saskatchewan Environment (non-municipal authority)
- Saskatchewan Public Safety Agency (non-municipal authority)
- Scribe(s)

***All EOC members report directly to the EOC Director.***

Additional personnel called or added to the EOC may include additional clerical or support staff, liaison staff from provincial or federal departments, and/or any other officials, experts, or representatives deemed necessary by the nature of the emergency.

***The EOC may function with only a limited number of persons depending upon the emergency.***





## Incident Commander Responsibilities:

For most incidents, an Incident Commander will already be established by an organization. An Incident Commander will normally be an individual from the organization with the most resources at the site, e.g., a police officer for a police incident or a fire officer for a fire incident.

For incidents that have not already determined an Incident Commander, e.g., a flood, the EOC management team, may need to appoint an Incident Commander.

- Act in concert with the “on-site” emergency responders to determine the aim, establish priorities, develop a site layout and a plan of action (up to four hours).
- Ensure that inner and outer perimeters are established and staffed, and those access routes are identified and protected.
- Establish a communications link with the EOC and provide regular updates on the progress of response activities.
- Hold regular meetings with the “on-site” emergency responders to exchange information on the progress of the response activities.
- Determine if resources are adequate and forward requests for extraordinary resources from “on-site” emergency responders to the EOC.
- Approve all site information prepared for release to the media prior to its release.
- Report through the Operations Section Chief (if designated) in the EOC or the EOC Director.

## EOC Risk Management Officer:

### Responsibilities:

- Support EOC Director as required,
- Applies, practices, and ensures good risk practices are applied at all levels of function,
- Advises on safety related issues and has authority to stop unsafe acts, and
- Ensures appropriate security measures for EOC access.

## EOC Information Officer:

### Responsibilities:

- Support EOC Director as required,
- Ensure complete, accurate, and consistent public information is distributed,
- Establishes public inquiry line and provides information in a timely manner,
- Provides EOC media releases information,
- Coordinates media releases with other organizations affected by an emergency, and
- Develops press conference briefings.



## EOC Operations Section Chief:

### Responsibilities:

- Coordinates all operational functions of the EOC,
- Carry out objectives as set by the EOC Director,
- Determine and apply appropriate operations staff requirements,
- Maintain communication link between incident command post and EOC,
- Conduct operations briefings for subordinate staff, and
- Supervises subordinate staff.

## EOC Planning Section Chief:

### Responsibilities:

- Coordinates all planning functions of the EOC,
- Support objectives as set by the EOC Director,
- Collects, analyses, displays, and monitors relevant information,
- Provides information on significant issues to EOC Director,
- Determine and apply appropriate planning staff requirements,
- Conduct briefings for subordinate staff, and
- Supervises subordinate staff.

## EOC Logistics Section Chief:

### Responsibilities:

- Coordinates all logistical functions of the EOC,
- Support objectives as set by the EOC Director,
- Identifies, obtains, and completes EOC logistics requests,
- Conduct briefings for subordinate staff, and
- Supervises subordinate staff.

## EOC Finance/Administration Section Chief:

### Responsibilities:

- Coordinates all financial and administrative functions of the EOC,
- Support objectives as set by the EOC Director,
- Ensure proper financial records are tracked and documented,
- Determine and track expenditure limits, if any,
- Investigate and prepare claims and/or compensation reports,
- Determine and apply appropriate planning staff requirements,
- Conduct briefings for subordinate staff, and
- Supervises subordinate staff.



### EOC Management Team:

The EOC Director, Deputy EOC Director, EOC Coordinator, EOC Command Staff, and EOC General Staff will function as EOC Management Team.

### EOC Identification:

The EOC will utilize a common identification system for positions and its personnel (see Table 2). The identifying colors for specific functions should be used by all agencies that work within the EOC. Identification may take the form of a vest, armband, or lanyard. EOC signage will also be utilized for visual clarity.

### EMO Team Colour Coded Identification

Function	COLOUR	
EOC Director / Deputy EOC Director	Green	
EMO Coordinator	White	
EOC Command Staff	Red	
EOC Operations	Orange	
EOC Planning	Blue	
EOC Logistics	Yellow	
EOC Finance or Administration	Grey	
Mayor or designate	Purple	

### Roles and responsibilities of Resort Village of Candle Lake Mayor / Council:

- In an emergency, the mayor and council have distinct yet interconnected roles. Whether it's planning for disasters to mitigate risks or leading their community through recovery. Council is accountable to the public for the municipality's emergency response.



- The mayor, as head of council, provides overall leadership and may act as primary spokesperson, providing timely and accurate information to the public about the emergency response. The mayor works closely with emergency services, law enforcement, and other relevant authorities to coordinate the response. The mayor continues to chair all meetings of the Council, ensuring they are conducted efficiently, fairly, and with clear and timely EOC updates to council members.
- Council members support the mayor's leadership and participate in decision-making.
- Council, as the governing body, provides policy direction, ensuring the continuity of essential services, authorizes emergency declarations, and establishes policies to guide the municipality's recovery.
- To support the EOC and EOC Director. Collaborating with the EMO and other agencies to ensure a coordinated response.

## RVCL Spokespersons

### Tips for Communicating with the Media

When making media statement, EXPRESS:

1. **Concern** – About health & well-being of those involved
  2. **Action** – Steps/processes being taken to help people
  3. **Commitment** – The goal is to support those impacted
- Avoid blocking cameras or saying "no comment"
  - Stick to the facts – no opinions/ speculation
  - If you do not know, offer to find answer
  - Do not comment on investigations of others
  - Only disclose personal/confidential info if authorized
  - Don't forget the local media – they will be with you for the long haul!
  - Remember, you have the right to end the interview

### Helpful Phrases

"The most important point is..."

"That is a matter for..."

"Before we wrap up, I'd like to emphasize..."

"That depends. One thing for certain is..."

"That would be speculation. What I can tell you is..."

"That is true; however, it's important to remember..."

## Emergency Operations Centre Response Goals

The EOC will base objectives and conduct tasks based on a prescribed set of response goals in priority as follows:

- Provide for the safety and health of all responders.
- Save lives.
- Reduce suffering.
- Protect public health.
- Protect government infrastructure.



- Protect property.
- Protect environment.
- Reduce economic and social losses.

All action plans from all EOC levels will take these goals into consideration.

## **Authority to Activate Emergency Operations Centre**

The EOC may be activated with or without a Declaration of a Local Emergency. However, it must be activated once a declaration has been made. (See *Activation Triggers* below for further EOC Activation criteria.)

An EOC may be activated by any one of the following:

- An incident commander within the EOC's jurisdiction, such as:
  - Fire Chief,
  - CSO Sergeant,
  - Public Works Manager, or
  - EMS Manager.
- A municipal authority figure, such as:
  - CAO, or
  - Mayor, other elected officials.

## **Emergency Operations Centre Activation Triggers**

Suggested criteria to guide activating the EOC include, but are not limited to:

- Planned community event or function.
- Prolonged or continuous emergency.
- Significant number of people at risk.
- Multiple emergency sites.
- Several responding agencies.
- Limited local resources.
- Significant need for outside resources.
- Uncertain conditions.
- Possibility of emergency escalation.
- Unknown extent of damage.
- Potential threat to people, infrastructure, property, and/or environment.
- Elected official or administrator direction.
- Declaration of a local emergency is made.



## Emergency Operations Centre Activation Levels

There are three levels of EOC activation to guide response or recovery goals (see Table 3). The level of EOC activation is determined by the incident or event magnitude, complexity, or staff workload. EOC positions shall only be staffed by an individual based on demand. If an EOC position is not activated, that EOC position is still conducted by the next higher position in the EOC organization.

The EOC organizational structure can expand, or contract as needed. EOC staff may be required to take on more than one position or role, as determined by the nature of the emergency event, availability of resources, or as assigned by an EOC Director.

The Mayor will be notified of any emergency activation that occurs. The Mayor will in turn keep the Council members updated on the situation.

<b>Table</b>	<b>3.</b>	<b>Suggested</b>	<b>Activation</b>	<b>Levels.</b>
Activation Level	Incident or situation	Staffing minimum (suggested)		
Level 1.	<ul style="list-style-type: none"> <li>• Large sized incident.</li> <li>• Multiple locations impacted.</li> <li>• Regional disaster.</li> <li>• Multiple agencies involved.</li> <li>• Extensive evacuation.</li> <li>• Resources/support required.</li> </ul>	<ul style="list-style-type: none"> <li>• EOC Director.</li> <li>• EMO Coordinator.</li> <li>• All Officer roles.</li> <li>• All Section Chief roles.</li> <li>• EMO mutual aid.</li> <li>• District EOC activated.</li> <li>• Provincial support.</li> <li>• Must be in-person.</li> </ul>		
Level 2.	<ul style="list-style-type: none"> <li>• Moderately sized incident.</li> <li>• Two or more incident sites.</li> <li>• Several agencies involved.</li> <li>• Limited evacuation.</li> <li>• Some resources/support required.</li> </ul>	<ul style="list-style-type: none"> <li>• EOC Director.</li> <li>• EMO Coordinator.</li> <li>• Section Chiefs (as needed).</li> <li>• EMO mutual aid.</li> <li>• Provincial support.</li> <li>• Can be activated virtually.</li> </ul>		
Level 3.	<ul style="list-style-type: none"> <li>• Small, localized incident.</li> <li>• Single incident site.</li> <li>• Two or more agencies involved.</li> <li>• Potential threat from: <ul style="list-style-type: none"> <li>○ Flooding, or</li> <li>○ Severe storm.</li> </ul> </li> <li>• Wildfire.</li> </ul>	<ul style="list-style-type: none"> <li>• EOC Director.</li> <li>• EMO Coordinator.</li> <li>• Operations Section Chief.</li> <li>• Can be activated virtually.</li> </ul>		
EOC Staff standby.	<ul style="list-style-type: none"> <li>• Concern or hazard impact is imminent.</li> <li>• An emergency may have already occurred – EOC placed on notice.</li> <li>• EMO providing information to EOC Staff.</li> </ul>	<ul style="list-style-type: none"> <li>• City Manager, Fire Chief, &amp; EMO Coordinator communicating only.</li> </ul>		



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## Emergency Operations Centre Locations

Upon activation, the EMO Coordinator and EOC Director shall determine a suitable location to establish the EOC. The EOC Team will be required to indicate their availability and estimated arrival time. The pre-established EOC for Resort Village of Candle Lake shall be located at one of the two following locations:

- Primary: Candle Lake North of Fifty Seniors Hall @ #20 Hwy 265
- Secondary Location: Candle Lake Golf Resort @ 1 Fairway Dr.

One EOC kit will be prepared and available to the EOC Team. If use of the EOC kit is required, an individual will be assigned to pick up the EOC kit from Resort Village of Candle Lake EOC and deliver to the assigned EOC location.

## Declaring a Local Emergency

Declaring a local emergency can provide certain extraordinary decision-making powers to elected officials. To exercise these extraordinary powers, it is up to the elected officials and EOC to determine if activating and utilizing a state of emergency powers would benefit response and recovery to an incident.

A local authority must realize declaring a local emergency is not required to implement the emergency plan, activate the EOC, or apply for Provincial Disaster Assistance Program funding. Furthermore, if a local authority can utilize decision-making authority from another act or legislation as it pertains to that incident, then that route should be followed within reason. (Example: the fire chief may evacuate a location using the Fire Safety Act and Fire Commissioner powers for a structural fire but cannot evacuate that same location using those powers for an area impacted by floodwater).

### **Declaring a Local Emergency Powers:**

Section 20 (1) of the *Emergency Planning Act* allows a local authority, or head of a local authority (Mayor, or Council) to declare a local emergency if extraordinary powers are required to mitigate the impact from an emergency or incident. A local authority must ask itself, would any of the following powers aide in response or recovery:

- Put into operations any emergency plan or program that the local authority considers appropriate.
- Acquire or utilize any real or personal property that the local authority considers necessary to prevent, combat or alleviate the effects of an emergency.
- Authorize any qualified person to render aide of a type that the person is qualified to provide.
- Control or prohibit travel to or from any area of the municipality.



- Provide for the restoration of essential facilities and the distribution of essential supplies.
- Provide, maintain and co-ordinate emergency medical, welfare and other essential services in any part of the municipality.
- Cause the evacuation of persons and the removal of persons or livestock and personal property from any area of the municipality that is or may be affected by an emergency and plan for the adequate care and protection of those persons or livestock and of the personal property.
- Authorize the entry into any building or on any land, without warrant, by any person when necessary for the implementation of an emergency plan.
- Cause the demolition or removal of any trees, structures, or crops if the demolition or removal is necessary to reach the scene of the emergency, to attempt to forestall its occurrence or to combat its progress.
- Conscript persons needed to meet an emergency.
- Do all acts and take all proceedings that are reasonably necessary to meet the local emergency.

The local authority must be satisfied that an emergency exists or is imminent.

#### **Methods to Declare a Local Emergency:**

Once a local authority has made the decision that an emergency exists or is imminent, the declaration could be completed in two ways:

- Bylaw or resolution if made by a Local Authority through quorum in council, or
- By order, if made by the head of a Local Authority if quorum cannot be obtained.
  - A local emergency declaration can still be obtained if quorum of council is not available.

Before issuing a declaration by order, the Mayor must use their best efforts to obtain the consent of the other members of Council to the Declaration. If this cannot be reasonably achieved, the head of the Local Authority may make the declaration on behalf of the municipality.

The Declaration of Local Emergency form must identify the nature of the emergency and the area where it exists or is imminent. The Mayor, immediately after making a Declaration of Local Emergency must forward a copy of the Declaration to Saskatchewan Public Safety Agency and publish the contents of the Declaration to the population of the affected area. A coordinated public information communications plan should be available for immediate implementation, following the declaration.

#### **Timeframe in Declaring a Local Emergency:**

A declaration of local emergency automatically exists for seven days unless cancelled before the seven-day period; is extended for an additional seven days; or automatically expires. If the community still benefits from the emergency declaration, there is a form available to extend the Emergency declaration.





## Terminating a Declaration of Local Emergency:

A declaration of local emergency is cancelled when:

- It expires after seven days, or seven days after an extension,
- The Lieutenant Governor in Council cancels it,
- It is superseded by a Provincial Emergency, or
- It is cancelled through bylaw, resolution, or order.

Once it is apparent to the incident commander or EOC that extraordinary powers are no longer required and that the Declaration of Local Emergency may be cancelled, they should advise the Mayor as soon as possible. If the Declaration is cancelled by resolution or order, the Minister must be promptly notified.

The Mayor must cause the details of the termination to be published by a means of communication most likely to make the contents of the termination known to the population of the affected area.

## Evacuation

Once it is apparent to the incident commander or EOC that, in their best judgment, emergency conditions warrant an evacuation, they should advise the heads of the Local Authority. The briefing to the heads of the Local Authority should include a recommendation that they issue a declaration, as well as the nature, extent, probability of loss, resources at risk, and geographic area.

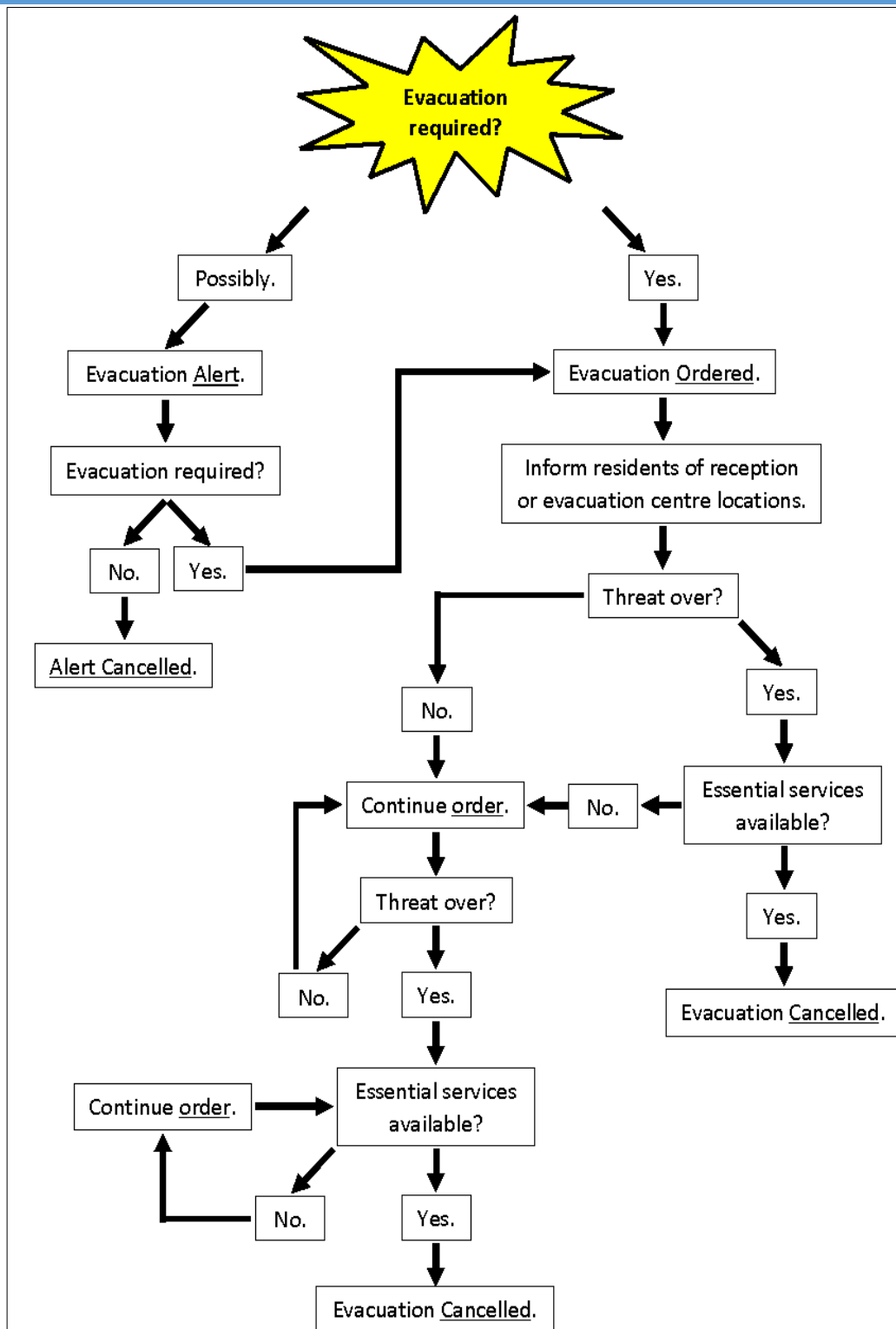
Time permitting, consolation should occur between local government authorities and Saskatchewan Public Safety Agency. Communication to the District Operation Centre (if established) and neighbouring local governments (that may be impacted) should be completed.

Asking people to leave their homes and livelihoods cannot be taken lightly. Those displaced from their homes or businesses may experience inconvenience, anxiety, or fear. Post-evacuation counselling may be required for those that have been moved from their home.

### Evacuation Process:

An evacuation contains three main steps (evacuation alert, evacuation order, or evacuation cancelled) and may occur rapidly, especially if life is at immanent risk. Figure 1 provides a visualization of a normal evacuation process with all steps being followed in chronological order if the situation allows. Many moving parts of evacuation may be happening simultaneously.

During an evacuation alert, order, or cancellation, the municipality must notify most of the population by any method that can achieve this goal. There may be more than one method selected in attempts to achieve mass notification.



**Figure 1. Evacuation flowchart.**



## Evacuation Authority:

An evacuation can be completed using proper legislation and at times, without endorsement from a local authority. If evacuation occurs, consultation with the local authority should be completed before carrying out evacuation outside a local authority's control. The follow legislative Acts list where evacuation orders could originate from:

- Emergency Planning Act – a local or Provincial government,
  - Section: 18 (1) i, 21 (1) vii.
- Fire Safety Act – a Fire Chief or local Administrator,
  - Section: 7 (2) c.
- Wildfire Act – a Saskatchewan Public Safety Agency official,
  - Section: 43 (2).
- Public Health Act – a health authority figure.

When it is determined that an evacuation is required, communication and warning the public affected must be timely and accurate. To order an evacuation, a local authority must declare a local emergency, as enabled under Section 21 of the *Emergency Planning Act*.

Regardless of the legislation taken to order an evacuation, planning and coordination to support the public affected by the evacuation must be completed. Multi-jurisdiction support for the evacuees might take place; thus, notifying the neighbouring municipalities is important.

## Evacuation Alert:

Authorities will warn most of the population for the potential of evacuation due to the risk and possible life safety concern. Individuals and families should prepare to leave the evacuation zone and if time allows, to gather necessary items for the duration of their leave. At this point, this is only a “prepare to evacuate” alert.

At the evacuation alert stage in the evacuation process, meetings should be conducted to strategize on methods to transport vulnerable population groups, vacationers, and known immobilized individuals. Plan for evacuation locations, evacuee supplies, and evacuee support

services such as Salvation Army, Red Cross, etc. Additionally, elected officials should consider which legislation piece to utilize, and begin completing the appropriate formal notice.

## Evacuation Order:

During an evacuation order, a specified location(s) has been identified for individuals and families to vacate the at-risk zone. Elected officials have deliberated and may a formal written order in place to evacuate their at-risk population. This is an order and does not allow for discretionary decision on the part of the population at risk.



The public (excluding responders) must leave the area immediately. Local law enforcement and/or security personnel will assist with the evacuation order.

The evacuation zone will have controlled access, and a pass may be required to regain access to the area.

### **Evacuation Cancelled:**

An evacuation alert or order is cancelled when the hazard is determined (by technical specialists) to be safe for people to be at home. At this time, elected officials may lift an evacuation order and apply an evacuation cancellation. An evacuation alert or order may be reinstated if the threat returns.

If essential services such as police service, fire department, ambulance service, gas, power, water, or other public services are still not under regular operations, elected officials must decide if residents can return home without those services in operation. If a service is not available to the community, this must be communicated to residents before returning them back to their homes. Some residents may elect to remain in evacuation shelters or alternate accommodations until all services are fully operational.

### **Reception Centres**

A reception centre is a very temporary location where residents can muster during an emergency or evacuation. A reception centre can be utilized while the evacuation centre is being set-up, and there can be more than one reception centre to distribute information and essential needs.

Reception centres should be flexible for multipurpose use. Space may be designated for use as: gathering and information centre; supply distribution centre; volunteer mustering and staging area; a location for insurance adjusters to work; or, emergency day use location. A community may utilize the same building to contain the EOC and reception centre under one roof, but keep both parties separated and use caution with foot traffic in the building.

Locations of the Resort Village of Candle Lake reception centres have been identified as:

- Primary: Candle Lake Community Hall @ #20 Hwy 265
- Secondary Location: Candle Lake Golf Resort @ 1 Fairway Dr.

### **Evacuation Centre**

An evacuation centre is an overnight lodging location where displaced residents may be housed and receive essential services while displaced from their home. The number of evacuees will determine the size of facility that may be required, and there can be multiple evacuation centres arranged for an evacuation. Evacuation centres can be arranged for multiple overnight durations.



Evacuation centres can be multipurpose and used for distributing supplies or providing information. A community may utilize the same building to contain the EOC and evacuation centre under one roof, but keep both parties separated and use caution with foot traffic in the EOC.

Locations for the Resort Village of Candle Lake evacuation centres have been identified as:

- Primary: Candle Lake Community Hall @ #20 Hwy 265
- Secondary Location: Candle Lake Golf Resort @ 1 Fairway Dr.

Pre-designated teams or groups to assist with set-up, operation, and take-down of the evacuation centres have been determined. Inform this team ahead of a hazardous impact to benefit coordination and operation. The pre-identified reception centre team is:

- Local: Resort Village of Candle Lake Emergency Social Services (ESS) Team **Erin Maloy**

## Annual Updates

The Council Response Plan, and corresponding documents are living documents and are to be maintained on an annual basis. This is to ensure that procedures and processes are current and accurate. Any changes made must be done to all individual copies to ensure plans and documents remain identical. Also, post-incident or event changes could be rendered before an annual update is completed.

END DOCUMENT



## **Community Emergency Plan**

See Following Pages for Community Emergency Plan.



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# Resort Village of Candle Lake

## Community

## Emergency Plan

#20 Hwy 265, Box 114  
Candle Lake, SK.  
S0J 3E0  
(306) 929-2236  
[info@candlelake.ca](mailto:info@candlelake.ca)



## Amendment Record

The community emergency plan is a living document which will be amended annually or as necessary.

Date	Topic	Page #	Amended by:

## Introduction & Approval

The contents of this community emergency plan provide guidance for the people of the Resort Village of Candle Lake to respond effectively to an incident or major emergency.

This document will not prevent the possibility of an incident or emergency occurring. It is intended to provide citizens with information to make them as resilient as possible in times of emergency; this will allow our local authority and first responders to focus on those individuals that are in the most need of assistance. Your local authority and emergency operations center staff plan to provide a prompt and coordinated multi-agency response, thereby reducing human suffering and loss or damage to property or the environment.

For this plan to be effective, it is important that all concerned are made aware of its provisions and that every official, agency and department be prepared to carry out their assigned functions and responsibilities in an emergency.

## Annual Updates

The community emergency plan, and corresponding documents are living documents and are to be maintained on an annual basis. This is to ensure that procedures and processes are current and accurate. Any changes made must be made to all individual copies to ensure plans and documents remain identical. Also, post-incident or event changes could be rendered before an annual update is completed.

The Chief Administrative Office (CAO) and Emergency Management Organization (EMO) Coordinator will present changes to the EMO Committee for verification and approval of changes.

\_\_\_\_\_  
Mayor, Colleen Lavoie

September 30, 2025.





## Community Profile

The community profile provides a snapshot of municipal services available to Resort Village of Candle Lake. To find contact information for services listed here, please see Resource List.

- **Municipality type:** Resort Village
- **Population:** 961 (2021)
- **Local Authority:** Mayor, 4 Councillors, and the Candle Lake Chief Administrative Officer (CAO)  
**Municipal office contact information:**  
#20 Hwy 265, Box 114  
Candle Lake, SK. S0J  
3E0  
PH: (306) 929-2236 Fax: (306)929-2201 [info@candlelake.ca](mailto:info@candlelake.ca)
- **Police:** Smeaton RCMP, Candle Lake CSO
- **Fire Department:** Candle Lake Emergency Services
- **Ambulance:** Parkland Ambulance Prince Albert
- **Public Works:** Candle Lake Municipal Office
- **Schools:** Meath Park
- **Health Facilities:** Candle Lake Health Center
- **Water Supply Type(s):** wells, holding tanks, and the Golf Course area have their own water distribution and supply
- **Landfill:** Weekly curbside pickup.
- **Industry Type(s):** Commercial; Industrial; Residential; Tourism; and, Recreational.
- **Grocery:** Candle Lake Market, Emma's Kitchen (limited), Candle Lake Pharmasave (limited), Teki All Season Service (limited)
- **Hardware:** Candle Lake Home Hardware
- **Major Transportation Types:** Highway – 55, 120, 265

The purpose of this plan is to provide the Resort Village of Candle Lake residents with information regarding their community's emergency management program and provide instructions of home resiliency.

The Resort Village of Candle Lake Emergency Measures Organization strives to plan for circumstances that may have an impact on our community, but there can be unforeseen situations that require critical thinking and adaptability.

Additionally, partial, or full activation of the emergency plan can be completed for emergency or non-emergency events.



## Exception

This community emergency plan does not apply for day-to-day situations which can be handled by the responsible municipal service or services on their own. Additionally, public and private organizations must establish their own emergency response provisions as it pertains to their area or jurisdiction of responsibility.

The Resort Village of Candle Lake does possess detailed emergency plans and procedures which are stored in the Municipal Office, and the Candle Lake Emergency Operations Center (EOC). The exact details of these documents will not be released for public consumption as they may contain personal contact information of our dedicated teams.

## Authority

This emergency response plan is authorized under:

- ▶ Resort Village of Candle Lake to Establish an Emergency Measures Organization  
Bylaw #: 14-2023
- ▶ *The Emergency Planning Act, 1989.*

## Definitions

### **Emergency**

An emergency is defined as any abnormal or unique event which occurs with some degree of surprise to demand unusual, extensive, and demanding response effort which has resulted in or may result in:

- the loss of life,
- serious harm or damage to the safety, health or welfare of people, or
- widespread damage to property or the environment.

A major emergency is a further escalation with the potential to exceed the community's emergency response capabilities. A major emergency will require resources from other communities and the province.

### **Terms**

- Declaration of a Local Emergency – a resolution or order of a local authority.
- Disaster – an incident which may result in serious harm to the safety, health or welfare of people, and/or in widespread damage to property.
- Emergency Operations Center – pre-designated facility established by an agency or jurisdiction to coordinate their overall response and support.
- Evacuation – actions to immediately remove individuals or families from a hazardous area.
- Incident Command Post – location at which on-scene command functions are executed.
- Incident command system – a management system for command, control and coordination of emergency response.
- Local Authority – Resort Village of Candle Lake elected officials.
- Local Emergency Planning Committee – assigned personnel to lead the Resort Village of Candle Lake's Emergency Measures Organization program, which is also referred to as EMO



Committee.

- Mutual Aid Agreements –provisions for requesting emergency assistance from or providing emergency assistance to other municipalities, corporations, organizations, agencies, or Provincial/Federal entities.
- Shelter-in-place – a process of taking shelter by remaining inside a building or residence where an emergency occurs.

### Emergency Operations Centre Function

The Resort Village of Candle Lake’s main emergency plan and EOC are activated at the request of an incident commander, CAO, or elected officials (see Figure 1). An EOC activates to provide overall jurisdictional direction, control, coordination, and resource support. The EOC will utilize *Incident Command System principles* for coordination and communication of EOC operations and activities. By using Incident Command System elements, the EOC can operate locally, regionally, and provincially.

If further support is required outside the local EOC, a local EOC can turn to a District Operations Centre or Provincial EOC for support when all their resources are exhausted or require coordination that is outside of their jurisdiction.

Utilizing the EOC for preplanned events or functions could benefit organizing the services and resources. Jurisdictional direction and control will apply as it does in emergency response.

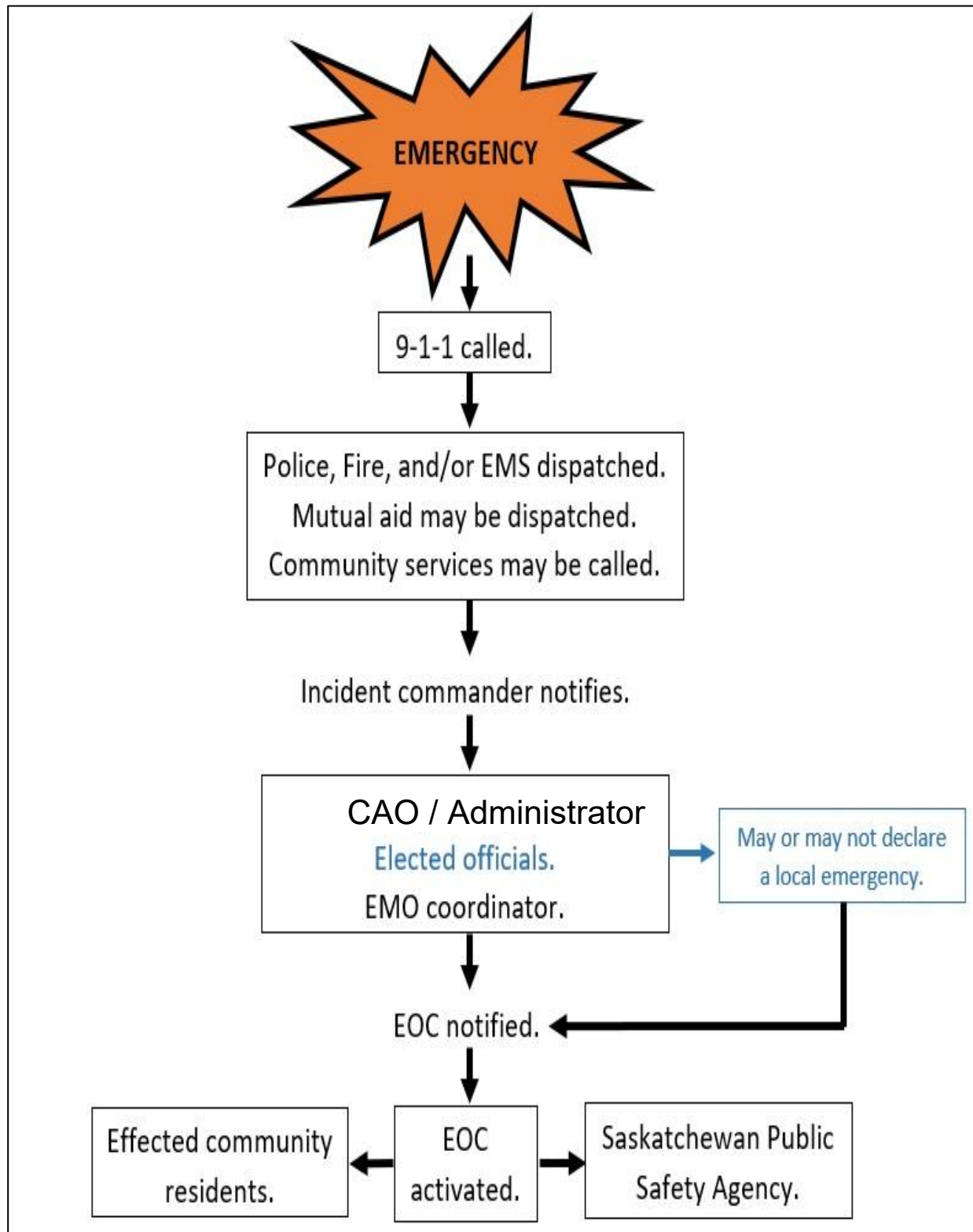


Figure 1. EOC activation flowchart.



## Public Emergency Preparedness

Disasters and emergency events have shown the need for individuals to be prepared to look after themselves, their families and pets for a minimum of **72 hours**. There are many sources of important information:

- <https://www.getprepared.gc.ca/index-eng.aspx>
- <https://www.saskpublicsafety.ca/at-home/emergency-preparedness-at-home>

## Red Cross Emergency and Disaster Services

In partnership with first responders, emergency managers, public officials, and in collaboration with other voluntary sector organizations, the Canadian Red Cross may provide emergency and disaster services such as emergency lodging, reception and information, emergency food, emergency clothing, personal services and family reunification services. If you have been affected by a personal disaster, such as a house fire, contact the Red Cross at 1-888-800-6493. Otherwise, contact your closest service location for general enquiries.

Branch and Service	Address	Contact
<a href="#">Saskatoon Branch Emergency and Disaster Services</a>	443 2nd Avenue North Saskatoon SK S7K2C1	PH: (306) 668-0720



# EVACUATION PLAN

## STAY INFORMED

- Monitor radio or TV for updates.
- Be aware of local emergency alert systems.
- Make sure that Family Emergency Plan is accessible.

## BE READY

- Make preparations to leave right away in the event of an evacuation order.
- Make sure go-bags and Emergency Kit are packed and accessible.
- Make sure vehicle is full on fuel.

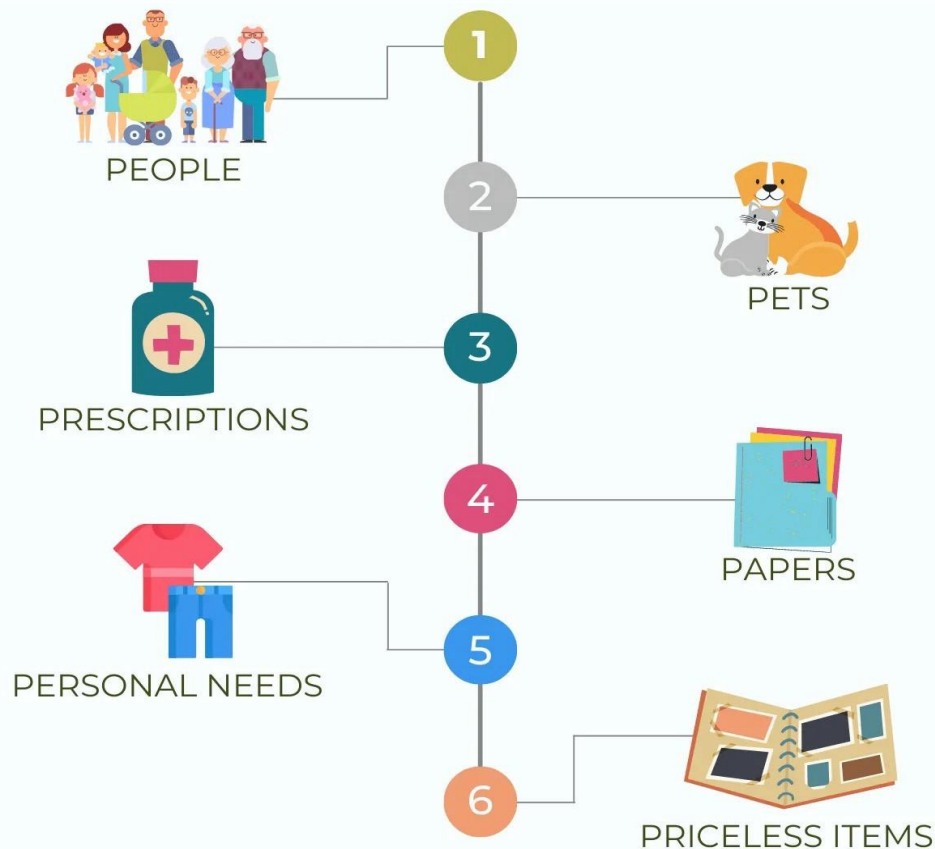
## PLAN AHEAD

- Plan your evacuation route and shelter location ahead of time.
- Make sure everyone in your household is aware of the plan in the event of separation.

## PROTECT YOUR PROPERTY

- Take steps to secure and protect your home.
- Inform your neighbors of precautions taken and evacuation plan.

## REMEMBER THE SIX P'S OF EVACUATION



[www.everharc.com](http://www.everharc.com)



## Make a Plan

Thinking about what you would do in different situations and preparing an emergency plan with every member of your family is a major step in emergency preparedness. Your plan should include:

- Family communications plan.
- Download Sask Alert. <https://www.saskpublicsafety.ca/at-home/saskalert>
- Evacuation plan and route.
- Emergency numbers.
- Fire and other safety.
- Utility shut-off procedure.
- Important documents and prescriptions.
- Planning for disability needs.
- Planning for pets.

### Family Communications Plan

During an emergency, it may be easier to reach someone using text messaging or social media or to make a long-distance call than to call someone locally (due to network damage or a jammed system). Discuss with your family how you will try to get in touch with each other. Identify one or two out-of-town contacts you and your loved ones can call or text message to connect and share information. Be sure they live far enough away so they will not likely be affected by the same emergency.

Make sure everyone in your family, as well as your two key contacts, knows how to use text messaging. During emergencies, these messages may often get through even when phone calls may not. Always keep your communication devices fully charged.

Inquire at your workplace, or your child's school or daycare about their emergency plans. Find out about their evacuation plans and how they will contact families in an emergency. Make sure that you keep all relevant contact information up to date at work and at your child's school or daycare, and make sure any people designated to pick up your child are familiar with your emergency plan.

Think of your neighbors. Identify anyone who may need assistance during an emergency and discuss a plan with them and other neighbors. For instance, help them prepare an emergency plan and emergency kit, and arrange to check in on that person during an emergency, like a power outage.

### Evacuation Plan and Route

Make sure everyone in your family knows how to safely exit your home using the main exit and an alternative one. Be sure to consider your living situation. For instance, if you live in a high-rise and have special needs, talk to your building manager or neighbors about making special arrangements, if necessary.

In case you are asked to evacuate your home, or even your area, select two safe locations you could go to. One should be nearby, such as a local library or community center. The other one should be farther away, outside your



neighborhood, in case the emergency affects a large area. You should also plan how you would travel to that safe location if evacuation was advised.

If you have pets, think of someone who can take your pet(s) if you must leave your home. Often, only service animals are allowed at reception centres. If you plan to take your pet with you, consider what supplies your pet may need during an emergency. (See "Special Considerations" section below for more information.)

### Emergency numbers

Teach children when and how to dial 911 and other key numbers they may need to call. Also keep a list of emergency numbers handy and make sure all members of your family know where to find the list with these phone numbers:

- 911
- Police.
- Fire and/or rescue.
- Family doctor and/or pharmacist.
- Family and friends who can lend support in a crisis.
- Insurance contact information.
- Utility Companies

### Home Escape Plan

During a fire there is no time to stop and think about an escape route - every second is important! Being prepared before a fire occurs can save your life!

So, make an escape plan and practice it with your family today. There are four simple steps when making an escape plan:

#### Step 1: Install working smoke alarms



#### *Smoke alarms save lives*

Install a working smoke alarm on every level of your home and outside sleeping areas. For maximum protection install smoke alarms in every bedroom, especially if you sleep with your bedroom door closed. Test your smoke alarms monthly to ensure they are functioning properly. If you require assistance with smoke alarm installation, please contact the Fire Department at "your local number here"



## Step 2: Draw a floor plan of your home



### *Make sure you have a safe way to reach the ground*

Make an outline of each floor of your home and label each room. Identify at least two exits from each room. Windows can serve as the second emergency exit. If a window is considered an exit, make sure all family members can open the locks and windows easily for a quick escape. Security bars on windows and doors must have a quick release mechanism to make escape possible.

All family members should be taught to report to the meeting place after escaping a fire. One person should go to a neighbor's house or the nearest phone to a safe location to contact 9-1-1 or their local emergency number. Know the emergency telephone number for your area.

Step 4: Schedule a home fire drill. Practice getting out of the house through the various exits by holding fire drills. Practice your escape plan by having a fire drill at least twice each year.

### *What should I do if there is a fire?*



### *Touch - test the doors before opening*

Get out quickly and safely. When the smoke alarm sounds, immediately start your escape. Do not try to gather possessions or pets.

Check the door. Stay low behind the door, reach up and feel the door and the door handle for heat.

If the door feels cool, brace yourself against the door and open it slowly. If it is safe, leave the building and go directly to your meeting place. If you encounter smoke, crawl low under the smoke. Cleaner air will be near the floor. Once you are out of the building, stay out.

*There is nothing more important in your house than you and your family. Go to the meeting place to make sure everyone is safe. Phone 9-1-1 or your local emergency number from a neighbor's house. If the door feels warm, or you see smoke or flames on the other side of the door, shut the door, and use your second escape route. If you must escape from an upper story window of a multi-level home, make sure you have a safe way to reach the ground, such as a fire escape ladder.*

If you are trapped, seal the openings around the door and vents with wet bedding or towels. Call 9-1-1 or your local emergency number and notify the fire department of your location. If it is safe to open a window and there is no smoke, open it to signal and yell for help.

What else should I know?



### ***Plan and practice your fire escape drill.***

There are some special situations to consider when developing and practicing your home fire escape plan:

#### ***Older Adults***

An older adult with limited or restricted mobility should sleep on the ground floor. A special plan should be made to help anyone in your house who may have limited or restricted mobility.

#### ***Children***

Infants and young children will need assistance when escaping from the home. They should be involved with creating and practicing the family home fire escape plan.

#### ***People with Physical Disabilities***

Anyone with physical disabilities should have their bedroom on the ground floor. A special plan should be developed to help them. If a family member has a hearing impairment, special smoke alarms are available.



## ***Public Buildings***

Look for exit signs. Knowing your escape route is important - even when shopping, visiting the library, or spending time inside public buildings. If you hear a fire alarm in a public building, follow any instructions given over the public address system. In a hotel, take your room key with you, as you may encounter smoke and need to re-enter your room for safety.

## ***Fire Safety***

Follow general household safety rules for smoke alarms, carbon monoxide detectors, and fire extinguishers. More information on how many to have, where to place them, and how often to check and replace them can be obtained from your local fire department.

Please see your local Fire Department for further fire safety instructions.

## ***Utility Procedure***

Every adult in your family, as well as older children, should also know how to turn off main utilities – water, electricity, and gas. In certain emergencies, authorities will ask that these be turned off for safety reasons. Write out instructions, if needed, and post them somewhere visible. Everyone should also know where the floor drain is located and ensure that it is not obstructed, in case of flooding.

## ***Important documents***

Make copies of important documents (insurance, main identification documents like driver's license and passport, birth and marriage certificates, and wills). Keep your plan in a safe place. Consider sharing copies with out-of-town family members or keeping a set in a safety deposit box.

## ***Planning for Disability***

If you or anyone in your family has additional or supportive needs, be sure your plan reflects them. For instance, for someone with a medical condition, you may want to include in your plan a medical history, copies of prescriptions, and information for key health-care contacts. Your emergency kit should also contain extra medications and supplies. You may not have access to conveniences, such as pharmacies, immediately after an emergency has occurred. It is also a good idea to teach others about any support needs, such as how to use medical equipment or administer medicine.

## ***Emergency Planning for Your Pets***

Animals, like every other member of your family, deserve the protection and security of emergency preparation. A comprehensive emergency plan includes planning care for your pets before, during, and after an emergency.

If you are forced to leave your home, it's important to remember to take your pet(s) with you. Leaving pets behind, even if you try to make a safe place for them, is not the best option. Unfortunately, most emergency shelters can't accept pets, except for service animals such as dogs for the visually impaired, so you must plan.

Start with relatives or friends outside your area, boarding kennels, and vet clinics (remember that vaccination records may be required) that could shelter your animals during an emergency. Some motels and campgrounds allow pets too.



Once you have compiled a list, remember to put a copy in your emergency kit. While you're at it includes pet supplies such as leash, portable kennel, food, and water.

If you have advance warning of a possible event or severe storm, keep your pets inside with you so you won't have to look for them if you are forced to leave your home.

Make sure your pets are wearing collars and identification tags.

Before an emergency occurs, contact motels and hotels in communities outside of your area to find out if they will accept pets in an emergency. If you have made plans to evacuate to the home of a friend or family member, ask if you can bring your pets. It is also a good idea to ask your veterinarian if he/she will take your pets in an emergency.

Keep your pet's shots current and know where the records are. Most kennels require proof of current rabies and distemper shots to accept pets. It is a good idea to keep these papers with the other documents you would carry if you needed to evacuate.

### **EMERGENCY / SURVIVAL KITS**

Being prepared means being equipped with the proper supplies you may need in the event of an emergency or disaster. Keep your supplies in an easy-to-carry emergency preparedness kit that you can use at home or take with you in case you must evacuate.

You may have some of these basic emergency kit items already. The key is to make sure they are organized, easy to find, and easy to carry in case you need to evacuate your home. Whatever you do, don't wait for an emergency to happen. Think of ways that you can pack your emergency kit so that you and those on your emergency plan can easily take the items with you, if necessary.

#### ***What to include:***

- Water (2-4 litres per person per day). (3-day supply for evacuation, 2-week supply for home)
- Food: non-perishable, easy-to-prepare items (3-day supply for evacuation, 2-week supply for home)
- Flashlight and batteries, headlamp.
- Seasonal clothing. Extra clothing, a hat, and sturdy shoes
- Blanket.
- Pen and notepad
- Cell phone with charger
- Extra pairs of glasses or contacts
- Cash in small bills
- Whistle
- Out-of-area contact card
- Extra keys for vehicle and home



- Battery-powered or [hand-crank radio](#) (NOAA Weather Radio, if possible)
- Extra batteries
- [First aid kit](#)
- Medications (7-day supply) and medical items
- Multi-purpose tool
- Sanitation and personal hygiene items and toiletries
- Copies of important documents, family photos, etc. Consider storing copies on a USB stick.
- Copies of personal documents (medication list and pertinent medical information, proof of address, deed/lease to home, passports, birth certificates, insurance policies)
- Family and emergency contact information
- Map(s) of the area

*Recommended Additional Items:*

- Two additional litres of water per person per day for cooking and cleaning
- Candles and matches or lighter (place candles in sturdy containers and do not burn unattended)
- Change of clothing and footwear for each household member
- Sleeping bag or warm blanket for each household member
- Hand sanitizer and moist towelettes
- Utensils
- Garbage bags
- Toilet paper
- Household chlorine bleach or water purifying tablets.
- Basic tools (hammer, pliers, wrench, screwdrivers, work gloves, dust mask, pocketknife)
- Small fuel-driven stove and fuel (follow manufacturer's directions and store properly)
- Zip-lock bag and garbage bags. (to keep things dry)
- Duct tape
- Scissor
- 

*After you gather those basic supplies for your kit, add unique things each member of your family may need, such as:*

- Medical supplies (hearing aids with extra batteries, glasses, contact lenses, syringes, etc.)
- Baby supplies (bottles, formula, baby food, diapers)
- Games and activities for children
- Pet supplies (collar, leash, ID, food, carrier, bowl)
- Two-way radios
- Manual can opener



Depending on the types of disasters that are common where you live, also consider adding these things to your kit:

- N95 or surgical masks
- Rain gear
- Towels
- Plastic sheeting

*Check your kit twice a year to ensure contents are up to date. Re-stock as needed.*

## **Shelter-in-Place vs. Partial vs. Mass Evacuation**

Determining whether the public should remain sheltered at home; to evacuate a small area; or, to evacuate a larger area of the community, is a difficult decision to make.

The decision to shelter-in-place; to establish a reception or evacuation center for displaced individuals or families; or evacuation residents to another community will depend upon the circumstances created by the emergency.

### **Shelter-in-place:**

Giving directions for residents to go indoors and stay indoors is referred to as shelter-in-place. In certain situations, it may be safer to keep people in their home, schools, or workplaces – rather than have people travel through a hazardous area. When it becomes unsafe for residents and public to be outside for extended periods of time due to the deterioration of outdoor environment, a notice of shelter-in-place should be prepared and circulated to the public.

When preparing for shelter-in-place, you may want to:

- Shelter-in-place in the zones or areas if you find yourself in affected location(s).
- Get inside as quickly as possible.
- Bring all family members and pets indoors as quickly as possible.
- Turn off all heating, ventilation, and air conditioning systems.
- Close all doors, windows, fireplace flues, vents, and other openings. Seal drafts or gaps in weather stripping with plastic wrap or aluminum foil and tape.
- Close drapes, curtains, or shades.
- Stay away from external windows and doors.
- Use stairwells instead of elevators, when possible.
- Turn on a radio or television for information. You will be advised on what the hazardous material is and what the signs and symptoms to exposure are.
- Use telephones only if you need immediate emergency assistance. You will be given directions on how to seek medical help outside the hazard zone.



## Partial Evacuation:

At times, it may not be necessary to remove all community residents from their homes. In this plan, smaller-scale evacuations are referred to as a partial evacuation. A partial evacuation can mean evacuation is occurring to a group of homes; a block to several blocks; or a quarter to half of the community. Anything larger in number would be referred to as mass evacuation. Do not delay the evacuation process by trying to determine if it would be a partial evacuation or mass evacuation if the number is close to the borderline.

## Mass Evacuation:

Ordering most of the residents to evacuate will be referred to as mass evacuation, no matter what size the population of the community is. Do not delay the evacuation process by trying to determine if it would be a partial evacuation or mass evacuation if the number is close to the borderline.

## Evacuation Process

An evacuation contains three main steps (evacuation alert, evacuation order, and evacuation cancelled) and may occur rapidly, especially if life is at imminent risk. Many moving parts of evacuation may happen simultaneously.

During an evacuation alert, order, or cancellation, the municipality will notify most of the population by any method that can achieve this goal. There may be more than one method selected in attempts to achieve mass notification.

### Stage 1 - Evacuation Alert:

Authorities will warn most of the population about the potential for evacuation due to the risk and possible life safety concern. Individuals and families should prepare to leave the evacuation zone and if time allows, to gather necessary items for the duration of their leave. At this point, this is only a “prepare to evacuate” alert.

The Resort Village of Candle Lake may use the following messaging methods available with the approved issuers of each program listed here:

- Radio broadcast.
- Door-to-door campaigns.
- Cell/landline phone messaging/calls.
- Municipal email.
- Stationary or electronic bulletin board.
- Municipal webpage.
- Social media.
- Sirens or mobile public announcements.
- **Sask Alert** - <https://www.saskpublicsafety.ca/at-home/saskalert>



## Stage 2 - Evacuation Order:

During an evacuation order, a specified location(s) has been identified for individuals and families to vacate the at-risk zone. Elected officials have deliberated and may have a formal written order in place to evacuate their at-risk population. This is an order and does not allow for discretionary decision on the part of the population at risk. The public (excluding responders) must leave the area immediately. Local law enforcement and/or security personnel will assist with the evacuation order. Public notification can be made via:

- Radio broadcast.
- Door-to-door campaigns.
- Cell/landline phone messaging/calls.
- Municipal email. [info@candlelake.ca](mailto:info@candlelake.ca)
- Stationary or electronic bulletin board.
- Municipal webpage. <https://candlelake.ca>
- Social media.
- Sirens or mobile public announcements.
- Sask. Alert - <https://www.saskpublicsafety.ca/at-home/saskalert>

The evacuation zone will have controlled access, and a pass may be required to regain access to the area.

## Stage 3 - Evacuation Cancelled:

An evacuation alert or order is cancelled when the hazard is determined to be safe for people to be at home. At this time, elected officials may lift an evacuation order and apply an evacuation cancellation. An evacuation alert or order may be reinstated if the threat returns.

If essential services such as police service, fire department, ambulance service, gas, power, water, or other public services are still not under regular operations, elected officials must decide if residents can return home without those services in operation. If a service is not available to the community, this must be communicated to residents before returning them back to their homes. Some residents may elect to remain in evacuation shelters or alternate accommodations until all services are fully operational.

Re-entry criteria will be communicated to evacuees via:

- Radio broadcast.
- Cell/landline phone messaging/calls.
- Municipal email.
- Stationary or electronic bulletin board.
- Municipal webpage. <https://candlelake.ca>
- Social media.
- Sask. Alert - <https://www.saskpublicsafety.ca/at-home/saskalert>





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## Reception Centres

A reception center is a very temporary location where residents can muster during an emergency or evacuation. A reception center can be utilized while the evacuation center is being set up, and there can be more than one reception center to distribute information and essential needs.

Reception centres could be flexible for multipurpose use. Space may be designated for use as a gathering and information center, a supply distribution center, or volunteer mustering and staging.

Area, a location for insurance adjusters to work, or an emergency day use location. A community may utilize the same building to contain the EOC and reception center under one roof.

Locations of Resort Village of Candle Lake reception centres have been identified as Candle Lake Community Hall if the area is safe at the time of the emergency, as the EOC does not want to send individuals or families into a hazardous area. A secondary has been identified and will be shared when needed.

Pre-designated teams or groups to assist with setup, operation, and takedown of the reception centres have been determined. Volunteers from evacuated areas may be welcomed but are required to check in for safety and accountability reasons.

## Evacuation Centre

An evacuation center is an overnight lodging location where displaced residents may be housed and receive essential services while being displaced from their home. The number of evacuees will determine the size of the facility that may be required, and there can be multiple evacuation centres arranged for an evacuation. Evacuation centres can be arranged for multiple overnight durations.

Evacuation centres can be multipurpose and used for distributing supplies or providing information. A community may utilize the same building to contain the EOC and evacuation center under one roof.

## Evacuee Support Services

Residents, regardless of their preparedness levels at home, may require specific support while away from their home. These supports may at various requirement levels relate to food, clothing, lodging, medication, transport, mental health, or infant/children support. Other non-essential but beneficial items that can be arranged could include children's activities, transport to arranged activities, opening leisure centres at no cost to evacuees, providing event tickets, or bringing in entertainment.

Evacuation services dedicated to helping the public are available to assist with various services. If support is required from any of these organizations, be sure to list what is required and the approximate number of your request. These services are not limited to the Canadian Red Cross, the Salvation Army, Samaritan's Purse, Mennonite Disaster Services, community-based organizations, churches, or public donations.



## Re-entry Guidelines

### Essential or Critical Services.

It is important for the safety of evacuees that the re-entry process be conducted in an organized manner. The community must know if satisfactory conditions exist, and normal day-to-day community needs to function properly.

Citizens must be informed of the dangers in the community if there is still a threat to life and health. Also, citizens must be notified if any of the services provided on a day-to-day basis are not yet operational. If an essential or critical service is not back-in-service, the community must be informed and given instructions on how to access an alternate field of service (such as, a municipal fire department not in-service due to maintenance or rest – which neighboring fire department is covering).

### Orderly Re-entry.

Citizens must be informed of the dangers in the community if there is still a threat to life and health. If dangers or hazards still exist, community services must eliminate or reduce the hazard. If such hazards cannot be eliminated, security or barriers surrounding the hazard may be an option to allow for public safety considerations.


Community residents may be returned based upon their individual or community resilience to a hazard. Evacuees could be prioritized according to overall individual or familial health. If this is the case, healthy individuals and/or families can be returned to the community, but individuals and/or families with health concerns may need to remain evacuated and supported outside the community. SPSA's *Community Emergency Support Program* and team could assist with identifying individuals' and families' needs and provide support.



# EMERGENCY INFORMATION

IN CASE OF EMERGENCY



HOSPITAL	POISON CONTROL	POLICE	FIRE DEPARTMENT
			

## EMERGENCY CONTACTS

Emergency Contact #1	Emergency Contact #2
Name	Name
Number	Number
Address	Address
Relationship	Relationship

## HOUSEHOLD INFORMATION

Our Address:

Mom's Cell Number:

Mom's Work Number:

Dad's Cell Number:

Dad's Work Number:

Home Number:

Additional Number:

First Aid Kit Location:

Fire Extinguisher(s):

Breaker Panel Location:

Emergency Cash Location:

Water Valve Location:

Gas Valve Location:

## MEDICAL INFORMATION

Insurance Company:

Policy/Group Number:

Family Doctor:

Pharmacy:

Pediatrician:

Veterinarian:

Dentist:

Allergies:

Medications:

[www.everharc.com](http://www.everharc.com)



# FAMILY EMERGENCY PLAN

## OUT-OF-TOWN CONTACT INFORMATION & MEETING LOCATIONS

Name:	Phone Number:
Address:	Email Address:
Neighborhood Meeting Place:	Phone Number:
Regional Meeting Place:	Phone Number:
Evacuation Location:	Phone Number:

## FAMILY MEMBER INFORMATION

Name:	SSN:
DOB:	Important Medical Information:
Name:	SSN:
DOB:	Important Medical Information:
Name:	SSN:
DOB:	Important Medical Information:
Name:	SSN:
DOB:	Important Medical Information:
Name:	SSN:
DOB:	Important Medical Information:
Name:	SSN:
DOB:	Important Medical Information:
Pet(s):	Pet(s):

## FREQUENTED LOCATIONS

Work Location #1:	Phone Number
Address:	Email:
Work Location #2:	Phone Number
Address:	Email:
School Location #1:	Phone Number
Address:	Email:
School Location #2:	Phone Number
Address:	Email:
Other Frequented Location #1:	Phone Number
Address:	Email:
Other Frequented Location #2:	Phone Number
Address:	Email:

[www.everharc.com](http://www.everharc.com)



# Preparedness Checklist



## Home Emergency Preparedness Checklist

This basic checklist is a guide to ensure you are prepared for the unexpected. You and your family may tailor your individual list depending upon family dynamic. Please check your kit at least once a year.

### Emergency Food & Water:

- ☐ Water (2-4 litres/day per person) for 3-day duration.
- ☐ Food such as:
  - ☐ Non-perishable can food for 3 to 7-day duration.
  - ☐ Canned juices, milk, and soup.
  - ☐ Sugar, salt, and pepper.
  - ☐ Peanut butter and jelly.
  - ☐ Crackers and cookies.
  - ☐ Granola bars or trail mix.
  - ☐ Baby food or specific dietary supply.
  - ☐ Dried fruit.
  - ☐ Cereals.
  - ☐ Coffee and tea.

### Medical Supplies:

- ☐ First aid kit/supplies such as:
  - ☐ Bandages, gauze, roller gauze, and tape.
  - ☐ Triangular bandages and tensor bands.
  - ☐ Scissors, tweezers, and safety pins.
  - ☐ Antiseptic and antibiotic cream.
  - ☐ Latex gloves.
  - ☐ Ibuprofen, acetaminophen, or aspirin.

### Supplies:

- ☐ Compass, local map, pen, and paper.
- ☐ Manual can opener.
- ☐ Barbecue lighter or matches in waterproof container.
- ☐ Candles.
- ☐ Aluminum foil.
- ☐ Plastic storage containers and garbage bags.
- ☐ Whistle.
- ☐ Toilet paper, wipes, and hand sanitizer.
- ☐ Feminine products and personal hygiene items.
- ☐ Tarp or plastic roll.

### Clothing & Bedding:

- ☐ Sturdy shoes and work boots.
- ☐ Seasonal specific attire.
- ☐ Hats, gloves, and base layer.
- ☐ Sunglasses and safety glasses.
- ☐ Dust masks.
- ☐ Pillows, blankets, and sleeping bags.

### Specialty or Personal Items:

- ☐ Photocopies of important documents.
- ☐ Medication and prescription copies.
- ☐ Spare contact lenses and supplies.
- ☐ Books, games, cards, and puzzles.
- ☐ Battery powered AM/FM radio.
- ☐ Flashlight, batteries, and lamp.
- ☐ Cash.

### Important Phone Numbers:

Fire department: 911.  
RCMP: 911.  
Ambulance: 911.  
Poison control: 1 (866) 454-1212.

Other numbers important to you. (Fill in the blanks):

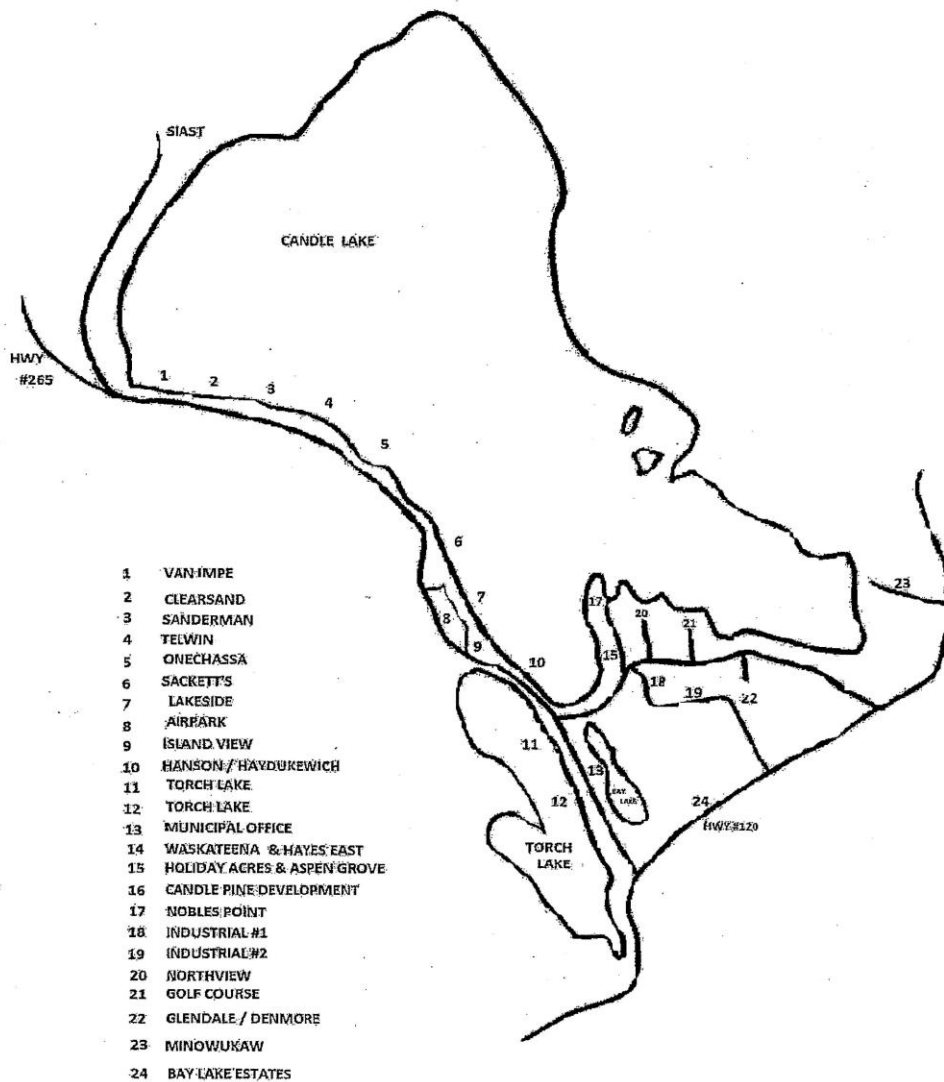
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Place all your items into a sealed tote or container.



## Maps









## Candle Lake Business Directory

Business	Number	Business	Number
<b><u>Accommodations</u></b>		<b><u>Boat/Recreation Rentals (Cont.)</u></b>	
Candle Junction	929-3133	Lake Country Rentals	940-8949
Candle Lake B&B	267-7870	J & G Rentals	821-2269
Candle Lake Golf Resort	929-2211	<b><u>Bookkeeping</u></b>	
CLCR Cabin Rentals	960-6485	Huziek, Bev	241-1760
<b><u>Accounting Services</u></b>		<b><u>Cabin Rentals</u></b>	
101202050 Sask. Ltd.	341-1760	Candle Lake Cabin Rental	960-6485
<b><u>Arts &amp; Crafts</u></b>		<b><u>Car Wash/Equipment Rentals</u></b>	
Christmas in July	960-4093	102123654 Sask. Ltd.	960-3811
<b><u>Auto Repair</u></b>		<b><u>Cannabis Retail</u></b>	
WSD Motorsports	222-5661	Sprucebud Cannabis	960-3811
<b><u>Auto Sales</u></b>		Cleaning Services	
Sun Auto Sales	981-7888	Refresh Home Services	230-8408
<b><u>Banking</u></b>		R&E Window Cleaning	314-7199
Affinity Credit Union	929-2801	<b><u>Clothing &amp; Accessories</u></b>	
Toll Free Number	866-863-6237	Candle Lake Golf Resort	929-2211
<b><u>Bar/VLT's</u></b>		Nica's	929-3400
Candle Junction	929-3133	Provincial Clothing	250-8268
Candle Lake Golf Resort	929-2211	<b><u>Construction/Contractors</u></b>	
The Wick Restaurant	929-3666	Allan's Building Service	961-2207
<b><u>Beaches &amp; Campgrounds</u></b>		AZLS Construction	960-1500
Candle Lake Golf Resort	929-2211	BS Sales & Services	921-7587
Sask Parks Admin Office	929-8400	Candle Lake Sand & Gravel	960-9699
Sandy Bay Campground	929-8410	Candle Lake Storage	929-3021
Minowukaw Campground	929-8409	CBRI Construction Inc.	931-2249
<b><u>Boat/Marina Repair</u></b>		DCB Construction	940-5336
Brassards Services	929-2233	Eave It To Me Eavestrough	270-8696
WSD Motorsports	222-5661	Fusion Development Inc	281-2502
<b><u>Boat/Recreation Rentals</u></b>		FWD Construction Ltd.	281-7614
Candle Lake Golf Resort	929-2211	Girl with a Squirrel	280-6068
Candle Lake Storage	929-3021	Hubel Insulating	763-7854
Exclusive Auto Marine	763-4900	JB Exteriors Ltd.	981-6201
Hot Box Saunas	980-6758	Joat Construction & Roofing	981-2379





Business	Number	Business	Number
<b><u>Construction/Contractors (Cont.)</u></b>		<b><u>Convenience/Grocery Store (Cont.)</u></b>	
Jovin Homes	961-6868	Teki All Season Service	929-2500
Kelcore Contracting Ltd.	929-4443	<b><u>Craft Vendor</u></b>	
L & D Holdings	929-4570	Christmas in July	960-4093
Lake Country Metals	941-9299	Dabble Diva Studios	230-1992
Lakeridge Drywall	960-9446	<b><u>Drafting Services</u></b>	
Langen Contracting	261-3535	Brewster Drafting Design Inc	281-8164
North Lake Contracting	961-7467	<b><u>Electricians</u></b>	
Northern Point Services	961-3197	Blitz Electrical Ltd.	220-2322
Northern Sky Devel.	230-5937	Lake Light Electrical	961-8174
Ocean Pacific Log Home Restoration	250-701- 2394	Marsh Electric Ltd.	380-6021
Outback Renewal Ltd.	961-2007	Prairie West Electrical	960-9244
P.A. Built Homes	961-2389	Saunders Electric Ltd.	763-6642
Paul Harasyn Stucco	961-8776	TC Electrical Inc.	764-3524
Pete's Paint & Reno's	981-5496	Wally's Electric	812-8800
Prairie Brothers Construction	981-4966	<b><u>Excavating / Sand &amp; Gravel</u></b>	
Poly Plus Insulators Inc	931-7764	Candle Lake Sand & Gravel	960-9699
Rancan Construction Ltd.	260-3613	Lakeside Storage (Huziek)	341-1760
Ridgeline Contracting Ltd.	381-3737	Outback Renewal Ltd.	961-2007
Rock Ridge Homes Inc.	221-8887	Real Gravel	960-8974
Romanuik Rock & Dirt	961-7692	Romanuik Rock & Dirt	929-2190
Seitsonen Construction	960-2517	<b><u>Exterior Work</u></b>	
Select Construction	314-2022	Absolute Exterior Solution	764-1040
Shipman Contracting	960-0155	Allside Exterior	716-8243
Smoothstone Construction	381-5100	<b><u>Farmers Market</u></b>	
T&A Painting	291-2831	Star City Farming Co.	863-2343
Whitford Construction	426-7766	<b><u>Food &amp; Dining</u></b>	
<b><u>Convenience/Grocery Store</u></b>		Candle Lake Golf Resort	929-2211
Beach Ave Convenience	929-3337	Emma's Kitchen	929-3350
Candle Junction	929-3133	Gators Grub Food Cart	961-0223
Candle Lake Market	929-2262	Grinded Love	930-7746
Candle Lake Golf Resort	929-2211	Northern Prairie Fish Seafood & Meat	940-9302
JD's Mini Golf	929-2066	Stray Cats Café Mobile	941-1070
Legacy Pharmacy Inc.	929-3312		



Business	Number	Business	Number
<b><u>Food &amp; Dining (Cont.)</u></b>		<b><u>Landscaping / Tree Services (Cont.)</u></b>	
The Craft Ice Cream & Eatery	981-5777	Romanuik Rock & Dirt	961-7692
The Wick	929-3666	Spruce Ridge Gardens	980-5138
<b><u>Fuel Stations / Propane</u></b>		The Tree Jedi	960-2839
Candle Lake Esso	929-2262	<b><u>Liquor Vendor</u></b>	
Teki All Season Service	929-2500	Brassards Services	929-2233
<b><u>Golf</u></b>		Candle Lake Golf Resort	929-2211
Candle Lake Golf Resort	929-2211	<b><u>Lumber / Hardware</u></b>	
JD's Mini Golf	929-2066	CL Home Building Centre	929-4414
<b><u>Hair Salons / Body Therapy</u></b>		<b><u>Marina's</u></b>	
Frangipanis	929-2944	Candle Lake Golf Resort	929-2211
Jellicoe Therapy	491-8355	Candlewood Cove	931-2249
<b><u>Handyman Services</u></b>		Enchanted Harbor	514-0114
R&E Window Cleaning	314-7199	Harbor View Marina	222-8797
WJS Handee Man	960-3504	Island View Marina	370-3975
<b><u>Heavy Duty Mechanic</u></b>		Nobles Point Marina	929-3362
Northern Heavy Duty Services	314-2482	<b><u>Marina Sales</u></b>	
<b><u>Home Décor / Reno's</u></b>		Exclusive Auto Marine	763-4900
4 Twenty Designs	717-1092	<b><u>Pest Control</u></b>	
ET Flooring & Design		Mosquito Buzz	934-2899
Heritage Stain & Painting	961-9080	J&K Mosquito Fogging	941-7458
<b><u>Insurance / SGI</u></b>		<b><u>Pharmacy</u></b>	
Brassards Services	929-2233	Pharmasave	929-3312
<b><u>IT Services</u></b>		<b><u>Plumbing &amp; Heating</u></b>	
DMS Services Inc.	636-2055	Ayotte Plumbing Heating & AC	668-0888
<b><u>Landscaping / Tree Services</u></b>		DC Plumbing & Heating	715-1775
CL Sand & Gravel	960-9699	G&P Plumbing & Heating	961-3943
Clip & Trim Tree Services	961-3928	Loch Brothers Mechanical	981-5624
JEF's Tree Car Solutions	314-8541	MacAuley Mechanical	260-6656
KC Yard Services	291-6321	Nex-Gen Mechanical	242-7000
Langen Contracting	261-3535	Olson Air Vac	249-0119
Northern Point Services	961-3197	Zelensky Mechanical	961-3199
Outback Renewal Ltd.	961-2007	<b><u>Post Office</u></b>	
Prairie Oasis Landscaping	922-3400	Canada Post	929-4995



Business	Number	Business	Number
<b><u>Property Development</u></b>		<b><u>Seasonal RV Parks (Cont.)</u></b>	
101202050 Sask. Ltd.	341-1760	Nobles Point	929-3362
Field Investments Ltd.	914-8085	<b><u>Security</u></b>	
<b><u>Property Maintenance</u></b>		Eye Witness Security	222-4642
Field Investments Ltd.	914-8085	GL Communications	922-1170
KC Yard Service	291-6921	PA Alarm Systems Ltd.	922-7233
Northern Yard Maintenance	961-1627	<b><u>Septic Pump-Out Services</u></b>	
R&E Window Cleaning	314-7199	C & S Septic	981-2222
<b><u>Real Estate</u></b>		Kelcore Contracting	929-4443
Coldwell Banker	764-3141	Wilmac Septic	929-2400
DRKSN Enterprises Inc	220-2749	<b><u>Signage Services</u></b>	
eXp Realty, Rick Valcourt	960-6485	Exact Signs	291-7330
eXp Realty, Karen Steinke	961-8231	<b><u>Storage</u></b>	
Prairie Skies Realty	940-7949	1012025050 Sask. Ltd.	341-1760
Remax PA Realty	763-1133	Candle Lake Storage	929-3021
Resort Realty	929-3333	DRKSN Enterprise Ltd.	220-2749
<b><u>Rental Equipment &amp; Tools</u></b>		Lakeside Storage	341-1760
101202050 Sask. Ltd.	341-1760	The Toybox Storage	280-6751
Jackson, Dan & Gail	961-7454	<b><u>Sunroom Manufacturing</u></b>	
J&G Rentals	821-2269	Ram Manufacturing	764-5470
Lake Life Leisure	930-5974	<b><u>Waste Management</u></b>	
Northern Sky Development	221-7846	D&D Disposal	960-6733
<b><u>Roofing</u></b>		<b><u>Water Hauling</u></b>	
Lake Country Metals	941-9299	Big Blue Water	960-5766
Saint On The Roof	250-1219	<b><u>Website Management/Social Media</u></b>	
Wilson Roofing	222-1245	ML Contracting	530-5351
<b><u>Seasonal RV Parks</u></b>		<b><u>Welding</u></b>	
Candle Lake Golf Resort	929-2211	Kelcore Contracting Ltd.	929-4443
Enchanted Harbor	514-0114	North Country Welding	981-4598
Holiday Acres RV Park	930-6802	<b><u>Well Drillers</u></b>	
Lardo Investments	222-8797	Northern Drilling Ltd.	812-6969
Mariners Cove	960-9741		
Misty Meadows	960-0155		

End Of Document



## **Communication Emergency Plan**

See Following Pages for Communication Emergency Plan



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# **Resort Village of Candle Lake**

## Communication Emergency Plan

#20 Hwy 265, Box 114  
Candle Lake, SK.  
S0J 3E0  
(306) 929-2236  
[info@candlelake.ca](mailto:info@candlelake.ca)



## Amendment Record

The community emergency plan is a living document which will be amended annually or as necessary.

Date	Topic	Page #	Amended by:

## Introduction & Approval

In the event of an emergency or crisis, communication with all affected by the situation is critical.

This emergency communication plan establishes a clear, organized process for communication to occur during an emergency.

The main objectives of this Emergency Communication Plan are:

- To factually assess the situation and determine whether a communicated response is warranted.
- To assemble a communication team that can make recommendations on an appropriate response.
- Implement immediate actions to:
  - Designate a spokesperson
  - Identify those parties that should be informed about the situation
    - Internal to the response organization
    - External to the response organization
  - Communication facts about the incident or event
  - Minimize rumors
  - Restore order and/or confidence.

The plan can be launched quickly and adapted to the situation occurring. To be effective, it is important that all concerned are made aware of its provisions and that every official, agency and department are prepared to carry out their assigned functions and responsibilities in an emergency. It is to be used in conjunction with the normal decision-making hierarchy of the EOC organization. All messaging provided to RVCL residents will be authorized by the EOC.

The plan and the applications for sharing information will be tested regularly to ensure functionality. Regular communication to ensure the community is aware of emergency notification methods that will be used and the role they plan in responding to an emergency should also occur.



The Emergency Communications Plan is a living document and subject to regular review and updating, including changes in emergency messaging delivery methods (equipment, software, etc.) Key contacts and lists Additional supporting documents (templates, checklists, etc.)

## Authority

This Emergency Response Plan is authorized under:

- *Resort Village of Candle Lake to Establish an Emergency Measures Organization*  
Bylaw #: 14-23
- *The Emergency Planning Act, 1989. Chapter 8 E-8.1 of the Statutes of Saskatchewan.*

## Annual Updates

The emergency evacuation plan, and corresponding documents are living documents and are to be maintained on an annual basis to ensure processes and procedures are current and accurate. To maintain the integrity of this plan, all changes must be made to all individual copies.

The Chief Administrative Office CAO and EMO Coordinator will present changes to the EMO Committee for verification and approval of changes.

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Mayor, Colleen Lavoie  
September 30, 2025.



## Exception

This communication emergency plan does not apply for day-to-day situations which can be handled by the responsible municipal service or services on their own. Additionally, public and private organizations must establish their own emergency response provisions as it pertains to their area or jurisdiction of responsibility. The Resort Village of Candle Lake does possess detailed emergency plans and procedures which are stored in the village office, and the Candle Lake EOC. Some of the details of these documents will not be released for public consumption as they may contain personal contact information of our dedicated teams. (*This information is found in the RVCL Annex document*)

## Community Profile

The community profile provides a snapshot of municipal services available to Resort Village of the Candle Lake. To find contact information for services listed here, please see Resource List.

- Municipality type: Village
- Population: 961 (2021)
- Local authority: Mayor, 4 Councillors, and a CAO.
- Municipal office contact info: #20 Hwy 265, Box 114  
Candle Lake, SK.  
S0J 3E0  
(306) 929-2236  
info@candlelake.ca
- Police: Smeaton RCMP, Candle Lake CSO
- Fire Department: Candle Lake Emergency Services
- Ambulance: Prince Albert
- Public works: Candle Lake Municipal Office
- Schools: Meath Park
- Health facilities: Candle Lake Health Center
- Designated Heli spot: Ball Diamonds in Community Hall area
- Water supply type(s): wells, holding tanks, Golf Course area have their own water supply
- Landfill: weekly curbside pickup.
- Industry type(s): Commercial; Industrial; Residential; Tourism; and, Recreational.
- Grocery: Candle Lake Market, Emma's Kitchen (limited), Candle Lake Pharmasave (limited), Teke All Season Service (limited)
- Hardware: Candle Lake Home Hardware.
- Major transportation types: Highway #55; Highway #120; and #265

## Plan Purpose

The purpose of this plan is to provide the Resort Village of Candle Lake residents with information regarding their community's emergency management program and provide instructions of home resiliency.





Resort Village of Candle Lake Emergency Measures Organization strives to plan for circumstances that may have an impact on our community, but there can be unforeseen situations that require critical thinking and adaptability.

This plan provides guidelines and processes that can be used to share information effectively and efficiently. The plan and the Annex include the following:

I. Activating the Emergency Operations Centre & the Communication Emergency Plan: How and when the EOC and the Communication Emergency Plan will be activated.

II. Communication Procedures for all Levels of Emergency: Procedures that will occur in Level 1, 2, and 3 emergency situations.

III. Communication Roles & Responsibilities & Communication Tools: Communication professionals who will provide support to the EOC and the Resort Village in an emergency, and the communication channels they may use to deliver messages to the public and all stakeholders.

IV. Key Message Development: Information on developing key messages.

V. Media Relations: The media relations function and how it is done effectively.

VI. Information and Communication Within the EOC: How members of the EOC will communicate with each other.

VII. Declaring an Emergency: When and how the declaration will be made.

VIII. Contact Lists: Names, phone numbers (mobile and landlines), and email addresses of all those who need to know about the situation (business owners, community groups, the media). These groups will play a role in helping to disseminate information as quickly and widely as possible. Contacts list of those who will place a role in responding to the emergency including EOC members and their back-ups, employees who assist in the response and their back-ups, government agencies, and other organizations involved in the emergency response. (*refer to in office Annex document for all contact information*)

IX. Sample Communication Tools: Samples of media advisories, news releases and daily messages that can be tailored to the emergency.

The individuals or teams utilizing this document must ensure they are aware of the EOC structure, functions, and operations. This document only examines what is required during emergency communications. It is understood that the intended user of this guide already has prior knowledge of other emergency plan documents in use for the Resort Village of Candle Lake.



## **Definitions**

When personnel are communicating with another individual or entity in electronic form, written form, verbal form, radio, or telephone every individual is to use concise and plain language. Abbreviations or code specific jargon are to be excluded.

### **Emergency**

An emergency is defined as any abnormal or unique event which occurs with some degree of surprise to demand unusual, extensive, and demanding response effort which has resulted in or may result in:

- the loss of life,
- serious harm or damage to the safety, health or welfare of people, or
- widespread damage to property or the environment.

A major emergency is a further escalation with the potential to exceed the community's emergency response capabilities. A major emergency will require resources from other communities and the province.

### **Terms**

- Declaration of a local emergency – a resolution or order of a local authority.
- Disaster – an incident which may result in serious harm to the safety, health or welfare of people, and/or in widespread damage to property.
- Emergency operations centre – pre-designated facility established by an agency or jurisdiction to coordinate their overall response and support.
- Evacuation – actions to immediately remove individuals or families from a hazardous area.
- Incident command post – location at which on-scene command functions are executed.
- Incident command system – a management system for command, control and coordination of emergency response.
- Local authority – Resort Village of Candle Lake elected officials.
- Local emergency planning committee – assigned personnel to lead the Resort Village of Candle Lake Emergency Measures Organization program, which is also referred to as EMO Committee.
- Mutual aid agreements – provisions for requesting emergency assistance from or providing emergency assistance to other municipalities, corporations, organizations, agencies, or Provincial/Federal entities.
- Shelter-in-place – a process of taking shelter by remaining inside a building or residence where an emergency occurs.

For the use of this document, the following is a list of common abbreviations:

- EMO – Emergency Measures Organization.
- EOC – Emergency Operations Centre.
- ICS – Incident Command System.
- 

## **Activating the Emergency Operations Centre & the Communication Emergency Plan**

The activation of the Resort Village of Candle Lake EOC, the Emergency Plan and the Communication Emergency Plan are activated at the request of an incident commander, CAO, or elected officials (see Figure 1).



The EOC provides overall jurisdictional direction, control, coordination, and resource support during an emergency. The EOC utilizes *incident command system (ICS) principles* for coordinating and communicating EOC operations and activities. Using ICS principles, the EOC can operate locally, regionally, and provincially.

Utilizing the EOC for preplanned events or functions could benefit organizing the services and resources. Jurisdictional direction and control will apply as it does in emergency response.

If resources are exhausted or coordination is required outside of the jurisdiction, a local EOC can turn to a District Operations Centre or Provincial EOC.

### Declaring an Emergency

Once the EOC has conducted due diligence to confirm emergency information as accurately as possible, the EOC Communication Director (Internal) and Information Officer (External) with assistance from the EOC Team and approval from the EOC Director, will share information.

If the emergency information is important for the EOC to decide, then the data must be shared to best prioritize resources. Once this is completed as the EOC Information Officers priority, then that person may filter out the useful information and distribute to external stakeholders with only the relevant information published.

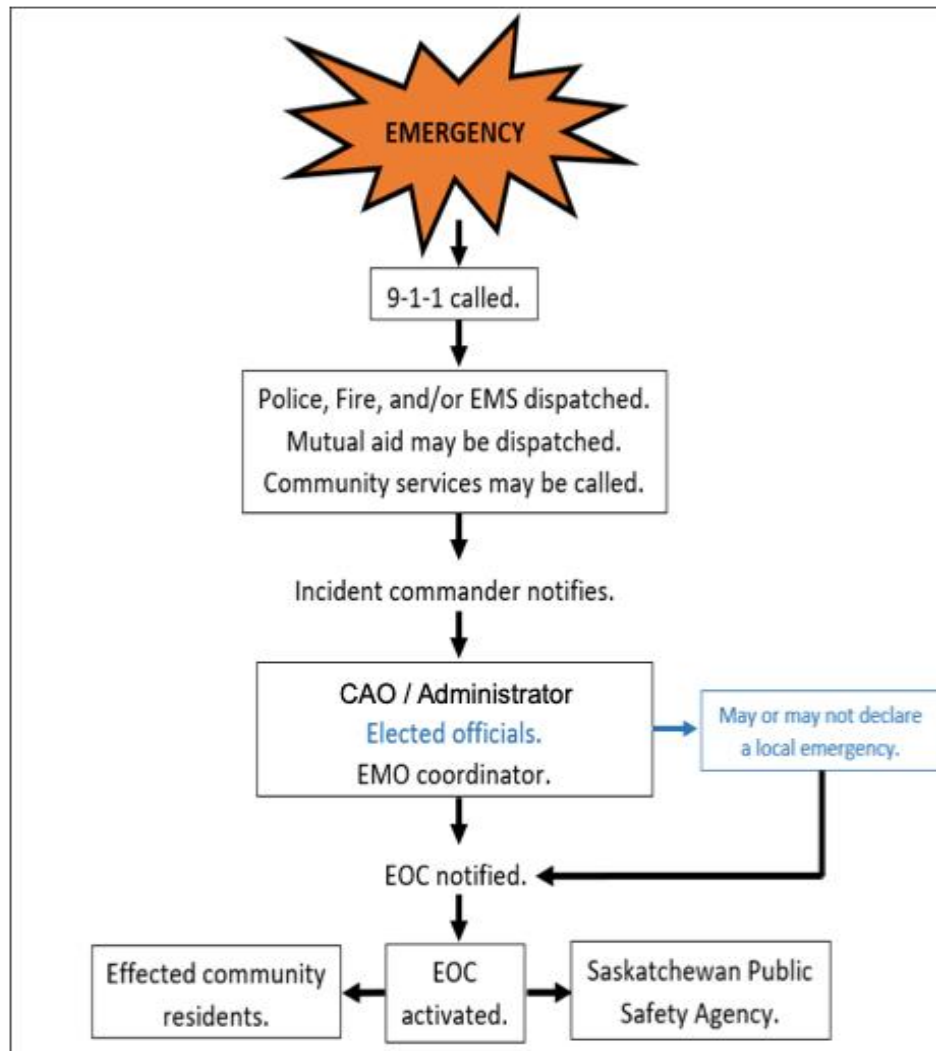


Figure 1. EOC activation flowchart.



## Communication Procedures for all Levels of Emergency

Depending on the level of the emergency, more or less communication will be required. The information below provided a summary of communication that will be required for each level of routine or emergency incident.

### Level 1 - Routine Incidents (Yellow)

Routine Incidents are those which can typically be handled locally and for which there is no immediate threat to life safety or critical infrastructure. However, despite no imminent threat, there may be a requirement to disseminate information to Resort Village of Candle Lake residents so they are aware of the situation and can act accordingly. For example, residents may be asked to keep away from an area or scene of the emergency. In these situations, messaging will be developed and distributed using regular RCVL communication methods including Public Notices, E news email messages, and messages posted on Facebook. Depending on how far reaching the messages needs to be, a news release may be issued to media.

In a Level 1 Routine Incident, RVCL communications staff or contracted consultants work with the Resort Village to develop messages and disseminate information, with all approval from the CAO.

### Level 2 - Emergency Incidents (Green)

Emergency Incidents are situations which may require the assistance of emergency services (Police, Fire, First Responders, SSPA, outside agencies etc.) as the event is beyond the capacity of what can be handled locally. These incidents have the potential to cause, or have already caused, a disruption to normal operations, and the incidence of injuries or damage to infrastructure is likely to or has occurred. In these types of events, the EOC may be activated and the Executive Committee engaged to provide direction on actions and communications related to the event. Critical information relating to Emergency Incidents will be communicated through established messaging protocol including:

- The RVCL website
- E-news messages
- Facebook posts
- News releases
- News conferences (should the situation warrant widespread coverage of the situation).
- FAQ (frequently asked questions and answers) documents shared with employees via Email and posted on internal bulletin boards.

In a Level 2 Emergency Incident, RVCL communications staff or contracted consultants work with the Resort Village to develop messages and disseminate information, with all approval from the EOC. (and?)



## Level 3 – Disaster-level Incidents (Red)

Disaster-level Incidents are significant and involve major disruption to RVCL operations, including serious injuries and/or loss of life and critical infrastructure. Disaster-level Incidents are well beyond the RVCL capacity to manage on its own and require a full activation of the RVCL Emergency Plan. Emergency communications will flow through the established messaging protocol, and there will also be significant involvement of the Executive Committee, the Emergency Operations Centre and First Responder Teams operating under the provisions of the Incident Command Management System. Disaster-level Incidents require a continuous and unimpeded flow of information involving all aspects of emergency communications, including:

- Continuous updates posted on the RVCL website
- Daily (or more often depending on the situation) E-news messages, Facebook posts, and Public Notices that provide information and guidance related to the emergency event for all community members.
- Ongoing media relations activities (news conferences, news releases, public service announcements) to provide updates through the life cycle of the emergency event.
- Daily (or more often) messages created for individuals operating at a public call centre. The call center is a Free Public Information Service (hotline) that should be established and used by the public to access information and advice.
- Printed messages posted on bulletin boards.
- Electronic messages streaming on electronic bulletin boards (if available).
- Door to door flyer delivery (with the support of volunteers).
- FAQ (frequently asked questions and answers) documents shared with employees via Email and posted on internal bulletin boards.
- Post-event Communications: Once the Executive Committee, in consultation with the EOC and/or Emergency Services, has determined an emergency event has concluded, communication will continue as required to inform Resort Village of Candle Lake residents and stakeholders about recovery efforts and other supports/services to deal with the after-effects of the emergency incident. These messages will typically be conveyed using the Resort Village of Candle Lake's established messaging protocols.

In a Level 3 Disaster-level Incident, the Emergency Communications Director and Information Officer work together to develop key messaging and disseminate the information to both internal and external target audiences with all approval from the EOC and other agencies (for example, government) if required.

## Communication Roles and Responsibilities & Communication Tools

During any emergency where the EOC is activated, all individuals play a role in communicating information to those they are working with as part of their duties. Communication can occur in a several ways but the most effective means of communicating during an emergency are face-to-face either during team or one-on-one meetings. Media and sensitivity training for community spokespersons and EOC participants is critical.



## Communication Director (Internal Communications)

The Communications Director reports to the EOC Director and works closely with the Information Officer to:

1. Lead all internal crisis communication activities in consultation with the EOC Director.
2. Identify the most appropriate methods to communicate messages to employees.
3. Recommend additional internal communication strategies and tactics.
4. Develop messages and produce internal communication tools (approved by the EOC director and working with the Information Officer).
5. Provide employees with copies of news releases.
6. Respond to employee inquiries.
7. Develop a daily update for Council (Council Brief) after each EOC meeting and share by email with Council members. (The Council Brief may also be shared by email with those agencies / organizations not at the EOC table but have an interest in the emergency response.
8. Develop and share by email a daily FAQ for employees to ensure they have the information they need to answer questions from the public.
9. Maintain a website established for EOC information, as appropriate.

## Information Officer (External Communications)

The Information Officer reports to the EOC Director and works closely with the Communication Director to:

1. Lead all external communication activities in consultation with the EOC Director.
2. Identify the most appropriate methods to communicate messages to external audiences.
3. Recommend additional external communication strategies and tactics.
4. Develop messages and produce external communication tools (approved by the EOC Director and working with the Information Officer).
5. Monitor the RVCL Facebook page and in consultation with the EOC Director, respond to questions or make corrections to misinformation as required.
6. Lead all media relations activities including writing and distributing news releases, public service announcements, planning news conferences, and writing speaking notes, all with the approval of the EOC.
7. Serve as the point of contact for media and facilitate media interviews as requested.

Tools to share information with the public include:

- Facebook Messages
- Public Notices (on website)
- E news messages (messages sent directly to email addresses) – work needs to be done ahead of time to ensure people are signed up to receive notifications.
- RVCL app where messages can be accessed directly to the app; app users receive a notification when an update is issued.
- Flyers delivered daily door to door by volunteers.



- Electronic bulletin board
- RVCL website page – One page people can visit to access all information about the situation.

Tools to share with the media include:

- News Releases – used to share important news with the media – anything that is new.
- Media Advisory – used to invited media to attend a news conference
- Spokespersons should be identified ahead of time and undergo media training prior to conducting interviews

*(See Media Relations on Page 17 for more information).*

## **Key Messages Development**

Drafting a message to the audience may depend on the platform available, the intended receivers, and what information they may require. A message to elected officials may differ and have similarities as the message to the public. The EOC has built in templates and forms available to assist with messaging, but systems such as Sask Alert may have their own constraints.

Internal key messages are targeted to RVCL employees, RVCL Council, and agencies/organizations involved in the crisis response but who may not be at the EOC table. Topics are related to the management of the emergency and information employees need to know to perform their daily tasks and functions.

In general, an internal message should contain the following:

- Update of the emergency or incident.
- Current actions taking place.
- Number of resources on-scene, if known.
- Objectives and resources assigned to those tasks.
- Check in locations, communication plan, and medical plan.
- Reception or evacuation centres if activated or potential to be activated.
- Anticipated challenges, if known. And,
- When the next expected update will be scheduled.

External key messages are targeted to the public and the media. Topics could include life safety and evacuation procedures, public health advisories, relief and assistance programs, and other vital information.

In general, an external message should contain the following:

- Update of the emergency or incident.
- Current actions taking place.
- Number of resources on-scene, if known.
- Public and stakeholder instructions such as road closures, barriers in place, utility disruption, etc.
- Reception or evacuation centres if evacuation may be required.





- Anticipated challenges, if known.
- When the next expected update will be scheduled.

## Media Relations

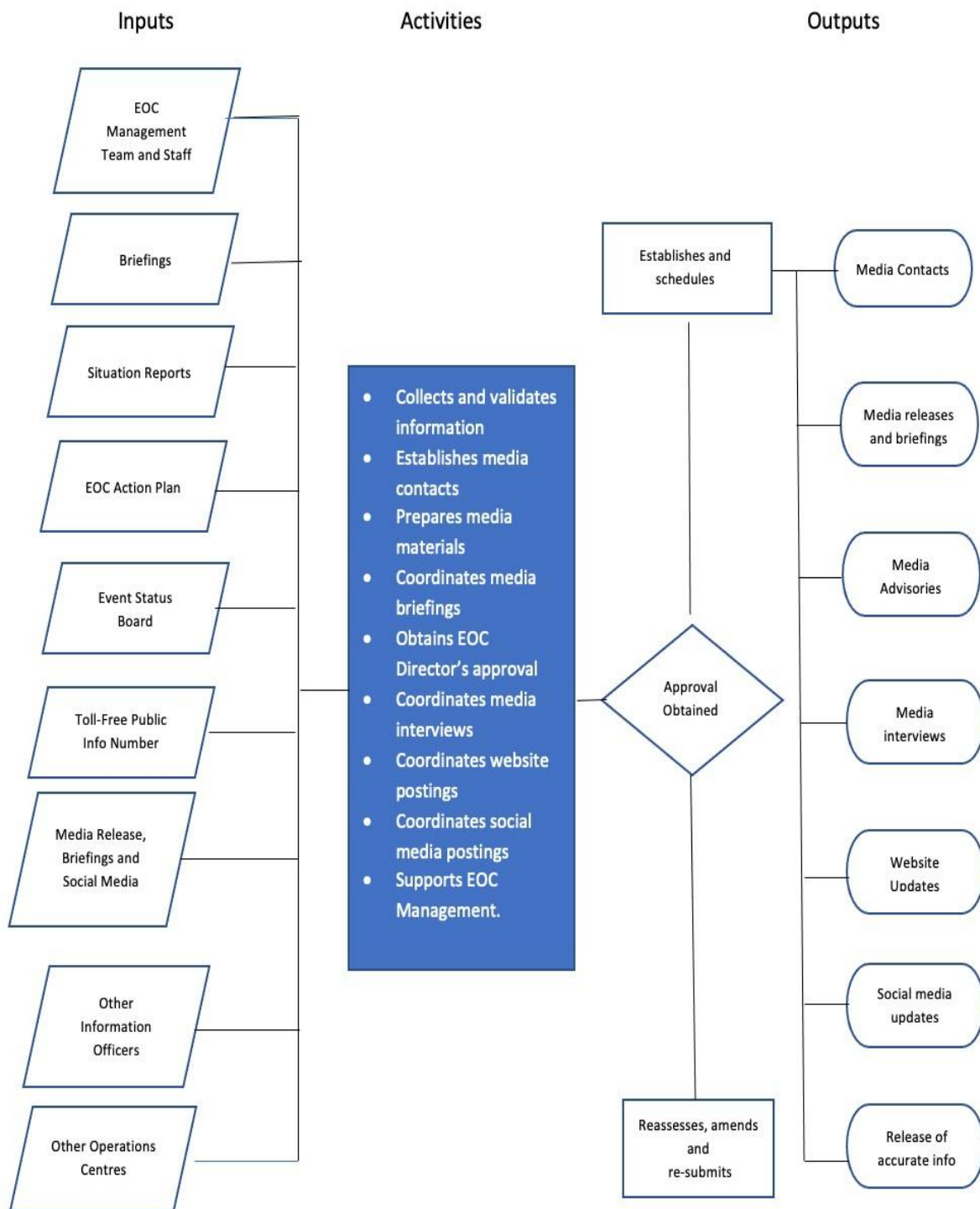
Media relations are the function of building and managing relationships with reporters to secure unpaid media coverage about an organization or a situation. It involves strategically disseminating information through various media channels to achieve specific communication objectives. In the case of an emergency, the communication objective is to ensure reporters have the information they need to be able to share your messages with the public through their television, radio, print, and social media networks.

During a Level 2 or Level 3 Incident, media relations will be critical. In the event of a large-scale situation, the Resort Village and the EOC will become the topic of local, national and international news. In these situations, there will be one designated spokesperson (and back up) providing key updates and information. Media training for community spokespersons is crucial.

Managed by the Information Officer and in close consultation with the EOC Director and other members of the EOC, media relations will focus on the following tasks:

- Identifying the most appropriate timing for media relations to occur.
- Collect and validate all information that can be shared with the media.
- Prepare all media materials (news releases, media advisories, public service announcements) that will be shared with the media.
- Coordinate media materials approval with EOC officials as well as those representing other agencies participating in the emergency response.
- Write all key messages, speaking notes, and media backgrounders/FAQs for media consumption.
- Plan news conferences including determining location logistics to ensure media can access the news conference quickly and easily.
- Serve as the point of contact for media and facilitate media interviews as requested.
- Maintain a positive relationship with media representatives, monitor media coverage for accuracy and tone, and request story corrections if required.

The figure below provides information on what is involved in an effective media relations strategy.





## Information and Communication Within the EOC

In true ICS practice, the flow of emergency information should flow freely inside the EOC chain of command. To be effective, information must be regularly collected, organized, and delivered among members of the EOC so that all members have the most timely and accurate information possible on which to conduct their tasks and base their decisions. If a member is unsure about communicating the information, it is best to provide the information. When relaying information that could be private or confidential, such as a family that may have been evacuated, do not include individual names.

Confirming information before disseminating to a broader audience must be completed before publishing. Confirming information from hearsay or rumours may take time but ensure the intended audience or requester of information knows that the EOC team is working towards confirming accuracy. Once a loop or task has been opened, then, work should begin towards that task as time, resources, and EOC priorities allow.

Communication within and by the EOC can take place using the following channels:

- Face-to-face contact: Always the best method if meeting in person is safe to do so (free of hazards).
- Radio communication: One-to-one contact from a distance via portable/fixed radio. If confidential information is being shared, use caution as others may be on the channel, or choose another method of communication.
- Telephone: Contact lists must be created prior to the emergency taking place (see the *Annex Resources List*.)
- Email: Contact lists must be arranged prior to emergency.
- Messenger: If an individual does not have access to technology of any kind, utilizing a messenger may be required.
- EOC forms: All information relating to decisions, authorizations, accidents, and assignments should be detailed using EOC forms.

Regardless of the method to confirm and share information, EOC members must use caution when relaying information to another individual or organization. Emergency information you have received may be classified as confidential and entrusted to your request. Do not hand onto emergency information if the EOC requires that piece of data to make decisions, plan, or mitigate any occurrence.

### Addressing Misinformation

In an emergency it is common for rumors and hearsay to occur within the community. It is critical the EOC address situations where misinformation is being shared either through word of mouth, or on communication channels like Facebook, as soon as possible.

### Communicating Joint Information

If multiple organizations are involved in communicating information to the public, each organization will have



an opportunity to provide their messages, and the information will be collated and provided for each organization's approval prior to sharing.

There will be one designated spokesperson providing key updates and messaging while those organizations that might have directed questions, standby for answers or concerns.

### Sharing Emergency Information Externally

Once the EOC has conducted due diligence to confirm emergency information as accurately as possible, the EOC Communication Director (Internal) and Information Officer (External) with assistance from the EOC Team and approval from the EOC Director, will share information. Choosing the intended audience to share information must be carefully planned and the method used will be chosen.

If the emergency information is important for the EOC to make a decision, then the data must be shared to best prioritize resources. Once this is completed as the EOC Information Officers priority, then that person may filter out the useful information and distribute to external stakeholders with only the relevant information published.

### Sharing Information

#### *Public*

- Facebook Messages
- Public Notices (on website)
- E news messages (messages sent directly to email addresses) – work needs to be done ahead of time to ensure people are signed up to receive notifications.
- Developing a RVCL app, messages could be sent directly to the app and people would get a notification when an update is issued.
- Flyers delivered daily door to door by volunteers.
- Electronic bulletin board
- RVCL website page – One page people can visit to access all information about the situation.

#### *Media*

- News Releases – used to share important news with the media – anything that is new.
- Media Advisory – used to invited media to attend a news conference
- Spokespersons should be identified ahead of time and undergo media training prior to conducting interviews

#### *Internally*

- Council Brief – prepared by the Communication team after each EOC meeting to update Council. Sent by email – could also be shared by whoever is liaising with Council to provide EOC updates.
- Employee FAQ – prepared by the Communication team after each EOC meeting to ensure employees have the information they need to answer questions from the public. Shared by email and/or by whoever is liaising with staff.



## Emergency Notification Systems

The Resort Village of Candle Lake Sask. Alert as the public emergency notification platform.

The authorized issuers for Sask. Alert are:

- Download Sask. Alert.

### **How to get Sask. Alerts**

#### **Download the Sask Alert App**

[Android Devices](#) require Version 5 (Lollipop) and higher.

[iPhone Devices](#) require iOS 11.0 or later.

[How to personalize what alerts you receive on the app](#)

Public notification can be done via:

- Radio broadcast.
- Door-to-door campaigns.
- Cell/landline phone messaging/calls.
- Municipal email. [info@candlelake.ca](mailto:info@candlelake.ca)
- Stationary or electronic bulletin board
- Municipal webpage: <https://candlelake.ca>
- Social media (Facebook/Instagram/LinkedIn/X):
  - Leanne Nyirfa (communications)
- Sask. Alert: <https://www.saskpublicsafety.ca/at-home/saskalert>

CAO / Village Administrator / EOC Director
Deputy EOC Director
Additional RVCL Office Staff
Communication Director
Information Officer
EMO Coordinator

### **Other contact information**

- SPSA for Sask Alert: Provincial Dispatch. Phone #: 1 (800) 667-9660.

## Public Emergency Preparedness

Disasters and emergency events have shown the need for individuals to be prepared to look after themselves, their families and pets for a minimum of **72 hours**. There are many sources of important information:

- <https://www.getprepared.gc.ca/index-eng.aspx>
- <https://www.saskpublicsafety.ca/at-home/emergency-preparedness-at-home>



## Resources

### **Red Cross Emergency and Disaster Services**

In partnership with first responders, emergency managers, public officials, and in collaboration with other voluntary sector organizations, the Canadian Red Cross may provide emergency and disaster services such as emergency lodging, reception and information, emergency food, emergency clothing, personal services and family reunification services. If you have been affected by a personal disaster, such as a house fire, contact the Red Cross at 1-888-800-6493. Otherwise, contact your closest service location for general enquiries.

Branch and Service	Address	Contact
<a href="#"><u>Saskatoon Branch Emergency and Disaster Services</u></a>	443 2nd Ave. N Saskatoon SK S7K2C1	Tel: (306) 668-0720
<a href="#"><u>Saskatchewan Public Safety Agency</u></a>	2110 Central Ave. N Prince Albert, SK S6V6W9	Tel: (305) 953-3422



## Communication Messaging Tips

When making media statement, EXPRESS:

1. **Concern** – About health & well-being of those involved
2. **Action** – Steps/processes being taken to help people
3. **Commitment** – The goal is to support those impacted
  - Avoid blocking cameras or saying “no comment”
  - Stick to the facts – no opinions/ speculation
  - If you don’t know, offer to find answer
  - Don’t comment on investigations of others
  - Only disclose personal/confidential info if authorized
  - Don’t forget the local media – they will be with you for the long haul!
  - Remember, you have the right to end the interview

### **Helpful Phrases**

“The most important point is...”

“That is a matter for...”

“Before we wrap up, I’d like to emphasize...”

“That depends. One thing for certain is...”

“That would be speculation. What I can tell you is...”

“That is true; however, it’s important to remember...”

## Media Contacts

### **Saskatchewan Media Contacts**

**Updated: June 2025**

#### **NEWSPAPER (48)**

1. pearce@postmedia.com
2. Eagle feather news – contact TBD
3. citydesk@leaderpost.com
4. citydesk@thestarphoenix.com
5. jason.kerr@paherald.sk.ca
6. observer@sasktel.net
7. njohnson@glaciermedia.ca
8. contact@eaglefeathernews.com
9. dan.twm@sasktel.net
10. ssealey@martensvillemessenger.ca
11. world\_spectator@sasktel.net
12. preecevilleprogress@sasktel.net
13. editor@saskseniorliving.com
14. chnews@sbchron.com
15. info@wakawrecorder.ca



16. news1@weyburnreview.com
17. jottenbreit@martensvillemessenger.ca;
18. editor@ccgazette.ca;
19. ddeibert@postmedia.com;
20. ptank@thestarphoenix.com;
21. tpugh@ccgazette.ca
22. northwest.herald@sasktel.net
23. editor@lmtimes.ca
24. pride.news@sasktel.net
25. thecitizen@sasktel.net
26. ihwnews@sasktel.net
27. production@grasslandsnews.ca
28. newsoptimist.editor@sasktel.net
29. tip@sasktel.net
30. ckcouriernews@sasktel.net
31. gravelbourgtribune@sasktel.net
32. direction@leau-vive.ca
33. editorial@maplecreeknews.com
34. pmacneil@theshaunavonstandard.com
35. quadtownforum@sasktel.net
36. watrous.manitou@sasktel.net
37. w.advance@sasktel.net
38. canoracourier@sasktel.net
39. theoutlook@sasktel.net
40. theleaderonline@gmail.com
41. eston.press@gmail.com
42. kamsacktimes@sasktel.net
43. fourtownjournal@outlook.com
44. production@grasslandsnews.ca
45. chnews@sbchron.com
46. boosternews@swbooster.com
47. wadena.news@gmail.com
48. bruce.dyck@producer.com

#### **RADIO (30)**

49. reginaneews@rawlco.com
50. cjbnews@jpbj.ca
51. am1190news@goldenwestradio.com
52. dan@mbcradio.com





53. [estevannews@goldenwestradio.com](mailto:estevannews@goldenwestradio.com)
54. [humboldtnews@goldenwestradio.com](mailto:humboldtnews@goldenwestradio.com)
55. [news@westcentralonline.com](mailto:news@westcentralonline.com)
56. [mjnews@goldenwestradio.com](mailto:mjnews@goldenwestradio.com)
57. [scnews@goldenwestradio.com](mailto:scnews@goldenwestradio.com)
58. [ckomnews@rawlco.com](mailto:ckomnews@rawlco.com)
59. [yktreception@harvardbroadcasting.com](mailto:yktreception@harvardbroadcasting.com)
60. [jasonh@harvardbroadcasting.com](mailto:jasonh@harvardbroadcasting.com)
61. [reginanews@rawlco.com](mailto:reginanews@rawlco.com)
62. [karl.johnston@jpb.gc.ca](mailto:karl.johnston@jpb.gc.ca)
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64. [tyler.marr@jpb.gc.ca](mailto:tyler.marr@jpb.gc.ca)
65. [cam.lee@jpb.gc.ca](mailto:cam.lee@jpb.gc.ca)
66. [glenn.hicks@jpb.gc.ca](mailto:glenn.hicks@jpb.gc.ca)
67. [jperez@sasktoday.ca](mailto:jperez@sasktoday.ca)
68. [littlered@thewolfrocks.com](mailto:littlered@thewolfrocks.com);
69. [news@discoverestevan.com](mailto:news@discoverestevan.com);
70. [cjnbnews@pattisonmedia.com](mailto:cjnbnews@pattisonmedia.com);
71. [news@discovermoosejaw.com](mailto:news@discovermoosejaw.com)
72. [aross@harvardbroadcasting.com](mailto:aross@harvardbroadcasting.com)
73. [lfominoff@rawlco.com](mailto:lfominoff@rawlco.com);
74. [News@mbcradio.com](mailto:News@mbcradio.com);
75. [news@saskatoonmedia.ca](mailto:news@saskatoonmedia.ca);
76. [vanese.ferguson@saskatoonmedia.ca](mailto:vanese.ferguson@saskatoonmedia.ca);
77. [carol@cjwwradio.com](mailto:carol@cjwwradio.com);
78. [cjwwnews@sasktel.net](mailto:cjwwnews@sasktel.net);

## TELEVISION (15)

79. [Regina@globalnews.ca](mailto:Regina@globalnews.ca)
80. [saskatoon@globalnews.ca](mailto:saskatoon@globalnews.ca)
81. [sasknews@cbc.ca](mailto:sasknews@cbc.ca)
82. [cfqcnews@ctv.ca](mailto:cfqcnews@ctv.ca)
83. [cipa@ctv.ca](mailto:cipa@ctv.ca)
84. [cicc@ctv.ca](mailto:cicc@ctv.ca)
85. [ckck@ctv.ca](mailto:ckck@ctv.ca)
86. [max.local@sasktel.com](mailto:max.local@sasktel.com)
87. [lara.howsam@globalnews.ca](mailto:lara.howsam@globalnews.ca);
88. [Chantel.Saunders@bellmedia.ca](mailto:Chantel.Saunders@bellmedia.ca);



- 89. matt.young@bellmedia.ca;
- 90. shawtv10@shaw.ca
- 91. ShawSpotlightSask@sjrb.ca;
- 92. lisa.ford@bellmedia.ca;
- 93. Bonnie.dyck@bellmedia.ca;

### **ONLINE ONLY (3)**

- 94. jperez@sasktoday.ca
- 95. alex@allsaskatchewan.com
- 96. news@saskNOW.com

### **Local media list (Saskatoon/Prince Albert)**

- 1. panews@pattisonmedia.com
- 2. [news@saskatoon.media.ca](mailto:news@saskatoon.media.ca)
- 3. rory.maclean@bellmedia.ca
- 4. jeffery.tram@cbc.ca
- 5. contactus@paherald.sk.ca
- 6. bergen@paherald.sk.ca
- 7. osherif@postmedia.com
- 8. Evans@postmedia.com
- 9. dan.zakreski@cbc.ca
- 10. news@saskatoonmedia.ca
- 11. lara.howsam@globalnews.ca
- 12. Chantel.Saunders@bellmedia.ca
- 13. ckomnews@rawlco.com
- 14. globalnews.sas@globaltv.ca
- 15. cfqcnews@ctv.ca
- 16. matt.young@bellmedia.ca
- 17. sasknews@cbc.ca
- 18. contact@eaglefeathernews.com
- 19. citydesk@thestarphoenix.com
- 20. ptank@thestarphoenix.com
- 21. ShawSpotlightSask@sjrb.ca
- 22. Jacqueline.Wilson@globalnews.ca
- 23. lfominoff@rawlco.com
- 24. [News@mbcradio.com](mailto:News@mbcradio.com)



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## Media Release - Public Evacuation Procedures

The (*Local Authority*) Emergency Program and / or Emergency Operations Centre is urging residents affected by the recent (*disaster – whatever it is*) to be prepared to evacuate if ordered to do so by emergency officials in your area.

If you must evacuate:

- Take an emergency survival kit with you (e.g., battery-operated radio, flashlight, water, food, warm clothing, etc.).
- Make sure you take prescription medicine and identification for the entire family.
- Listen to the radio and follow instructions from local emergency officials.
- Shut off water, gas and electricity, but **ONLY** if instructed to do so.
- Plan for pets. Local emergency officials will advise you.
- Wear clothes and shoes appropriate to conditions.
- Lock up your home.
- Follow the routes specified by emergency officials. Don't take shortcuts. A shortcut could take you to a blocked or dangerous area.
- If you have time, leave a note telling others when you left and where you went.
- If you are evacuated, register with the local emergency reception center (as advised by emergency officials) so you can be contacted or reunited with your family and loved ones.



## Media Contact

Name:

Phone Number:

Email:

EOC Website:

## Media Release – After the Disaster

Having just experienced the shock and pain of a disaster, you will be busy for the next few days or weeks – caring for your immediate needs, perhaps finding a new place to stay, planning for clean-up and repairs, and filling claim forms may occupy much of your time. As the immediate shock wears off you will start to rebuild and put your life back together. There are some normal reactions that you may experience because of a disaster. Generally, these feelings don't last long, but it is common to feel down and resentful many months after the event. Some feelings or response may not appear until weeks or even months after the disaster.

Some common responses are:

- Irritability
- Fatigue
- Loss of appetite
- Inability to sleep
- Nightmares
- Increase in alcohol or drug consumption
- Fear of storms
- Sadness
- Headaches or nausea
- Hyperactivity
- Lack of concentration

Many people impacted by the disaster will have at least one of these responses. Acknowledging your feelings and stress is the first step in feeling better. Other helpful things to do include:

- ☐ Talk about your disaster experiences. Sharing your feelings rather than holding them in will help you feel better about what happened.
- ☐ Take time off from cares, worries and home repairs. Take time for recreation, relaxation or a favourite hobby. Getting away from home for a day or a few hours with close friends can help.
- ☐ Pay attention to your health, to good diet and adequate sleep. Relaxation exercises may help if you have difficulty sleeping.
- ☐ Prepare for possible future emergencies to lessen feelings of helplessness and bring peace of mind.
- ☐ Rebuild personal relationships in addition to repairing other aspects of your life. Couples should make time to be alone together, both to talk and have fun.
- ☐ If stress, anxiety, depression or physical problems continue, you may wish to contact the post-disaster services provided by the local mental health contact.
- ☐ Please take this sheet with you today and reread it periodically over the next few weeks and months. Being aware of your feelings and sharing them with others is an important part of the recovery.



## Spokesperson Media Statement

**Event:**

**Date:**

**Time:**

**My name is:**

**My position is:**

This is the information I can give you so far:

At \_\_\_\_\_ (time: a.m. / p.m.) on \_\_\_\_\_ (date), a(n)

\_\_\_\_\_ (fire, flood, explosion, chemical spill, etc.) occurred at

\_\_\_\_\_ (location) in

\_\_\_\_\_ (local authority / jurisdiction).

Information on number injured and fatalities is (not) known at this time.

Emergency response procedures to protect the public, responders and the environment

is underway. The \_\_\_\_\_ (facility or location) has been shut down / cordoned off / evacuated.

The cause of the \_\_\_\_\_ (fire, explosion, chemical spill) is under investigation and no estimate of damage is available at this time. As information becomes available, news releases will be issued.

Any further inquiries should be directed to \_\_\_\_\_ (name and title) at \_\_\_\_\_ (location) \_\_\_\_\_ (telephone number).

**Prepared By:**

**Authorized By:**



## Media Advisory Format

### **DATE**

**DYNAMIC TITLE:** Short, creates interest

**WHAT:** 2-3 sentence summary of the WHO, WHEN and WHAT, WHY the event is significant and newsworthy

**WHEN:** Date and time of the event

**WHERE:** Location of the event

**WHO:** Names/Groups (and titles, if applicable) of those carrying out the event followed by an explanation/description of those involved

**WHY:** A couple of sentences explaining why this event is important

**CONTACT:** Who media can contact for more information

## News Release Format

### **FOR IMMEDIATE RELEASE**

**DATE** (date you are issuing the news release)

**TITLE** (short, intriguing title)

**EXPLANATION OF EVENT** (1-3 sentences that provide a more detailed explanation of what the event is and what it means)

**QUOTE:** This quote should be from your key spokesperson that gives information on why this event/news is important. Include their full name and title at your Agency.

**ADDITIONAL INFORMATION:** 2-3 more paragraphs that provide background information.

**QUOTE:** A second quote (from the same person or perhaps someone who attended the event), where they say why this event was important to them.

**FINAL PARAGRAPH:** Next steps, future events, etc.

**CONTACT** (How the reporter can reach you)



## NEWS RELEASE (example)

### **Candle Lake Emergency Services Issues Pre-Evacuation Alert Due to “Camp” and “Shoe” Fires**

The Resort Village of Candle Lake Emergency Services is asking residents of the Resort Village to be on pre-alert for possible evacuation. The pre-alert is being issued as a result of the “Camp” and “Shoe” fires currently burning to the east of Candle Lake. The Saskatchewan Public Safety Agency is providing support to the municipality in the event the situation escalates beyond the capacity of the Resort Village.

While there is no immediate danger, residents are being advised to stay alert and begin planning for a potential evacuation which could occur on short notice, should the situation escalate. Residents are being asked to do the following:

- Ensure vehicles are fueled and ready to go.
- Prepare an emergency kit which includes:
  - Prescription medications
  - Important documents (passports, papers, etc.)
  - Computers/laptops
  - Valuables and items that are meaningful to you
  - Personal items (clothing, toiletries, phone chargers, etc.)
  - Supplies for pets.

The Resort Village is setting up an Evacuation Centre in the event an evacuation order is issued. The Evacuation Centre will be located at the Curling Club on the Community Grounds. Should an evacuation notice be issued, residents will be asked to check in at the Curling Club

before leaving the Resort Village. In addition, all traffic will be routed through the Village people to ensure proper tracking of residents.

The Resort Village will be issuing daily (or more frequent) updates and residents are being asked to stay tuned to the [Resort Village Facebook page](#), and the [Candle Lake website](#) for updates.

The SPSA website includes information on the [Weather Fire Index](#). At the time, the index for Candle Lake is High.



The pre-evacuation alerts comes the day before the popular Welcome Back to the Lake event planned for Saturday, May 17<sup>th</sup>. The event will go ahead as planned, however, the Resort Village is asking visitors to the Resort Village this May long weekend to re-consider their plans to visit the Resort Village until the current situation is over.

For more information please contact:  
Candle Lake Fire Chief Jim Arnold  
306-227-3342  
Resort Village of Candle Lake Office  
(306) 929-2246





## **JUNE 8, 2025 @ 10:45 AM: DAILY WILDFIRE UPDATE (Example)**

### **FIRE UPDATE**

Thanks to the rain that fell yesterday, about 22 mm, and the continuing firefighting efforts of the Saskatchewan Public Safety Agency (SPSA), the SHOE FIRE remains 11 km from Candle Lake and is burning at a lower intensity. There are no hot spots on the western edge of the fire and no westward growth is expected in the coming days. Weather conditions for the next several days will be very favourable for SPSA crews to more directly fight the fire. Efforts will be focused on the southwest corner of the fire, and north and south from Torch River.

FireSmart activities have been completed in several areas. Many property owners were out yesterday removing flammable materials from around their homes. The Landfill remains open today, free of charge for drop off. Please follow the signage for instructions.

Today FireSmart volunteers will be getting some much-needed rest before starting up again first thing tomorrow morning. Thank you to everyone who is helping with this work!

**For questions about the wildfires please call the SK Wildfire Inquiry Line at 1-855-559-5502.**

### **ONGOING PROTECTIVE ACTIONS**

- **Fire breaks**
  - North of Hannin Creek, North of Minowukaw Subdivision and Aspen Ridge, East side of Highway 120 – Complete
  - Cranberry Creek – Underway
  - Planning for additional fire breaks including Glendale and Denmore neighbourhoods underway.
- **Values protection (pumps, hoses and sprinklers)**
  - \*Minowukaw, Glendale, and Golf Course – Complete.
  - Additional values protection is proceeding where advisable.
- **FireSmart (removing flammable materials away from buildings)**
  - Completed in Minowukaw, Glendale and Denmore.
  - Northfield and the Golf Course area are next.
- **SPSA ground and air crews** continue active suppression.

\*As this area is closest to the fire, Minowukaw residents are advised to evacuate early if possible.



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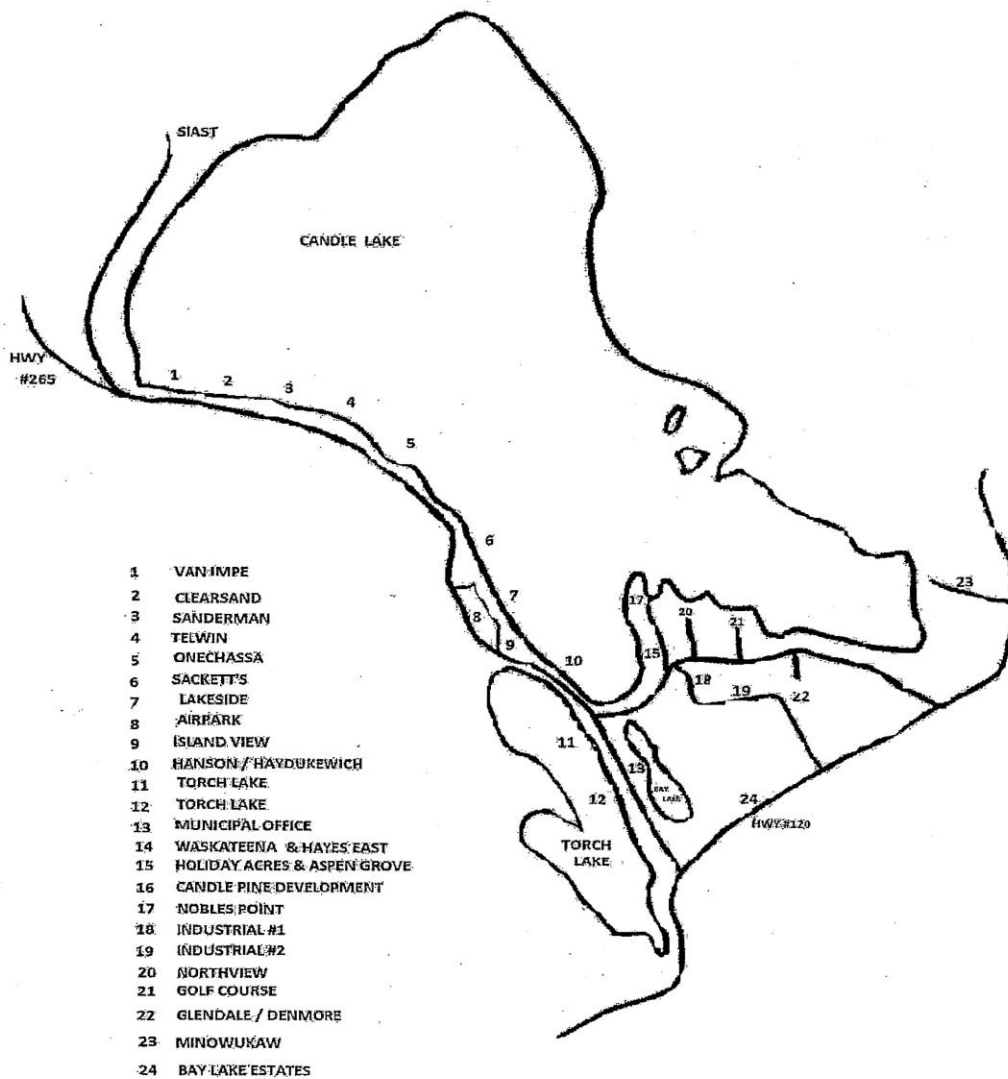
## TODAY'S HIGHLIGHTS

- 1) **LOCAL EMERGENCY & VOLUNTARY EVACUATION:** The community is in no immediate danger at this time, but it is important to remain prepared.
- 2) **INCIDENT COMMAND CENTRE:** Preparations continue for the SPSA to open an Incident Command Centre in the Community Hall. Timing will depend on the fire situation.
- 3) **FIRESMART:** Volunteers will be resting today; work to remove items like firewood, furniture, toys and any other flammable materials away from homes will start up again first thing Monday.
- 4) **SECURITY:** CSO's, CO's and COPPs are actively patrolling within the community around the clock. If you see anything suspicious in the community, please contact our dispatch at **1-306-960-1855**.
- 5) **YOUR SAFETY IS OUR NUMBER ONE PRIORITY:** Unless you have been designated an essential worker by the Emergency Operations Centre (EOC), please leave the Village to ensure emergency personnel have room to do their jobs. Information on registration and what to do before you leave can be found on our website at <https://candlelake.ca/p/wildfire-emergency->

## CLICK ON THE LINK BELOW FOR IMPORTANT LINKS & CONTACT INFORMATION

<https://candlelake.ca/p/wildfire-emergency->

## Maps





End of Document





## **Emergency Evacuation Plan**

See Following Pages for Emergency Evacuation Plan.



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# Resort Village of Candle Lake

## Emergency Evacuation Plan

#20 Hwy 265, Box 114  
Candle Lake, SK.  
S0J 3E0  
(306) 929-2236  
[info@candlelake.ca](mailto:info@candlelake.ca)



## **Amendment Record**

The emergency information plan is a living document which will be amended annually or as necessary.

Date	Topic	Page #	Amended by:

## **Introduction & Approval**

The aim of the Emergency Evacuation Plan is to provide guidance for the Resort Village of Candle Lake community to respond effectively to an incident or major emergency. This plan will aid in providing a prompt and coordinated multi-agency response, thereby reducing human suffering, or loss and damage to property or the environment. For this plan to be effective, it is important that each service, agency, department, and their personnel be prepared to carry out their assigned functions and responsibilities in an emergency. Public membership must be educated regarding certain elements of their community's emergency program such as public notification methods, evacuation procedures, or home/family disaster readiness.

## **Annual Updates**

The Emergency Evacuation Plan, and corresponding documents are living documents and are to be maintained on an annual basis. This is to ensure that procedures and processes are current and accurate. Any changes made must be done to all individual copies to ensure plans and documents remain identical. Also, post-incident or event changes could be rendered before an annual update is completed.

The Chief Administrative Officer (CAO) and Emergency Management Organization (EMO) Coordinator will present changes to the EMO Committee for verification and approval of changes.

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Mayor, Colleen Lavoie

September 30, 2025.



## **Purpose**

The aim of the Emergency Evacuation Plan is to provide guidance regarding evacuation of people, pets, livestock, or property to all, or part of the Resort Village of Candle Lake.

The Resort Village of Candle Lake Emergency Measures Organization strives to plan for all evacuation circumstances that may have an impact on our community, but there can be unforeseen situations that requires critical thinking, planning, and decisions.

## **Exception**

This Emergency Evacuation Plan does not apply to general building evacuation which are under the oversight by the responsible municipal service or services. However, if a large residential complex evacuation results in many residents displaced, the support of an EOC, and reception centre and/or evacuation centre may be necessary.

## **Authority**

The Resort Village of Cande Lake elected officials may declare a local emergency utilizing Saskatchewan's *Emergency Planning Act* to order an evacuation for residents in a hazardous area if the emergency threatens or may threaten their jurisdiction. The municipal Fire Chief may order an evacuation using his or her power provided by the Fire Commissioner and Saskatchewan's *Fire Safety Act*. A provincial fire official may use Saskatchewan's *Wildfire Act* to order an evacuation. Or a public health official can order evacuation using Saskatchewan's *Public Health Act*.

Recognizing which form of legislation to use before an emergency occurs (and who may order an evacuation) will greatly reduce confusion and decrease decision making time.

## **Annual Updates**

The Emergency Evacuation Plan, and corresponding documents are living documents and are to be maintained on an annual basis. This is to ensure that procedures and processes are current and accurate.

Any changes made must be done to all individual copies to ensure plans and documents remain identical. Also, post-incident or event changes could be rendered before an annual update is completed. The CAO and EMO Coordinator will present changes to the EMO Committee for verification and approval of changes.

## **Evacuation Caution**

Asking people to leave their homes and livelihoods cannot be taken lightly. Those displaced from their homes or businesses may experience inconvenience, anxiety, or fear. Post-evacuation counselling may be required for those that have been moved from their home.





People will already be under stress during an emergency – however, public safety must come first. The number one priority during an emergency is the preservation of life.

It is best to error on the side of caution and remove individuals from their comfort for their safety – rather than keep people in the line of danger and hastily move people uncoordinated. Regardless of the decision, there can be criticism for doing one or the other.

## **Evacuation Refusal**

Even under the authority of Federal act, Provincial act, or local bylaw, a reasonably sound adult can choose not to vacate themselves from their property, even while an evacuation order is in place. However, if a reasonably sound caregiver (parent, guardian, etc.) is knowingly endangering their dependant(s) by remaining inside an evacuation zone with their dependant(s), law enforcement and social services may become involved. Caregivers cannot knowingly endanger their dependant(s) by remaining in an area deemed to be hazardous.

Additionally, if a reasonably sound adult refuses to evacuate, they can be ordered to remain on their property and informed they may not leave their dwelling for the duration of the emergency.

In the likelihood that essential services such as utilities and/or emergency services may not be available at their calling, this should be communicated to that person or persons, and well documented

## **Definitions**

When personnel are communicating with another individual or entity in electronic form, written form, verbal form, radio, or telephone . . . every individual is to use concise and plain language. Abbreviations or code specific jargon are to be excluded.

### **Emergency**

An emergency is defined as any abnormal or unique event which occurs with some degree of surprise to demand unusual, extensive, and demanding response effort which has resulted in or may result in:

- the loss of life,
- serious harm or damage to the safety, health or welfare of people, or
- widespread damage to property or the environment.

A major emergency is a further escalation with the potential to exceed the community's emergency response capabilities. A major emergency will require resources from other communities and the province.

### **Terms**

- Declaration of a Local Emergency – a resolution or order of a local authority.



- Disaster – an incident which may result in serious harm to the safety, health or welfare of people, and/or in widespread damage to property.
- Emergency Operations Centre – pre-designated facility established by an agency or jurisdiction to coordinate their overall response and support.
- Evacuation – actions to immediately remove individuals or families from a hazardous area.
- Incident Command Post – location at which on-scene command functions are executed.
- Incident Command System – a management system for command, control and coordination of emergency response.
- Local Authority – Resort Village of Candle Lake elected officials.
- Local Emergency Planning Committee – assigned personnel to lead the Resort Village of Candle Lake's Emergency Measures Organization program, which is also referred to as EMO Committee.
- Mutual Aid Agreements – provisions for requesting emergency assistance from or providing emergency assistance to other municipalities, corporations, organizations, agencies, or Provincial/Federal entities.
- Shelter-in-place – a process of taking shelter by remaining inside a building or residence where an emergency occurs.

For the use of this document, the following is a list of common abbreviations:

- EMO – Emergency Measures Organization.
- EOC – Emergency Operations Centre.
- ICS – Incident Command System.

## **Emergency Measures Organization Program**

### **Resort Village of Candle Lake Local Authority**

Under the *Emergency Planning Act* (1989), the local authority refers to the elected officials of a municipality. The local authority is ultimately responsible for the entirety of their local EMO program such as development of the plan, appointing personnel, and delegating authority before or during an emergency.

Local authority responsibilities could include:

- Overall responsibility of the EMO program.
- Declaration, extension, or termination of a local emergency.
- Media spokesperson duties.
- Activation of external resources.

The Resort Village of Candle Lake EMO program will be responsible for providing the framework to supply essential resources and support to any emergency that occurs within the boundaries of the municipality.

All emergency operations carried out by the Resort Village of Candle Lake shall be directed and controlled by the EMO without exception. The EMO program shall consist of two branches:

- The EMO Executive Committee, and



- The Local Emergency Planning Committee.

An Agency Administrator will be utilized before EOC activation and the duration of EOC operations. The Agency Administrator ensure communications, coordination and direction takes place.

### **Emergency Measures Organization Executive Committee**

The EMO Executive Committee will consist of four members appointed by Municipal Council:

- The Mayor,
- A Resort Village of Candle Lake Councillor,
- The CAO, and
- EMO Coordinator

The EMO Executive Committee is responsible for determining the degree of emergency preparedness required for the Resort Village of Candle Lake by setting policy and providing to the EMO Coordinator through the CAO and Village office.

### **Local Emergency Planning Committee**

The Local Emergency Planning Committee will consist of four members appointed by Candle Lake Council:

- The EMO Coordinator and or Deputy EMO,
- The Fire Chief,
- The CSO Sergeant, and
- The CAO.

The CAO may include the Resort Village staff or public/private volunteer members to function before, during, or after an emergency or disaster. The utilization of this method will make a sub-committee that will answer to the Local Emergency Planning Committee for a set timeframe.

The Local Emergency Planning Committee is responsible for:

- Ensure the development and implementation of all processes, policies and procedures necessary to ensure the safety and security of the people and property of the Resort Village of Candle Lake in the event of emergency situations; and
- Advise Council of any necessary action that should be taken outside of the EMO Plan to minimize the effects of an emergency or disaster.

Most personnel involved in EMO will transition to either the site or to the EOC if an emergency occurs.

### **Emergency Operations Centre & the Agency Administrator**

The ICS role of an Agency Administrator shall be utilized before the EOC activates and during EOC operations.



Before EOC activation, the RVCL Administrator (EOC Director) and EMO Coordinator will congregate at council chambers, or another suitable location determined by the RVCL Administrator (EOC Director). The following will take place as efficiently as possible:

- Receive an update from the incident commander of the emergency taking place,
- Decide to activate the EOC and its functions.
  - The EOC Director or EMO will notify all participants of the EOC of the EOC activation.
- The EOC Director will provide direction to municipal Mayor and Council regarding:
  - EOC budget and expenditures,
  - Activating of local or regional resources, and
  - Ordering of large amount expenditures.
- Through consultation with the EMO Coordinator, decide if an Emergency Declaration would be required.

### **Evacuation Communication**

Once an evacuation alert, evacuation order, or evacuation cancelled is required, Provincial legislation indicates a goal is to notify the public by the method that will reach most of the population at that time. More than one method may be required to achieve this goal. The key role of the EOC's Information Officer becomes important in notifying residents during evacuation.

Additionally, specific authorized issuers have been identified for certain notification methods. Only those authorized issuers would be able to send alerts to the public.

### **Shelter-in-Place vs. Partial vs. Mass Evacuation**

Determining if the public should remain sheltered at home; to evacuate a small area; or, to evacuate a larger area of the community, is a difficult decision to make. Using one, or a mix of the three choices may place pressure upon the facilitating teams and onto the public. Remember, proper legislation should be followed to order residents to shelter-in-place or evacuate.

If elected officials are unsure of the decision to make, it would be beneficial to seek suggestions from the Fire Department, hazardous material services, water technicians, wildfire service, or other technically trained service regarding the hazard.

The decision to shelter-in-place; to establish a reception or evacuation centre for displaced individuals or families; or evacuation residents to another community will depend upon the circumstances created by the emergency.



### **Shelter-in-place:**

Giving directions for residents to go indoors and stay indoors is referred to as shelter-in-place. In certain situations, it may be safer to keep people in their homes, schools, or workplaces – rather than have people travel through a hazardous area.

When it becomes unsafe for residents and the public to be outside for extended periods of time due to the deterioration of outdoor environment, a notice of shelter-in-place should be prepared and circulated to the public. Once a shelter-in-place order is drafted, forward thought is required to select an efficient public communication platform(s). If the EOC is relying upon volunteers, consider their human safety before placement of individuals in the field.

When informing the public to shelter-in-place, you may provide these instructions:

- Shelter-in-place zones or areas affected.
- Bring all family members and pets indoors as quickly as possible.
- Turn off all heating, ventilation, and air conditioning systems.
- Close all doors, windows, fireplace flues, vents, and other openings.
- Seal drafts or gaps in weather stripping with plastic wrap or aluminium foil and tape.
- Close drapes, curtains, or shades.
- Stay away from external windows and doors.
- Use stairwells instead of elevators, when possible.
- Turn on a radio or television for information. You will be advised on what the hazardous material is and what the signs and symptoms of exposure are.
- Use telephones only if you need immediate emergency assistance. You will be given directions on how to seek medical help outside the hazard zone.

### **Partial Evacuation:**

At times, it may not be necessary to remove all community residents from their homes. In this plan, smaller-scale evacuations are referred to as a partial evacuation. A partial evacuation can mean evacuation is occurring to a group of homes; a block to several blocks; or a quarter to half of the community. Anything larger in number would be referred to as mass evacuation. Do not delay the evacuation process by trying to determine if it would be a partial evacuation or mass evacuation if the number is close to the borderline.

### **Mass Evacuation:**

Ordering most of the residents to evacuate will be referred to as mass evacuation, no matter what size the population of the community is. Do not delay the evacuation process by trying to determine if it would be a partial evacuation or mass evacuation if the number is close to the borderline.



## Evacuation Preparation

Residents, families, individuals, or multi-dwelling establishments may require as much notice as possible. This should be done in a timely manner with language that can reduce stress or panic. The EOC Team should ensure appropriate facilities, services, and personnel are in place ahead of evacuation orders, if it is a possibility. Transportation assistance and services may be required for those with limited mobility.

## Evacuation Process

An evacuation contains three main steps (evacuation alert, evacuation order, or evacuation cancelled) and may occur rapidly, especially if life is at imminent risk. Figure 1 provides a visualization of a normal evacuation process with all steps being followed in chronological order if the situation allows. Many moving parts of evacuation may be happening simultaneously.

During an evacuation alert, order, or cancellation, the municipality must notify most of the population by any method that can achieve this goal. There may be more than one method selected in attempts to achieve mass notification.

Individual/Families requiring assistance to evacuate

- Saskatchewan Health Authority contact information for Emergency Health. (home care, HIPA people)
- Special needs transportation (list individuals/households)
- Group homes (not able to self-evacuate) (list locations and numbers to determine transportation requirements)
- Saskatchewan Health Authority (contact information for long-term care facilities)
- Private long-term care homes (list; do they have their own transportation?)
- Vets and Kennel operations (transportation needs)

Reception centre staff

- List of contact info for people to staff reception centres
- Information package to reception centre
  - 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)
  - Options for evacuees (has Emergency Social Services and the Red Cross been engaged?) (housing, meals, transportation, pets)
  - Information on how displaced residents will get updates (web page, alerting app, media, direct contact, information boards at evacuation centres)

People go door to door assisting police services

- Police/RCMP (contact info)



- Other individuals (list, with contact info)
- Maps of community/area to be evacuated (assigned areas for clearing)

### 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, SK Alert, siren, church bell)
- Home marking (tape colour to distinguish each condition)
  - Residents are notified and are evacuating or have evacuated (orange)
  - Residents are notified and are refusing to evacuate (police to follow-up) (blue)
  - Residents not home (information left) need follow-up (yellow)
  - Animals alone at/in residence (green)

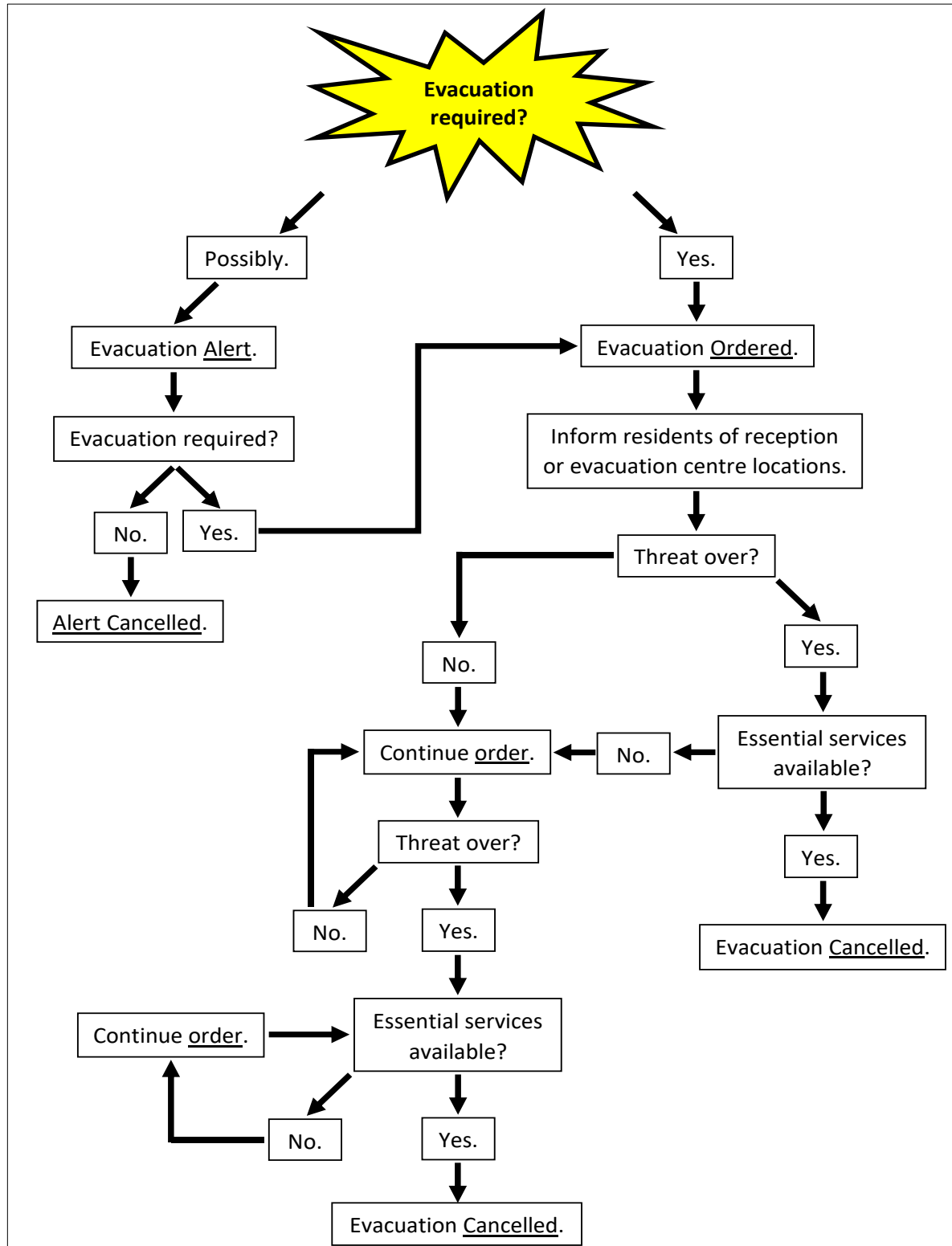


Figure 1. Evacuation flowchart.





## Evacuation Alert:

Authorities will warn the population for the potential of evacuation due to the risk and possible life safety concern. Individuals and families should prepare to leave the evacuation zone and if time allows, to gather necessary items for the duration of their leave. At this point, this is only a “prepare to evacuate” alert.

The Resort Village of Candle Lake has the following messaging methods available with the approved issuers of each program listed here:

- Door-to-door campaigns:
- Highway 55 North Search and Rescue and/or Candle Lake Emergency Services
- Municipal email:
  - Office staff: [info@candlelake.ca](mailto:info@candlelake.ca)
- Stationary or electronic bulletin board:
  - Office staff: [info@candlelake.ca](mailto:info@candlelake.ca)
- Municipal webpage: <https://candlelake.ca>
- Municipal webpage
  - Social media - Leanne Nyirfa (communications)
- Sask. Alert - <https://www.saskpublicsafety.ca/at-home/saskalert>

CAO / Village Administrator / EOC Director
Deputy EOC Director
Additional RVCL Office Staff
Communication Director
Information Officer
EMO Coordinator

At the evacuation alert stage in the evacuation process, meetings should be conducted to strategize on methods to transport vulnerable population groups, vacationers, and known immobilized individuals. Plan for evacuation locations, evacuee supplies, and evacuee support services such as Salvation Army, Red Cross, etc. Additionally, elected officials should consider which legislation piece to utilize and begin completing the appropriate formal notice.



## Evacuation Order:

During an evacuation order, a specified location(s) has been identified for individuals and families to vacate the at-risk zone. Elected officials have deliberated and may have a formal written order in place to evacuate their at-risk population. This is an order and does not allow for discretionary decision on the part of the population at risk. The public (excluding responders) must leave the area immediately. Local law enforcement and/or security personnel will assist with the evacuation order.

Public notification will be done via:

- Door-to-door campaigns:
  - Highway 55 North Search and Rescue and/or Candle Lake Emergency Services / Community Volunteers
- Municipal email:
  - [info@candlelake.ca](mailto:info@candlelake.ca)
- Stationary or electronic bulletin board:
  - [info@candlelake.ca](mailto:info@candlelake.ca)
- Municipal webpage:
  - <https://candlelake.ca>
- Municipal webpage:
  - Social media - Leanne Nyirfa (communications)
- Sask. Alert:
  - <https://www.saskpublicsafety.ca/at-home/saskalert>
  - Brent Lutz

The evacuation zone will have controlled access, and a pass may be required to regain access to the area.

## Evacuation Cancelled:

An evacuation alert or order is cancelled when the hazard is determined (by technical specialists) to be safe for people to be at home. At this time, elected officials may lift an evacuation order and apply an evacuation cancellation. An evacuation alert or order may be reinstated if the threat returns.

If essential services such as police service, fire department, ambulance service, gas, power, water, or other public services are still not under regular operations, elected officials must decide if residents can return home without those services in operation. If a service is not available to the community, this must be communicated to residents before returning them back to their homes. Some residents may elect to remain in evacuation shelters or alternate accommodations until all services are fully operational.



Re-entry criteria will be communicated to evacuees via:

- Municipal email:
  - [info@candlelake.ca](mailto:info@candlelake.ca)
- Stationary or electronic bulletin board:
  - [info@candlelake.ca](mailto:info@candlelake.ca)
- Municipal webpage: <https://candlelake.ca>
  - 
  - Social media - Leanne Nyirfa (communications)
- Sask. Alert - <https://www.saskpublicsafety.ca/at-home/saskalert>
  - Brent Lutz
  - RVCL Office Manager

## **Community Evacuation Strategies**

Notify most residents through emergency broadcasting:

- ☐ Municipal website, <https://candlelake.ca>
- ☐ Social media,
- ☐ Sask. Alert, - <https://www.saskpublicsafety.ca/at-home/saskalert>

Divide town geographically:

- ☐ Size: half, quarters, block amount,
- ☐ Assign team leads and backups,
- ☐ Assign teams to assist,
- ☐ Draft evacuation letter for teams to distribute or communicate with residents:
  - Location of reception and evacuation centre?
  - What routes to take or avoid?
  - What to pack for leaving home?
  - How to gather information from accurate source?
- ☐ Identifying markers for teams to ensure individuals or families have left their dwelling. These markers must be distinguishable to indicate a 'vacant dwelling', 'refusal to leave', 'sheltering in place', or 'require services'.
  - Construction tape or ribbons,
  - Pre-designed document (to tape to front window),
  - Spray paint.



## **Reception Centres**

A reception center is a very temporary location where residents can muster during an emergency or evacuation. A reception centre can be utilized while the evacuation centre is being set-up, and there can be more than one reception centre to distribute information and essential needs.

Reception centres should be flexible for multipurpose use. Space may be designated for use as: gathering and information centre; supply distribution centre; volunteer mustering and staging area; a location for insurance adjusters to work; or, emergency day use location. A community may utilize the same building to contain the EOC and reception centre under one roof, but keep both parties separated and use caution with foot traffic in the building.

Locations of the Resort Village of Candle Lake reception centers have been identified as:

- Candle Lake Community Hall – Primary Location
- Candle Lake Golf Resort – Secondary Location

Pre-designated teams or groups to assist with set-up, operation, and take-down of the reception centres have been determined. Inform this team ahead of a hazardous impact to benefit coordination and operation. The pre-identified reception centre team is:

- Local: The Resort Village of Candle Lake Evacuation Team, Highway 55 North Search and Rescue, Candle Lake Emergency Services, larger evacuations - Saskatchewan Public Safety Agency (SPSA). A full list of contact information for the Evacuation team volunteers, RVCL Emergency Services, Highway 55 North Search and Rescue can be found in the RVCL Annex document.

## **Evacuation Centre**

An evacuation centre is an overnight lodging location where displaced residents may be housed and receive essential services while displaced from their home. The number of evacuees will determine the size of facility that may be required, and there can be multiple evacuation centres arranged for an evacuation. Evacuation centres can be arranged for multiple overnight durations.

Evacuation centres can be multipurpose and used for distributing supplies or providing information. A community may utilize the same building to contain the EOC and evacuation centre under one roof, but keep both parties separated and use caution with foot traffic in the EOC.

Locations for the Resort Village of Candle Lake evacuation centres have been identified as:



- Candle Lake Community Hall
- Candle Lake Golf Resort – Secondary Location

Pre-designated teams or groups to assist with set-up, operation, and take-down of the evacuation centres have been determined. Inform this team ahead of a hazardous impact to benefit coordination and operation. The pre-identified reception centre team is:

- Local: Resort Village of Candle Lake Emergency Social Services Team – ESS Director: Erin Maloy, ESS Assistant Director – and larger evacuations – Saskatchewan Public Safety Agency (SPSA). A full list of Emergency Social Services volunteers is in the RVCL Annex document.

## **Evacuee Support Services**

Residents, regardless of their preparedness levels at home, may require specific support while away from their home. These supports may at various requirement levels relate to food, clothing, lodging, medication, transport, mental health, or infant/children support. Other nonessential but beneficial items that can be arranged could include children's activities, transport to arranged activities, opening leisure centres at no cost to evacuees, providing event tickets, or bringing in entertainment.

Evacuation services dedicated to helping the public are available to assist with various services. If support is required from any of these organizations, be sure to list what is required and the approximate number of your request. These services are not limited to the Saskatchewan Public Safety Agency (SPSA), the Canadian Red Cross, the Salvation Army, Samaritan's Purse, Mennonite Disaster Services, community-based organizations, churches, or public donations.

Do not delay calling for external assistance regarding the support of evacuees. It is best to call for the service and then cancel if they are not required – rather than calling for the service and needing their assistance and having that organization arrive late. If there is a questionable need required, call organizations to make a request to inquire which organization can support your need.



### **Saskatchewan Public Safety Agency (SPSA)**

Is responsible for provincial emergency management, fire safety, wildfire management, and managing Saskatchewan's 9-1-1 emergency dispatching services. SPSA is committed to safeguarding and protecting the people, property, and resources of Saskatchewan. This is achieved through partnerships, coordinated planning, education, prevention, mitigation, response and recovery.

In Saskatchewan emergencies are typically handled locally. However, if a situation escalates beyond the capacity of the local municipality, SPSA steps in to offer support.

### **The Canadian Red Cross:**

Available 24 hours a day, the Canadian Red Cross has a branch located in Saskatoon. For the first 72 hours post-emergency, the Canadian Red Cross can support residents with food, shelter, referrals, clothing, and essential needs. This support comes regardless of individual insurance or non-insurance status.

First 72 hours post emergency support with the Canadian Red Cross staff are on a volunteer basis and may not always be immediately available.

Larger groups of evacuees or evacuees on an extended time away from may need to go through SPSA's *Community Emergency Support Program*.

### **The Salvation Army:**

Activating early can benefit the people, and the Salvation Army services, especially if a community knows there is likely immanent impact from a hazard. Pre-deploying such services like the Salvation Army can go a long way to alleviate the stressors that may be present from arranging support for residents.

Based out of Saskatoon (and Prince Albert for the town of Duck Lake), the Salvation Army can provide for evacuees and at the same time, response personnel:

- Mobile or permanent catering to feeds hundreds to thousands of people at a time.
- Mental wellbeing checks.
- Psychosocial counselling.



## **Re-entry Guidelines**

### **Essential or Critical Services.**

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 the dangers in the community if there is still a threat to life and health. Also, citizens must be notified if any of the services provided on a day-to-day basis are not yet operational. If an essential or critical service is not back-in-service, the community must be informed and given instructions on how to access an alternate field of service (such as, a municipal fire department not in-service due to maintenance or rest – which neighboring fire department is covering).

### **Orderly Re-entry.**

Citizens must be informed of the dangers in the community if there is still a threat to life and health. If dangers or hazards still exist, community services must eliminate or reduce the hazard. If such hazards cannot be eliminated, security or barriers surrounding the hazard may be an option to allow for public safety considerations. Community residents may be returned based upon their individual or community resilience to a hazard. Evacuees could be prioritized according to overall individual or familial health. If this is the case, healthy individuals and/or families can be returned to the community, but individuals and/or families with health concerns may need to remain evacuated and supported outside the community. SPSA's *Community Emergency Support Program* and team could assist with identifying individuals' and families' needs and provide support.



# EVACUATION PLAN

## STAY INFORMED

- Monitor radio or TV for updates.
- Be aware of local emergency alert systems.
- Make sure that Family Emergency Plan is accessible.

## BE READY

- Make preparations to leave right away in the event of an evacuation order.
- Make sure go-bags and Emergency Kit are packed and accessible.
- Make sure vehicle is full on fuel.

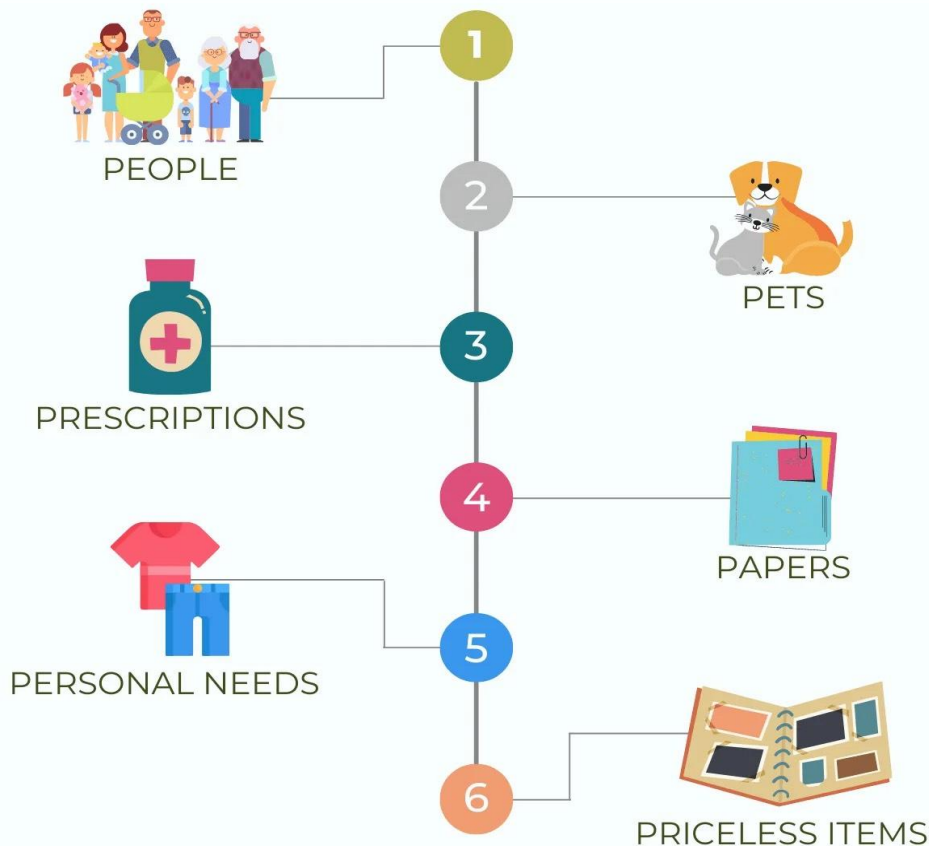
## PLAN AHEAD

- Plan your evacuation route and shelter location ahead of time.
- Make sure everyone in your household is aware of the plan in the event of separation.

## PROTECT YOUR PROPERTY

- Take steps to secure and protect your home.
- Inform your neighbors of precautions taken and evacuation plan.

## REMEMBER THE SIX P'S OF EVACUATION



[www.everharc.com](http://www.everharc.com)





## Example Forms

**For Immediate Release**

Event: \_\_\_\_\_

Date and Time: \_\_\_\_\_

### **URGENT EVACUATION PROCEDURES**

The (Local Authority) Emergency Program and / or Emergency Operations Centre is urging residents affected by the recent (*disaster – whatever it is*) to be prepared to evacuate if ordered to do so by emergency officials in your area.

If you have to evacuate:

- Take an emergency survival kit with you (e.g., battery-operated radio, flashlight, water, food, warm clothing, etc.).
- Make sure you take prescription medicine and identification for the entire family.
- Listen to the radio and follow instructions from local emergency officials.
- Shut off water, gas and electricity, but ONLY if instructed to do so.
- Make arrangements for pets. Local emergency officials will advise you.
- Wear clothes and shoes appropriate to conditions.
- Lock up your home.
- Follow the routes specified by emergency officials. Don't take shortcuts. A shortcut could take you to a blocked or dangerous area.
- If you have time, leave a note telling others when you left and where you went.
- If you are evacuated, register with the local emergency reception center (as advised by emergency officials) so you can be contacted or reunited with your family and loved ones.

Media Contact: \_\_\_\_\_  
Name

\_\_\_\_\_ Phone No.

\_\_\_\_\_  
(Local Authority) EOC

EOC Website: \_\_\_\_\_

**EOC 421**

## Examples of Evacuation notices



## Candle Lake Emergency Services Issues Pre-Evacuation Alert Due to “Camp” and “Shoe” Fires

The Resort Village of Candle Lake Emergency Services is asking residents of the Resort Village to be on pre-alert for possible evacuation. The pre-alert is being issued as a result of the “Camp” and “Shoe” fires currently burning to the east of Candle Lake. The Saskatchewan Public Safety Agency is providing support to the municipality in the event the situation escalates beyond the capacity of the Resort Village.

While there is no immediate danger, residents are being advised to stay alert and begin planning for a potential evacuation which could occur on short notice, should the situation escalate. Residents are being asked to do the following:

- Ensure vehicles are fueled and ready to go.
- Prepare an emergency kit which includes:
  - Prescription medications
  - Important documents (passports, papers, etc.)
  - Computers/laptops
  - Valuables and items that are meaningful to you
  - Personal items (clothing, toiletries, phone chargers, etc.)
  - Supplies for pets.

The Resort Village is setting up an Evacuation Centre in the event an evacuation order is issued. The Evacuation Centre will be located at the Curling Club on the Community Grounds. Should an evacuation notice be issued, residents will be asked to check in at the Curling Club before leaving the Resort Village. In addition, all traffic will be routed through the Village people to ensure proper tracking of residents.

The Resort Village will be issuing daily (or more frequent) updates and residents are being asked to stay tuned to the [Resort Village Facebook page](#), and the [Candle Lake website](#) for updates.

The SPSA website includes information on the [Weather Fire Index](#). At the time, the index for Candle Lake is High.



The pre-evacuation alerts come the day before the popular Welcome Back to the Lake event planned for Saturday, May 17<sup>th</sup>. The event will go ahead as planned; however, the Resort Village is asking visitors to the Resort Village this May long weekend to re-consider their plans to visit the Resort Village until the current situation is over.

For more information please contact:

Candle Lake Fire Chief Jim Arnold

306-227-3342

Resort Village of Candle Lake Office

(306) 929-2246



## Registration Form

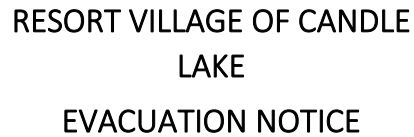
### REGISTRATION CARD – CARTE D'INSCRIPTION

PLEASE PRINT – EN LETTRES MOULÉES S.V.P.

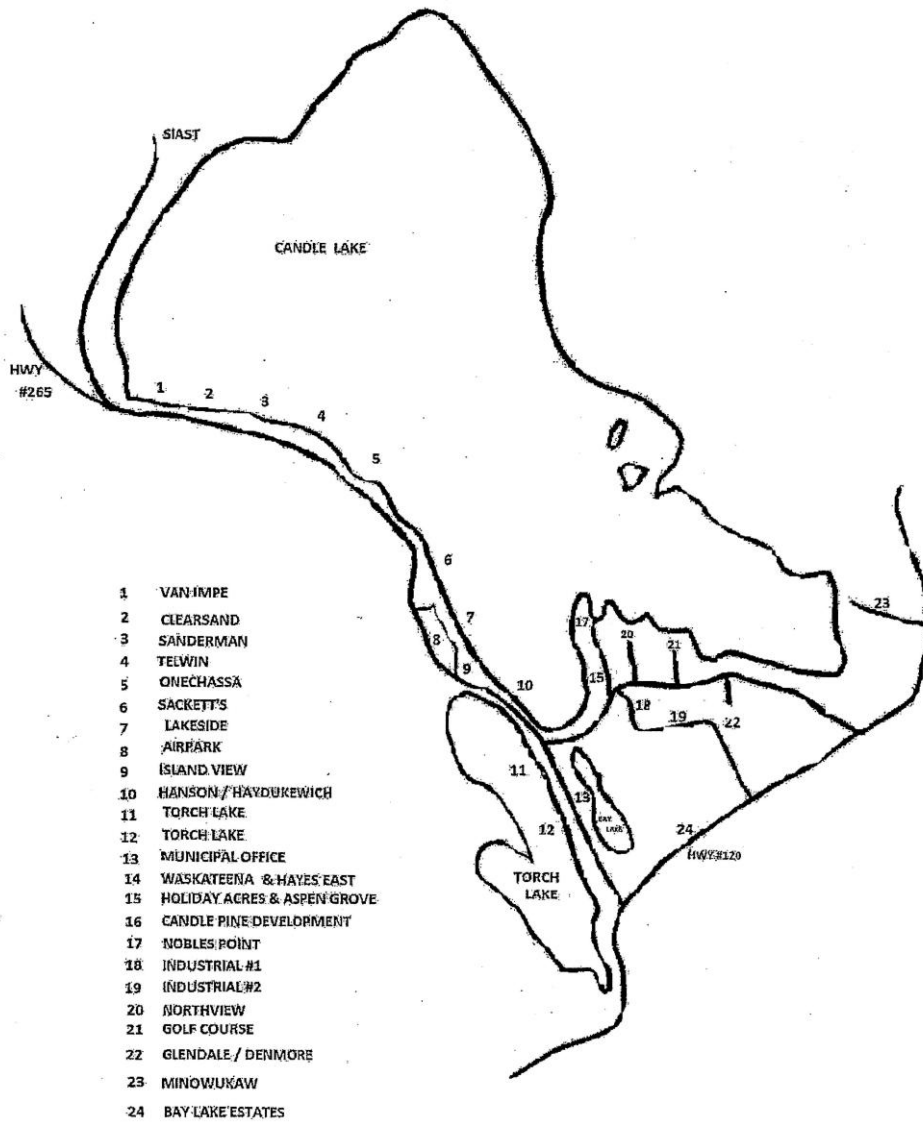
NO.  
N°

RESTRICTION ☐

1. FAMILY NAME – NOM DE FAMILLE						12. PERMANENT ADDRESS – ADRESSE PERMANENTE					
2. FIRST NAME – PRÉNOM		3. INIT	4. NICKNAME – SURNOM		5. SEX SEXE	6. AGE ÂGE	13. CITY – VILLE		14. PROV. – TERRIT.	15. TELEPHONE TÉLÉPHONE	
<p>LIST ONLY THOSE FAMILY MEMBERS WHO ARE WITH YOU AND WHO HAVE THE SAME FAMILY NAME AS YOU. FILL OUT SEPARATE CARDS FOR OTHER PERSONS.</p> <p>INSCRIRE SEULEMENT LES MEMBRES DE LA FAMILLE QUI VOUS ACCOMPAGNENT ET PORTENT LE MÊME NOM DE FAMILLE QUE VOUS. REMPLIR UNE CARTE DISTINCTE POUR TOUTE AUTRE PERSONNE.</p>						<p>16. EMERGENCY ADDRESS AND TELEPHONE NUMBER <i>ADRESSE ET NUMÉRO DE TÉLÉPHONE TEMPORAIRES</i></p> <p>PLEASE INFORM CENTRAL REGISTRY BUREAU IF YOU MOVE.</p> <p>AVERTIR S.V.P. LE BUREAU DE FICHIER CENTRAL SI VOUS VOUS DÉPLACEZ.</p>					
7.	FIRST NAME PRÉNOM	8. INIT	9. RELATIONSHIP LIEN DE PARENTÉ	10. SEX SEXE	11. AGE ÂGE						
17. SPECIAL MEDICAL NEEDS – BESOINS MÉDICAUX PARTICULIERS											
18. ADDITIONAL INFORMATION – AUTRES RENSEIGNEMENTS											
19. PLACE OF REGISTRATION LIEU D'INSCRIPTION			20. DATE D-J M Y-A		21. TIME – HEURE		FOR OFFICE USE ONLY – À L'USAGE DU BUREAU SEULEMENT				
							22. CROSS REFERENCE – RENVOI				

CANDLE LAKE EMERGENCY MANAGEMENT PLAN

## Maps















## Emergency Transportation Fan Out List

Dennis Jeanneau	3 sleds & 8ft toboggan	Side by side		
John Loch	1 sled		Pontoon	
Dave Spence	1 two seater sled			Boat
Sno'Drifters (Carey)	2 sleds & sleigh			
Doug McLaughlin	2 sled & 2 Sleds	Quad	Pontoon	Boat
Terry Busa	2 sleds			Boat
Doug Hamilton	2 sleds			
Jody Hanton			Pontoon	
Norm Hoeflicher	2 sleds	Quad		
Terry Kostyra	1 sleds		Pontoon	Boat
Mari Loewen	2 sleds			
Robert Schultz	2 sleds	2 Quads		Boat
Kevin Schwartz	3 sleds & toboggan	4 seater SBS 8'14 enclosed trailer	Pontoon	
Ed Scott	2 sleds	Side by side		Boat
Harry Stevenson	2 sled	2 Quads		
Pat & Dale Ollenberger	2 2 up sleds	Quad & Kabota side by	Pontoon	
Bev & Jim Huziek	2 Sleds	2 Quads		
Zane & Kim Dmytryshyn		2 Quads	Pontoon	
Terri & Hugh	2Sleds			
Richard Lang	Sled		Pontoon	
Bill Headrick			Pontoon	
John Lucat			Pontoon	
Dave Fisher		Single seater	Pontoon	

**Contact information in annexation document**



## Heavy Equipment Resource List 2025

**Company Name:** Outback Renewal Ltd

**Address:** Box 116 Candle Lake, Sk S0J 3E0

**Phone #** 1(306)960-4930

**Contact Names:**

Kolton Lozej Phone # 1(306)960-4930

Jayden Lozej Phone # 1(306)941-8584

Michael Lozej Phone # 1(306)961-2007

### **Heavy equipment:**

<b>Year</b>	<b>Model</b>
2024	Hitachi Trackhoe
2022 & 2021	John Deere 325 Skidsteer
2014	Bomag Packer
2013	Bobcat E50 Excavator
2011	E50 Bobcat Mini Escavator
2012	450 J LGP John Deere Dozer
2010	CAT CP - 323C Sheetfoot Packer
2011	200DLC John Deere
2008	200CLC John Deere
2008	John Deere 650 JLGP Dozer
1997	JD 544 Wheel Loader
	730 A Champion Grader
	Packer Rental

### **Heavy equipment Skidders:**

<b>Year</b>	<b>Model</b>
2022	John Deere 640 Skidder
2018	John Deere 640 Skidder
740	G Skidder with 1000 gal tank
2010	CAT 545
	SK 250 CAT



## SEMI -TRAILERS AND TRACTORS

Year	Model
2024	Peterbilt Semi
2009	Kenworth Semi
1994	Western Star Semi
2002	Arnes End Dump
1997	Midland End Dump
1995	Gerry's 50 Ton Lowbed
1975	Arne's Belly Dump
2024	Gerry's 55 Ton Lowbed
2024	Arnes End Dump

## Dump Trucks

Year	Model
2016	Kenworth T370
2008	Sterling Tandem
2004	Kenworth T300
2004	Kenworth T300
2001	Freightliner Tandem
2001	Freightliner Tandem

## Equipment

Culvert Steamers  
Lots of Honda Pumps

**Company Name:** Romaniuk Rock & Dirt

**Address:** Box 99 Candle Lake, Sk S0J 3E0

**Phone #** 1(306)961-7692

**Contact Names:** Brent Romanuik

**Email:** [bromanuik.29@gmail.com](mailto:bromanuik.29@gmail.com)



## Equipment List

2 Skid Steers  
4 Excavators  
4 Tandem Trucks  
Heavy Trailers  
2 Skidders with water tanks for forest fire fighting.

END OF DOCUMENT